

**BUCKFIELD SELECT BOARD
TUESDAY, DECEMBER 1, 2020
MEETING MINUTES**

Remote Participation via ZOOM / 6:30 PM

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

- A. Roll Call / Declare Quorum- All present: Tina Brooks-Chair, Cheryl Coffman, Martha Catevenis, John Andrews

2. APPROVE MINUTES

- A. Regular Meeting

Motion made by M. Catevenis and seconded by C. Coffman to accept the November 10, 2020 minutes.

YES = 3, NO = 0, ABSTAINED = 0

- B. November 13, 2020 Amendment

Motion made by M. Catevenis and seconded by C. Coffman to accept the November 13, 2020 minutes amendment.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. Public Works

Department is fully staffed with two new full time hires and three back up plow drivers. The crew has been working on clean-up of downed trees, leaves and debris from public town parking lots and grounds. One spare plow may not be as dependable as thought so our Foreman is looked into used truck options. Looking at two quotes for repairs to the Transfer Station cardboard storage unit. C. Coffman asked to clarify the damage to which J. Andrews advised there is a gaping hole in the structure.

- B. Town Hall Staffing

Melissa Wolf has been hired as Deputy Clerk and Finance Coordinator. She has participated in training through NDS and will train with the Maine Town and City Clerk's Association to achieve certification. The Town Clerk / Tax Collector job is posted on MMA and the Town website and will be on Indeed.com

C. Northeast Bank

Our Automatic Clearing House designee is being switched which will allow us to fully operate the Town Office. Rapid Renewal will move forward once the ACH switch is complete. Goal is to have direct deposit reinstated this week if possible.

D. Data Management

Implemented a Northern Data Systems daily back up as a best practice; this had not been occurring for some time. Obtaining quotes for potential website upgrade.

E. Other – Town Manager

Received mandated Freedom of Access Act training on 12/1/2020 via Zoom.

Motion made by M. Catevenis and seconded by C. Coffman to accept the Town Manager's report.

YES = 3, NO = 0, ABSTAINED = 0

4. **OLD BUSINESS**

- A. Town Office Closure – Propose that Town Office is not reopened on December 1, 2020 but instead on December 15, 2020. C. Coffman questioned whether the office would reopen on December 15th or if the issue would be revisited on December 15th. J. Andrews mentioned potentially implementing a drive-up service.

Motion made by M. Catevenis and seconded by C. Coffman to authorize the Town Office to reopen on December 15, 2020. C. Coffman questioned whether the office would reopen on December 15th or if the issue would be revisited on December 15th. Amended motion made by M. Catevenis and seconded by C. Coffman to authorize the Town Office reopen on December 15, 2020.

YES = 3, NO = 0, ABSTAINED = 0

There was a discussion about the settlement and discharge of C. Dunn as Tax Collector. J. Andrews advised that he is trying to schedule the audit, before which C. Dunn cannot be discharged.

Motion made by M. Catevenis and seconded by C. Coffman to postpone the settlement and discharge of C. Dunn until December 15, 2020.

YES = 3, NO = 0, ABSTAINED = 0

5. NEW BUSINESS

- A. Call for a Public Hearing- Auto Salvage/Junk Yard Permit- November 10, 2020 6:00 PM

A motion was made by t. Brooks and seconded by C. Coffman to hold a public hearing via Zoom on November 10, 2020 at 6:00 PM followed by the regular Select Board meeting.

YES = 3, NO = 0, ABSTAINED = 0

- B. J. Andrews discussed switching town e-mails to Gmail. The library has also asked to get Gmail addresses. C. Coffman asked if the Town Office will set up the e-mails for committee members and appropriate employees.

A motion was made by M. Catevenis and seconded by C. Coffman to switch municipal e-mails to Gmail and approval for the Town Office to set up the e-mail addresses.

YES = 3, NO = 0, ABSTAINED = 0

There was a discussion about moving the Select Board meetings to a different day of the week, Monday or Wednesday were proposed. The group will look at their individual schedules and the issue will be revisited on December 15, 2020.

Motion made by M. Catevenis and seconded by T.Brooks to table the discussion to choose a different day of the week to hold Select Board until December 15, 2020.

YES = 3, NO = 0, ABSTAINED = 0

6. OTHER BUSINESS

- A. C. Coffman asked if the committee had sent an acknowledgement to Dana Lowell regarding the Dairy Farm of the Year award. There was no vote on this matter and no action item discussed.

- B. J. Andrews asked the committee for advice on how to handle the BVC changeover as there has been no movement as yet toward transferring / buying the equipment necessary. M. Catevenis asked if there is a chance the town will lose revenue as a result of the interim status.

A motion was made by M. Catevenis and seconded by C. Coffman to table the matter until December 15, 2020.

YES = 3, NO = 0, ABSTAINED = 0

- C. The town is still looking at the purchase of the Sterling Plow Truck. The committee discussed the fact that it is registered and insured in New Hampshire. Public Works has

explored possible new leads as well. J. Andrews will review the budget prior to the November 15, 2020 meeting.

A motion was made by M. Catevenis and seconded by C. Coffman to allow the Public Works director to discuss purchasing the plow from the dealership.

YES = 3, NO = 0, ABSTAINED = 0

- D. The committee discussed approving warrants prior to issuance of payments by e-mailing the reports to members prior to the meeting, and bringing back up paperwork to Select Board meetings.

A motion was made by M. Catevenis and seconded by T. Brooks for the Town Treasurer to set up a system to provide the committee members with payroll and A/P reports prior to posting in NDS, and preparing back up documentation to each meeting.

YES = 2, NO = 0, ABSTAINED = 1

7. APPROVE & SIGN TREASURER'S WARRANTS

☉ Payroll Warrant #22

A motion was made by M. Catevenis and seconded by T. Brooks to approve payroll warrant #22.

YES = 3, NO = 0, ABSTAINED = 0

D. Accounts Payable Warrants #22

A motion was made by M. Catevenis and seconded by C. Coffman to approve accounts payable warrant #22.

YES = 3, NO = 0, ABSTAINED = 0

9. ADJOURN

A motion was made by M. Catevenis and seconded by C. Coffman to adjourn the Select Board meeting at 7:31 PM

YES = 3, NO = 0, ABSTAINED = 0

John Andrews
Town Manager