

**BUCKFIELD SELECT BOARD**  
**MONDAY, APRIL 8, 2021 (rescheduled from April 5<sup>th</sup> due to connectivity problems)**  
**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 – April 8, 2021**

The Board reviewed the wording of the notes regarding the exit of Sandra Perkins as discussed at the March 22, 2021 regular meeting. It was determined that the March 22, 2021 minutes should be amended to reflect the accurate verbiage regarding dismissal, resignation, and inability to complete duties as it pertains to committees. For clarity, the group decided to hold another vote regarding the dismissal of Sandra Perkins from the Budget Committee.

Motion made by Chair Brooks and seconded by C.Coffman to amend the March 22, 2021 meeting minutes to include the above-referenced changes regarding dismissal of committee members.

**YES = 3, NO = 0, ABSTAINED = 0**

The Board also discussed the discrepancy in the vote to approve A/P warrant 37. The vote was listed in the minutes erroneously as 2-1 for the motion when the vote was actually 3-0 to approve the motion.

Motion made by Chair Brooks and seconded by C. Coffman to accept the March 22, 2021 meeting minutes with the corrected amendment of the vote to accept A/P warrant 37.

**YES = 3, NO = 0, ABSTAINED = 0**

An amended copy of the March 22, 2021 with the voted-upon changes is attached.

**3. TOWN MANAGER'S REPORT**

- A. AVCOG – we have received our payment for the Trout grant associated with the Shedd Hollow project.
- B. The Select Board and Budget Committee continue to meet to discuss options, the date for the RSU 10 budget vote and Select Board seats will still occur on June 8<sup>th</sup>.
- C. The Town Office has hired Calley Baker as an Office Assistant, she is an excellent addition and we are excited to have her as a member of the admin staff.
- D. Sand / Salt Shed – W. Lucas is obtaining bids, we have received one so far. J.Andrews advised that the plan is to continue using the company we've used in the past, but left open the idea of acquiring more bids.

- E. By recommendation of the Budget Committee, we are looking at using leftover FY20-21 appropriated funds for Winter Roads to secure pricing for salt and sand next year.
- F. Paychex is up and running with a very user-friendly interface which will save Administrative time.
- G. Looking at the State bills being passed it looks like we will see a 3.75% return.
- H. J.Andrews would like to hold a concert on the grounds and gazebo at town hall. The Olde Mill Road Show are the prospective performers and, if approved by the Board, the cost will be covered by the state representative for District 73. A date has not yet been established. The group discussed social distancing and parking.
- I. The final estimate that Public Works has obtained to fix the 2009 International is \$14,000. Hopefully the cost will be less but this is at least what we can expect to pay.
- J. J.Andrews has contacted Kingston Brown, a certified CEO, and requested that the Board appoint him to that role, and the role of Shoreland Zoning Officer.
- K. The Town continues to work with Mike Rogers from the state office for our Homestead Exemption.
- L. Special Amusement Permit for Lee Johnson of the Buck-It. A date must be determined to meet to vote on this matter. The question was raised as to whether or not the Special Amusement Permit runs concurrently with the Liquor License. J. Andrews agreed to look further into the matter.

A discussion ensued regarding the cost of repairs to the 2009 International which was recently purchased, and how the cost of repairs will be paid. C.Coffman expressed dismay that this recently purchased truck already needs significantly costly work. It was agreed that, ideally, the town would fund the repairs through the current budget if possible.

Motion made by M. Catevenis and seconded by Chair Brooks to repair the 2009 International at an estimated cost of \$14,000.

**YES = 3, NO = 0, ABSTAINED = 0**

Motion made by M. Catevenis and seconded by C.Coffman to appoint Kingston Brown as Code Enforcement Officer and Shoreland Zoning Officer.

**YES = 3, NO = 0, ABSTAINED = 0**

Motion made by M. Catevenis and seconded by Chair Brooks to allow the Town Manager to hold a concert on the grounds and gazebo of the Town Hall.

**YES = 3, NO = 0, ABSTAINED = 0**

#### **4. NEW BUSINESS**

- A. Referendum Voting Date  
The Board, along with the Budget Committee members in the meeting, discussed the dates for the RSU#10 vote and the Select Board and Assessors' Committee open seat voting. June 8<sup>th</sup> was confirmed as the RSU #10 voting date. The benefits of holding the committee elections on the same date were discussed. The group discussed the merits

and challenges of holding two separate votes, and the challenge of holding only one. It was determined that two separate votes would be held.

Various dates in June and July 2021 were discussed and the Board attempted to back up the timeline for deliverables and public hearings.

M. Catevenis made a motion seconded by to change the referendum date for the budget and Board nominees to June 24<sup>th</sup>.

A discussion ensued as to whether it is feasible to meet the pre-election deadlines if using the June 24<sup>th</sup> date. It was determined that the deadline for the budget approval and notices would have to be April 26<sup>th</sup> if the vote would be held on June 24<sup>th</sup>, in order to accommodate for the 60 day window.

M. Catevenis rescinded her motion to hold the budget vote and Board elections vote on June 24<sup>th</sup>. Chair Brooks asked if another motion was on the table, to which there was no response.

It was discussed that two separate votes would be held – the first on June 8<sup>th</sup> for the RSU #10 budget, and Board elections, and the second on July 13<sup>th</sup> for the FY22 Budget approval.

