

**Buckland Select Board  
Meeting Minutes  
October 13, 2020 5:30 p.m.  
Meeting Via Zoom**

**Listing of Topics**

**Appointments**

5:30 p.m. - Election information, Town Clerk, Elizabeth Cerone  
5:45 p.m. - FY19 Audit review, Tom Scanlon, Scanlon Associates

**Agenda Items**

Award contract for Wayfinding sign purchase and installation  
COLA agreement  
Conway TIP project, Appraisal RFQ

**Documents to Sign**

Minutes

**Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting**

**Selectman's Concerns**

**Town Administrator's Report**

CARES Funds, Cooperative Public Health Services (CPHS), MTRSD and Apple Valley Internet  
MEMA Reimbursement  
ADA grant application  
Personnel  
Winter Roads

**Public Comment**

**Volunteer Recognition:** Cindy Schwartz

**Announcements:** Flu Clinic on October 17, 10 a.m. to noon at the Mohawk Trail Regional School

**Attendees**

Dena Willmore - Select Board Chair  
Barry Del Castilho - Select Board Member  
Zachary Turner - Select Board Member  
Heather Butler - Buckland Town Administrator

Elizabeth Cerone - Buckland Town Clerk  
Tom Scanlon - Scanlon Associates  
Martha Thurber - MTRSD School Committee Chair  
Clinton Phillips - Resident  
James Sullivan - Falls Cable  
Mary Bolduc - Boards' Clerk

## **Meeting**

Meeting was called to order at 5:30 p.m. by Ms. Willmore, Chair

## **Appointments**

### 5:30 p.m. Election Information, Town Clerk, Elizabeth Cerone

Ms. Cerone reported that because mail-in ballots had arrived late at Town Hall, she worked late on Friday and had ballots in the mail to voters on Saturday; she sent out a total of 560 ballots. If one of those recipients changes their mind and chooses to vote in person, that is allowed. She assured that the ballot box outside Town Hall is secure and that she has the key. Polls are open on November 3 from 7:00 a.m. until 8:00 p.m. with mail-in ballots having to be post marked on or before that date. Ms. Cerone explained the procedure for processing mail-in and early ballots. When asked if there was a place for observers, she answered that there is, gave the location, and explained the rules by which they must conduct themselves.

### 5:45 p.m. FY 19 Audit review, Tom Scanlon, Scanlon Associates

Mr. Scanlon gave an overview of audit process and findings with the summation that it was a very clean audit. Ms Willmore had a list of questions which she explained as being standard operating procedure outside the municipal arena, but that she felt were applicable. Her questions and Mr. Scanlon's responses are as follows:

*Q - Did you have the full and enthusiastic cooperation of management? If not, explain.*

A - Yes.

*Q - Is there appropriate separation of duties? If not, explain.*

A - Inherent in small towns is a lack of separation of duties due to number of personnel. However, Buckland has compensating controls to offset, such as timely balancing and cash reconciliation.

*Q - Are you happy with the controls the Town has in place? If not, please be specific as to what is best practices and areas that need to be addressed.*

A - Yes, as explained in above Q&A.

*Q - In your opinion, were the number of journal adjustments appropriate? If not, explain.*

A - Yes, they were appropriate. Auditors look for journal entries that don't make sense; there were none.

*Q - Were there any inappropriate journal entries or entries that gave you pause?*

A - No.

*Q - Is there appropriate control of cash on hand and is the level of cash appropriate?*

A - Yes. Deposits are timely.

*Q - There were a number of concerns noted in the management letter. Have they all been addressed to your satisfaction? If not, please explain.*

A - Yes, Buckland's management is very responsive.

*Q - Does the Town maintain an appropriate number of bank accounts?*

A - Yes; he saw nothing that concerned him.

Following Ms. Willmore's questions, she asked Mr. Del Castilho and Mr. Turner if they had any questions. They did not. Ms. Butler added that Mr. Scanlon is excellent to work with, always takes calls, is responsive, and she considers him a valuable resource. Ms. Willmore asked Mr. Scanlon if he would be willing to conduct a professional development session for the Select Board and Finance Committee to keep updated on new accounting standards/regulations. He responded that Ms. Butler had approached him regarding such a meeting; he is willing to participate.

