

**BUCKFIELD SELECT BOARD
TUESDAY, DECEMBER 7, 2021
MEETING MINUTES**

In Person and Remote Participation via ZOOM / 6:30 PM

CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM at 6:42 p.m.

Present: Declare Quorum – (In person) Chair Cheryl Coffman, Selectman Bob Hand, Selectman Cameron Hinkley, Planning Board/Budget Committee Glen Holmes, Rescue Chief Chip Richardson.

Remote: Budget Committee Penny Horsfall, Steve Sherlock SJ, DJ, Tracy, H. Henley, Librarian Katie Clukey, Selectperson Janet Iveson, Selectman Mike Iveson, Town Manager Lorna Nichols, Colleen Halse.

Public Comment Period (*the Board sets up to 15 minutes aside as a public comment period at the beginning of every meeting*). None

OLD BUSINESS

ARPA – Appoint Administrator – Lorna Nichols provided information on bringing in an administrator to manage ARPA funds and suggested the board also bring in an Administrator for the Town of Buckfield. Colleen Halse provided some information on research she has been doing centering on working remotely with software like TRIO for example due to COVID concerns and the office having been shut down in the past with no way to continue working and providing services for residents. Colleen proposed an outline of reporting requirements etc. Cheryl asked Lorna if she would be willing to appoint someone, Lorna recommended Colleen. All funding for administrator service would be paid out of ARPA.

Cameron Hinkley motion to table this until more information is available, Robert Hand second - all in favor.

CREDIT CARD POLICY – Lorna Nichols provided a draft policy for the Board to review from another town of similar size. Lorna liked it for its simplicity. Board discussed policy.

Cameron Hinkley motion to accept the policy, Cheryl Coffman second all in favor.

NEW BUSINESS

TOWN MANAGER'S REPORT:

Lorna Nichols provided a summarized report. Spoke about the invalid article vote on the budget warrant (4 discrepancies on the warrant vs. ballot) –MMA Legal gave direction on a correction, a special town meeting. A sample timeline was included in the TM Report.

Lorna also recommends revoking the Board of Assessors (must be done 90 days prior to Annual Town Meeting and take effect at town meeting) and hire an assessor or assessor's agent who are qualified to do the job, someone who is a CMA (Certified Maine Assessor). This is in agreement with the contract Assessor report (Oct. 2021) from Cape Elizabeth (Clint Swett).

Lorna spoke about the contractors (Cindy Dunn and Candy Brooks) now working at the office. Recommended holding off on getting TRIO in until they have complete data to populate the new system (late spring maybe).

Lorna has attended various trainings and has asked to be appointed as town clerk, deputy clerk and tax collector.

Spoke about past bills coming in and how she is responding to them.

Payroll: The Town is paying "Paychex" more than \$200 dollars every time payroll is done. This can be done through NDS (payroll module), which would actually save money by doing in house and build the database in NDS for the changeover to TRIO.

Lorna recommends the Town put on hold the search for a town clerk. Should wait until TRIO is in place or when she has data available for the changeover.

New TM computer up and running, would like to update front office computers, looking for locking file cabinets.

Recommendation to June on target for regular Annual Town Meeting.

Public Relations – Weldon Lucas is working on plans for what needs to be done with our roads. Weldon, the TM and Jerry Wiley met. Weldon will get together with road committee to come up with a plan to present.

One general assistance application processed and approved.

Operation Santa Clause discussed. They will again be working out of the large room in the Municipal Center Thursday through Sunday this week.

Fire and rescue building is now decorated for Christmas.

Provided information on various trainings she has taken as TM (NDS BMV, State BMV, State VCR, NDS Fund Accounting).

Marijuana ordinance: TM has provided some information on that and recommended handing that over to the Planning Board. She has provided current ordinances from other towns on marijuana policies, public comments from 2019, and Maine laws to Glen Holmes.

Rescue Chief Chip Richardson spoke about the new logo recognizing the 50th year of the rescue department and showed the Board decals and new jackets being purchased with funds from the Association. He thanked the TM for designing the logo.

Judy Berg had a comment regarding modules for NDS that were recommended in 2019. Janet concurred, stating that without the modules there was no way to populate TRIO. Colleen stated that adding new modules to NDS would not be cost effective in light of the fact that the town was transitioning to TRIO. These included separate modules for tracking accounts that are currently being tracked off-book.

Cameron Hinkley motion to discuss NDS module out of order, Janet Iveson second – all in favor. Janet brought up that another problem is with payroll - it requires a signature. If Lorna was not present for some reason, employees would not be paid. Lorna suggested that one of the board members be a second signature for that probability.

NDS Payroll Module – Discussion on the system, Lorna will investigate whether or not a contract exists with Paychex.

MARIJUANA ORDINANCE AD-HOC COMMITTEE - Lorna reiterated what she included in her town managers' report. Glen would like to call a meeting with the Planning Board regarding the ordinances that Lorna has, the Board agreed.

SET SPECIAL TOWN MEETING DATE – Lorna reiterated her thoughts on this topic. Board would like Lorna to check with MMA whether it is okay to have an in person vote for special town meeting even though the town agreed to have referendum votes.

Cameron Hinkley motion for special town meeting date of January 25th, Cheryl Coffman second - all in favor.

MINUTES – Approve Minutes of November 16, 2021- No minutes to share, **Janet** said she took some minutes. They may be forth coming in two weeks.

Cheryl Coffman motion to table until next meeting, Bob Hand second - all in favor.

APPOINT Town Clerk, Deputy Tax Collector, Registrar of Voters

Cheryl Coffman motion to appoint TM as Clerk, Deputy Tax Collector, Registrar of Voters, second, Cameron Hinkley second - all in favor.

WARRANTS: Payroll 11/24 (Action) AP 21*, 22 (Action)

Cameron Hinkley motion to approve warrant 22 in the amount of \$321,638.52, Cheryl Coffman second – all in favor.

Bob Hand motion to approve Payroll warrant in the amount of \$24,137.31, Cameron Hinkley second – all in favor.

Penny had questions regarding quarterly reports, she sits on budget committee.

**AP Warrant 21 approved electronically*

BOARD OF ASSESSORS Meeting 12/9, Reschedule – Lorna spoke with Clint regarding paperwork the BOA would need. Not all information is ready. **Cheryl Coffman stated that the Board of Assessors meeting will be postponed for now.**

OTHER BUSINESS

Cameron Hinkley brought up the issue of having a second signer for payroll checks. That the Board needs to address this. TM suggested all Board members be made signatories.

ADJOURN Chair Cheryl Coffman motion to adjourn at 8:22 p.m., Cameron Hinkley second - all in favor.

Upcoming Meetings: Regular BOS Meeting Tuesday, December 21, 6:30 p.m.
Regular BOS Meeting Tuesday, January 4, 6:30 p.m.