

**Buckland Select Board  
Meeting Minutes  
December 22, 2020 5:30 p.m.  
Meeting Via Zoom**

**List of Topics**

**Appointments**

5:30 p.m.- Breezeway Farm Consultants, Linda Overing  
CDBG FY18 & 19 Grant and Contract Amendment  
CDBG FY18 Contract Extension

6:00 p.m. - Red Gate Farm, Jake Krain & Ben Murray - Cultural Facilities Fund Grant

**Agenda Items**

Senior Center Update  
Appointment , Conservation Commission - Steven Howland  
CARES funding, MTRSD amended request

**Documents to Sign**

CDBG extensions and amendment (5:30 p.m. appointment)  
Red Gate Farm Grant Letter of Support (6:00 p.m. appointment)  
Minutes

**Items Not reasonably Anticipated by Chair 48 Hours Prior to Meeting**

**Select Board Member Concerns**

**Town Administrator's Report**

**Public Comment**

**Volunteer Recognition**

**Announcements**

**Executive Session: Under the provision of MGL c30A, Sec.21(a), exp. 3, litigation**

**Attendees**

Dena Willmore - Select Board Chair  
Barry Del Castilho - Select Board Member  
Zachary Turner - Select Board Member  
Heather Butler - Buckland Town Administrator  
Linda Overing - Breezeway Farm Consultants

James Sullivan - Falls Cable

Mary Bolduc - Boards' Clerk

Steven Howland - Resident and appointee to Conservation Commission

Marilyn Kelsey - Resident

### **Meeting**

Meeting was opened at 5:30 p.m. by Mr. Del Castilho who will chair the meeting at the request of Ms. Willmore.

### **Appointments**

5:30 p.m. Breezeway Farm Consultants, Linda Overing -

CDBG FY18 and 19 Grant and Contract Amendment

CDBG FY18 Contract Extension

Ms. Butler explained the change order for one of the Wayfinding Signs and the \$700 price associated with that change. Linda Overing then gave a detailed briefing of the five motions to be voted upon to approve the above amendment and extension. The motions are as follows:

- 1) Request DHCD to amend the FY18 CDBG to use surplus administrative funds for Wayfinding and Food Pantry projects and extend the grant to March 31, 2021
- 2) Contingent on DHCD's approval to extend the grant, extend Buckland's contract with Breezeway Farm Consulting, Inc., to manage the FY18 CDBG through April 30, 2021.
- 3) Contingent on DHCD's approval to amend and extend, approve Change Order #2 (attached) with W. S. Design Corp. to extend the performance period through January 31, 2021 and for signage modifications for an additional cost of \$700.
- 4) Contingent on DHCD's approval to amend and extend the grant, extend contract with Community Action to March 31, 2021.
- 5) Authorize the Select Board Chair to sign all documents associated with these amendments and extensions.

Ms. Willmore moved all motions as presented, seconded by Mr. Turner. Vote: Turner, yes; Willmore, yes; Del Castilho, yes. Documents are available on the Select Board's website.

6:00 p.m. Red Gate Farm, Jake Krain & Ben Murray - Cultural Facilities Grant Fund

Applicants did not appear for appointment, but their request for a letter of support for funding was addressed and approved later in meeting. See: **Documents to Sign** in these minutes. Copy of letter may be viewed on Town of Buckland Select Board Website.

### **Agenda Items**

Senior Center Update

Mr. Turner was unable to attend the last meeting, but is hopeful to receive the lists from the three towns, Ashfield, Buckland, and Shelburne listing their priorities regarding the Senior Center.

Appointment, Conservation Commission - Steven Howland

Due to the resignation of James Sullivan from the Buckland Conservation Commission, Steven Howland applied for the vacant seat. After a brief discussion, Mr. Turner moved to appoint Mr. Howland, seconded by Ms. Willmore. Vote: Turner, yes; Willmore, yes; Del Castilho, yes. Ms. Butler informed Mr. Howland that he would receive a letter from Pamela Guyette confirming the Select Board vote on his appointment. He will then be contacted by Town Clerk Elizabeth Cerone to schedule swearing in.

