

**BUCKLAND SELECT BOARD
MEETING MINUTES
Buckland Town Hall
17 State Street
Tuesday, June 16, 2020, 6:00 p.m.**

Barry L. Del Castilho



Zachary J. Turner



Dena G. Willmore



Attendees: Barry Del Castilho, Dena Willmore, Zack Turner, Lisa Blackmer, Karen Blom, Heather Butler, Linda Overing, Breezeway Farm Consulting, James Sullivan (Falls Cable), John Waite, Franklin County Community Development Corporation

Zack Turner opened the meeting at 5:30 p.m., which was held *via* the Zoom Meeting Platform.

2. **Agenda Items**

5. **Town Administrator Updates** – Heather Butler said the Green Communities LED Project is back on track; our original consultant closed shop. She will let Green Communities know we had a conflict with this project. Heather Butler spoke with George Woodbury who will pick up where the other company left off and will have the lights installed by June 30, 2020.

Heather Butler said regarding the CDBG Fiscal Year 2018 Performance Extension, the grant expires at the end of June. We are seeking an extension from DHCD to use for the Wayfinding signs. Dena Willmore moved to request DHCD to extend this grant, currently slated to end on June 30, 2020, to September 30, 2020, to allow for completion of the Wayfinding Signage Project, and contingent on DHCD's approval; to extend the grant, extend the Town's contract with Breezeway Farm Consulting, Inc., to manage the Fiscal Year 2018 CDBG through October 31, 2020, and to authorize the Chairman of the Board of Selectmen to sign all documents associated with these amendments and extension; Barry Del Castilho seconded. Roll Call: Dena Willmore – yes, Barry Del Castilho – yes, Zack Turner – yes.

1. **Appointments**

5:45 p.m., Public Hearing: Linda Overing, Breezeway Farm Consulting, Re: Fiscal Year 2019 CDBG Amendment - Zack Turner opened the Public Hearing at 5:45 p.m.. He said the purpose of the Public Hearing was to discuss the reprogramming of \$20,000 of funds from the Town's Fiscal Year 2019 Community Development Block Grant to create a forgivable loan program to assist small Buckland businesses impacted by the COVID-19 pandemic, and that the proposed loan program would be administered by the Franklin County Community Development Corporation on behalf of the Town. Linda Overing said this is contingent upon approval by DHCD. Fiscal

Year 2019 CDBG funds would be used for a microenterprise program. The Town will move forward with this program if Annual Town Meeting approves the article. John Waite, Franklin County Community Development Corporation, said we will certainly use the money to do a good number of applications. Linda Overing said the Town of Buckland joined in on a county-wide application on Friday. \$300million is to be shared with smaller towns in the Commonwealth, and it could be a quick turnaround. Dena Willmore moved to request DHCD to approve the reprogramming of Fiscal Year 2019 CDBG funds for the Microenterprise Assistance in the form of forgivable loans and for related administrative expenses, contingent on Town Meeting vote to appropriate \$20,000 of Franklin County Housing Authority Housing Rehab Reimbursement Special Fund to the William Street Phase 2 project; contingent of DHCD's approval to amend and extend the grant, a contract with the County CDC to administer the Microenterprise Assistance Project at a set fee of 10% of the amount each loan will be executed; contingent on DHCD's approval to amend and extend the grant, increase the Town's contract with Breezeway Farm Consulting, Inc., to manage the Fiscal Year 2019 CDBG by \$1,000 to oversee the Microenterprise Assistance Program; and to authorize the Select Board Chair to sign all documents associated with these amendments and extensions; Barry Del Castillo seconded. Barry Del Castillo seconded. Roll Call: Dena Willmore – yes, Barry Del Castillo – yes, Zack Turner – yes.

Zack Turner closed the Public Hearing at 6:00 p.m..

Linda Overing and John Waite left the meeting at 6:00 p.m..

