

**BUCKFIELD SELECT BOARD
MONDAY, FEBRUARY 18, 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 – February 1, 2021

A discussion took place wherein the Board identified two motions and votes that were not included in the February 1, 2021 meeting minutes. The group identified the missing motions and votes.

Motion made by Chair Brooks and seconded by C. Coffman to accept the February 1, 2021 meeting minutes with the inclusion of the two missing motions and votes. A copy of the revised February 1, 2021 meeting minutes is attached.

YES = 3, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

- A. Direct deposit is up and running with our new bi-weekly payroll
- B. The "tabled items" workshop punch list notes are attached
- C. Tax checks from November 2020 have finally been deposited, \$47,467.65
- D. M. Wolf has passed the BMV registration test
- E. Fire tanker rust work completed at a lower bid / quality company thanks to Chief Dupile.
- F. TM is working with Ferg Lee and AVCOG to ascertain if we're owed the other half of the Trout grant.
- G. TM worked with Gov.Office to implement a website template upgrade and will be receiving further training.
- H. We hired a new Deputy Clerk – Kelly Vradenburgh, her first day will be February 22, 2021.
- I. TM is moving M. Wolf to the position of Office Manager and requesting that the Board appoint her Town Clerk.

Motion by M. Catevenis and seconded by C. Coffman to appoint M. Wolf Office Manager and Town Clerk.

YES = 3, NO = 0, ABSTAINED = 0

- J. Years old road bid finalized. Town will contract Spencer Paving, the lowest bidder, to complete work on South Hill Road, North Hill Road and Paris Hill Road this spring/summer.
- K. Highway department wants to purchase an Excavator to help with spring and summer road work. We currently rent an excavator when needed but the cost to purchase it is less costly.
- L. The Public Works complex is having heating problems which is costing the town a tank of heating oil weekly. TM got quote for repairs from James Reid Heating out of Hebron.
- M. TM is looking for potential grant opportunities through Efficiency Maine.

- N. TM is in negotiations with Paychex to take over payroll, HR compliance / policy development. The group discussed the benefits of using Paychex as well as their two different plants. The plan chosen has all necessary functions plus a robust HR function.

Motion made by M. Catevenis and seconded by Chairwoman Brooks that J. Andrews will follow through with his negotiations with Paychex and that the town will enter a contract with Paychex.

YES = 3, NO = 0, ABSTAINED = 0

- O. TM spoke to Linda Conti at the AG's office to track down the Library and Cemetery trust paperwork. The State's electronic files show nothing so they are checking their hard copies.
- P. Regarding the snowmobile grant, DIFW has been sent the required paperwork and the grant is being processed.

4. NEW BUSINESS

A. Action Items from Workshop:

- a. Cemetery and Library Trusts. J. Andrews asked for the dollar amounts of each trust.

Motion made by M. Catevenis and seconded by C. Coffman to request a list from the State Attorney General, and to thereby identify the exact documents that the Town needs to provide to them, and obtain the exact balance of each trust.

Before voting, the group discussed the item in further detail. M. Catevenis offered that during the last conversation she had with the previous Treasurer, there is no longer a Cemetery Trust. The question arose whether these were actually trust accounts or just ordinary checking accounts. C. Coffman brought up the idea of perpetual funds and opined that the revenue from the purchase of cemetery lots goes into a perpetual fund account. Motion was rescinded.

J. Andrews advised that he is going to have the town attorney talk to the AG's office to find out what documentation we need to track down and manage trusts.

- b. Old Church Assessment

Motion made by M. Catevenis and seconded by Chairwoman Brooks to have J. Andrews issue an RFP for bids to have an assessment of the building's fire prevention capacity, structural integrity and general operational function done.

YES = 3, NO = 0, ABSTAINED = 0

- c. Cable Franchise Agreement / Website

The group discussed live streaming the bi-weekly meetings on You Tube, and discussed whether the Zoom paradigm is sufficient, and that there are still residents who want to be able to tune into a local channel on their televisions to attend. It was proposed that J. Andrews look into options for live streaming the

meetings on You Tube and /or on local television. No motion was made on this matter.

Motion made by M. Catevenis and seconded by Chairwoman Brooks that the Board not assign J. Andrews too many of the tabled tasks all at once and suggested that the Board focus on making motions on just the highest priority items.

YES = 3, NO = 0, ABSTAINED = 0

- d. Mechanism for (towns) wants vs needs
- e. Marijuana Ordinance
- f. Sand and Salt Shed

Motion made by M. Catevenis and seconded by Chairwoman Brooks that J. Andrews puts out an RFP for demolition of the sand and salt shed.

YES = 3, NO = 0, ABSTAINED = 0

B. Employee Health Insurance

Motion made by M. Catevenis and seconded by Chairwoman Brooks that J. Andrews will identify and provide the Board will an accounting of the cost of the employee health care.

YES = 3, NO = 0, ABSTAINED = 0

- C. Contracts – the group discussed which contracts the town has with vendors and other providers and tasked J. Andrews with identifying all for the Board to eventually review.
- D. Meeting with Sumner – the group identified that they have not met with the Sumner SB since likely last June. Chairwoman Brooks offered to e-mail Sumner to schedule a meeting and the group discussed available times and dates.

5. OLD BUSINESS

- A. Audit Items – the group discussed the status and J. Andrews advised that they've requested additional documents which we are working on getting over to them. J. Andrews said that he may need to provide a depreciation schedule and has tried to locate an electronic or hard copy version but has not been able to.
- B. Tax Collector Discharge and Settlement - J. Andrews has already been appointed Deputy Tax Collector and thus we are now able to enter tax payments into the NDS database. A discussion ensued regarding the audit and the Board feels once the auditors have everything they need from us, they should be able to execute the discharge and settlement. The group also discussed whether or not it can recall C. Dunn's bond.

Motion by M. Catevenis and seconded by C. Coffman to have J. Andrews contact the attorney to find out how to revoke the bond.

YES = 3, NO = 0, ABSTAINED = 0

6. WARRANTS

- A. Payroll Warrant #32

NO MOTION, NO VOTE

- B. Accounts Payable Warrants #26, 32a,32b

Board members wanted to see additional backup information on warrants and requested that M. Wolf e-mail the backup the following morning for their review and approval.

NO MOTION, NO VOTE

9. EXECUTIVE SESSION

The Board discussed J. Andrews 4 month review and it was suggested by M. Catevenis that the better paradigm may be to have a review at 6 months instead.

Motion by Chairwoman Brooks and seconded by M. Catevenis to schedule a review for J. Andrews after his first six months.

YES = 3, NO = 0, ABSTAINED = 0

9. ADJOURN

Motion made by Chairwoman Brooks and seconded by M. Catevenis to adjourn the meeting at 7:48 PM.

YES = 3, NO = 0, ABSTAINED = 0

John Andrews
Town Manager