

TOWN OF BUCKFIELD

Select Board Meeting Minutes

March 12, 2024, at 6:30 PM

In Person and Remote Participation via Zoom

VICE CHAIRMAN SANDRA FICKETT CALLED THE REGULAR MEETING TO ORDER AND DECLARED A QUORUM AT 6:38 PM

Present: Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Town Clerk Brittany Parrott (Zoom), Glen Holmes, Vivian Wadas, Martha Catevenis, Priscilla Bennett, Peter Werwath, Judy Berg

OLD BUSINESS

1. MUNICIPAL LAND USE POLICY

- a. Special Events Policy

Selectman Azalea Cormier made a motion to enact the Special Events Policy. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (4-0). MOTION PASSED

- b. Buildings, Facilities, and Land Use Application

Selectman Azalea Cormier made a motion to enact the Municipal Buildings, Facilities, and Land Use Policy as updated. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion to accept the Municipal Buildings, Facilities, and Land Use Application as written. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

2. ANIMAL CONTROL

Vice Chairman Sandra Fickett made a motion to create a document outlining the expectations of the Animal Control Officer. Selectman Azalea Cormier seconded – DISCUSSION: The Board discussed increased calls for Animal Control and the municipalities legal responsibilities for responding to Animal Welfare issues. The Town of Buckfield has not received any applications for a permanent Animal Control Officer. Selectman Peter Fickett is the acting ACO. Selectman Azalea Cormier suggested immediate action would be to create a flow chart for residents and publish it – **VOTE – All in favor (4-0). MOTION PASSED**

3. EMERGENCY MANAGEMENT PLANNING (15 Minutes)

Buckfield EMA Director Vivian Wadas updated the Board on EMA activities since the last meeting.

NEW BUSINESS

1. CONSENT AGENDA

- a. Disbursement Warrants

Payroll Warrant 79	\$ 14,747.11
Payroll Warrant 80	\$ 16,152.02
Accounts Payable Warrant 81	\$ 4,204.38
Payroll Warrant	\$ 14,845.21
Accounts Payable Warrant	\$ 60,087.11
Total	\$ 110,035.83

Vice Chairman Sandra Fickett made a motion to accept the Consent Agenda. Selectman Peter Fickett seconded. – VOTE – All in favor (4-0)

2. TOWN MANAGER UPDATE

Town Manager Cameron Hinkley summarized his monthly report as well as department reports.

3. APPROVE THE MINUTES OF THE FEBRUARY 20, 2024, SELECT BOARD MEETING

Selectman Azalea Cormier made a motion to approve the minutes of the February 20, 2024, Select Board Meeting. Selectman Heather Henley seconded – VOTE – All in favor (4-0). MOTION PASSED

4. BUCKFIELD VILLAGE CORPORATION UPDATE – LEASE REQUEST

BVC Chairman Glen Holmes provided an update on the Buckfield Village Corporation. The BVC did not get the funding for the water line project. Water from the water district will continue to come from North Pond in the existing pipes. The rate increase went into effect last Summer without any issues. Glen asked if the Town would publish the date of their Annual Meeting on the Town’s Facebook page. He also made a request to the Board to allow the Town Manager and BVC to negotiate a lease for the unused small room in the Municipal Center.

Vice Chairman Sandra Fickett made a motion to allow the Town Manager to negotiate a lease with the Buckfield Village Corporation. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

5. SHORELAND ZONING ORDINANCE – SCHEDULE PUBLIC HEARING

Vice Chairman Sandra Fickett made a motion to accept the proposed Town of Buckfield, Shoreland Zoning Ordinance. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

6. BUILDING PERMIT ORDINANCE – SCHEDULE PUBLIC HEARING

a. Update Fee Schedule

The Board held a discussion about building permit fees and when a building permit would be required under the new proposed ordinance. The current ordinance lists “normal maintenance and repairs” of less than \$5,000 as not requiring a permit. Discussion about inflation since the last ordinance was approved was held. The Board agreed that normal maintenance and repairs of less than \$15,000, that do not alter the footprint of the structure, would not require a building permit.

