

# CASTLE HILL MUNICIPAL OFFICERS MEETING

*Wednesday, April 10, 2024*

**7:00 PM – Town Office**

## **Minutes**

**Call to Order at 7:00 PM by Chair Kenney**

**Present – Chair Maylen Kenney, Scott Cheney(via Zoom), Shari Cheney, Hermon Condon, Ryan Spooner, and Gerry McGlinn**

**Absent – None**

**Staff Present – Sandra Fournier, Town Manager; Lisa Foster, Treasurer; Chris Woodworth, Road Commissioner**

**Public – None**

### **2023 Financial Audit Presentation**

Tim Poitras from Chester M. Kearney presented the 2023 Financial audit via Zoom. The 2023 Audit was completed and it was in compliance with the Governmental Auditing Standards. The Town of Castle Hill now has \$401,320 in undesignated funds or 53.7% of total general fund expenditures.

### **Board of Assessors Reviewed the 2024 6-Month County Bill**

The County has begun its transition from calendar year to a physical year. The Board of Assessors reviewed the 6 month budget for January 1, 2024 to June 30, 2024. There will be another budget received by June for the full year budget of July 1, 2024 to June 30, 2025. Both bills will be due in September 2024. The 6 month bill is \$29,104 and will be paid from the undesignated fund balance

Motion by **McGlinn** to approve and sign the 6 month County Tax Bill as presented

Second by **Shari Cheney**

Motion passed **3 - 0**

### **Approve Minutes of Previous Meeting, March 19, 2024 Town Meeting**

Motion by **Shari Cheney** to approve minutes of the Select Board meeting as presented.

Second by **Spooner**

Motion Passed **4 - 0**

### **Review, Approve and Sign Treasurer Warrants #17-26**

Motion by **Shari Cheney** to approve the Treasurer's Warrants as presented

Second by **Spooner**

Motion Passed **4 - 0**

**Old Business – None**

## **New Business**

### **Reviewing Paving Bid Proposals**

Bid packages were open on Wednesday, April 10, 2024. Trombley Industries had the winning bid of \$101.35 per ton for Machine Placed.

Motion by **Shari Cheney** to approve **Trombley Industries** to do the paving for Castle Hill for the 2024 year

Second by **Spooner**

Motion passed **4 - 0**

### **Elect Board Chair**

Motion by **Shari Cheney** to nominated **Condon** to be the Board Chair for the 2024 year

Second by **Scott Cheney**

Motion passed **4 - 0**

### **FOAA Training**

All newly elected and reelect board members must complete the FOAA Training. The Town Manager distributed the information needed to complete the training. Board members to complete the training are Scott Cheney and Shari Cheney for both the select board and assessor board.

### **Board Appointments to Consider – Planning Board, Zoning Board of Appeals, and Town Clerk Nominations of Election Staff**

Planning Board – Joel Pickens and Keith Draper have agreed to accept the appointment for a 3-year term.

Motion by **Spooner** to approve and sign the Planning Board Appointments as presented

Second by **Shari Cheney**

Motion passed **4 - 0**

Zoning Board of Appeals – There is a vacancy for this term 2024-2027

This item has been tabled until the May select board meeting.

Town Clerk Nominations of Election Staff – The Town Clerk offers a variety of names to choose from to ensure that there will be enough staff for any election

Motion by **Shari Cheney** to approve and sign the nominations as presented by the Town Clerk

Second by **Spooner**

Motion passed **4 – 0**

### **Review, Approve, and Sign Board Policies**

On an annual basis, the Select Board sign to authorize two (2) designated board members to act on their behalf, to review, approve, and sign the municipal treasurer's disbursements, pursuant to 30-A M.R.S.A. §5603. The Board also considers the request of the Tax Collector and Treasurer, to apply any tax payment received against outstanding or delinquent taxes due on said property, in chronological order, beginning with the oldest unpaid tax bill.

Motion by **Shari Cheney** to approve Select Board Member **Condon** and Select Board Member **Kenney** to sign weekly Warrant Disbursements.

Second by **Scott Cheney**

Motion passed **4 – 0**

Motion by **Shari Cheney** to approve the Tax Collector Payments Policy as presented

Second by **Scott Cheney**

Motion passed **4 – 0**

### **Town Manager's Report**

The 45 day notices have been sent out to residents that have not paid their 2023 taxes. They have until May 23, 2024 to pay before tax liens are placed on their property. The backhoe has been repaired and the loaner returned. The Animal Control Officer will be giving notices to dog owners who have not registered their dogs. The next step will be a summons for not complying with the state law. The Town Manager will be on vacation from April 17, 2024 to April 29, 2024.

### **Set Next Meeting Date(s):**

Joint Board Meeting – Tuesday, April 16, 2024 @ 6PM

Select Board Meeting – Wednesday, May 15, 2024 @ 7PM

**Adjournment at 7:55 PM by Maylen Kenney**

**Respectfully submitted**

*Lisa Foster*

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