

BUCKFIELD SELECT BOARD

MONDAY, JUNE 7, 2021

MEETING MINUTES

Remote Participation via ZOOM / 6:30 PM

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

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

All Present: Tina Brooks-Chair, Cheryl Coffman, Martha Catevenis, Bradley Plante
Chairwoman Brooks called the meeting to order.

At 6:35 p.m. M. Catevenis logged off the meeting to move locations.

B. Remote Meeting Participant Protocol

Chair Brooks reviewed the remote meeting protocol.

C. Chairman's Correspondence and Remarks

Chair Brooks read a statement thanking the Town and the Select Board for the opportunity to serve as a Select Board member. Tonight is her last night as Board Chair.

2. APPROVE MINUTES

A. Regular Meeting – May 17, 2021

Motion made by C. Coffman and seconded by Chair Brooks to accept the May 17, 2021 meeting minutes.

YES = 2, NO = 0, ABSTAINED = 0

B. Regular Meeting – May 25, 2021 Workshop

Motion made by C. Coffman and seconded by Chair Brooks to accept the May 25, 2021 workshop minutes.

YES = 2, NO = 0, ABSTAINED = 0

3. TOWN MANAGER'S REPORT

A. Financials – An accountant will be in the office to work with the Town Clerk from June 15 – 17 to sort through the financial problems, and the Town Clerk will be receiving additional financial training when possible.

B. Department Head Meetings – Scheduled once a month on the Tuesday after the first Select Board meeting of the month.

C. The Election is set up for tomorrow, the polls will be open from 8:00 AM to 8 PM. Residents can submit Absentee Ballots until 8 PM and may also register to vote on the spot.

D. Information Technology – the two front computers (at the counter and the Office Assistant's desk) are still operating on Windows 7. The TM computer is also using outdated software and the computer itself is not fully operational. The TM computer will have to be replaced, and the two front computers will have to be upgraded. TM is working on getting the best prices for both.

- E. BMV Processing – we will be audited by the State on 6/25/2021 at which time they will determine if we are eligible to move up to the next level of BMV processing, which will include issuing plates.
- F. Rescue held a COVID vaccination clinic on May 25th to issue second shots. This will be our last clinic – thank you to the Rescue department for their hard work putting it all together.
- G. Route 117 Bridge Project – Project is slated to begin in the spring of 2022 and will create a one-lane bridge with a light while construction is underway, which is projected to conclude around summer of 2023.
- H. Transfer Station - We have shipped out cardboard, plastic and will be shipping TV's and fluorescent bulbs within the coming week.
- I. Audit – TM is working with Ron Beaulieu to finish up the FY20 audit. This should have been completed last year and there are numerous documents Ron claims he has never received so TM is working on getting him all he's requesting.
- J. Cable Channel Bulletin Board – TM is working on getting this up and running again and will advise once it is back online.
- K. ARPA – TM attended a webinar from which he learned that in order to get our portion of the money, Buckfield will have to apply for it. Also discussed were which qualifying items can the money be used to address. More information to follow.
- L. CARES ACT – According to MMA all funds were distributed to the State and not to individual municipalities.
- M. Paving – Paving on North and South Hill is not completed and the crew will be working on culverts for the rest of the month.

4. COMMENTARY

- A. Public Comments - K. Clukey acknowledged the work of the office management / administration team.
- B. Select Board Comments – C. Coffman thanked Chair Brooks for her service to the community, and also thanked the town office staff for hard work.

5. NEW BUSINESS

- A. Appoint Weldon Lucas as Buckfield's Rep for Mid Maine Waste Action Corporation (MMWAC), and Weldon is now overseeing the operations at the Transfer Station.

Motion made by C. Coffman and seconded by Chair Brooks to appoint Weldon Lucas as Buckfield's rep for the MMWAC.

YES = 2, NO = 0, ABSTAINED = 0

At 6:52 p.m. M. Catevenis rejoined the meeting.