- B. C. Coffman made a motion and seconded by Chair Brooks to move the referendum vote for the town budget to July 13<sup>th</sup>.

**YES = 2, NO = 1, ABSTAINED = 0**

Further discussion ensued regarding the dates of the two public hearings to be held prior to the referendum vote on the budget. Backtracking from the July 13<sup>th</sup> vote, if approved, it was proposed that the public hearings be held on Tuesday, May 4<sup>th</sup> and Saturday, May 8<sup>th</sup>.

C. Coffman made a motion seconded by M. Catevenis that the public hearings prior to the budget referendum vote be held on May 4<sup>th</sup> and May 8<sup>th</sup>.

**YES = 1, NO = 2, ABSTAINED = 0**

The Town of Buckfield elections / public hearings schedule is attached.

- C. Credit Card Policy – J. Andrews suggested tabling this issue until a future meeting. M. Catevenis advised she believes a Credit Card policy exists in the current town handbook and questioned whether the Board is looking to amend the existing policy or create a new one.

Motion made by Chair Brooks and seconded by C. Coffman to table the matter for discussion after the Board members review the current policy.

**YES = 2, NO = 1, ABSTAINED = 0**

**5. OLD BUSINESS**

- A. Meeting with Sumner re: Transfer Station - C.Coffman has placed a call to schedule the meeting but has not yet received a response.
- B. Credit Card Policy – J. Andrews suggested tabling this issue until a future meeting. M. Catevenis advised she believes a Credit Card policy exists in the current town handbook and questioned whether the Board is looking to amend the existing policy or create a new one.

Motion made by Chair Brooks and seconded by C. Coffman to table the matter for discussion after the Board members review the current policy.

**YES = 2, NO = 1, ABSTAINED = 0**

- C. Oxford County Tax – final figure \$142,695.00
- D. RSU School Budget – the Board asked J. Andrews if the school was granted stimulus money and if so, how much. J. Andrews agreed to call the business office tomorrow to find out more details.
- E. The Board reviewed the bid from WA Lucas in the amount of \$2,875.00 to relocate the sand / salt shed to the cement slab and covering it with a tarp to meet minimum DEP guidelines. J. Andrews advised that the cost will be covered by donations rather than deducted from a town budget line.

Motion by C. Coffman and seconded by M. Catevenis to accept WA Lucas’s proposal for the sand / salt shed at the Transfer Station.

**YES = 3, NO = 0, ABSTAINED = 0**

- F. Discharging Tax Collector – J. Andrews reported that we are essentially in a “holding pattern” until the audit is completed.

**6. NEW BUSINESS**

- A. Sodom Road Properties – Doug Ryan informed the Board that he had been given verbal permission by the previous Town Clerk that he could move forward with the dividing of his land on Sodom Road into multiple parcels. He filled the Board and new Town Manager in as to his plans and requested that he get something in writing allowing him to move forward.

J. Andrews advised that Kingston Brown, the newly appointed CEO, will be able to work with Doug Ryan to get him the permits and other authorizations he needs to move forward with the project. There was a discussion about whether this property would have to be considered a sub-division, which is something the Board charged the CEO with ascertaining but did not believe that guidelines regarding sub-divisions would be necessary in this case. Further discussion took place wherein the Board members suggested that the best course would be to have the new CEO confer with the Planning Board before formally approving the project.

Motion made by M. Catevenis and seconded by C. Coffman that the newly appointed CEO review the project details with the Planning Board prior to issuing official approval.

**YES = 3, NO = 0, ABSTAINED = 0**

B. Payroll Warrant 39

Motion made by M. Catevenis and seconded by Chair Brooks to accept payroll warrant 39.

**YES = 3, NO = 0, ABSTAINED = 0**

C. Accounts Payable Warrant 39

Motion made by M. Catevenis and seconded by C. Coffman to accept A/P Warrant 39.

**YES = 3, NO = 0, ABSTAINED = 0**

7. **OTHER BUSINESS**

- A. M. Catevenis read aloud a letter (attached to this document). The Chair and Vice Chair of the Board responded to the letter by discussing the points made and thanking M. Catevenis for her input.

8. **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 8:24 PM.

**YES = 3, NO = 0, ABSTAINED = 0**

John Andrews  
Town Manager

“**Without** good communication, teams become disorganized, ineffective and disinterested. When a **leader** isn't present teams begin to get disorganized. For some teams, they can withstand disorganization for a period of time but eventually, the **lack of** responsibility takes over unless one of the team members step up.” Learnloft. Lead your best.

It is time to step up....I have patiently waited for the Chair and the Vice chair to be the leaders that the Buckfield citizens and the municipal staff deserve. We are coming in on our 5<sup>th</sup> month since our little town had the biggest shake up it has ever faced and we are sinking further and further behind.

This has caused a lot of uncertainty and concern. Without proper leadership decisions cannot be made in a timely manner. This lack of leadership leaves the staff reeling, spinning and spinning, and unable to head in the correct direction.

When leadership lacks confidence, meeting become ineffective. The board is causing Information confusion for the staff, a lack of direction by postponing important decisions, and we have trouble building municipal teams and inspiring them. These are huge deficiencies. And I will not continue in this direction.

The Buckfield Citizens are losing confidence in our ability to manage the town government.