


**BUCKLAND BOARD OF SELECTMEN  
MEETING MINUTES  
Buckland Town Hall  
November 22, 2016, 5:00 p.m.**

Kevin P. Fox

John R. Riggan

Dena G. Willmore



Attendees: Kevin Fox, Rob Riggan, Dena Willmore, Sam Bartlett, Diane Broncaccio (*The Recorder*), Prudence Grand, Pam Guyette, Andrea Llamas, Margaret Olin, Marion Scott, James Sullivan (Falls Cable), Brian Summer

Rob Riggan opened the meeting at 5:00 p.m..

**1. Appointments**

**5:00 p.m., Tax Classification Hearing** – Kevin Fox moved to open the Tax Classification Hearing at 5:00 p.m.; Dena Willmore seconded. **VOTED** unanimously in favor. Kevin Fox moved we propose a single tax rate providing the Board of Assessors agree; Dena Willmore seconded. **VOTED** unanimously in favor. Marion Scott indicated the tax rate would be an increase; awaiting approval from the State. At 5:04 p.m., Dena Willmore moved to close the Tax Classification Hearing; Kevin Fox seconded. **VOTED** unanimously in favor.

Pam Guyette and Marion Scott left the meeting at 5:04 p.m..

**5:30 p.m., Parking Ticket Appeal** – Prudence Grand indicated she had parked illegally as all of the village spaces were taken; she paid the fine.

Prudence Grand left the meeting at 5:10 p.m..

**2. Documents to Sign**

a. **Time Off Request** – Dena Willmore moved to sign the Time Off Request; Kevin Fox seconded. **VOTED** unanimously in favor.

**3. Agenda Items**

a. **Highway Garage Project – Owner’s Project Manager** – Andrea Llamas indicated Pinck & Co. had two positive references, and GM-2 had a very glowing reference for Bill Bartlett. GM-2 hourly rate is higher. Kevin Fox asked for an on-site time estimate for both companies. Andrea Llamas will get more information on a timeline and a breakdown of hours proposed from both companies.

b. **Budget** – i. **Estimated Revenues** – Andrea Llamas said Gardner Falls was upgraded for the first time in many years (new growth - \$59,831 rather than \$20,000 for 2018); in 2015, we only had \$19,842. Discussion about industrial growth. Rob Riggan indicated we need to coordinate high-speed internet. Andrea Llamas gave the Board a new budget calendar. ii. **Meals and Beverage Local Option Tax** – Andrea Llamas said the DOR had our State Street businesses listed in Shelburne; State Street is in Buckland, not Shelburne. Discussion about meals tax. iii. **Line Item Budget** – Discussion about Town IT line item – there is an increase in IT as we need a more managed system.

Margaret Olin and Brian Summer entered the meeting at 5:42 p.m..

**5:45 p.m., Energy Committee Re: Energy Committee Website and MCAP Update –**

Margaret Olin said the Energy Committee would like to have a page on the Town Website. Discussion about putting items on the Town Website; will get Energy Committee a page. MCAP Update – Margaret Olin said they are very busy and they decided to study together to stay abreast of issues. Updating their Mission Statement. Rob Riggan indicated problems with Direct Energy not being responsive to residents. Green Communities – Margaret Olin indicated Clean Energy Extension, UMASS, offers free assistance.

Margaret Olin and Brian Summer left the meeting at 6:08 p.m.. Sam Bartlett entered the meeting at 5:55 p.m..

**6:00 p.m., Sam Bartlett – Shelburne Falls Trolley Museum** - Sam Bartlett said he was seeking our authorization for a project at the Trolley Museum – a trolley loading platform close to Depot Street. Andrea Llamas indicated a 'hold harmless agreement' would be appropriate, and have Town Counsel review it; keep Town as additional insured, indemnify the Town; secure loading platform when not in use.

Sam Bartlett left the meeting at 6:20 p.m..

**c. Public Records Law Implementation; e. Appointment of Records Access Officer –**

Andrea Llamas said we need a Records Access Officer. Kevin Fox moved to appoint Andrea Llamas as the Records Access Officer and Sherry Clark as the alternate; Dena Willmore seconded. **VOTED** unanimously in favor.

d. **Set License Fees for 2017** – There is one new License Fee – Farmer Brewer - approved at Annual Town Meeting for \$500.00. Dena Willmore moved we set the License Fees with no changes; Kevin Fox seconded. **VOTED** unanimously in favor.

g. **FEMA Update** – Lorraine Eddy said FEMA received our package and is working on it.

4. **Town Administrator Updates** – MBI will meet with Comcast Rep for each town.

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

Performance Evaluations – Discussion about the process and having them in open session. 90 Day Probation Period – Kevin Fox moved to remove Norman Daby from probationary status; Dena Willmore seconded. **VOTED** unanimously in favor.

6. **Public Comment** – None.

7. **Volunteer Recognition** – Dan Fleuriel who fixed the Emergency Lights in Town Hall.

At 6:59 p.m., Kevin Fox moved to adjourn; Dena Willmore seconded. **VOTED** unanimously in favor. Meeting adjourned at 6:59 p.m..