

**BUCKLAND SELECTBOARD
NOTICE OF MEETING
Buckland Town Hall
17 State Street
Tuesday, December 18, 2018, 5:30 p.m.**

Listing of Topics

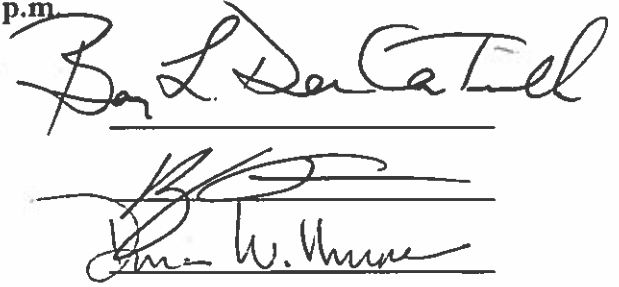
1. Open the Meeting
2. **Agenda Items**
 - a. Review/Approve Selectboard Meeting Minutes
 - b. Town Administrator Updates
 - c. Update – Search for Interim and Permanent Town Administrator
 - d. Project Manager Agreement
3. Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting
4. Public Comment
5. Adjourn the Meeting

**BUCKLAND SELECT BOARD
MEETING MINUTES
Buckland Town Hall
December 18, 2018, 5:30 p.m.**

Barry Del Castilho

Zachary J. Turner

Dena G. Willmore



Attendees: Barry Del Castilho, Zack Turner, Dena Willmore, Ciara Hayden, Andrea Llamas

Dena Willmore opened the meeting at 5:30 p.m..

2. Agenda Items

b. **Town Administrator Updates** – Andrea Llamas distributed Fiscal Year 2019 budget books to the Board. She indicated the Finance Committee would be the keeper of the master spreadsheet.

Andrea Llamas indicated Eric Miller did not take the Driver/Laborer position. Steve Daby will be contacting people regarding winter plowing. She suggested advertising for the Driver/Laborer position in the spring.

Ciara Hayden entered the meeting at 5:33 p.m.. Andrea Llamas left the meeting at 5:45 p.m..

a. **Review/Approve Selectboard Meeting Minutes** – Zack Turner moved to sign the November 20, 2018 Meeting Minutes; Barry Del Castilho seconded. **VOTED** unanimously in favor.

c. **Update – Search for Interim and Permanent Town Administrator** – Barry Del Castilho reported there are three qualified candidates for the Interim Administrator position. Possible issues are pay, scheduling, references, chemistry. Two of the three candidates have been Interim Town Administrators; one candidate recently retired. Possible duration of three – five months, take the Town through Annual Town Meeting in May. Suggested two days in the office, and one day at home with documentation. Dena indicated what will not be done by the Interim Town Administrator – long-range planning, etc.. She indicated the Master Plan needs to be updated. Candidates will be interviewed at our December 26, 2018 meeting. Discussion of possible pay rate - \$40.00 - \$50.00. Barry Del Castilho recommended advertising in *The Beacon* in January for a Town Administrator. Wrap up negotiations in April, and possibly begin in mid-May.

d. **Project Manager Agreement** - Dena indicated the bids are sequential. Contractor and City Works have to match that. Andrea Llamas with work with them; recommend paying City Point a flat monthly fee basis that will match the original bid. The amount is \$198,208; we added \$300,000 to the bid which cuts into our contingency. They should be aware of where the possible hazardous materials are. Zack Turner moved we approve the contract of up to \$198,208; Barry Del Castilho seconded. **VOTED** unanimously in favor.

3. **Items Not Anticipated by Chair 48 Hours in Advance of Meeting** – Zack Turner asked what other towns have a single use plastic ban.

6. **Public Comment** – None.

At 6:37 p.m., Zack Turner moved to adjourn; Barry Del Castilho seconded. **VOTED** unanimously in favor. Meeting adjourned at 6:37 p.m..