

**BUCKFIELD SELECT BOARD
TUESDAY, DECEMBER 29, 2020
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,

2. APPROVE MINUTES

A. Regular Meeting – December 15, 2020

Motion made by C. Coffman and seconded by M. Catevenis to accept the December 15, 2020 meeting minutes.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. LRAP was filed before Mitch moved on, J. Andrews confirmed with the state agency.
- B. We have set up two lease/purchase agreements through Androscoggin Bank for the three plow trucks in our possession and have been reimbursed the \$118,800 plus \$32,500 that the town cut checks for the original purchases. We have made our first of five annual payments of \$19,274.77 and \$12,116.76 respectively. All three trucks have been added to our insurance policy with Kyes.
- C. Online Dog License Renewal – online access is live, so far resident feedback has been positive.
- D. Rapid Renewal / Online BMV Registration Renewal - Training for this process was delayed due to other training and acute municipal necessities. M. Wolf will be training for this during the week of January 4th and we should be online with BMV shortly thereafter.
- E. D.A.V.E. Vital Statistics - J.Andrews received training on the D.A.V.E. system which manages vitals statistics for the State. M. Wolf had limited training but will be fully trained, ideally by the 15th of January.
- F. J. Andrews and M. Wolf are in the process of becoming bonded through the Town.
- G. Direct Deposit for Municipal Employees – we intend be back to direct deposit by the first pay period in January 2021.
- H. Weldon Lucas, Highway Foreman and Road Commissioner, is going to meet with the Town Road Committee to survey conditions and build a plan for improvement RFPs.
- I. The Culvert on Old Sumner Road have been replaced and expanded to handle more water flow.

- J. Our first Holiday Light Up Drive Through at the town office was a success. Attendance were limited but those who were there were in good spirits with great looking vehicle decorations.
- K. The Library's raffle fund raiser was the most successful ever.

4. PUBLIC COMMENTS

Town needs town agenda/calendar of events. Agreed by Select Board member. J. Andrews advised that Town Hall administrative staff will create a municipal calendar to be displayed on town social media platforms.

5. SELECT BOARD COMMENTS

- A. The Board discussed Select Board meeting rules and minutes going forward. C.Coffman made a motion, and M. Catevenis seconded, to discuss the matter in detail. C. Coffman questioned J. Andrews as to where he obtained the information, to which he replied that he pulled the information together by looking at other towns' Select Board meeting rules. The Board discussed the need for formal direction and also discussed the benefits of the less formal approach because it gives more room for discussion.

Motion made by C. Coffman and seconded by M. Catevenis to have the Board members each review the guidelines independently and bring their ideas for edits to the next meeting on Monday, January 4, 2021.

YES = 3, NO = 0, ABSTAINED = 0

6. OLD BUSINESS

- A. Town Office Reopening - The Board discussed whether to reopen Town Hall or to continue to operate by appointment only. Chairwoman Brooks suggested opening by appointment only until the state restrictions are lifted.

Motion was made by Chairwoman Brooks and seconded by C. Coffman for Town Hall to remain closed, operating by appointment only, until the state order changes.

YES = 3, NO = 0, ABSTAINED = 0

- B. General Assistance - The Board discussed the administration of the GA program in Buckfield. It further discussed whether GA would be an effective way to assist the above-mentioned resident who is requesting a tax forbearance. The question is whether or not GA will accomplish the goal in this situation. Additionally, Chairwoman Brooks pointed out that once a GA application is submitted, state statute dictates that the applicant receives a written response within 24 hours. M. Wolf agreed to do some research as to the processes and the responsibilities of the town, and the state, in administering the program.

C. Buckfield Village Corp.

The Board, along with the BVC members in attendance, discussed the transfer of equipment, files and responsibility from Town Hall to Cindy Dunn. The group discussed the contract which is not set to expire until June 30, 2021 but J. Andrews pointed out that the contract was never actually signed. C. Coffman noted that while the contract was not signed, and the Board never approved it, the town residents did. It was agreed that the BVC would provide a check for the amount owed to the Town of Buckfield; \$2,291.67. Once the check is received, the Board agreed that the BVC members can set up a time to go to Town Hall to pick up equipment and files that belong to the BVC.

G. Holmes then asked the Board members if the BVC will continue to have access to Buckfield public space for its future meetings. The reply was that Town Hall meeting rooms are currently only allowed to be used for Select Board meetings. It was discussed whether or not BVC could meet at the Rescue Station.

Motion made by C. Coffman and seconded by M. Catevenis to accept BVC's settlement of \$2,291.67 and move forward with the transfer of files and equipment.

YES = 3, NO = 0, ABSTAINED = 0

5. NEW BUSINESS

- A. Buckfield as a Second Amendment Sanctuary Town
Chairwoman Brooks brought up the discussion but agreed that we do not have the information we need to make any decisions at this time.

Motion made by C. Coffman and seconded by M. Catevenis gather information and table the issue until the January 4, 2021 meeting.

YES = 3, NO = 0, ABSTAINED = 0

6. OTHER BUSINESS

- A. Forbearance – The Board discussed a Buckfield resident's request for a forbearance on his, as yet unpaid, 11/15/2020 tax payment. It was discussed whether Buckfield has protocol for this matter, the group determined that additional research is necessary to find out what options there may be, or precedent set.
- B. M. Catevenis brought up that the Worker's Comp Renewal is due at year's end.
- C. The group revisited the introduction of bi-weekly payroll beginning on February 4, 2021 and directed that a 30-day notice be included in this week's payroll for each employee.
- D. Committee Appointments / Swear-Ins

G. Holmes asked the Board which committees require being sworn in, after which the group discussed the matter to absences and which committees, volunteers, etc. must be sworn in.

7. APPROVE & SIGN TREASURER'S WARRANTS

A. Payroll Warrants 26a, 26b

C. Coffman requested that future warrants be submitted to the Board along with back-up paperwork from NDS.

A motion was made by M. Catevenis and seconded by Chairwoman Brooks to approve payroll warrants numbered 26a and 26b.

YES = 3, NO = 0, ABSTAINED = 0

B. Accounts Payable Warrants 25 and 26

C. Coffman requested that future warrants be submitted to the Board along with back-up paperwork from NDS.

Motion made by M. Catevenis and seconded by Chairwoman Brooks to approve accounts payable warrants numbered 26a and 26b.

YES = 3, NO = 0, ABSTAINED = 0

8. PUBLIC QUESTIONS OR COMMENTS - NO

9. ADJOURN

Motion made by Chairwoman Brooks and seconded by C. Coffman to adjourn the meeting at 7:49 PM.

YES = 3, NO = 0, ABSTAINED = 0

John Andrews
Town Manager