

**BUCKFIELD SELECT BOARD
TUESDAY, JULY 21, 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, July 121, 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. June 23, 2020 Joint Budget Meeting

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to accept the Minutes of the June 23, 2020 Joint Budget Meeting as presented.

Vote: Yes = 3 No = 0

B. July 1, 2020 Emergency Meeting

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to accept the Minutes of the July 1, 2020 Emergency Meeting as presented.

Vote: Yes = 3 No = 0

C. July 7, 2020 Regular Meeting

A motion was made by Chairman Brooks and seconded by Selectman Coffman to accept the Minutes of the July 7, 2020 Regular 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. Revaluation Workshop Schedule / Board of Assessors

A motion was made by Chairman Brooks and seconded by Selectman Coffman to advise the Board of Assessors to discuss the Town's revaluation plan at a meeting on October 13, 2020. Selectman Coffman withdrew her second and Chairman Brooks withdrew her motion.

A motion was made by Selectman Coffman and seconded by Vice Chairman Catevenis to request the Chairman of the Board of Assessors discuss the fall meeting schedule with the Assessor's Assistant.

Vote: Yes = 3 No = 0

B. Personnel Policies & Procedures Handbook / Biennial Review

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to table this item until the Board's next meeting.

Vote: Yes = 3 No = 0

C. Covid-19 Phase IV

A motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to accept the Covid-19 Phase IV Re-entry plan as written.

Vote: Yes = 3 No = 0

5. NEW BUSINESS

A. Community Day 2020

A motion was made by Chairman Brooks and seconded by Selectman Coffman to cancel Community Day 2020 for safety reasons.

Vote: Yes = 3 No = 0

B. Public Works Foreman / Interview Committee

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to nominate Selectman Coffman to serve on an interview committee with the Town Manager and a Road Committee Member to interview candidates for the open position of Public Works Foreman.

Vote: Yes = 2 No = 0 Abstain = 1 (Coffman)

C. Tax Acquired Property / Land Conservation Reserve

A motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to place the recovered funds from the sale of tax-acquired property at 97 Morrill Street in the Revaluation Reserve.

Vote: Yes = 1 No = 2 (Brooks, Coffman)

A motion was made by Chairman Brooks and seconded by Vice Chairman Catevenis to table the item until the end of the Meeting.

Vote: Yes = 3 No = 0

When Item 5(C) came back up, a motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to place any "profit" from the sale of tax acquired property at 97 Morrill Street into the Revaluation Reserve.

Vote: Yes = 2 No = 1 (Coffman)

D. Shedd Hollow Road / CMP / Pole Permit Application

A motion was made by Chairman Brooks and seconded by Selectman Coffman to approve and sign a pole location permit submitted by CMP for Shedd Hollow Road with the condition that any poles be located at no closer than ten feet from the edge of pavement.

Vote: Yes = 3 No = 0

E. Paris Hill Road / FirstLight / Pole Permit Application

A motion was made by Chairman Brooks and seconded by Selectman Coffman to approve and sign a pole location permit submitted by FirstLight for Paris Hill Road with the condition that any poles be located at no closer than ten feet from the edge of pavement.

Vote: Yes = 3 No = 0

F. Damon Cemetery Trust / Zadoc Long Library Trust / Research

A motion was made by Selectman Coffman and seconded by Chairman Brooks to table the item.

Vote: Yes = 2 No = 1 (Catevenis)

G. Health Insurance RFP

A motion was made by Chairman Brooks and seconded by Selectman Coffman to direct the Town Manager to release an RFP for health insurance.

Vote: Yes = 3 No = 0

6. OTHER BUSINESS

It was noted that absentee ballots will be available for Town Meeting Referendum beginning on July 24th.

Judy Berg asked if the number of articles on the referendum warrant could be limited in the future.

7. APPROVE & SIGN TREASURER'S WARRANTS

A. Payroll Warrants #3 & #4

A motion was made by Chairman Brooks and seconded by Selectman Coffman to approve and sign Payroll Warrants #3 & #4 individually.

Vote: Yes = 2 No = 1 (Catevenis)

B. Accounts Payable Warrants #52B, #1, #2, & #3

A motion was made by Chairman Brooks and seconded by Selectman Coffman to approve and sign Accounts Payable Warrants #52B, #1, #2, & #3 individually.

Vote: Yes = 2 No = 1 (Catevenis)

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

A motion was made by Chairman Brooks at 7:53 pm and seconded by Selectman Coffman to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss personnel matters related to health insurance.

Vote: Yes = 2 No = 1 (Catevenis)

The Board returned from Executive Session at 8:26 pm. No action was taken.

A motion was made by Chairman Brooks at 8:27 pm and seconded by Selectman Coffman to finish the agenda.

Vote: Yes = 3 No = 0

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

A motion was made by Chairman Brooks at 8:27 pm and seconded by Selectman Coffman to enter Executive Session pursuant to 1 MRSA SS 405(6)(A) to discuss the Town Manager's contract.

The Board returned from Executive Session at 8:36 pm.

A motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to accept the Town Manager's resignation with regret.

Vote: Yes = 3 No = 0

A motion was made by Vice Chairman Catevenis and seconded by Chairman Brooks to request the Town Manager post the Town Manager position in all the normal areas.

Vote: Yes = 3 No = 0

10. ADJOURN

A motion was made by Chairman Brooks and seconded by Selectman Coffman to adjourn at 8:39 pm

Vote: Yes = 3 No = 0

Minutes Prepared By: _____ Town Manager

Minutes Accepted At: _____ Board Meeting