

**BUCKFIELD SELECT BOARD  
TUESDAY, OCTOBER 13, 2020  
MEETING MINUTES**

Remote participation via Zoom/ following the 6:00 PM Public Hearing

**1. CALL MEETING TO ORDER AND DECLARE A QUORUM**

A. Roll Call/Declare a Quorum

Meeting Called to Order at 6:04 PM

In attendance: Tina Brooks- Chair  
Cheryl Coffman, Vice Chair  
Martha Catevenis

B. Remote meeting Participation Protocols provided

**2. APPROVE MINUTES**

A. Special meeting of September 30, 2020

Motion made to accept the minutes as written by M. Catevenis and  
Seconded by C. Coffman .

**VOTE: YES = 3 , T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

**3. TOWN MANAGER'S REPORT**

Motion made to send out a Request for Health Insurance Plan Proposals  
made by M. Catevenis and Seconded by T. Brooks.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

**4. OLD BUSINESS**

**NONE**

**5. NEW BUSINESS**

A. General Assistance Ordinance/ Amendments for FY 2020-20221

Motion made to accept the General Assistance Ordinance Amendments for the fiscal year 2020-2021 by M. Catevenis and seconded by T. Brooks.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

B. Pole Location Permit/ Tucker Road

Motion made to move this item to old business on the October 20, 2020 agenda by M. Catevenis and seconded by T. Brooks.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

C. Bear Pond Road/Culvert/ Professional Services Agreement/ Main-Land Consultants

Manager will pull this request due to lack of town funds for this project.

D. Special Town Meeting/October 6, 2020/ Referendum Results

Motion to seek a legal opinion on question #6; Can we revert to the previous year amount \$6,000 if this machine was listed in the Winter Roads budget #0380 in FY 2019-2020 as “Sidewalk Plowing” but in the August 25, 2020 referendum question it was relocated to account #3075 listed as “multi-use Sidewalk Machine” in the Special Mobile Equipment sub-account of the Winter Roads Budget and it was located on the October 6, 2020 referendum as Article #6?

(Note that both sub-accounts are part of the Public Works Department budget but the difference being the failed Article on August 25, 2020 was to purchase the unit for \$12,000 and that failed. The Article #6 on October 6, 2020 was to simply lease the unit for \$6,000 for one winter and it failed but had the reversion clause to the previous year?)

Motion made by M. Catevenis and seconded by T. Brooks

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

**E.** Select Board review of the failed articles and adjust the FY 2020-2021 Budget.

a. Administration

Motion to continue (tonight) on the Administration budget until the Board is finished made by M. Catevenis and Seconded T. Brooks.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

The Board decided to review the Library Budget reductions.

A motion to accept two private donations and to reduce the Library budget by \$4,465 was made by T. Brooks and Seconded by C. Coffman per the list below.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

Electricity	-\$25	Water	-\$100	Dehumidifier	-\$175
Window Shades	-\$120	Workshops	-\$200	Memberships	-\$175
Mileage	-\$50	State Park Pass	-\$105	New Books	-\$2185
Subscriptions	-\$30	Office Supplies	-\$400	ME. Infonet	-\$150
IT Security	-\$150	Faronics	-\$150	Copier	-\$450
Donations	+\$515				

**Total Expense Reductions: \$4,465**

Motion to go into executive session regarding personnel matters under 1 M.R.S.A. 405 (6) (A) and then return to the regular meeting made by C. Coffman and Seconded by M. Catevenis at approximately 9:20 PM.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

The Select Board came out of executive session at 9:48 PM.

At 9:50 PM a motion to recess the regular meeting and to go into an executive session under 1 M.R.S.A. 405 (6) (A) to handle an employee grievance and then return to the regular meeting was made by T. Brooks and Seconded by M. Catevenis.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

At 10:26 PM a motion to go out of the executive session and return to the regular meeting was made by T. Brooks and Seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

A motion to table Item F until the October 20, 2020 meeting was made by T. Brooks and Seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

A motion to table item G until the October 20, 2020 meeting was made by T. Brooks and Seconded by M. Catevenis.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

The discussion of the Administrative Budget Continued.

A motion to remove the grandfathering clause from the Personnel Policy regarding health insurance was made by M. Catevenis and Seconded by t. Brooks.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**  
**NO = 0, ABSTAIN = 0**

A motion to reconsider the vote to remove the grandfathering clause was made by M. Catevenis and Seconded by T. Brooks.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**  
**NO = 0, ABSTAIN = 0**

A motion was made to amend the Personnel Policies regarding the health Insurance benefits under which the family plan is offered and subject to being grandfathered and to insert the following language into the Policy: “Any employee electing the Family Health Plan benefit under the grandfathering clause **F.a.** shall continue to receive this grandfathered benefit until December 31, at 12:00 PM and effective January 1, 2021 at 12:01 AM shall be required to pay 25% of the total premium for the family health insurance plan premiums/costs at that time thru June 30, 2021 at 12:00 PM. Effective July 1, 2021 at 12:01AM all employees subscribing to the then family plan shall pay 50% of the then premium/costs for their policy. Notes #1 and #2 are hereby deleted from the Personnel Policy section F. This amended language shall remain in full force and from and after passage made by M. Catevenis and seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**  
**NO = 0, ABSTAIN = 0**

Motion to reduce the FY 2021 Administration Budget by \$7,955 as detailed below made by T. Brooks and Seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**  
**NO = 0, ABSTAIN = 0**

**Administration Budget for 2020-2021- Budget Reduction Notes:**

Planning Board- Appeals	-\$60
Computer Upgrade for Office Assistant	-\$1500
Town Manager Laptop	-\$1000
Spring Water	-\$13.00
Employee Health Insurance cost reduction	-\$7414
Reserve	<u>+\$2032</u>
	<b>-\$7955</b>

**6. Approve and Sign Treasurers Warrants**

A. Payroll Warrants #15 & #16

A motion to approve and sign Payroll Warrants #15 & #16 was made by M. Catevenis and Seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

B. Accounts Payable Warrants #15 & #16

A motion to approve and sign Accounts Payable Warrants #15 & #16 was made by M. Catevenis and Seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

**7. Executive Sessions**

A . M.R.S.A. §405 (6) (A)/ Grievance Review- Completed above

B. M.R.S.A. §405 (6) (A)/Hiring a Town Manager

A motion to take up Item B- Executive Session wans was made by M. Catevenis and Seconded by C. Coffman

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**

**8. OTHER BUSINESS**

None

**9. ADJOURN**

Motion to Adjourn at 11:27 PM made by M. Catevenis and Seconded by C. Coffman.

**VOTE: YES = 3, T.Brooks, C. Coffman, M. Catevenis**

**NO = 0, ABSTAIN = 0**