

**BUCKFIELD SELECT BOARD  
MONDAY, JANUARY 4, 2021  
MEETING MINUTES**

Remote Participation via ZOOM / 6:30 PM

**1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM**

6:31 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 – December 29, 2020

Motion made by C. Coffman and seconded by M. Catevenis to accept the December 29, 2020 meeting minutes with the amendment to the details regarding the municipal calendar.

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

**3. TOWN MANAGER'S REPORT**

- A. Board Resignations: Matt and Faith Whitney (Budget), Colleen Halse (EDC, Old Church, Budget)

Motion made by C. Coffman and seconded by M. Catevenis to accept 3 resignations with regrets.

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

- B. J. Andrews has a call with MEMA next week. Will report back to the Board. Chair Brooks asked that the matter be included in the next scheduled meeting.

**4. PUBLIC COMMENTS**

- A. Shedd Hollow Bridge issue – understanding when job was funded that there would be money coming in from other sources. Now we are expected to pay additional money up to \$80K. Why is that?

Chair Brooks responded that FEMA is notoriously slow and more so during the COVID crisis. After J. Andrews meets with MEMA next week he will report back to the Board.

- B. 2<sup>nd</sup> Amendment Sanctuary Proposal – concerned that it will not be advantageous for the town. What does it bring to the town?

Other comments:

-The last thing Buckfield needs is to come down on a very divisive issue, and concern that we do not have enough resources to engage – could reflect negatively on the town.  
-How can we ask folks to “ignore” certain gun laws when it comes to our town? Especially with no police force, and would compliance be handled by the County Sheriff?

The Board discussed that they should obtain copies of statutes and articles to review before moving forward on this matter. Also want to gather information from other Sanctuary Towns, of which our neighbor Paris is one.

Select Board Comments:

C. Coffman – not inclined to advance something of a potentially divisive political nature

No motion was made.

## 5. SELECT BOARD COMMENTS

- A. The Board discussed the 2021 Paid Leave Law compliance according to State/Town Law Policy. Chair Brooks asked if we have added this to the personnel policy and procedures. J. Andrews advised that we have not as yet.

Motion by C. Coffman to discuss further. M. Catevenis advised that we need a motion to act rather than discuss further. M

Amended motion made by M. Catevenis and seconded by C. Coffman to change personnel policies and procedures book to reflect match new state regulations.

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

## 6. OLD BUSINESS

- A. 2021 Select Board Meeting Schedule – the Board discussed distributing a one-year calendar of all the planned SB meetings for 2021. As meetings have been moved to Mondays, the group discussed how to handle Monday scheduled meetings in weeks where Monday is a holiday. The group also discussed adhering to this policy for 2021 only, to be revisited for 2022.

Motion was made by C. Coffman and seconded by Chair Brooks to hold any SB meetings scheduled on a Monday holiday be held on the Thursday of the same week.

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

## 7. NEW BUSINESS

- A. Budget Process 2021 – the group discussed recommended to Department Heads that they submit a flat budget for FY22 for review.

Motion made by M. Catevenis and seconded by Chair Brooks to have J. Andrews to recommend to the Department Heads that they submit a flat budget for FY22.

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

## 6. OTHER BUSINESS

### A. List of Appointments / Officers / Officials / Committee Members

The group discussed the need for an accurate overview of committees including current members, promised members and whether or not the members need to be sworn in. M. Catevenis asked if the group knew if ballot clerks have to be / are sworn in before duty.

Chair Brooks asked J. Andrews if he wants feedback, i.e. edits / changes / comments – yes so that we can generate an up-to-date list.

Motion by C. Coffman and seconded by M. Catevenis that the group obtains and reviews an up-to-date list of town officials, including swearing in expectations, dates, etc.

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

### B. Select Board Meeting Agenda

The group discussed the issuance of the bi-weekly SB agenda prior to the day of the meeting. Going forward the group would like to have the agenda by Friday of the week preceding the scheduled meeting.

Motion made by Chair Brooks and seconded by C. Coffman that SB meeting agenda will be completed and distributed by Friday of the week preceding the next scheduled meeting.

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

## 7. BUDGET COMMITTEE

### A. Cam Hinckley, Buckfield resident, apparently re-joined the budget committee 3 or 4 months ago but has not been sworn in. Earl Ingold is another budget committee member who has yet to be sworn in.

Chair Brooks made a motion seconded by M. Catevenis to appointment Cameron Hinckley to the budget committee pending receipt of his application at the town office.

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

### B. M. Catevenis noted that not all of our current committees have enough members for a quorum, something to be addressed.

Motion made by M. Catevenis and seconded by C. Coffman to allow the budget committee to meet with less than a quorum until there is a full, sworn-in committee.

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

The committee further discussed the matter and ascertained that the bylaws state that a majority of the appointed members can constitute a majority in lieu of a quorum irrespective of the number of members.

## **8. SELECT BOARD MEETING RULES**

The group discussed the adoption of the amended SB meeting rules, as well as proposed amendments. Further discussion took place regarding various sources, including Robert's Rules, to pull ideas from to further update / amend the SB meeting rules. Concerns about non-compliance were voiced. The importance of having a set of rules that works specifically for a small town was brought up, citing that Robert's Rules are typically used in larger municipalities.

Motion made by C. Coffman to consider and discuss amended SB meeting rules. The group discussed whether there is a need for additional reviews since amendments have already been presented and included. Motion withdrawn by C. Coffman.

Motion made by C. Coffman and seconded by M. Catevenis to adopt new rules with amendments. After further discussion, motion by C. Coffman and seconded motion by M. Catevenis were withdrawn.

Motion by Chair Brooks and seconded by C. Coffman that those on the Board who have done research on parliamentary procedure gather to disseminate to J. Andrews at the next scheduled meeting.

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

## **7. TAX COLLECTOR**

The group discussed whether deputy tax collectors could be assigned to enter the tax payments waiting for processing in the safe. M. Catevenis advised that we cannot deputize someone until we have a Tax Collector and they make such determination. To be tabled and discussed at next meeting.

## **9. ADJOURN**

Motion made by Chairwoman Brooks and seconded by M. Catevenis to adjourn the meeting at 8:03 PM.

John Andrews  
Town Manager