

BUCKFIELD SELECT BOARD
MONDAY, MAY 17, 2021
MEETING MINUTES
Remote Participation via ZOOM / 6:30 PM

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

6:39 p.m. Roll Call / Declare Quorum

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

2. APPROVE MINUTES

A. Regular Meeting – April 8, 2021 (rescheduled from April 5th)

The group discussed the April 8, 2021 meeting minutes and identified that the vote on Page 3, B was a 3-0 vote but was listed in the minutes as a 2-1 vote, and thus the minutes should be changed accordingly. Further discussion took place regarding redundant information on Page 4, B of the April 8, 2021 meeting minutes; the matter of the Credit Card Policy is listed twice.

Motion by C. Coffman and seconded by M. Catevenis to accept the minutes of the April 8th regular meeting with changes.

YES = 3, NO = 0, ABSTAINED = 0

B. Regular Meeting – April 19, 2021

The group discussed the April 19, 2021 meeting minutes and determined that it would be appropriate to strike the phrase “The meeting resumed despite the successful vote” under #6, B.

Motion by C. Coffman and seconded by M. Catevenis to accept the minutes of the April 19th regular meeting. M. Catevenis made an amended motion to accept the meeting with changes.

C. Regular Meeting – May 3, 2021

Motion made by M. Catevenis and seconded by C. Coffman to accept the minutes from the May 3, 2021 meeting. Chair Brooks requested further discussion prior to the vote. It should be noted on the May 3, 2021 minutes that the Board did go into Executive Session and postponed other items on the agenda, but did vote on the special amusement permit for the Buck-It Grill, and congratulated Library Director Katie Clukey for her work anniversary.

Vote to accept the May 3, 2021 meeting minutes with noted changes.

YES = 3, NO = 0, ABSTAINED = 0

D. Emergency Meeting – May 6, 2021

Motion made by M. Catevenis and seconded by C. Coffman to accept the notes from the May 6, 2021 emergency meeting. Minutes were not taken but the group determined that the times of the beginning and end of the meeting would be helpful to note. Chair Brooks submitted her notes for the May 6, 2021 meeting (attached) which included the time the meeting convened and the motions therein.

Vote to accept the May 6, 2021 meeting notes as presented by Chair Brooks.

YES = 3, NO = 0, ABSTAINED = 0

E. Emergency Meeting – May 10, 2021

Motion by M. Catevenis and seconded by C. Coffman to accept the notes (attached) from Chair Brooks from the reconvened emergency meeting on May 10, 2021.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. The Interim TM has scheduled a department heads meeting for Tuesday, May 18, 2021.
- B. The Interim TM has requested a Workshop with the Select Board.
- C. Interim TM is planning to set up time to meet with department employees.
- D. Absentee Ballots for the June 8, 2021 election are available at the Town Office.
- E. The Town Clerk is working with Liz Knox and the Secretary of State's office to coordinate details for the election.
- F. Interim TM is meeting with Northeast Bank tomorrow to discuss removing J. Andrews as signatory and adding B. Plante. Also, B. Plante is working on scheduling an Accountant to come in to assist in correcting the financials.
- G. The Town Office made a deposit of \$48,540.00 this week.
- H. Interim TM will be working with C. Hinkley and Public Works to replace the flag at the Damon Cemetery.
- I. The Interim TM advised the Board that his intention is to submit agenda and SB meeting docs to the SB on the Friday prior to the scheduled Monday night meetings.

The group discussed the Interim TM's request to schedule a Workshop with the Select Board members. C. Coffman made a motion seconded by M. Catevenis to hold the Workshop on Tuesday, May 25th at 6:30 PM.

YES = 3, NO = 0, ABSTAINED = 0

5. NEW BUSINESS

Buck-It Grill Liquor License Renewal

Interim TM B. Plante advised that it is not necessary to hold a public hearing on the renewal of the liquor license and thus, the Board can vote on it tonight.

Motion by C. Coffman and seconded by M. Catevenis to approve the renewal of the liquor license for the Buck-It Grill.

YES = 3, NO = 0, ABSTAINED = 0

6. OLD BUSINESS

A. Rescheduling Public Hearing Dates

Motion by C. Coffman and seconded by M. Catevenis to table rescheduling the public hearing dates until the warrant is approved.

YES = 3, NO = 0, ABSTAINED = 0

B. Warrant Articles for Budget Referendum

Motion made by M. Catevenis and seconded by C. Coffman to postpone the July 13, 2021 referendum vote until the warrant articles have been approved, after the audit results are received.

YES = 3, NO = 0, ABSTAINED = 0

C. Update on Ballot Clerks – we have 8 confirmed ballot clerks and one stand-by for emergencies. The Town Clerk is working on a schedule for the day.

P. Horsfall questioned whether J. Iveson can be a ballot clerk though she is a candidate on the ballot.

YES = 3, NO = 0, ABSTAINED = 0

7. EXECUTIVE SESSION - The Board opted not to go into Executive Session.

9. ADJOURN

Motion made by Chair Brooks and seconded by C. Coffman to adjourn the meeting at 7:14 PM.

YES = 3, NO = 0, ABSTAINED = 0

Melissa C. Wolf
Town Clerk