

**Buckland Select Board
Meeting Minutes
Tuesday, September 8, 2020, 5:30 p.m
Meeting Via Zoom**

Listing of Topics

1. Appointments
 1. N/A
2. Agenda Items
 1. Approve Special Town Meeting Warrant
 2. FY19 Financial Audit Town Response
 3. Town Administrator's Communications Policy
 4. Personnel Updates: Highway, Administrative Assistant
3. Documents to Sign
 1. Solicitor's permit - Insight Solar
4. Select Board Members' Concerns
5. Town Administrator's Update
6. Public Comment
7. Announcements
8. Volunteer Recognition
9. Adjournment

Attendees

Dena Willmore - Select Board Chair
Barry Del Castilho - Select Board Member
Heather Butler - Buckland Town Administrator
James Sullivan - Falls Cable
Mary Bolduc - Boards' Clerk
Marilyn Kelsey - Resident

Absent

Zachary Turner - Select Board Member

Meeting

Meeting was opened by Dena Willmore, Chair, at 5:37 p.m.

1. Appointments
 1. N/A

2. Agenda Items

1. Approve Special Town Meeting Warrant

1. Barry sent some changes to Heather which she has made and are reflected in the current version of the Warrant. Heather has not received confirmation that Buckland has passed the deadline for opting in to the Mohawk Trail Woodland Partnership. Barry moved that if Buckland has exceeded deadline, Article 9 be removed from the Warrant. Dena seconded the motion. Vote: Barry, yes; Dena yes.
2. Dena asked Heather if, when she spoke to town counsel, she would clarify language on Article 8, to see if authority is allowed to make general bylaws as well as zoning bylaws gender neutral.
3. Barry moved to sign the Special Town Meeting Warrant, seconded by Ms. Willmore. Vote: Barry, yes; Ms. Willmore, yes.
4. Before moving to next agenda item, Ms. Willmore announced that Public Comment was inadvertently omitted from the agenda and would be inserted after the Town Administrator's Update, making Public Comment Agenda Item #6.

2. FY19 Financial Audit Town Response

1. Heather screen shared the Management Letter from Scanlon and Associates Certified Public Accountants with the town's responses to the audit in red. See attached.
2. In addition to the text of the town's response, Heather gave a short narrative if necessary to clarify or answer Board members' questions.
3. Ms. Willmore expressed an interest in professional development with respect to town's responsibility concerning audits. She further requested that the Select Board have an opportunity to meet with the auditors once they review the town's audit response.
4. Following a Board discussion on the audit, Heather complimented the auditing firm's availability and approach to working with staff. Now that we are entering the bond market, she emphasized the need for our audits to be the best they can be.

3. Town Administrator's Communications Policy

1. Barry understood there was a problem concerning a communication between the Towns of Buckland and Shelburne.
2. Dena stated that she had raised the concern over a recent incident, and asked if there was a way to address such communications, especially pertaining to joint projects. She asked Heather if there was currently a protocol in place, or if one could be considered for future use.
3. Barry said it makes sense to have a format to follow, but inevitably, there will be miscommunication.

4. Personnel Updates: Highway, Administrative Assistant

1. Heather reported that some excellent applications have been received for the highway department position, some already with necessary licensing and some paying Heather regular visits to express their interest in the position. Heather wished Zachary was present to weigh in on conversation.

2. Dena feels it is reasonable for personnel committee to meet via Zoom before next Select Board meeting and is comfortable with Zachary and Barry meeting to pre-sort highway applications.
3. Heather asked, with the Board's permission, for Pam Guyette to move to a 40 hour week, 28 hours assessing/12 hours administrative assistant, and to be paid accordingly. Heather commended Pam's work ethic and job performance.
 1. An alternative would be to post the position of Administrative Assistant. Pam has expressed an interest in working in the current split 12hr/28hr position indefinitely. Heather asked if the Board was comfortable with this arrangement until the end of December. Barry and Dena agreed they were. Will revisit going into next budget process and considering new personnel bylaw.
3. Documents to Sign
 1. Solicitor's Permit - Insight Solar
 1. David Loomis submitted an application for a Solicitor's Permit to sell residential solar installations for Insight Solar.
 2. The Board discussed the application, noting the vetting process requires the signature of the Buckland Police Chief, and that the approved permit be on file at Shelburne Control in addition to the Buckland Police Department. It was suggested that it might be time to consider updating the application.
 3. Barry moved to approved the permit, seconded by Ms. Willmore. Vote: Barry, yes; Ms. Willmore, yes. Permit approved.
4. Select Board Members' Concerns
 1. This is a proposed new item members would like to see added to future agendas. It does not fit the same parameters of "Items Not Anticipated by Chair 48 Hours Prior to Meeting" because items appearing under this heading would not need immediate action, but would be issues members would like to think about and generate ideas to bring back for discussion.
5. Town Administrator's Report - See Attached
6. Public Comment
 1. Marilyn Kelsey asked for clarification on definition/purpose of the Mohawk Trail Woodland Partnership (MTWP), Article #9, for the Special Town Meeting. Ms. Willmore gave a brief overview of the Board's discussion for the purpose of the Warrant. She further suggested that the Board should make informational/educational material on MTWP available.
7. Announcements
 1. Voter registration is September 16, 2020 from 2:00 p.m. to 4:00 p.m. and from 7:00 p.m. to 8:00 p.m.
 2. Hazardous Waste Day is September 26, 2020 at Greenfield Community College.
 3. Barry reminded everyone that school starts next Tuesday, September 15. Heather commended David Newell for his expertise overseeing the Smith Vocational students' transportation, keeping town administrators and school administrators informed, and "no student left behind". He certainly deserves recognition for an outstanding job.
8. Volunteer Recognition

1. Dena recognized the volunteer at the Buckland Transfer Station for his cheerful personality, presence in all weather conditions, and for an unpaid position that helps keep the transfer station neat and running smoothly for all of us. Barry agreed.
9. Adjournment
 1. Barry moved to adjourn, seconded by Dena. Vote: Barry, yes; Dena, yes, Meeting adjourned at 6:55 p.m.

Respectfully Submitted by Mary Bolduc, Boards' Clerk, October 17, 2020

Signed:

Dena Willmore_____

Barry Del Castilho_____

Zachary Turner_____