

Resolution # 1-2023 APPOINTMENTS AND WAGES

Elected or Appointed Officials :

Supervisor Bruce Giuda - \$9,000 per year paid monthly

Councilman Keith Lilley, Paul Irwin, John Hill, Teresa Winchester - \$1200 per year paid quarterly

Highway Superintendent Cory Wilber - \$48,000 per year paid biweekly

Town Clerk Lucy Richards – \$9,000 per year paid monthly

Tax Collector Doris Moennich - \$3,900 per year paid monthly

Town Justice Claudette Newman - \$5,500 per year paid monthly

Tax Assessor Matthew Lippitt - \$12,400 per year paid monthly

Town Hall Building Cleaner Marna Dunham - \$1,200 per year paid monthly

Town Historian Leigh Eckmair - \$275 per year paid once annually

Custodian of Election Machines – Kathy Maxam - \$75 per election

Board of Assessment Review – Chairman \$250.00 paid once per year

2 Regular members - \$75.00 each paid once per year

Highway Crew – paid biweekly - \$22.13 per hour regular time / \$33.20 per hour overtime

No Compensation :

Deputy Supervisor, Deputy Town Clerk, Deputy Tax Assessor, Deputy Highway Superintendent,

Planning Board : Chairman or Members

Hourly Employees :

Court Clerk - \$17.00 per hour

Dog Control Officer - \$15.00 per hour plus mileage

Development Administrator - \$15.00 per hour plus mileage

*All other part time or seasonal employees will be paid NY minimum wage of \$14.20 per hour unless otherwise agreed to by Town Board

All mileage reimbursements will be paid at the rate of \$.58 per mile

Resolution # 2-2023 SCHEDULE OF OFFICIAL TOWN MEETINGS

Regular Town Board Meetings will be held on the second Wednesday of each Month at 6:45 pm in the Town Hall located at 1234 State Highway 51, Gilbertsville NY

Planning Board meetings will be held the second Tuesday of each month at 7 pm in the Town Hall

The Ethics Board meets at the Town Hall at least once annually and more often if necessary. For specific dates and times please contact the Town Clerk

*Any special meetings will be posted on the Town website : townofbutternuts.org

*All meetings are open to the public

Resolution # 3-2023 AUTHORIZATION OF SUPERVISOR TO ADMINISTER DAY TO DAY BUSINESS

The Town board authorizes and delegates to the Town Supervisor the powers and duties of day to day administration of Town business and supervision of all Town facilities. This administration shall be consistent with all local, County, State and Federal laws applicable thereto, and with any collective bargaining agreements, resolutions, contracts, and policies approved by the Town Board.

Resolution # 4-2023 OFFICIAL BANKS AND DEPOSITORIES FOR THE TOWN OF BUTTERNUTS

Official Banks and Depositories are designated as follows :

- Community Bank NA
- Wayne bank (Bank of Cooperstown)
- NBT Bank

Resolution # 5-2023 SCHEDULE OF FEES

Site Plan and Subdivision Fees are listed on the Town website. Fees will vary according to which actions are planned.

Copying : Fee of \$.25 per single page for copies made under FOIL requests only. The Town does not provide copying services for any other circumstance.

Dog License : Spayed or neutered - \$7.00 per dog per year

Un-spayed or un-neutered - \$15.00 per dog per year

Late fees apply for late registration or non – registration

Check Town website for details : townofbutternuts.org

Resolution # 6-2023 DESIGNATION OF OFFICIAL NEWSPAPER

The official newspaper for posting legal notices is The Daily Star (Oneonta)

Other notices of Town Board events will be posted on the Town website, the Butternuts News, and in the Gilbertsville Post Office if possible.

Resolution # 7-2023 PAYMENT OF ADVANCE CLAIMS

The Town Board authorizes the Town Supervisor to pay certain claims before Board audit. These claims are : utilities, postage, freight, payroll, emergency expenditures at Copes Corners Park, and any contractual obligations previously authorized by the Town Board in effect for three (3) years or longer.

Resolution # 8 INSURANCE CARRIERS FOR 2023

As required by law the Town Board names Gates-Cole Insurance Agency, and Tokio Marine HCC as designated insurers for the Town. The supervisor shall secure full and adequate insurance for the protection against theft, fire and liability and shall update said insurance as needed. The supervisor shall bring recommendations and concerns from Town insurers to the Town Board and Highway Superintendent to minimize risks, liabilities and losses. The Supervisor shall strive to implement best practices to minimize risks of personal injury or death to Town employees, elected officials, and appointees, to eliminate liability for the Town, and to eliminate preventable physical damages to Town properties, trucks, and equipment.