Back to Agenda Items

a. **Town Meeting Update** – i. **Fiscal Year 2021 Budget** – Heather Butler reported the Finance Committee met Thursday. The Arms Library reduced their budget by 15%. The Buckland Public Library may recommend reductions in their budget. We should end Fiscal Year 2020 with a positive number in our COVID-19 spending. Karen Blom asked about the school assessment. Heather Butler said DESE says they can bill us monthly. Dena Willmore said if we vote a different amount for the school, the budget fails. If we approve a lower number, it tells the School Committee \$2.5million is more than we can handle. Shelburne dropped their number by \$56,000. We need to come up with something that is more affordable. Karen Blom suggested putting in last year's number as a place holder. Heather Butler said the Town Accountant is following DOR rules. Dena Willmore suggested going to a 1/12 budget for the Mohawk Trail Regional School District budget. Barry Del Castillo moved we use \$2,424,337, the total operating assessment, for the School Assessment; Dena Willmore seconded. Roll Call: Dena Willmore – yes, Barry Del Castillo – yes, Zack Turner – yes. Barry Del Castillo moved we adopt a 1/12 budget for Fiscal Year 2121; Dena Willmore seconded. Roll Call: Dena Willmore – yes, Barry Del Castillo – yes, Zack Turner – yes. Barry Del Castillo moved we approve \$10,000 for radios for the Police Department; Dena Willmore seconded. Roll Call: Dena Willmore – yes, Barry Del Castillo – yes, Zack Turner – yes.

ii. **Draft Motions** – The Select Board will review.

b. **Fiscal Year 2019 Audit Report** – Heather Butler said we received the Audit from Scanlon. The Finance Team met today to review comments in the management letter. The most significant comment was timeliness and cash reconciliation. There is new software for which the staff had to get familiar. The Town Accountant is pleased with how quickly it now gets done and we are completely caught up to the end of May. Receivables for the Veterans – we only have four veterans so it was done on an excel sheet. We will try to understand their recommendation. Regarding

Firearms Fees – the auditor wants better breakdowns as to where fees are to be recorded in the accounting system. The Town Accountant will create one in the General Ledger. Dena Willmore suggested the auditor come to a meeting.

3. **Documents to Sign**

a. **Fiscal Year 2019 Audit Engagement Letter** - Dena Willmore moved we authorize the Chair, Zack Turner, to sign the Engagement Letter; Barry Del Castilho seconded. Roll Call: Dena Willmore – yes, Barry Del Castilho – yes, Zack Turner – yes.

b. **Brownfields Agreement Letter, 69 Conway Street** – FRCOG accepted our request for the Police Station; this is for phase I. Barry Del Castilho moved we authorize the Chair to sign; Dena Willmore seconded. Roll Call: Dena Willmore – yes, Barry Del Castilho – yes, Zack Turner – yes.

4. **Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting** – Barry Del Castilho spoke about the statement Zack Turner read at the June 9, 2020 meeting regarding discrimination. Barry Del Castilho said we need to do something, and that he would like to draft a concept of what we intend to do about this issue. Play Structure at Rec Area – Dena Willmore would like the structure opened. Heather Butler said this is an agenda item at the Recreation Committee meeting tonight; they would like to have the structure power washed and sanitized. The Rec Director has ordered signs and hand sanitizer stations.

Town Administrator Updates (Continued) – We are using CARES funding to purchase work stations for Town Hall staff to ensure we can mobilize quickly and not use hodge-podge personal equipment. The equipment will have appropriate malware to use our server. We will also get equipment for boards. Conservation Commission, Board of Health, Planning Board, and Zoning Board of Appeals would be able to conduct meetings remotely. We are in touch with ABCC to allow outside dining. Floodwater Brewery will be able to do this if they serve food. The West End Pub is waiting to hear from the Governor's Office to allow for indoor seating and not just outdoor.

6. **Public Comment** – None.

7. **Announcements** – Annual Town Election is June 23, 2020, 10:00 a.m. – 8:00 p.m.. Annual Town Meeting is Saturday, June 27, 2020, at 10:00 a.m., at the Mohawk Trail Regional School District Parking lot; rain date is Sunday, June 28, 2020, at 2:00 p.m.

8. **Volunteer Recognition** – Dena Willmore recognized the entire School Committee for the process of hiring the new superintendent. We recognized Floyd Scott for posting the Town Warrants. The Board of Health for all their work.

At 7:23 p.m., Dena Willmore moved to adjourn; Barry Del Castilho seconded. Roll Call: Dena Willmore – yes, Barry Del Castilho – yes, Zack Turner – yes. Meeting adjourned at 7:23 p.m..