

**BUCKLAND SELECTBOARD
NOTICE OF MEETING
Buckland Town Hall
17 State Street
Monday, December 31, 2018, 3:00 p.m.**

Listing of Topics

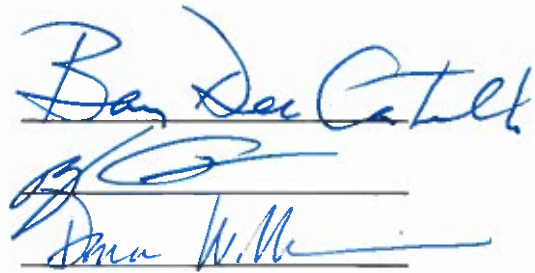
1. Open the Meeting
2. **Agenda Items**
 - a. Review/Approve Selectboard Meeting Minutes
 - b. Town Administrator Updates
 - c. Update – Selection of Interim Town Administration; Authorization to Sign Contract
 - d. Update – Search Firms for Permanent Town Administrator
3. Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting
4. Public Comment
5. Adjourn the Meeting

**BUCKLAND SELECT BOARD
MEETING MINUTES
Buckland Town Hall
December 31, 2018, 3:00p.m.**

Barry Del Castilho

Zachary J. Turner

Dena G. Willmore



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

Dena Willmore opened the meeting at 3:00 p.m..

2. Agenda Items

a. **Review/Approve Selectboard Meeting Minutes** – Zack Turner moved to sign the December 26, 2018 Meeting Minutes; Barry Del Castilho seconded. **VOTED** unanimously in favor. Buckland Sewer Commission Meeting Minutes: A request to amend the minutes regarding Barry Del Castilho's vote on granting the abatement needs to be changed to a vote in favor. With that change Dena Willmore moved and Zack Turner seconded to sign the Sewer Commission minutes as amended. **VOTED** unanimously in favor.

b. **Town Administrator Updates** – Ms. Llamas reviewed the Meals and Beverages tax received for the quarter ending November 2018. The amount was under \$3,500. Questions were raised about the need to review with DOR the businesses included to ensure that all taxes due are being captured. This should go on the "To Do" list for the Interim Town Administrator.

3. Items Not Anticipated by Chair 48 Hours in Advance of Meeting - Dena Willmore moved several items forward so that Ms. Llamas could address them.

- a. On Friday a letter was received from the Buckland Historical Society asking for the Select Board's support in their grant seeking effort. Dena Willmore motioned and Barry Del Castilho seconded that we sign a letter of support. **VOTED** unanimously in favor.
- b. The Board discussed naming a voting representative to the Massachusetts Interlocal Insurance Association, Inc.. Barry Del Castilho volunteered. Dena Willmore moved and Zack Turner seconded that Mr. Del Castilho serve as our representative. **VOTED** unanimously in favor.
- c. The FRCOG has requested that the Select Board prioritize the Town's local technical Assistance (DLTA) needs. After discussion the Board decided on the following Town and Regional needs: Planning Projects: (1) Open Space and Recreation Plan (OSRP) Update; (2) Culvert Assessments; (3) Ensure a Safe Infrastructure Through Improved Visibility; (4) Local Multi-Hazard Mitigation Plan Update Matching Funds. Regional Projects: (1) Explore feasibility or continue work to establish new shared services; (2) Development of Municipal Emergency Response Toolkit and Trainings; (3) Regionalizing Municipal IT Networks; (4) Regional Opioid Task Force/Support Local Substance Abuse Prevention Policies for Young People.
- d. The Town received the cost for the internet make ready in the Apple Valley area from the Town of Ashfield. The cost will be \$15,486.44. The Board had already approved moving \$19,000 from the Reserve Account to the "Make Ready" account so all that needs to be done is approve the invoice.

The Board then unanimously thanked Ms. Llamas for all her hard work and years of service to the Town of Buckland and wish her the very best in her new role as Town Administrator to the Town of Northfield, Massachusetts.

Ms. Llamas left the meeting at 4:00 p.m..

Ms. Willmore then moved back to Agenda Items that had not been discussed.

c. **Update – Search for Interim and Town Administrator** – Barry Del Castilho reported that Robert Markel would be pleased to serve as the Interim Town Administrator for Buckland. There was a review of those recommendations that had been received – all of which were positive. Dena Willmore then moved and Zack Turner seconded that the Select Board Chair be authorized to sign a contract with Bob Markel at a negotiated hourly rate not to exceed \$62.00 per hour subject to completion of a few final checks. **VOTED** unanimously in favor.

d. **Search Firm Update** - Barry Del Castilho reviewed his discussions with the three potential search firms. One firm, MRI, declined to come and meet with the Board. It looks likely that the other two firms, Collins and Paradigm, will be able to meet on January 9, 2019. When the times have been set, an agenda will be posted.

6. **Public Comment** – None.

At 4:40 p.m., Zack Turner moved to adjourn; Barry Del Castilho seconded. **VOTED** unanimously in favor. Meeting adjourned at 4:50 p.m..