Resolution # 9-2023 TOWN ATTORNEY

David S. Merzig of Kehoe and Merzig, Oneonta NY shall be retained as Town Attorney for all legal matters that concern the Town.

In matters related to solar or wind issues, the Town Board additionally will consult with Robert K. McKertich, partner, of Coughlin & Gerhart, Binghamton NY

Resolution # 10-2023 PETTY CASH

The Town Board shall establish petty cash funds for the following positions :

- Town Justice.....\$100
- Town Clerk.....\$100
- Town Tax Collector.....\$50
- Copes Corners Park Caretaker...\$100

ALL PETTY CASH ACCOUNTS NEED RECONCILIATION RECORDS THAT ARE UP TO DATE AND ACCURATE.

Resolution # 11-2023 OFFICIAL HOLIDAYS OBSERVED BY TOWN OFFICES

Town offices will be CLOSED on these Designated Official Holidays (observed) for 2023 :

- *New Years Day (1/2/2023) * Martin Luther King Day (1/16/2023) *Memorial Day (5/29/2023)
- *Juneteenth (6/19/2023) *Independence Day (7/4/2023) *Labor Day (9/4/2023)
- *Columbus Day (10/9/2023) *Veteran's Day (11/11/2023) *Thanksgiving Day (11/23/2023)
- * Christmas Day (12/25/2023)

Resolution # 12-2023 FINANCIAL RESPONSIBILITY

All funds received by any Town official or Town employee shall be accounted for in the following manner :

Immediately upon receiving any funds due to the Town, a receipt shall be provided to the payer and a copy of the receipt will be kept by the Town official / employee. A written ledger will be kept for any revenues received each month. All monies collected will given to the Town Supervisor on a monthly basis, or more frequently if possible. The Town Supervisor shall provide a receipt to the official / employee for all monies received and keep a copy for his records. The Town Supervisor shall deposit all monies received as soon as possible in the proper Town bank accounts. Records of all transactions will be entered into the town's accounting program for monthly review by the Town Board.

Resolution # 13-2023 DEFINITION OF WORK DAY COMPENSATION FOR HIGHWAY EMPLOYEES

The town of Butternuts will compensate all highway employees at the agreed upon rate as specified in the most current Teamsters contract. All relevant issues have been addressed in the Teamsters contract, and shall be administered by the Highway Superintendent as specified in the contract. Definition of "work day" is meant to include all tasks assigned to highway employees by the Highway Superintendent that are intended to develop, maintain or improve the roads in then Town of Butternuts. Mutually sharing services with other municipalities is considered the same as working on Butternuts town roads.

Pursuant to General Municipal Law, employees may not be legally paid when they are not working in said capacity, unless it is a contract based holiday, sick day, vacation day, or a training day. The Town of Butternuts encourages highway employees to attend all mandatory training at the Town's expense. All non-mandatory training, or any other off site activities must be approved by the Town Board in advance at a legal meeting of the Board in order for highway employees to receive compensation from the Town. Highway employees may use personal days or vacation days to attend activities that are not addressed in the contract or not approved in advance by the Town Board.

Resolution # 14-2023 SALT USE ON THE TOWN OF BUTTERNUTS ROADS AND ENVIRONMENTAL SAFETY

The Town of Butternuts has constructed a new Salt Shed, and a new Salt Shed Addition in conjunction with the NYS DEC. The Salt Shed consists of two bays for salt storage and an overhang over a concrete pad for loading trucks. This project was approved under the NYS Water Quality Improvement Program (WQIP), and a grant for 50% matching funds was approved to fund the project. Strict adherence to proper practices are a condition of this grant, and the intention is to eliminate all of salt contamination of any kind. This includes ground / soil contamination, salt water leaching into waterways, salt water leaching into surrounding wells, and any other type of negative impacts to the environment.

Excavation for a new highway building in 2022 uncovered very significant ground contamination from salt that was mixed with sand and stored outside. This contamination had leached at least two feet down and covered a large area in just one winter season. This violates the terms of the WQIP grant from the NYS DEC.

