

BUCKLAND BOARD OF SELECTMEN
MEETING MINUTES
Buckland Town Hall
September 27, 2016, 5:30 p.m.

Kevin P. Fox

John R. Riggan

Dena G. Willmore



Attendees: Kevin Fox, Rob Riggan, Dena Willmore, Jeff Gendron, Andrea Llamas, Tom Scanlon

Rob Riggan opened the meeting at 5:30 p.m..

1. Appointments

5:45 p.m., Scanlon & Associates – Fiscal Year 20115 Audit – Tom Scanlon said Scanlon & Associates did a risk-based audit assessment for the Town, there are excellent personnel in place, a rare thing in a small town. He suggested tackling the fixed assets on the government side – start depreciating when fixed assets are new, an accounting mechanism using software; it has no effect on the budget, noting if not done, the Town could get an adverse opinion with the public bond market. Kevin Fox suggested taking our MIAA schedule of values. Tom Scanlon said our overall statement, i.e., handling of Stabilization, is great, saying the Town has sound financial policies. He indicated Linda Marcotte’s systems should be maintained (Linda Marcotte is retiring soon). Kevin Fox said we are not generating a lot of free cash – we are tight against the levy. Rob Riggan indicated the utility companies are seeking reductions because of the impact of alternative power such as solar.

Jeff Gendron and Tom Scanlon left the meeting at 5:50 p.m..

2. Documents to Sign

- a. **Selectmen Minutes – August 23, 2016** – Dena Willmore moved to sign the minutes; Kevin Fox seconded. **VOTED** unanimously in favor.
- b. **DEP Grant Contract – Rural Dividend Program** – Andrea Llamas indicated there was no need to sign.
- c. **Parade Permit – Mohawk Booster Day Parade** – Dena Willmore moved to approve this Parade Permit; Kevin Fox seconded. **VOTED** unanimously in favor.

3. Agenda Items

- a. **Financial Policies and Procedures** - Kevin Fox moved we adopt the Financial Policies and Procedures document; Dena Willmore seconded; **VOTED** unanimously in favor.
- b. **Selectmen’s Policy – Underground Utility Permit** - Andrea Llamas said this was suggested by Steve Daby, using Shelburne’s model, regarding cutting into our roads to repair water or sewer. Dena Willmore moved to adopt the Underground Utility Permit policy; Kevin Fox seconded. **VOTED** unanimously in favor.
- c. **Update Collector/Treasurer Office** – Andrea Llamas said Lisa Blackmer is training with Linda Marcotte. Dena Willmore moved we accept Linda Marcotte’s resignation effective October 17, 2016, with regret; Kevin Fox seconded. **VOTED** unanimously in favor.
- d. **Memorandum of Agreement for Emergency Regional Public Shelter at MTRHS** – Kevin Fox moved to accept the Memorandum of Agreement for Emergency Regional Public Shelter at MTRHS and forward to the School District and the Town of Shelburne for their signatures; Dena Willmore seconded. **VOTED** unanimously in favor.

4. **Town Administrator Updates** – Andrea Llamas indicated we received a grant to coordinate energy programs with technical assistance; this is as a result of Buckland being a Green Community – we can apply for additional funding. **Serial Notes for Highway Truck** – Dena Willmore moved we sign the serial notes for the Highway Truck; Kevin Fox seconded. **VOTED** unanimously in favor. **First November Selectmen Meeting** – we will have to set another date as November 8, 2016 is Election Day.

5. **Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting** – Dena Willmore said the Buckland Cemetery Association got bids for repairing older stones; proposed we allow the Association to repair the antique cemetery and fundraise to raise funds for repairs; will provide the Certificate of Insurance. Dena Willmore moved we allow the Buckland Cemetery Association repair stones in the Town Common Cemetery pending a receipt of the Certificate of Insurance; Kevin Fox seconded. **VOTED** unanimously in favor.

6. **Public Comment** – None.

7. **Volunteer Recognition** – Rochelle Llamas for testing paints for the spring painting of the crosswalk in front of Town Hall. James Sullivan for his faithful service behind the camera.

8. **Announcements** – Remembered Hank Simiroski and William Clark.

e. **Possible Executive Session under M.G.L. Ch. 30A, Section 21, to discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual; appeal of a Police complaint** – At 5:42 p.m., Rob Riggan moved to go into Executive Session under M.G.L. Ch. 30A, Section 21, to discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual; appeal of a Police complaint; Kevin Fox seconded.

Roll Call: Rob Riggan – Yes; Dena Willmore – Yes; Kevin Fox – Yes

Rob Riggan indicated at the conclusion of Executive Session, go into Executive Session again for:
f. **Possible Executive Session under M.G.L. Ch. 30A, Section 21, to consider the purchase, exchange, lease or value of real estate, as open meeting might have a detrimental effect on the negotiating position of the Town; 69 1/2 Conway Street**

Rob Riggan indicated at the end of the second Executive Session, we would come out of Executive Session only to adjourn the meeting.

Entered into Executive Session at 5:42 p.m.. Exited Executive Session II at 6:36 p.m..

At 6:36 p.m., Dena Willmore moved to adjourn; Kevin Fox seconded. **VOTED** unanimously in favor. Meeting adjourned at 6:36 p.m..