

**Select Board & Board of Assessors Meeting - Minutes**  
**August 28, 2023 @ 7:00 p.m.**  
**Fire Station Community Room, 86 River Rd.**

Present Board Members - Karen Paz, Joel Lind, Tor Glendinning, Thomas Kostenbader, and Rufus Percy  
Staff - Interim Town Manager- Kevin Sutherland.  
Minutes transcribed by Michelle Cameron Interim Town Clerk

1. **Call to Order:** Paz called the meeting to order at 7:01 p.m.
2. **Amendments to the Agenda:** NONE
3. **Minutes of the previous meeting**
  - a. **August 14, 2023: On motion Glendinning/Kostenbader moved to approve the August 14<sup>th</sup> meeting minutes. Vote 4-0, Lind abstained. Motion Passed**
4. **Public Comments on Items Not on the Agenda:** NONE
5. **New Business**
  - a. **Unassigned Fund Balance Policy:** Sutherland explained the current town reserve accounts as they stand as of the last audit. Discussion ensued regarding terminology and definitions. The Board discussed reserve accounts that are no longer needed or used and that it's a good idea to clean up the accounts through the town meeting process, as well as having an ongoing tracing process. The consensus was to have a separate reserve policy and undesignated fund balance policy.  
Sutherland went over his comments and recommendations on the policy and discussion ensued about possible edits to the policy, fund balance thresholds, and how funds were used in the past.
6. **Unfinished Business**
  - a. **Contract for Main Street and Downtown Area Snow and Ice Removal: On motion Lind/Glendinning moved to approve the extension of the Main Street and Downtown Area Snow and Ice Removal contract and allow Sutherland to send the letter to Hagar Enterprises, Inc. Vote 5-0. Motion Passed**
  - b. **Purchasing Policy:** Discussion ensued about the revisions and added language to the policy. **On motion Percy/Lind moved to approve the Purchasing Policy upon repeal of the Purchasing and Bid Ordinance. Vote 5-0. Motion Passed**
  - c. **Traffic and Parking Ordinance:** Sutherland mentioned that he added visual maps to show where the parking signs will be added. The Board reviewed the ordinance. **On motion Glendinning/Percy moved to schedule a public hearing for the proposed Traffic and Parking Ordinance as written and amended for September 25, 2023. Vote 5-20. Motion Passed**
7. **Town Manager Report and Communications:** Sutherland updated the Board on the status of the financial audit and the upcoming town clerk position interviews. Sutherland stated that Deputy Clerk Shelly Clifford has been promoted to an Administrative Assistant role in addition to the duties she already performs. Sutherland and the Board recognized the hard work she had done for the town. Sutherland has been in contact with BHB the engineering firm that will be doing the engineering work for the Lynch Road project. BHB will give us the preliminary design for review on the 12<sup>th</sup> of October. Lastly, Sutherland stated that we are working on a budget report to share monthly and hopes to have this to share for the second meeting in September.

**8. Fiscal Warrants**

- a. **FY24 Fourth Warrant: \$221,389.35: On motion Kostenbader/Lind moved to approve the FY24 AP warrant.  
Vote 5-0. Motion Passed**

**9. Executive Session**

(None scheduled)

**10. Future Agenda Items: NONE**

**11. Adjournment of Meeting: On motion Glendinning/Percy moved to adjourn at 8:14 p.m.**