#### CARES funding, MTRSD amended request

Because expenditures of CARES funding must be designated by December 31, 2020, and labor for the Buckland Shelburne Elementary School (BSE) ventilation project cannot be completed by year's end, Mohawk Trail Region School District (MTRSD) has requested that the \$13,396.30 labor costs be re-allocated as follows:

\$8,557.00 for Buckland's 22.3933% share of \$38,214 for PPE products  
4,839.30 toward expenditure for 43 Chromebooks for Buckland students

\$13,396.30 Total (equal to unspent amount of approved funding for ventilation)

These expenses were originally covered by the District's general funds. If CARES funding is shifted to offset the District's general funds, then, when the labor is indeed completed for the ventilation project, that expense will be paid out of the general fund. Discussion followed the presentation of the District's request. The request from MTRSD, with description of funding, is available on the Select Board's website. Ms. Willmore moved to authorize Heather Butler to reallocate funds if necessary as requested by MTRSD, seconded by Mr. Turner. Vote: Turner, yes; Willmore, yes; Del Castilho, yes.

In other CARES related business, Ms. Butler has been seeking funding for HVAC projects at the Buckland Police Station and Town Hall, and she gave a brief but detailed explanation of the need for the expenditure both in terms of benefit to employees and the integrity of buildings involved. She has applied for a grant for which the Town has not yet received funds. Ms. Butler is requesting \$20,851.00 of CARES funding to cover the costs. If grant is received, she will reimburse the CARES money. Document pertaining to project can be found on Town of Buckland Select Board website. Ms. Willmore moved to support the use of CARES money to fund this HVAC project, seconded by Mr. Turner. Vote: Turner, yes; Willmore, yes; Del Castilho, yes.

#### **Documents to Sign**

CDBG extensions and amendment (5:30 p.m. appointment) -  
Approved when addressed during appointment.

#### Red Gate Farm grant letter of support

Mr. Turner moved to sign the letter of support for Red Gate Farm, seconded by Ms. Willmore. The letter supports Red Gate Farm in securing a Cultural Facilities Fund Grant to construct "winterized student housing" and "a new program building" which will enable Red Gate to offer year round programming. Vote: Turner, yes; Willmore, yes; Del Castilho, yes.

Wayfinding Contract Change Order #2

Approved when addressed during 5:30 appointment

Minutes

Mr. Turner moved to approve Select Board Minutes for October 13 and November 24, seconded by Ms. Willmore. Mr. Del Castillo suggested a correction for November 24 minutes. Vote to approve, with edit to November 24: Turner, yes; Willmore, yes; Del Castillo, yes.

**Items Not Reasonably Anticipated by Chair 48 hours in Advance of Meeting - N/A**

**Select Board Member Concerns - N/A**

**Public Comment**

Marilyn Kelsey asked what the current tax rate is. Short discussion on tax rate and valuation followed. Answer to Ms. Kelsey's question: \$17.84 per \$1,000 for FY21.

**Volunteer Recognition**

Nick Doneilo was recognized for decorating in town with the candy cane ornaments created by local kindergarten students.

**Announcements**

Town Hall will not be staffed on Thursday, December 24 (Christmas Eve), but someone will be present on December 31 to accept tax payments.

With no further business, Mr. Del Castillo moved under the provision of MGL c30A, Sec.21(a) exp 3, litigation, to move to executive session and will return open meeting only to adjourn. Mr. Turner seconded. Vote: Turner, yes; Willmore, yes; Del Castillo, yes. Enter Executive Session at 6:13 p.m.

Respectfully Submitted by Mary Bolduc, Boards' Clerk, January 5, 2021

**Signed:**

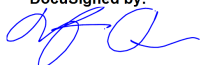
Dena Willmore

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