Pursuant to this WQIP agreement with the DEC, and as matter of good environmental stewardship, the Butternuts Town Board establishes to the following resolution :

BE IT RESOLVED :

- A maximum of 200 tons of salt will be purchased for use on town roads per winter season.
- All salt, or salt mixtures, or salt products will be stored under cover in the Salt shed.
- Trucks should not be overloaded causing salt or salt mixtures to overflow onto the ground.
- Ground water runoff at the highway facility will be monitored and checked for salt contamination.
- The water wells at the highway garage and the campground will be monitored for salt contamination.
- The grounds at the entire highway facility, and especially areas where trucks are loaded with salt will be monitored for salt contamination.
- The Highway Superintendent is directly responsible for maintaining the environmental integrity of the entire highway garage facility through maintaining good practices and training of the crew.
- Any salt contamination of groundwater, grounds at the highway facility, town owned lands, wells, or other areas will result in the Town Board ending purchases of all road salt immediately. Vendors will be notified that the Board will no longer pay for any salt deliveries until further notice.
- The Town Board encourages the Highway Superintendent to set the best environmental standards as the goal for the highway department both at the highway facility and throughout the entire town.

TOWN OF BUTTERNUTS MEETING AGENDA

DATE : January 11, 2023

AUDIT VOUCHERS

OPEN MEETING AND PLEDGE

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

MINUTES CORRECTIONS AND ADOPT – December 14, 2022

REPORTS: * Town Clerk * Town Justice * Dog Control * Assessor * Highway Superintendent
*Supervisor's Report

COMMITTEE REPORTS : *POLICY * AUDIT / ~~FEMA~~ * HIGHWAY & MACHINERY * BUILDINGS & GROUNDS
*PARKS *COMPREHENSIVE PLAN

- OLD BUSINESS :
1. Comprehensive Plan Update
 2. Noise Ordinance Local Law # 2 -
 3. Tokio Marine Risk Assessment / Action Plan
 4. Building Use Policy
 5. Lettering on New Trucks and Equipment
 6. Highway Inventory
 7. Completion of Dry Brook Retaining Wall
 8. Sign For Highway Garage
 9. Paint Repair on Volvo Trucks
 10. Sand / Gravel Screening Options

- NEW BUSINESS:
1. Resolution # 15-2023
Health Buyback Compensation for Highway Superintendent
 2. Resolution # 16-2023
Personal Use of Town Pickup Truck by Highway Superintendent
 3. Planning Board Appointments
 4. Ethics Board Appointment
 5. Payroll Services and Procedures
 6. Payment of Vouchers
 7. Financial Reports

BOARD DISCUSSION : * Shared Code Enforcement Officer

PRIVILEGE OF THE FLOOR – THREE MINUTES EACH

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF BUTTERNUTS COUNTY OF OTSEGO

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected for the repair and improvement of highways, and received from the state or other sources for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS** (5110 & 5120) The sum of \$404,077.35 may be expended for general repairs upon 5.32 miles of town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewals thereof.
2. **IMPROVEMENTS** (5112) The following sums shall be set aside to be expended for the improvement of town highways:

- a) On the road COYE BROOK, a distance of 2.0 miles
For the sum of \$ 134,464.74
Project Type PUGMILL PAVE Width of Surface 20'
Thickness 1.75" Subbase N/A
- b) On the road COYE BROOK, a distance of 2.0 miles
For the sum of \$ 39,743.96
Project Type SINGLE SURFACE Width of Surface 20'
Thickness N/A Subbase N/A
- c) On the road COYE BROOK, a distance of .6 miles
For the sum of \$ 39,635.28
Project Type PUGMILL PAVE Width of Surface 20'
Thickness 1.75" Subbase N/A

d) On the road COYE BROOK, a distance of .6 miles

For the sum of \$ 11,932.81

Project Type SINGLE SURFACE Width of Surface 20'

Thickness N/A Subbase N/A

e) On the road DUNHAMS CROSS, a distance of 1.0 miles

For the sum of \$ 67,261.66

Project Type PUGMILL PAVE Width of Surface 20'

Thickness 1.75" Subbase N/A

f) On the road DUNHAMS CROSS, a distance of 1.0 miles

For the sum of \$ 21,771.98

Project Type SINGLE SURFACE Width of Surface 20'

Thickness N/A Subbase N/A

g) On the road PITTSLEY, a distance of .3 miles

For the sum of \$ 21,592.64

Project Type PUGMILL PAVE Width of Surface 20'

Thickness 1.75" Subbase N/A

h) On the road PITTSLEY, a distance of .3 miles

For the sum of \$ 5,955.10

Project Type SINGLE SURFACE Width of Surface 20'

