

**BUCKFIELD SELECT BOARD
MONDAY, JANUARY 21, 2021
MEETING MINUTES**

Remote Participation via ZOOM / 6:30 PM

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

6:32 p.m. Roll Call / Declare Quorum

All Present: Tina Brooks-Chairwoman, Cheryl Coffman, Martha Catevenis, John Andrews
Chairwoman Brooks called the meeting to order.

2. APPROVE MINUTES

A. Regular Meeting – January 4, 2021

Motion made by C. Coffman and seconded by M. Catevenis to accept the January 4, 2021 meeting minutes.

YES = 3, NO = 0, ABSTAINED = 0

B. Emergency Meeting with Auditor Ron Beaulieu – January 15, 2021

Motion made by C. Coffman and seconded by M. Catevenis to accept the January 15, 2021 meeting minutes.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

A. Town Manager's Report

- J. Andrews and M. Wolf attended BMV training for Limited New Registration.
- J. Andrews attended GA training through MMA.
- J. Andrews will be attending a seminar on HR in the age of COVID next week.
- J. Andrews and M. Wolf are officially bonded through the town.
- SB and J. Andrews met with Auditor Ron Beaulieu to discuss FY21 audit.
- J. Andrews spoke to Ron today and arranged to deliver FY21 audit paperwork.
- Workers' Comp is paid up-to-date: first payment of \$10,254.80 on January 13, 2021.
- J. Andrews is in the early stages of budget development / goal is to make process easier going forward.
- W2s will be mailed *no later* than the deadline of Monday, February 1, 2021 (January 31, 2021 is a weekend so the official post date is February 1st this year).
- Direct Deposit – town staff has been ready to reinstate since last week, await IT resolution. from Northeast Bank. Goal to have direct deposit for January 27, 2021 payroll.
- The 2009 International Plow Truck has Maine registration tags now, at no cost to the town.

B. Applications for Budget and Beautification Committees / LPI Appointment

- Cameron Hinckley has been sworn-in for the Budget Committee.
- J. Andrews has new applications for Budget Committee and Beautification Committee, to be reviewed by Board.
- J. Andrews has arranged for Kingston Brown, LPI for the Town of Paris, to assist us on a temporary basis. J. Andrews requesting that the Board vote to appointment Kingston Brown as an alternate LPI. C. Coffman asked if the town is still aiming to hire an LPI staff member. J. Andrews confirmed that is the goal but K. Brown is willing to provide assistance in the meantime.
- Administrative: town office is looking to hire someone as a bookkeeper and HR manager, job listing should be online shortly.
- M. Catevenis informed the group that Marisa Averill withdrew her application for the Budget Committee.

Motion by M. Catevenis and seconded by Chairwoman Brooks to appoint Kingston Brown as an alternate Licensed Plumbing Inspector.

YES = 3, NO = 0, ABSTAINED = 0

Motion by M. Catevenis and seconded by C. Coffman to appoint Michael Averill to serve a one-year term on the Budget Committee.

YES = 3, NO = 0, ABSTAINED = 0

Motion by C. Coffman and seconded by M. Catevenis to appoint Derek Galway to serve a three-year term on the Budget Committee.

YES = 3, NO = 0, ABSTAINED = 0

Motion by M. Catevenis and seconded by C. Coffman to appoint Sandra Fickett to serve a one-year term on the Budget Committee.

YES = 3, NO = 0, ABSTAINED = 0

Motion by M. Catevenis and seconded by C. Coffman to appoint Robert Quick to serve a one-year term on the Beautification Committee.

