

**BUCKFIELD SELECT BOARD
MONDAY, FEBRUARY 1, 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 – January 21, 2021

Motion made by C. Coffman and seconded by M. Catevenis to accept the January 21, 2020 meeting minutes.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. The Town received Local Roads Assistance Program check for \$42,500.00
- B. The Town received an excise tax check from the Town of Paris for \$12,738.19
- C. 115 lbs of audit materials requested in June 2020 were delivered on 1/23/21 to auditor
- D. J. Andrews attended MMA / Bernstein Shur workshop on 'HR in the Age of COVID' and is working to develop a Buckfield-specific policy
- E. The Admin department is preparing materials for '19-'20 MMA Workers' Comp Audit
- F. Shedd Hollow invoices proof of payment have been collected and sent to MEMA who will forward to FEMA. Working on the Eastern Brook Trout grant for \$22,000, still fact finding.
- G. W-2 forms were sent out to Town employees on Friday 1/29/21
- H. Paperwork filed with Group Dynamics for the Town's 2021 HRA policy renewal
- I. Requesting that the Board appoint M. Wolf as state agent for the MOSES system
- J. J. Andrews needs Board permission to enter into agreement with Paris to plow access from 26 North at Paris Hill to High Street / 117 in case of a COVID shutdown in either Town.
- K. The Fire Chief has requested Board approval for rust repair on the tanker for \$6,690.00. Per Chief these funds were appropriated to this budget for FY21.

4. NEW BUSINESS

- A. Prioritizing Tabled Items – the Board discussed the long list of tabled items. J. Andrews informed the group that some of the items have been looked into or handled. The group discussed holding a workshop to identify the top priority items the Board should be addressing.

Motion by M. Catevenis and seconded by C. Coffman to schedule a workshop to discuss and prioritize tabled items. Chairwoman Brooks discussed further the scheduling of the workshop and the Board agreed to hold it on Monday, February 8th at 6:30.

YES = 3, NO = 0, ABSTAINED = 0

Motion made by M. Catevenis and seconded by Chairwoman Brooks to have each Board member identify 10 priority tabled items to discuss at the February 8, 2021 workshop.

YES = 3, NO = 0, ABSTAINED = 0

- B. Budget Meeting Timeline – The group discussed putting together a calendar for the Budget Committee meetings and asked J. Andrews for guidance. C. Coffman posited that the Budget Committee should make their own schedule. The group discussed letting the Budget Committee arrange a schedule, meet a few times on their own before the Select Board would participate. Perhaps the Board wouldn't require a schedule, per se, but a timeline.

Motion made by C. Coffman and seconded by M. Catevenis to revisit the matter at the February 18, 2021 Select Board meeting.

YES = 3, NO = 0, ABSTAINED = 0

- C. Audit Items – J. Andrews indicated that he awaits additional feedback from Ron Beaulieu. The Board discussed appointing J. Andrews to take on the responsibilities of the audit follow up.

Motion made by M. Catevenis and seconded by C. Coffman to appoint JA as the point person for the FY20 audit.

YES = 3, NO = 0, ABSTAINED = 0

- D. Schedule TM 4-month probationary review – The group discussed holding J. Andrews' 4-month review after the February 18, 2021 scheduled meeting and questioned whether it should be done in Executive Session.

Motion made by C. Coffman and seconded by M. Catevenis to complete J. Andrews' 4-month probationary review after the February 18, 2021 meeting.

YES = 3, NO = 0, ABSTAINED = 0

- E. Appoint Deputy Tax Collector – J. Andrews informed the group that we are holding tax checks from November to deposit since we do not have a Tax Collector. J. Andrews identified that the statute allows the Board to appoint a Deputy Tax Collector so that we can get the tax payments entered before we have to have checks reissued. The town hall has been getting many calls from residents asking when their checks will be cashed.

Motion made by C. Coffman and seconded by M. Catevenis to appoint J. Andrews Deputy Tax Collector while the discharge of C. Dunn is winding down.

YES = 3, NO = 0, ABSTAINED = 0

5. OLD BUSINESS

- A. Sledding Request – back field
- B. J. Andrews advised the Board that he received a request from a teacher who wants to use the back field for sledding.

Motion was made by C. Coffman and seconded by M. Catevenis to allow sledding in the back field pending approval by the High School, and proof that the town (or school) is insured for any liabilities.

YES = 3, NO = 0, ABSTAINED = 0

6. WARRANTS

- A. Payroll Warrants #30, #30A

Motion by C. Coffman and seconded by M. Catevenis to accept payroll warrants #30 & #30A.

YES = 3, NO = 0, ABSTAINED = 0

- B. Accounts Payable Warrant #26

Further discussion on a previous Warrant, #26, took place to clarify details and it was agreed that Warrant #26 would be voted on again after review.

Motion made by M. Catevenis and seconded by C. Coffman to accept accounts payable warrant #26.

YES = 3, NO = 0, ABSTAINED = 0

9. ADJOURN

Motion made by Chairwoman Brooks and seconded by M. Catevenis to adjourn the meeting at 7:17 PM.

YES = 3, NO = 0, ABSTAINED = 0

John Andrews
Town Manager