Thickness N/A Subbase N/A

i) On the road COYE BROOK, a distance of 1.42 miles

For the sum of \$ 27,683.08

Project Type SINGLE SURFACE Width of Surface 20'

Thickness N/A Subbase N/A

j) On the road HALBERT HILL, a distance of N/A miles

For the sum of \$ \$34,036.10

Project Type CULVERT REPLACEMENT Width of Surface N/A

Thickness N/A Subbase N/A

k) On the road _____, a distance of _____ miles

For the sum of \$ _____

Project Type _____ Width of Surface _____

Thickness _____ Subbase _____

l) On the road _____, a distance of _____ miles

For the sum of \$ _____

Project Type _____ Width of Surface _____

Thickness _____ Subbase _____

m) Misc. Highway Materials, Cold Patch, Culvert Pipe, Dust Control Agents, Aggregates, Fuel, etc.

For the sum of \$ \$404,077.35

Executed in duplicate this _____ day of _____, 20_____

Supervisor

Councilman

Councilman

Councilman

Town Superintendent

Councilman

NOTE: This Agreement should be signed by a majority of the members of the Town Board and by the Town Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. This Agreement does not have to be approved by the County Superintendent.

TOWN OF BUTTERNUTS
TOWN COURT

P.O. BOX 26
GILBERTSVILLE, NY 13776
607-783-2758
FAX 607-240-5063

January 10, 2023


Dear Board Members and Supervisor:

Enclosed please find my monthly check for the Fines and Surcharges, along with my cashbook report.

Please be advised that I have emailed my Certificate of Completion for Continuing Judicial Education Program to the Town Clerk for filing. Additionally, I have sent a separate letter advising you that my dockets are ready for auditing. Please be advised that I hope to be away the third weekend in February, so I will not be available then.

I thank you for all of your assistance and wish you all a healthy and Happy New Year.

Sincerely,



Claudette Y. Newman
Butternuts Town Justice

encls.

BUTTERNUTS TOWN COURT

P.O. BOX 26
GILBERTSVILLE, NY 13776
607-783-2758
FAX 607-240-5063

January 10, 2023

Dear Board Members and Supervisor:

Pursuant to Uniform Justice Court Act § 2019-a, it is the duty of every justice to present his/her records and docket, at least once a year and upon the last audit day of the town, to the auditing board of the town, which shall examine said records or docket, or cause same to be examined, and enter in the minutes of its proceedings the fact that they have been duly examined.

Consistent with Section 2019-a of the Uniform Justice Court Act, [I/we] hereby advise that the records and docket for the Butternuts Town Court for the most recently concluded calendar year or fiscal year are available to be presented for such examination. I forward to working with you to schedule such examination in an expeditious manner.

It is my understanding that OCA's Internal Audit Services (IAS) unit will be corresponding with you as well in the very near future in this regard. Subsequent to the audit or examination, please forward to the IAS unit the audit report, as well as the Board's resolution noting that the records have been duly examined, and that the fines therein collected have been turned over to the proper officials of the Town as required by law. Such materials may be mailed to the following:

Internal Audit Services Unit
Attn: Joan Casazza
2500 Pond View, Suite LL01
Castleton-on-Hudson, NY 12033

In the alternative, such materials may be sent via email to: jcasazza@nycourts.gov

Town of Butternuts
Dog Control Officer Report

For service period ²⁰²² 10 December through 6 January 2023

Date	Time	Mileage	Name & Nature of call
12-21	0.1	0.0	Merrill - potential dangerous dog
12-28	1.7	1.4	Nichols - dog running at large
12-31	2.6	87.7	Grabs - dog at large, killed chickens
1-6	0.4	0.0	DCO paperwork

Totals - 4.8 hr 89.1 miles

Respectfully submitted by,

Lueck SL

Scot Lueck, DCO

I have been working with Brendan Becker to try to complete the grant requirements for the salt shed. We think we have everything done and will follow up shortly to check on the status of payment.

I have been working with Mr Merzig to push the completion of the sale of the blue building. The legal posting of our resolution of sale was published December 20, 2022 and we must wait 30 days before we can close the deal. Legal documents have been drawn up and will be mailed here for me to sign. I have advised him about the quantity and price for the fuel in the tank which will be reimbursed at closing. He has also advised me not to pay the county solid waste tax bill (\$105) and will ask the county to waive the expense since they have been using the building and land for over a year for free. I should be able to complete this sale shortly after the 30 day waiting period.

