

**BUCKFIELD SELECT BOARD
TUESDAY, AUGUST 4, 2020
MEETING MINUTES**

(This Meeting was digitally recorded and a copy of the DVD is available in the Town Office).

A remote participation Meeting of the Buckfield Select Board was held on Tuesday, August 4, 2020 via Zoom.

Board Members Present: Chairman Tina Brooks, Vice Chairman Martha Catevenis, Selectman Cheryl Coffman

Residents Present: Sandra Perkins, Penny Horsfall, Cameron Hinkley, Judy Berg

Others Present: Sun Journal Reporter Steve Sherlock, Library Director Katie Clukey, Town Clerk/Treasurer Cindy Dunn, Town Manager Joe Roach

1. CALL REGULAR MEETING TO ORDER AND DECLARE QUORUM

A. Roll Call / Declare Quorum

Chairman Brooks called the Meeting to order at 6:30 pm and declared a quorum.

B. Remote Meeting Participation Protocol

Chairman Brooks explained the protocol for the Meeting.

2. APPROVE MINUTES

A. July 21, 2020 Regular Meeting

A motion was made by Chairman Brooks and seconded by Selectman Coffman to accept the Minutes of the July 21, 2020 Regular Meeting with a corrected date in the first paragraph.

Vote: Yes = 3 No = 0

B. July 23, 2020 Emergency Meeting

A motion was made by Chairman Brooks and seconded by Selectman Coffman to accept the Minutes of the July 23, 2020 Emergency Meeting as presented.

Vote: Yes = 3 No = 0

3. TOWN MANAGER'S REPORT

The Town Manager provided his report. A copy is attached to these Minutes.

4. OLD BUSINESS

A. Personnel Policies & Procedures Handbook / Biennial Review

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to enact the amended *Personnel Policies & Procedures Handbook* with the effective date of August 4, 2020.

Vote: Yes = 3 No = 0

5. NEW BUSINESS

A. Board & Committee Appointments

A motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to appoint Cami Warren to the Social Services Committee for a term to expire June 30, 2021.

Vote: Yes = 3 No = 0

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to table Cami Warren's application to the Library Committee until the Board's next Meeting.

Vote: Yes = 3 No = 0

A motion was made by Chairman Brooks and seconded by Selectman Coffman to appoint Sandra Perkins to the Old Church on the Hill Committee for a term to expire on June 30, 2022.

Vote: Yes = 3 No = 0

B. Excess Rescue Revenue / General Ledger Account

A motion was made by Chairman Brooks and seconded by Selectman Coffman to place 75% of FY 2019-20 Excess Rescue Revenue in the amount of \$61,859.74 in a General Ledger Account to be available for FY 2020-21 Warrant Article #11.

Vote: Yes = 3 No = 0

C. Sand/Salt Building / General Ledger Account

A motion was made by Chairman Brooks and seconded by Selectman Coffman to move \$21,850.00 from the Sand/Salt Stabilization Project line into General Ledger Account #0794 pending Town Meeting vote.

Vote: Yes = 3 No = 0

D. MMA Annual Election

A motion was made by Selectman Coffman and seconded by Chairman Brooks to vote for each candidate listed on the MMA Ballot.

Vote: Yes = 3 No = 0

A motion was made by Chairman Brooks and seconded by Selectman Coffman to have the Town Manager sign the ballot on behalf of the Select Board.

Vote: Yes = 3 No = 0

E. Plow Truck Proposals

A motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to allow the Town Manager to sign a Town Meeting contingent conditional invoice for a new plow truck as proposed not to exceed \$180,000.00.

Vote: Yes = 3 No = 0

F. School Supply Donations

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to collect school supplies for Hartford/Sumner Elementary School and Buckfield Junior Senior High School at the Town Office.

Vote: Yes = 3 No = 0

6. OTHER BUSINESS

Vice Chairman Catevenis asked to have the health insurance and Library and Cemetery Trust Funds on the August 18, 2020 Agenda.

7. APPROVE & SIGN TREASURER'S WARRANTS

A. Payroll Warrants #4, #5, & #6

A motion was made by Chairman Brooks and seconded by Selectman Coffman to approve and sign Payroll Warrants #4, #5, & #6 individually.

Vote: Yes = 3 No = 0

B. Accounts Payable Warrants #52C, #4, #5, & #6

A motion was made by Chairman Brooks and seconded by Selectman Coffman to approve and sign Accounts Payable Warrants #52C, #4, #5, & #6 individually.

Vote: Yes = 3 No = 0

8. EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. SS 405(6)(A)

A motion was made by Chairman Brooks at 8:12 pm to continue the Meeting until the agenda is finished.

Vote: Yes = 3 No = 0

A motion was made by Chairman Brooks at 8:12 pm and seconded by Selectman Coffman to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss the appointment of an interim town manager.

Vote: Yes = 3 No = 0

Chairman Brooks declared that the Board returned from Executive Session at 8:35 pm.

A motion was made by Chairman Brooks and seconded by Selectman Coffman to request that the Town Manager schedule interviews with five interim town manager candidates.

Vote: Yes = 3 No = 0

A motion was made by Chairman Brooks and seconded Selectman Coffman to recess the Meeting until Friday, August 7, 2020 at 4:30 pm.

Vote: Yes = 3 No = 0

Chairman Brooks called the meeting back to order at 4:30 pm on August 7, 2020 and declared a quorum. All Board members were present.

A motion was made by Chairman Brooks at 8:12 pm and seconded by Vice Chairman Catevenis to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss the appointment of an interim town manager.

Vote: Yes = 3 No = 0

Chairman Brooks declared that the Board returned from Executive Session at 6:47 pm.

A motion was made by Chairman Brooks and seconded by Selectman Coffman to recess the Meeting until 4:30 pm on August 10, 2020.

Vote: Yes = 3 No = 0

Chairman Brooks called the meeting back to order at 4:30 pm on August 10, 2020 and declared a quorum. All Board members were present.

A motion was made by Chairman Brooks at 4:31 pm and seconded by Vice Chairman Catevenis to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss the appointment of an interim town manager.

Vote: Yes = 3 No = 0

Chairman Brooks declared that the Board returned from Executive Session at 6:50 pm.

A motion was made by Chairman Brooks and seconded by Selectman Coffman to recess the Meeting until 6:00 pm on August 12, 2020.

Vote: Yes = 3 No = 0

Chairman Brooks called the meeting back to order at 6:03 pm on August 12, 2020 and declared a quorum. All Board members were present.

A motion was made by Chairman Brooks at 6:03 pm and seconded by Selectman Coffman to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss the appointment of an interim town manager.

Vote: Yes = 3 No = 0

Chairman Brooks declared that the Board returned from Executive Session at 6:40 pm.

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to recess the Meeting until after the Emergency Meeting scheduled for that evening.

Vote: Yes = 3 No = 0

Chairman Brooks called the meeting back to order at 7:54 pm on August 12, 2020 and declared a quorum. All Board members were present.

A motion was made by Chairman Brooks at 7:54 pm and seconded by Selectman Coffman to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss the appointment of an interim town manager.

Vote: Yes = 3 No = 0

Chairman Brooks declared that the Board returned from Executive Session at 8:30 pm and stated that the Board is in negotiations with an interim town manager candidate.

9. ADJOURN

A motion was made by Chairman Brooks and seconded by Selectman Coffman to adjourn at 8:32 pm

Vote: Yes = 3 No = 0

Minutes Prepared By: _____ Town Manager

Minutes Accepted At: _____ Board Meeting