

**Buckland Select Board
Meeting Minutes
Tuesday, August 25, 2020 5:30 p.m.
Meeting Via Zoom**

Listing of Topics

1. Sewer Commission Meeting
 1. Approval of abatement request, Monroe Avenue.
2. Appointments
 1. 6:00 p.m. - Town Clerk, Elizabeth Cerone, State Primary Election update.
3. Agenda Items
 1. Special Town Meeting, (STM) open warrant.
 1. FY21 Budget amendment(s)
 2. Articles to consider
 2. Highway Department Personnel
 3. LED Streetlight Replacement, modification request form.
 4. Wayfinding Installation Procurement & grant deadline extension.
 5. FY21 Annual Appointments.
 6. Acceptance of Recreation Donation.
4. Documents to Sign
 1. Highway Garage facility change order (revision).
 2. Minutes May 26, 2020.
5. Items Not reasonably Anticipated by Chair 48 Hours in Advance of Meeting.
6. Town Administrators Report.
7. Public Comment.
8. Volunteer Recognition.
9. Announcements.
10. Executive Session, possible litigation.

Attendees

Dena Willmore - Select Board Chair
 Zachary Turner - Select Board Member
 Barry DelCastilho - Select Board Member
 Heather Butler - Buckland Town Administrator
 James Sullivan - Falls Cable
 Elizabeth Cerone - Buckland Town Clerk
 Mary Bolduc - Boards' Clerk
 Marilyn Kelsey - Resident

Meeting

1. Sewer Commission Meeting
 1. Approval of abatement request, Monroe Avenue.

1. Abatement request by Theodora Kelly at 14 Franklin Street (not Monroe Avenue) in the amount of \$85.86. Heather explained the circumstances surrounding the applicant's reason for submitting request. After a brief discussion, Zack moved to approve the request seconded by Barry. In a roll call vote, Zack voted "yes" in favor of the motion, Barry voted "yes", and Dena voted "yes". Vote to approve the abatement was unanimous.
 2. Zack moved to close the Sewer Commission meeting. seconded by Barry. Zack voted "yes", Barry, voted "yes, and Dena voted "yes". Vote to close Sewer Commission meeting was unanimous. Select Board meeting called to order at 5:36 p.m. Agenda items addressed until appointment with Elizabeth Cerone at 6:00 p.m., but items reported in agenda order.
2. Appointments
1. 6:00 p.m. - Town Clerk, Elizabeth Cerone, State Primary Election update.
 1. Elizabeth reported on status of State Primary. Not counting overseas ballots, she mailed out 425 ballots with 155 still to be returned.
 2. She outlined the protocols for returning ballots both in terms of COVID regulations and those regarding voting guidelines.
 3. Elizabeth noted the last two days for early in person voting are Thursday of this week (Aug.27) and Monday of next week (Aug. 31), 8:30 am - 3:00 pm both days, emphasized that the use of masks and adherence to social distancing protocols are required, and noted the precautions she is taking regarding sanitizing chairs, tables, pens, etc.
 4. Efforts are being made to procure a ballot box in time for the November election.
 5. Dena inquired about voter numbers for this primary compared to past years. Elizabeth reported that Buckland is already ahead of 2008, 2012, and 2016. Also, of the voters who requested a mail-in ballot for the primary, about 98% of those also requested one for the November election.
3. Agenda Items
1. Special Town Meeting, open warrant - Board discussion regarding possible dates and venues for STM. Important to be within DESE 45 day guidelines from MTRS committee budget vote. Zack announced he was indeed now available for September 19th; he previously was not. Zack moved for STM to be held on Saturday, September 19, 2020, seconded by Barry. Discussion for posting STM on September 11 and a Select Board meeting on September 8 to approve the warrant. Vote: Barry, "yes", Zack, "yes", Dena, "yes". Heather to check with Town Clerk and Town Moderator for their availability on September 19.
 1. FY21 Budget amendment(s) - Heather stated that the Finance Committee will be meeting Thursday night (Aug. 27) and is still reviewing budget changes.
 1. The primary change is the Mohawk assessment.
 2. The first step in creating the budget was to adjust revenues based on the Governor's commitment to level funding for FY21 based on FY20 figures. Heather screen shared the budget amendments

offering an explanation for each, with the summation that its tight but we are under levy.

2. Articles to consider -
 1. There will be an article on warrant to change the day of annual town elections and day and time of ATM. Warrant articles are on the Town website.
 2. Mohawk Trail Woodland Partnership - Select Board had considered for ATM Warrant though had not formally endorsed as a Board.
 3. Regarding the Senior Center Article for the STM Warrant, Barry wants to try to talk to Shelburne Select Board member before Buckland Select Board votes on Buckland Warrant. He has concerns pertaining to quorums, annual assessment, formula for usage assessment, and budget. Board discussion followed during which Board members expressed concern over many questions yet to be answered to their satisfaction and with little time to resolve them.
 1. Zack stated that Barry had raised all the same issues that concerned him and since Barry has also met with FRCOG, Zack suggested Barry take his seat at the next Senior Center Expansion Committee meeting.
2. Highway Department Personnel-
 1. Barry questioned what the numbers are based on for hiring and if there is enough money available to support hires.
 2. Heather explained current staffing model of highway department consisting of 3 laborers and 1 foreman working 40 hour/week at hourly wages voted on in May, and effective for entirety of FY21.
 3. At present, the department consists of 1 laborer who is on physician recommended quarantine and 1 foreman. The 2 available positions have been posted on INDEED and in the Greenfield Recorder, both online and in print.
 4. Discussion followed on best process to follow in filling vacancies based on licenses and experience needed to operate equipment and plows. Heather would like permission from Select Board to start process, and do an initial screening of applicants.
 5. Heather also acknowledged the possibility of foreman being on medical leave in November - December; can look to retired superintendents to cover for 6-8 weeks.
 6. Heather has spoken to town administrators in neighboring towns for help from their highway departments, but they are all experiencing staff shortages as well. Though it was suggested to her to write to select boards for mutual aid, a conversation with Bob Deane of FRCOG indicated that mutual aid has never been an achievable goal for highway departments because they all suffer the same staffing issues.
 7. Heather spoke to a local contractor (paver) who may be able to supply labor using our hot patch.