Been in touch with Otsego County Office of Emergency Offices about another AED for the Town. They have several models of surplus used units and we qualify to receive one. I talked with our EMS member Scot Lueck and he recommended a particular model that is the same as what they use. I picked it up this morning in Cooperstown and the status is that the battery is good but there are no paddles. I will work with Scot to acquire or purchase a set of paddles.

I am in the process of getting our excess funds and reserve funds invested with NBT. It seems difficult to get ahold of the NBT rep that came to our meeting. I'll keep trying.

I have had significant issues and problems with our payroll processing company. There have been very serious problems in 2 of the last 3 payrolls. I have been in touch with several companies and we will discuss this later on the agenda. I need a system that is reliable, easy to monitor and also simplifies keeping track of all facets of payroll, including holidays, vacation days, sick days, and personal days automatically. I am also getting late, and inaccurate payroll from Cory. I am going to require that all payroll summary sheets AND the time cards are in my possession before I call in the payroll to the processor.

I have worked with Otsego Connect and should see some paperwork shortly. They seem ready to go and will need a payment for parts and supplies before they start. I have requested an invoice and / or a contract.

I have located the necessary forms to apply for a capital abatement for remediating our old highway garage. There is a ton of paperwork needed and I will have to go back over 10 years to get documents to support this request. If successful it could be a substantial settlement from the DOL.

I'm finishing the books for 2022 and will have Steve Lawton "roll over" my accounting software into 2023. I have also asked for his help to streamline our websites, and install a "subdomain" for Copes Corners Park onto our town website. This would eliminate a need for 2 websites and should send anything for Copes right to the town site. I'll have an answer shortly. Jacquie Foster has agreed to work on our website for the short term, at least. We will need to discuss some form of compensation for her.

Re: AED Availability

Bruce Giuda <supervisor@townofbutternuts.org>
To Deanna Smith

2:42 PM

Reply Reply all Forward Delete Add to Safe Senders Add to Blocked Senders

Hello Deanna and THANKS for the offer. The Town of Butternuts could certainly use one of these AED's. After talking to our emergency squad they recommend that we get a "Physio control Life Pak 500" since that's what they have and what they are used to training people on. Please let me know the how, where, and when concerning picking this unit up. Thanks, once again for the generous offer.
Bruce Giuda / Supervisor
ph - 607-337-0554

On 01/06/2023 12:19 PM EST Deanna Smith <smithd@otsegocounty.com> wrote:

Good afternoon, the Office of Emergency Services has the following AED's available as surplus equipment. Your municipality is eligible to receive 1 AED at this time. There is no cost to acquire an AED, however the Town will be responsible for preventive maintenance and the replacement of pads and batteries. Currently we have 13 - Physio control Life Pak 500's and 16 - Philips Heart Start AED's available. Please let our office know if you would be interested in receiving an AED and which model you would prefer. You can contact us by email or the at the number listed below. Thank you.

Deanna Smith
Sr. Clerk
Otsego County
Office of Emergency Services
Phone - 607-547-4328
Fax - 607-547-4377
E-mail: smithd@otsegocounty.com

Confidentiality Clause: "This information has been disclosed to you from confidential records which are protected by state law. State law prohibits you from making further disclosure of it without specific written consent of the person to whom it pertains, or as otherwise permitted by law. Any unauthorized further disclosure in violation of state law may result in a fine or jail sentence or both. A general authorization for the release of medical or other information is NOT sufficient authorization for further disclosure. "HCCE LLC Copyright 2002

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**TRANSFER AND RELEASE REGARDING
OTSEGO COUNTY AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

In consideration of the transfer of an Automated External Defibrillator (AED) owned by Otsego County and Otsego County Emergency Services (hereafter County), the transferor, to OTSEGO COUNTY, transferee, Town of Butternuts:

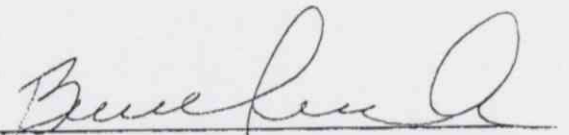
The transferee agrees as follows:

1. Transferee is satisfied with the condition of the AED and agrees that the AED is being transferred to the transferee "AS IS" with no guarantees or warranties regarding condition of the unit or fitness for the use intended.
2. Transferee agrees to hold the County harmless and indemnify the County in the event any action against the County involving the use or condition of the AED after the date of transfer.
3. Transferee agrees to maintain the unit in functional working condition and to purchase disposable items (batteries, pads) upon the usage or expiration of same.
4. Transferee agrees that upon their decision to cease use of the AED it will be returned to the Otsego County Office of Emergency Services.

