

BUCKFIELD SELECT BOARD
THURSDAY, JULY 8, 2021 (revised 7.30.21)
MEETING MINUTES

Remote Participation via ZOOM / 6:30 PM

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

- A. 6:30 p.m. Roll Call / Declare Quorum
All Present: Cheryl Coffman-Chair, Robert Hand, Cameron Hinkley, Janet Iveson, Mike Iveson, Bradley Plante

2. APPROVE MINUTES

- A. Regular Meeting Minutes – June 21, 2021

Motion made by J. Iveson and seconded by Chair Coffman to accept the July 8, 2021 meeting minutes.

YES = 2, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. Financials – TM is in discussions with a retired municipal accountant about helping us finish cleaning up the financials.
- B. Local Honor – TM announced that Root Star Farm in Buckfield has a Butternut tree which has been judged both a County, and a state, "Big Tree Champion". Congratulations.
- C. Transfer Station – TM announced that the Town has received \$3,832.85 from the recent sales of cardboard, plastics, newspapers, etc.
- D. LRAP – the FY22 allocation is going up slightly and does not include the 5% reduction from the "COVID year". LRAP remains 9% of the highway budget and this year's DOT estimate for Buckfield is \$55,044.00
- E. Training – our four new Board members attended a "Newly Elected Officials" Webinar through MMA on June 24th. Each has also been provided with copies of the Maine Officials Manual. Our new Town Clerk attended seven hours of additional Clerk's training on the 22nd and 23rd of June.
- F. CMP Issue – On 6/30 a worker from CMP showed up at the Rescue/ Fire station to disconnect the power due to non-payment of the bill. The power was not shut off. Upon investigation we discovered that CMP did receive our check, on time, but lied about having received it that day when the Town Clerk called them. TM has spoken to a Vice President at CMP to review the situation, and to ascertain what the Town Office can do differently in the future to ensure that our payments are appropriately handled by CMP.
- G. Town Office Phones – The phone system in the Town Office is having severe problems; calls disconnected, voice mails not coming through for days, and individual desk phones that are no longer working. TM and TC will work on getting quotes to get new phones for the office.
- H. The exhaust fan for the swap shop is in and BPW will be installing it imminently.
- I. The Tax Collector – Cindy Dunn – has yet to be released from the position, a situation which must be prioritized. TM is talking to atty and accountant to facilitate this.
- J. As of July 19, 2021 the Town Office will return to its summer hours of Weds 8-5, Thurs 12-8, and Fri 10-3. Additionally, TM purchased an "Open" flag which will be displayed during Town Hall open hours and is visible from Turner Street.

4. COMMENTARY

- A. A member of the public asked the new Select Board members to introduce themselves to the public.
- B. A member of the public asked when the Town will be scheduling the FY 22 Budget Vote.

5. NEW BUSINESS

- A. Reorganization of Select Board

Motion by J. Iveson to nominate C. Coffman as Board Chair. Motion by C. Hinkley and seconded by R. Hand to nominate J. Iveson as Board Chair. J. Iveson declined the nomination. Original motion to nominate C. Coffman was seconded by R. Hand.

YES = 4, NO = 0, ABSTAINED = 1

- A. Advisory Assignments – informational
- B. BOS Meeting Schedule

Motion by Chair Coffman and seconded by C. Hinkley to move the twice monthly Board Meetings to the 1st and 3rd Tuesdays of the month beginning July 20, 2021.

YES = 4, NO = 0, ABSTAINED = 1

Motion by C. Hinkley and seconded by Chair Coffman to institute the following Town Hall hours as of August 1, 2021 (the office will be closed for ½ hour for employee lunch breaks):

Monday – Closed

Tuesday: 12:00 – 4:30, 5:00 – 8:00

Wednesday through Friday: 9:00 – 12:00, 12:30 – 4:00

YES = 4, NO = 0, ABSTAINED = 1

- C. Budget / Warrant Update – TM has been working with Colleen Halse on the revised budget, a draft of which will be discussed at the joint meeting on Tuesday, July 27, 2021.
- D. Worker's Comp Safety Incentive Resolution - the Board discussed the credit on Worker's Comp insurance and agreed it would be a good idea to pursue.
- E. Pole Permits – the Board discussed and signed off on outstanding pole permits, reviewed that any new poles must be 10' from the pavement.
- F. Fire Contract – TM has created an updated FY22 fire contract agreement with the Town of Hartford and it has been sent to their Board for approval.
- G. Committee Appointments – the Board reviewed the incoming committee applications and accepted all.

YES = 2, NO = 0, ABSTAINED = 0

6. OTHER BUSINESS

- A. The Board discussed issuing an advertisement for a permanent Town Manager. Chair Coffman agreed to look at previous advertisements for the proper wording, as did the Interim Town Manager. It was agreed that a status update would be provided at the next scheduled meeting.

- B. The group discussed holding a special Board Meeting on July 27, 2021 to which the Budget Committee and Department Heads will be invited to discuss the FY22 Budget.

Motion by C. Hinkley and seconded by J. Iveson to hold a joint meeting of the Select Board, Budget Committee, and Department Heads on Tuesday, July 27, 2021 at 5:30 PM.

YES = 4, NO = 0, ABSTAINED = 1

- C. Allegiance Trucks – Public Works Truck Repairs
The original estimate, approved by the previous Board, was for \$14,000.00. TM explained that the PW Director requested that Allegiance call before doing any work that would exceed the approved \$14,000. They did not do so and did the work anyway, though it exceeded the estimate by over \$4,000. The Board discussed the matter and determined how to proceed.

Motion made by C. Hinkley and seconded by J. Iveson to pay the agreed upon \$14,000.

YES = 4, NO = 0, ABSTAINED = 1

7. WARRANTS

- A. Accounts Payable Warrant - # 52A

Motion by J. Iveson and seconded by R. Hand to accept AP Warrant 52A.

YES = 4, NO = 0, ABSTAINED = 1

8. EXECUTIVE SESSION

The Board declined to go into Executive Session.

9. ADJOURN

Motion made by Chair Coffman and seconded by R. Hand to adjourn the meeting at 8:26 PM.

YES = 4, NO = 0, ABSTAINED = 1

Melissa Wolf
Town Clerk