Vice Chairman Sandra Fickett made a motion to accept the proposed Town of Buckfield, Building Permit Ordinance as amended. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Selectman Azalea Cormier made a motion to extend the meeting. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION PASSED

7. REVIEW 2024-2025 MUNICIPAL BUDGET AND MAKE RECOMMENDATIONS

The Board began reviewing the proposed 2024-2025 budget. Discussion about increasing the budget for the Certified Maine Assessor and associated FICA and Medicare costs took place. The Board agreed to increase the CMA line to \$41,000, FICA to \$2,065, and Medicare to \$485.

Discussion about increasing the Municipal Center building maintenance budget from \$20,000 to \$40,000 to assist with the roof repairs and other ongoing issues took place and was agreed upon.

Vice Chairman Sandra Fickett made a motion to accept the discussed recommended changes to the General Government budget. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion that at the conclusion of the meeting the Board will recess so the Board can come together before their next meeting. Selectman Azalea Cormier seconded – DISCUSSION: Board members discussed their availability and agreed to Sunday March 17th at 5:00 PM.
– VOTE – All in favor (4-0). MOTION PASSED

OTHER BUSINESS

Town Manager Cameron Hinkley informed the Board that they will need to appoint election clerks very soon.

Public Comment Period (*the Board sets aside up to 15 minutes at the end of every meeting for public comment*)

Vivian Wadas brought up the legal opinion on the Cemetery and asked the Board to make a motion for the Town Manager to proceed with the attorney to do a title search and draft a deed as discussed. Vivian Wadas also urged the Board to act on the Community Resilience Partnership grant as the deadline is March 29th.

Town Manager Cameron Hinkley explained that he needed to know what the Select Board wants to use the Grant funds for so he could contact contractors and get estimates.

The Board discussed weatherization options to improve the Municipal Center envelope – windows, heat pumps, insulation, etc.

Vice Chairman Sandra Fickett made a motion that members of the Select Board will contact Zach Gosselin at AVCOG to confirm if the grant will cover insulation and windows, and once they have that

information one or more members of the Select Board will contact contractors to gather quotes. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Vice Chairman Sandra Fickett made a motion to instruct the Town Manager to follow up with the lawyer to proceed with the Cemetery deed. Selectman Heather Henley seconded – VOTE – All in favor (4-0). MOTION PASSED

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6) – *None needed*

Vice Chairman Sandra Fickett made a motion to recess the meeting to Sunday March 17, 2024 at 5:00 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (4-0). MOTION PASSED

Upcoming Meetings:

1. Select Board Meeting Continuance – March 17, 2024, at 6:30 PM
2. Select Board Meeting – March 19, 2024, at 6:30 PM
3. Planning Board Meeting – March 20, 2024, at 6:00 PM

In Progress Items:

1. School Budget Exploration – Improve communications with elected School Board Directors and the Select Board
2. Capital Improvement Planning
3. Comprehensive Plan – Revisit
4. Fire and Rescue Department Integration
5. Municipal Property Usage Ordinance **(Board currently working on Policy)**
6. Select Board – Self Evaluations/Goal Setting
7. Cemetery Trust/Cemetery Plan **(Attorney memorandum received March 1, 2024)**
8. Old Church on the Hill **(Second opinion received – need volunteers)**
9. Emergency Plan **(Local EMA Director)**
10. Proper Reserve Account Establishment

Select Board – Committee/Board/Organization Liaison Assignments

Chairman Robert Hand: R.S.U. # 10 School Board, Road Committee, and Budget Committee

Vice Chairman Sandra Fickett: Planning Board and Community Events Committee

Selectman Azalea Cormier: Recreation Committee, Ordinance Development Committee, and Old Church on the Hill Committee

Selectman Heather Henley: Buckfield Village Corporation, Library Committee, and Beautification Committee

Selectman Peter Fickett: Appeals Board, Social Services Committee, and Economic Development Committee

Minutes approved at the April 16, 2024 Select Board Meeting