Dated: 01/11/2023



Damon West



Bruce Giuda

Resolution #15-2023 HEALTH BUYBACK COMPENSATION FOR HIGHWAY SUPERINTENDENT

The Butternuts Town Board shall provide additional compensation to the Highway Superintendent in the form of a "Health Buyback". This compensation is in addition to the annual salary of \$48,000.00 listed in the 2023 budget for Highway Superintendent. The amount paid for Health Buyback shall be the same as provided for the highway employees in the Teamsters contract. For 2023 the Health Buyback listed in the Teamsters contract is \$495 per month which is a total of \$5940.00 for the year. This amount will be paid biweekly as part of the normal payroll schedule.

Resolution # 16-2023 PERSONAL USE OF TOWN PICKUP TRUCK BY HIGHWAY SUPERINTENDENT

The Butternuts Town Board hereby authorizes the Highway Superintendent to use the Town pickup truck for personal conveyance from the highway garage to his home, and vice versa.

TOWN OF BUTTERNUTS
PO BOX 318
1234 STATE HIGHWAY 51
GILBERTSVILLE NY 13776

MEDIA ANNOUNCEMENT

The Town of Butternuts has begun the process of updating the Town Comprehensive Plan. The current Comprehensive Plan is nearing ten years old and in need of refreshing. The Town Planning Board, as the lead for the task, will be seeking public input to help guide the development of the plan.

A Comprehensive Plan establishes an agreed upon vision of the future. It sets goals and objectives across a number of topics to create a path toward reaching that vision. Finally, the plan includes a focused set of strategic actions that demonstrate how the goals can be achieved. Once adopted, the Comprehensive Plan will act as a guide for local governments and community institutions to work together for the benefit of the residents and business owners.

The Town of Butternuts Planning Board will hold two public meetings to allow residents and those who own or operate businesses that are located in or do business in the Town. While the Village of Gilbertsville is a separate entity, we encourage Village residents and business owners to participate as well.

The meetings will be held at the Gilbertsville-Mt. Upton Central School cafeteria on:
Thursday, January 26, 7:00 – 9:00 pm and
Saturday, January 28, 1:00 – 3:00 pm

Media contact: Steven Gayle, Chair, Town of Butternuts Planning Board
Sgayle.butternuts.planning@gmail.com
607-783-2722

COMMITTEES OF THE BUTTERNUTS TOWN BOARD

Following is a general list of duties for each particular committee. If there any activity to report at a Board meeting such reports shall be in writing, and shall be submitted to the Town Clerk for the record.

Teresa
1 POLICY – Shall review current policies and make recommendations for change or improvement. Shall develop new policies at the request of the majority of the Board. Will be responsible for bringing all policy matters and procedures to the attention of the Board, such as an annual review. Shall strive to organize all current policies in a format that is useful and available to anyone who needs to refer to them, or anyone who may request to see current policies.

Paul
2 AUDIT / LAW- Shall perform all mandatory audits of all departments annually and keep records of audits. If necessary shall forward audits to state or other agencies who need to see the completed audits. Will work with Supervisor if requested to review and reconcile Town financial accounts.

John
3 HIGHWAY AND MACHINERY - Shall work with Highway Superintendent to identify short and long term plans for road maintenance, truck and equipment needs and other highway department concerns. Shall monitor any dangerous road conditions that have not been remediated and report to the Board. Shall report any concerns to the Board about vehicle safety, maintenance, inspections, condition or care to the Board. Shall meet to review road or other conditions at the request of the Highway Superintendent.

Keith
4 BUILDINGS AND GROUNDS – Shall be the primary contact person for all buildings and grounds maintenance situations. Shall develop a plan of action for improvements and make recommendations to the Board using the procurement policy as a guide. Shall develop a written calendar for maintenance of all buildings and systems (annual or otherwise) and see to it that all maintenance is done in a timely manner.

Bruce
5 PARKS – Shall work to maintain and improve the Copes Corners Park. This includes both the campground side and the public side for use by Town residents and others. Shall work with the caretakers to address daily and other issues related to campers and pavilion rentals. Shall refer any safety or general concerns immediately to the Town Supervisor. Shall refer any building or grounds issues to Building Committee. Shall monitor needs and requests of campers and caretakers and bring recommendations to the Board for review and possible action.