- B. Appoint Richard Henley and Maida Demers-Dobson
- C. Reappointments & Oath Verifications for Ballet Clerks

Motion made by Chair Brooks and seconded by C. Coffman to appoint Russ Clark, Teresa Deane, Everett Tilton, Maida Demers-Dobson, Wendy Turner, and Richard Henley as Ballot Clerks for a two (2) year period.

YES = 3, NO = 0, ABSTAINED = 0

D. Rescind appointment of J. Andrews as Town Treasurer

Motion made by C. Coffman and seconded by M. Catevenis to rescind the appointment of J. Andrews as Town Treasurer.

YES = 3, NO = 0, ABSTAINED = 0

E. Swap Shop – the group discussed reopening the Swap Shop as there have been numerous inquiries around town. The issue is that of ventilation, it is a small closed-in container with no ventilation. It was agreed that the issue would be discussed to see if there is a way some type of ventilation can be cut into the container. No motion, table the issue until more information is gathered.

F. Letter from Hartford re: helping with BMV registrations. B. Plante read the letter and there was confusion over the verbiage regarding reciprocation. The group agreed that TM will obtain clarification on the matter and bring back to the Board.

G. Establish new COVID protocols for the town – the group discussed the governor’s mandate and agreed that face coverings will no longer be required in town buildings, excepting schools or health care (not including the Rescue / Fire station).

Motion made by C. Coffman and seconded by M. Catevenis to repeal the mask requirement in all municipal buildings excepting schools and health care.

YES = 3, NO = 0, ABSTAINED = 0

H. TM advised the group of the RSU #10 budget numbers for information purposes, and pointed out that this year’s budget is \$21,921.58 less than that of FY20 (-1.15% reduction).

I. TM discussed the financials with the group, distributing a listing of bank balances as of today’s date, as well as reports from NDS which the Board knows are not reflective of the actual financial picture. After the meeting with the RH Smith accountant, we will be better able to show accurate expenses and revenues.

6. OLD BUSINESS

A. COVID Policy – this was discussed and voted on under New Business, 5G.

7. OTHER BUSINESS

A. 2021 Spirit of America Tribute – nomination needed by June 30, 2021. The Board agreed to discuss potential nominees during Executive Session and will discuss and establish criteria in that forum. They decided to vote on the payroll and accounts payable warrants prior to entering Executive Session.

8. WARRANTS

A. Payroll Warrant #47 – \$20,112.37

Motion made by Chair Brooks and seconded by C. Coffman to accept payroll warrant #47 with the request that M. Wolf adds a warrant cover sheet for the SB members to sign on June 8th.

YES = 3, NO = 0, ABSTAINED = 0

- B. Accounts Payable Warrants 22, 26, 31,35, 39, 44, 48A (RSU #10 Monthly Payments – Retroactive)

C. Coffman made a motion seconded by M. Catevenis to approve warrants 22, 26, 31,35, 39, 44, 48A

YES = 3, NO = 0, ABSTAINED = 0

- C. Accounts Payable Warrant 48B – Spencer Group Paving

Motion made by C. Coffman and seconded by M. Catevenis to accept A/P Warrant 48B.

YES = 3, NO = 0, ABSTAINED = 0

- D. Accounts Payable Warrant 48C – Various Vendor Payments

Motion made by C. Coffman and seconded by Chair Brooks to accept payroll warrant 48C in the amount of \$69,529.04.

YES = 2, NO = 1, ABSTAINED = 0

7. EXECUTIVE SESSION

The Board went into Executive Session at 7:36 PM and came out at 7:47 PM.

Motion made by M. Catevenis and seconded by C. Coffman to award Tilton's Market, owners Sandra and Peter Fickett, and staff the 2021 Spirit of America award.

YES = 3, NO = 0, ABSTAINED = 0

9. ADJOURN

Motion made by Chair Brooks and seconded by C. Coffman to adjourn the meeting at 7:50 PM.

YES = 3, NO = 0, ABSTAINED = 0

Melissa Wolf
Town Clerk