### **Agenda Items**

#### Award contract for Wayfinding sign purchase and installation

Ms. Butler explained the beginning of the Wayfinding Sign process, working with the Town of Shelburne to pick out signs, and with the Highway Department to determine placement of the signs. Buckland is now at the point of purchasing signs, using monies left over from the William Street Project, Phase 1, and the Community Development Block Grant to cover the balance. Ms. Willmore moved to commit \$3840 of the General Fund Community Development Block Grant to fund three (3) Buckland entrance signs. Mr. Del Castilho seconded the motion. Board discussion followed on the cost of \$3840, with Ms. Butler explaining how that amount was arrived at based on the cost structure of the quotes received. Vote taken: Mr. Turner, abstained; Mr. Del Castilho, yes; Ms. Willmore, yes.

#### COLA agreement

A 2.5% COLA raise was voted at Annual Town Meeting. Following Board discussion, Ms. Willmore moved to approve a 2.5% COLA effective July 1, 2020, seconded by Mr. Turner. Vote: Mr. Turner, yes; Mr. Del Castilho, yes; Ms. Willmore, yes.

#### Conway TIP project. Appraisal RFQ

Project is moving forward with a hearing on November 12, 2020 which will hopefully re-establish current path of roads. Currently FRCOG has no mapping for these roads as required by Department of Transportation. Board discussion followed on easements as a result of the project. Because the amount of green space has been reduced from 4 feet to 2 feet, that eliminated about twenty easements. Ms. Butler explained that the green space of 4 feet was largely an accommodation for the town to put snow. FRCOG will contact abutters to inform them of November 12 hearing.

**Documents to Sign - N/A**

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

### **Select Board Member Concerns -**

Mr. Turner expressed concern over the status of the Plastics Ban compliance. The Board of Health had previously requested an exception for McCusker's to package bulk items. Ms. Willmore suggested the issue be on the next meeting agenda so the Select Board has time to survey local businesses and gauge their current bag inventory.

Mr. Del Castilho referenced the Sewer Commission meeting scheduled the following day, and his concerns over the material to be covered in a limited time. Ms. Butler stated that she had a meeting in the morning with the manager of the Waste Water Treatment facility. She will take notes and create a synopsis to help facilitate the Sewer Commission Meeting.

### **Town Administrator's Report**

Ms. Butler reported on the land fill repairs, with an explanation of the problem, the solution, and how to proceed going forward to avoid a similar situation.

#### CARES Funds, Cooperative Public Health Services (CPHS), MTRSD

Ms. Butler reported on some of the areas where CARES money has been allocated, including supplementing the health agent whose time and job responsibilities have been impacted by COVID.

Martha Thurber, MTRSD School Committee Chair, gave a detailed report on ventilation repairs/upgrades necessary at Buckland Shelburne Elementary School (BSES) to enable the safe return of students. Since the old wing of the building cannot open until the ventilation problems are corrected, Ms. Thurber explained that the use of CARES money would help facilitate a more timely solution. The cost of the project is \$80,000 with Buckland's responsibility about 59%. Ms. Willmore moved that the Select Board approve CARES funding to repair the BSES ventilation system. Mr. Del Castilho seconded. Board discussion followed including the status of the Apple Valley internet connections. Vote taken on Ms. Willmore's motion to appropriate CARES money for BSES: Mr. Turner, yes; Mr. Del Castilho, yes; Ms. Willmore, yes.

#### ADA Grant Application

Ms. Butler reported that she has filed an ADA grant application which will update Buckland's self evaluation and transition plan and allow the town to accept bids to address town buildings which are not ADA compliant.

#### Personnel

Two new Highway Department employees have been hired: Jake Purington and Anthony Gutierrez both of whom are Buckland residents. It was hoped that the hiring process might result in three employees given the applicant pool, but it did not.

#### Winter Roads

Even with the two new\_hires, the Highway Department will be short handed for winter plowing. Ads will appear for seasonal or contract work for the winter.

**Public Comment**

Clinton Phillips asked if a third highway position will be re-posted. Ms. Butler explained the funding that would have supported a third hire, but unless instructed by the Finance Committee and Select Board to re-post, she will not.

**Volunteer Recognition - Cindy Schwartz**

Cindy Schwartz was recognized for her tireless dedication to the Buckland Recreation Committee and the Buckland Recreation Area. Specific mention was made of the many hours and incredible work she did in overseeing the basketball courts project.

**Announcements**

A reminder was given for the Flu Clinic to be held on October 17 at 10:00 a.m. at Mohawk Trail Regional School.

With no further business, Mr. Turner moved to adjourn the meeting seconded by Mr. Del Castilho. Vote: Turner, yes; Del Castilho, yes; Willmore, yes. Meeting adjourned at 7:09 p.m.

Respectfully Submitted by Mary Bolduc, Board's Clerk, December 7, 2020

**Signed:**

Dena Willmore *Dena Willmore*

Barry Del Castilho *Barry DelCastilho*

Zachary Turner *ZT*