YES = 3, NO = 0, ABSTAINED = 0

The Board discussed whether it must reappoint and swear-in members of committees whose appointments are expiring but who are continuing their appointments. It was determined that it is necessary to take these steps. The Board proposed the following committee members for re-appointment:

- E. Ingold – Appeals Committee / Budget Committee
- J. Iveson – Beautification Committee / Economic Development Committee

- R. Quick – Beautification Committee
- B. Cleberger – Library Committee
- H. Henley – Old Church on the Hill Committee

M. Catevenis suggested that committee members be appointed for the time limit listed for each original appointment.

Motion by M. Catevenis and seconded by Chairwoman Brooks to appoint E. Ingold, J. Iveson, B. Cleberger, R. Quick, and H. Henley to the committees as identified above.

YES = 3, NO = 0, ABSTAINED = 0

- C. FEMA Reimbursement / Shedd Hollow
J. Andrews spoke to MEMA and is going to provide them with proof of payment of invoices as soon as possible.

4. COMMENTARY

- A. Public Comments

Question regarding the status of Inland Fish & Wildlife – do they still owe money to the town? M. Catevenis confirmed that there was an outstanding invoice in the approximate amount of \$22,000. Has the town received any portion of that money? J. Andrews to look into the matter and report back to the Board.

Comment regarding filling resigned committee members positions; in the past new appointees have filled the resigned members' positions and their term limit corresponded to that of the original member. A discussion ensued as to whether this was noted in the Policies & Procedures or if it was a timely protocol. Chairwoman Brooks reviewed and determined that no policy exists.

- B. Select Board Comments
 - No comments

5. NEW BUSINESS

- A. Direct Deposit for Payroll – J. Andrews reiterated that the town office has been ready to reinstate direct deposit for the past two payrolls but there has been a problem at Northeast Bank with the file transfer. We anticipate that this week direct deposit will resume.
- B. Prioritizing Tabled Items
 - Budget process

C. Coffman inquired as to whether a “tabled items list” exists. The group discussed the matter and M. Catevenis advised that she has a list and will submit to the group. Acknowledging that the next meeting is scheduled for February 1, 2021, Chairwoman Brooks requested to have the list no later than January 28th. M. Catevenis advised she will send it tomorrow (January 22nd) morning.

Motion by C. Coffman and seconded by Chairwoman Brooks to revisit the “tabled items list” at the February 1, 2021 meeting.

YES = 3, NO = 0, ABSTAINED = 0

6. OLD BUSINESS

A. Select Board Meeting Rules

The Board discussed the Select Board meeting rules, and all Board members agreed that they had reviewed the changes and notes submitted prior to the meeting. Chairwoman Brooks reviewed the latest version including changes, highlighted portions, and notes submitted by Select Board members.

Motion by M. Catevenis and seconded by C. Coffman to accept the Select Board meeting rules as amended with highlighted portions included.

YES = 3, NO = 0, ABSTAINED = 0

B. Settlement and Discharge of Tax Collector

The Board discussed whether they are in a position to make a motion on this matter. M. Catevenis suggested that prior to a motion, perhaps J. Andrews should contact the town attorney to ascertain next steps to ensure that the town handles the matter properly.

Motion by M. Catevenis and seconded by C. Coffman to request that J. Andrews as Town Manager contact the town attorney to identify what steps to take to ensure a legal separation.

YES = 3, NO = 0, ABSTAINED = 0

7. OTHER BUSINESS

A. None

8. WARRANTS

A. Payroll Warrants #28, #29A

Motion by M. Catevenis and seconded by C. Coffman to accept payroll warrants #28 & #29A.

YES = 3, NO = 0, ABSTAINED = 0

B. Accounts Payable Warrants #27B (BVC), #28A, #29, #29B

Question by M. Catevenis to clarify the duplicate invoices on warrants #29 and #29B. The purpose of warrant #29B was to address voided checks on warrant #29.

Motion made by M. Catevenis and seconded by C. Coffman to accept accounts payable warrants #27B, #28A, #29, #29B.

YES = 3, NO = 0, ABSTAINED = 0

9. EXECUTIVE SESSION

A. Not applicable

10. ADJOURN

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

John Andrews
Town Manager