

**BUCKFIELD SELECT BOARD  
TUESDAY, SEPTEMBER 15, 2020  
MEETING MINUTES**

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

**A.** The Chair called the meeting to order at 6:30 PM and declared a quorum. Select Board Members in person were Chair T. Brooks and C. Coffman. Member Catevenis attended remotely.

**B.** The Chair reviewed the Remote Meeting Participation Protocol for those attending through Zoom.

**2. APPROVE MINUTES**

**A.** The Board decided to address the minutes for September 8, 2020 at the next meeting.

**3. TOWN MANAGER'S REPORT**

**A.** The Town Manager reviewed the efforts to locate quality used snow plowing trucks as well as the efforts to hire qualified truck drivers for the winter plowing. He further explained alternatives for winter plowing including contracting out if needed.

**4. OLD BUSINESS**

**A.** The Board started their review of the Ideas listing and progress. The Board would like a copy of the Governance Policy.

A motion to wait for the more recently updated excel version of the progress report for further review was made by C. Coffman and seconded by T.Brooks.

**Vote: Yes = 3**

**5. NEW BUSINESS**

**A.** The Board took up the request by the Rescue Department to move funds from the revenue account to the Rescue account to cover the repairs needed for unit #451. The Summary sheet is attached.

The Board also requested the Interim Town Manager to seek a recommendation from the Auditor for a procedure to transfer excess revenues before they go to the general ledger prior to year-end to reduce the tax rate.

A motion to move \$14,289.95 from the General Ledger Revenue account to the Rescue Department to repair mobile unit #451 was made by C.Coffman and Seconded by M. Catevenis.

**Vote: Yes = 3**

**B. Disbursement Policy**

A motion to amend the Personnel Policy to review the whole Personnel Policy annually starting the November 17<sup>th</sup> meeting was made by T. Brooks and Seconded by C. Coffman

**Vote: Yes = 3**

**6. OTHER BUSINESS**

A motion was made to move the first meeting in November to November 16<sup>th</sup> due to elections, made by T. Brooks and seconded by C. Coffman

**Vote: Yes = 3**

A motion to have a public hearing on November 17 at 6:00 PM was made by M. Catevenis and seconded by T. Brooks.

**Vote: Yes = 3**

A motion to have the regular Select Board meeting to follow the public hearing was made by T. Brooks and seconded by C. Coffman

**Vote: Yes = 3**

**7. APPROVE & SIGN TREASURER'S WARRANTS**

A. Payroll Warrants #11, 12, 12A & 12B were signed.

The Board asked to have all warrants electronically emailed to them prior to the meetings for their review.

A motion to approve all payroll warrants was made by T. Brooks and seconded by C. Coffman.

**Vote: Yes = 2 Abstain = 1 (M. Catevenis had not yet reviewed them.)**

B. Accounts Payable Warrants #11 & #12 were signed.

A motion to approve all payables was made by T. Brooks and seconded by C. Coffman.

**Vote: Yes = 2 Abstain = 1 (M. Catevenis had not yet reviewed them)**

**8. EXECUTIVE SESSION**

At 7:55 PM a motion was made by T. Brooks and Seconded by C. Coffman to go into executive session under 1 MRSA 405 A, Personnel Matters.

**Vote: Yes = 3**

At 8:13 PM a motion was made by T. Brooks and seconded by C. Coffman to come out of executive session.

**Vote: Yes = 3**

**9. RECESS AND RECONVENE**

At 8:25 PM a motion to recess the meeting and reconvene on Friday September 25, 2020 at 3:45 PM for town manger interviews was made by T. Brooks and seconded by C. Coffman.

**Vote: Yes = 3**