8. Dena inquired about plowing. Heather said first priority is hot patch, second front is plowing. There are five routes in all; will advertise for one, several, or all if necessary. If it cannot be accomplished by Buckland, crew could be provided by a private contractor. Plowing does not require sealed bid or prevailing wage.
9. Zack expressed preference to use Buckland's own labor, but recognized need to do what is necessary. He asked about timeline for screening and what we have so far for applicants.
10. Discussion followed regarding necessary licensing, no time for new hires to acquire licenses before winter if not already in their possession, contracted plowing, and appropriate ways to acknowledge Mike for his job performance during difficult conditions.
11. Barry acknowledged that the highway job screening needed Zack's eyes given his knowledge so handed that position to him.
3. LED Streetlight Replacement, modification request form -
 1. Nine or ten have been received along with a few welcomed "good jobs" and "kudos".
 2. Heather recommends that one Select Board member work with the Public Safety Committee to look at each request, determine if it is appropriate or not, and fix.
 3. Board discussion on getting "the word" out to public and making them aware of where to look for town information.
4. Wayfinding Installation Procurement & grant deadline extension -
 1. Heather explained status of project. It is in the procurement phase, and Heather is working with the contractor to ensure that signs are consistent with signage in Shelburne.
 2. Project will be put out to bid for fabrication. Ideal scenario is for Buckland highway department to do installation, but fabrication bid is being made with "add alt" provision to include installation in case installation requires licensing such as CDL and/or hoisting license that may not be held by highway department employees.
 3. Zack moved to request the Department of Housing and Community Development (DHCD) to extend the FY18 Community Development Block Grant until December 31, 2020; contingent upon DHCD's approval to extend the grant, extend the Town's contract with Breezeway Farm Consulting through January 31, 2021, and authorize the Chairperson of the Select Board to sign all documents associated with these extensions. Barry seconded the motion. Zack voted "yes" in favor of the motion, Barry voted "yes", and Dena voted "yes". Motion carried unanimously.
5. FY21 Annual Appointments - See attached
 1. Dena moved to approve, seconded by Zack. Zack voted "yes", Barry, "yes, and Dena, "yes". Motion carried unanimously.
6. Acceptance of Recreation Donation
 1. The Buckland Recreation Area received a \$30,000 donation specifically to replace the basketball courts. An installer from Vermont

is coming to meet with the Recreation Committee to get an overview of the project.

2. Zack moved to accept the donation, seconded by Barry. Zack voted "yes", Barry, "yes", and Dena, "yes". Motion to accept the donation passed unanimously.
3. Zack also recommended that a thank you note be sent to the donor who wishes to remain anonymous.
4. Documents to Sign
 1. Highway Garage facility change order (revision)
 1. Zack moved for Dena to sign the change order (revision), seconded by Barry. Zack Voted "yes, Barry, " yes", and Dena, "yes". Motion for Dean to sign passed unanimously.
 2. Minutes May 26, 2020
 1. Zack move to approve, seconded by Barry, Zack voted "yes, Barry voted "yes", and Dena voted "yes". Minutes for May 26, 2020 unanimously approved.
5. Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting
 1. Temporary Outdoor Seating Application submitted by The Blue Rock Restaurant. Application was missing approval of Health Agent, Fire Chief, Building Inspector, and Police Chief. Heather Butler suggested approval pending those signatures, and asked Zack to send the FRCOG links for Randy Crochier and Dave Roberts (FRCOG) to Holly (co-owner of Blue Rock) to expedite the process. Zack moved to approve the application pending required signatures, seconded by Barry.
 2. Board discussed Blue Rock's seating plan. Heather explained to Holly that the town will take responsibility for street scaping, using money from a state grant. Jersey barriers will be provided.
 3. Following discussion, vote was taken on motion to approve application pending required signatures. Zack voted "yes", Barry, "yes", Dena, "yes". Motion to approve application pending required signatures was unanimous.
6. Town Administrators Report - See attached.
7. Public Comment -
 1. Marilyn Kelsey inquired about current legal counsel for the Town of Buckland. She also expressed monetary concerns regarding the Senior Center indicating she thinks there will be push back on that issue at STM, suggested paper ballots for STM, and increasing highway employees wages vs a bonus.
8. Volunteer Recognition - Alex Meade was recognized for his efforts during COVID on behalf of the Conservation Commissions for responding to inquiries regarding Requests for Determination of Applicability and Notices of Intent, and keeping his fellow Conservation Commission members updated on pertinent information.
9. Announcements - N/A
10. Executive Session - Possible litigation.

1. Dena moved the Board go into executive Session, seconded by Zack.
Vote: Zack, yes; Barry, yes, Dena, yes. Regular Session ended at 7:32.
Board to go into executive session.

Respectfully Submitted, Mary Bolduc, Boards' Secretary, October 7, 2020

Signed:

Dean Willmore_____

Barry Del Castilho_____

Zachary Turner_____