

**BUCKFIELD SELECT BOARD
MONDAY, MARCH 8, 2021
MEETING MINUTES**

Remote Participation via ZOOM / 6:30 PM

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

6:30 p.m. Roll Call / Declare Quorum

All Present: Tina Brooks-Chair, Cheryl Coffman, Martha Catevenis, John Andrews
Chairwoman Brooks called the meeting to order.

2. APPROVE MINUTES

- A. Regular Meeting – February 18, 2021

Motion made by C. Coffman and seconded by M. Catevenis to accept the February 18, 2021 meeting minutes.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. Lee Dazler of the Western Foothills Land Trust spoke to the Board about obtaining a parcel of predominately wetlands that is adjacent to the Virgil Parris forest. She thinks they can find funding in the form of a Stewardship Fund or the like, if the Town is interested in conveying the land to the Trust.

A discussion ensued as to the timing of the request and other potential funding options, including a possible application for the Brownfield Funding Grant. The Board decided to look further into the matter and discuss the Town's interest in going forward with such a project.

NO MOTION / NO VOTE

- B. The Fire Department suggested installing a dry hydrant near the bridge by the Buckfield Mall and the Board discussed that we may be able to work the cost into DOT's RFP, which is in the early stages of planning and obtaining permission.
- C. The Town ran the RFP to decommission the salt shed in the local papers and is looking for a qualified contractor.
- D. Public Works is looking for a Class B Driver / Laborer, applications are available on the Town website.
- E. J. Andrews requested that he, as Town Manager, and Weldon Lucas, as Public Works Director, can get approval for a debit card with a \$1,000 limit for emergency use.

Motion made by Chair Brooks and seconded by C. Coffman to authorize a debit card with a \$1,000 limit for each J. Andrews and W. Lucas.

YES = 0, NO = 3, ABSTAINED = 0

Motion Failed.

The Board discussed the benefits of a debit card over a credit card and deemed that a credit card is a better option. C. Coffman asked how this was handled in the past to which J. Andrews replied that C. Dunn had her own credit card through the Town.

Motion made by M. Catevenis and seconded by Chair Brooks to authorize a \$1,000 credit card for J. Andrews and W. Lucas.

YES = 3, NO = 0, ABSTAINED = 0

*****What was not made clear is whether the Board voted for two separate cards, one for each J. Andrews and W. Lucas, or if only one card is being authorized.***

- F. J. Andrews is actively looking to add a website portal for residents to pay their taxes online.
- G. December property taxes were entered and deposited. Deposit of \$70,056.17. A second deposit was also made for various other payments. Deposit of \$35,343.32.
- H. J. Andrews continues to work on the list of "Tabled Items" and hopes to have an updated for the 3/29/21 workshop.
- I. The budget is in process and TM is optimistic to have up-to-date financials to the Board and Budget Committee as soon as possible.
- J. SB nomination papers are available at the Town Office. The Board discussed the term requirements and agreed that staggering the terms is a beneficial idea going forward.

4. NEW BUSINESS

A. Set Date for Referendum Voting

The Board discussed the schedule and suggested that the referendum voting date will be June 8, 2021.

Motion made by M. Catevenis and seconded by C. Coffman to hold the referendum vote on June 8, 2021.

YES = 3, NO = 0, ABSTAINED = 0

M. Catevenis asked if an elections clerk has been appointed and expressed concern whether the new Town Clerk / Registrar is capable of handling overseeing and coordination of the election. Furthermore, M. Catevenis opined that we need to assign a formal election clerk. J. Andrews responded by saying that he would reach out to some of his contacts who have experience to see if they would be willing to help. Additionally he is going to reach out to CVR to see what they can do to help.

B. Rescue Chief Report

- a. Rescue Chief Richardson gave an update on 2021 revenue – January \$12,119.51, February \$24,975.78, March MTD \$146,824.17 in billing revenue. Amounts do not include contracted revenue from Hartford.
- b. The Rescue station is getting set-up to distribute COVID vaccines. They have ordered the appropriate storage refrigerator and plan to have vaccine clinics at

- the Rescue station as well as home visits to residents who need it. Hope to have capacity to begin vaccinating in 1-2 weeks. A discussion ensued about site staffing / wages and C. Richardson advised that his staff would handle it, some of whom may volunteer their time to do so. C. Richardson also advised that he confirmed that all activities herein are covered under the EMS license.
- c. C. Richardson is working with EMA awaiting final word on the \$12,000+ grant which he believes we will get.

C. Budget Process

- a. C. Richardson advised the group that he is working on his budget, which is almost ready.
- b. The Board discussed the timing of obtaining preliminary budget numbers prior to the March 22, 2021 SB meeting. The group had already voted to hold a workshop on March 29, 2021. Additionally, it was discussed that a joint SB / Budget Committee meeting should take place prior to the next SB meeting and could take place on March 15, 2021.
- c. M. Catevenis reminded the group that we have not received the Audit report back yet for FY20, and that a proper budget can't be done until it's received.

Motion made by M. Catevenis and seconded by Chair Brooks to hold a joint Select Board / Budget Committee meeting on March 15, 2021, and to cancel the March 29, 2021 workshop, and keep the March 22, 2021 regularly scheduled SB meeting.

YES = 3, NO = 0, ABSTAINED = 0

5. OLD BUSINESS

- A. Setting a meeting with Sumner regarding the Transfer Station.

The Board asked J. Andrews for a status update. J. Andrews replied that setting up the meeting is on his list but he has not had a chance to get to it as yet.

6. WARRANTS

- A. Accounts Payable Warrant #26 – Board still needs backup paperwork for A/P warrant 26. M. Wolf advised she will email the backup paperwork on the morning of March 9, 2021.
- B. Payroll Warrants #35 & #35A

Motion made by M. Catevenis and seconded by Chair Brooks to accept payroll warrants #35 and #35A.

YES = 3, NO = 0, ABSTAINED = 0

- B. Accounts Payable Warrant #34

M. Catevenis pointed out that the warrant showed a total warrant amount of \$47,360.21, two numbers were transposed. The correct warrant total amount was \$47,630.21.

Motion by C. Coffman and seconded by M. Catevenis to accept the accounts payable warrant #34 for the corrected total warrant amount of \$47,630.21.

YES = 3, NO = 0, ABSTAINED = 0

9. EXECUTIVE SESSION

The Board opted not to go into Executive Session.

NO MOTION / NO VOTE

9. ADJOURN

Motion made by Chair Brooks and seconded by M. Catevenis to adjourn the meeting at 7:27 PM.

YES = 3, NO = 0, ABSTAINED = 0

John Andrews
Town Manager