

TOWN OF BUCKFIELD

Select Board Meeting Agenda

January 7, 2024, immediately following the Solid Waste Committee Meeting

In Person and Remote Participation via Zoom

CALL REGULAR MEETING TO ORDER AND DECLARE A QUORUM

OLD BUSINESS

1. FIRE AND RESCUE DEPARTMENT POV USE POLICY
 - a. Review recommended amendments
 - b. Motion to approve
2. BOSTON CANE POLICY

NEW BUSINESS

1. CONSENT AGENDA

- a. Payroll and Accounts Payable Warrants

Payroll Warrant 59	\$18,626.15
Payroll Warrant 60	\$20,500.60
Payroll Warrant 61	\$21,447.78
Accounts Payable Warrant 62	\$282,764.30

Total

\$343,338.83

- b. Rescue Department Monthly Report
2. APPROVAL OF THE MINUTES OF THE DECEMBER 17, 2024, SELECT BOARD MEETING
3. BRUSH SHOP DAM REMOVAL PROPOSAL – TROUT UNLIMITED
 - a. Proposal Discussion
4. APPROVE APPOINTMENTS OF ALYSSA PHILLIPS AS TOWN CLERK AND TAX COLLECTOR
5. CERTIFICATE OF SETTLEMENT – FORMER TAX COLLECTOR
 - a. Motion to sign certificate of settlement releasing Brittany Parrott and recommit taxes to Alyssa Phillips

OTHER BUSINESS

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

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6) – *If Needed*

ADJOURN

Upcoming Meetings:

1. Planning Board Meeting – January 8, 2025, at 6:30 PM
2. Planning Board Meeting – January 15, 2025, at 6:30 PM
3. Select Board Meeting – January 15, 2025, at 6:30 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. Select Board – Self Evaluations/Goal Setting
6. Old Church on the Hill **(Need volunteers for Committee)**
7. Emergency Plan

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

Buckfield Fire-Rescue Department

Personally Owned Vehicle (POV) Use Policy

Policy Title:

Use of Personally Owned Vehicles (POVs) for Fire-Rescue Department Operations

Effective Date:

December 3, 2024

Reviewed/Updated:

December 3, 2024

Purpose

The purpose of this policy is to establish clear guidelines for Buckfield Fire-Rescue Department personnel using personally owned vehicles (POVs) for official duties. The policy seeks to protect employees and the Town of Buckfield by outlining expectations, risks, and insurance responsibilities.

Policy Statement

1. **Authorization and Risk**

Personnel may use their POVs for Fire-Rescue Department duties only when necessary and appropriate. The use of POVs is entirely at the employees' risk, as the Town of Buckfield's insurance does not cover damage or loss to personally owned vehicles, even during official use.

2. **Preference for Town-Owned Vehicles**

Personnel should prioritize the use of Town-owned fire-rescue apparatus and vehicles. POVs should only be used when Town-owned vehicles are unavailable, impractical, or insufficient to meet operational needs.

3. **Voluntary Use of POVs**

Fire-Rescue Department personnel are not required to use their POVs, except to travel to the station for a call. Any other use is voluntary and at the employee's discretion.

Personnel authorized by the Fire and Rescue Chiefs to run red auxiliary lights must adhere to all traffic laws at all times. Auxiliary lights are considered **courtesy lights only** and do not grant any special driving privileges. Under no circumstance is a POV considered an "Authorized Emergency Vehicle," except for the Fire Chief, Rescue Chief, Deputy Fire Chief, or Deputy Rescue Chief as specified in **Title 29-A §2054**.

4. **Vehicle Damage and Insurance Responsibility**

In the event of damage to a POV during Fire-Rescue Department duties, the employee must

seek reimbursement through their personal vehicle insurance. The Town of Buckfield will not assume liability for any damage or loss (Exception: See 6).

5. Insurance Requirements

Employees must maintain adequate insurance coverage for their POVs. It is the employee's responsibility to verify coverage with their insurance provider to ensure they are protected while using the vehicle for Fire-Rescue Department-related activities.

6. Limited Coverage for Fire and Rescue Chiefs and Deputy Chiefs

The vehicles of the Fire Chief, Rescue Chief, Deputy Fire Chief, and Deputy Rescue Chief are considered exceptions to the general policy regarding Personally Owned Vehicles (POVs). While the Town of Buckfield does not assume liability for damage or loss to most POVs, the Town's insurance provides limited supplemental coverage for the vehicles of these appointed officers when operating as an "authorized emergency vehicle" as outlined in **Title 29-A §2054**. This supplemental coverage is designed to address what is not covered by personal auto insurance, such as deductibles and shall not exceed the maximum set forth by the Town of Buckfield's insurance policy. It does not provide coverage if someone other than the appointed officer is operating the vehicle.

Acknowledgment and Compliance

Employees wishing to use a POV in an official capacity must sign an acknowledgment form, agreeing to the terms of this policy and confirming adequate insurance coverage. Personnel must also ensure their POV is in a safe and operational condition before use in Fire-Rescue Department activities.

Questions or Clarifications

For any questions or concerns about this policy, personnel should contact the Fire Chief, Rescue Chief or the Town Manager.

Approved by:

Robert Hand, Chairman

Sandra Fickett, Vice Chairman

Azalea Cormier, Selectman

Heather Henley, Selectman

Peter Fickett, Selectman

December 3, 2024

Date

Amended by the Buckfield Select Board by a majority vote at a duly called meeting on January 7, 2024.

Buckfield Fire-Rescue Department
Acknowledgment Form for Use of Personally Owned Vehicles (POV)

Employee Name: _____

Position: _____

Vehicle Make/Model: _____

License Plate Number: _____

Insurance Provider: _____

Policy Number: _____

I, _____, acknowledge that I have received, read, and understand the **Buckfield Fire-Rescue Department Personally Owned Vehicle (POV) Use Policy**. I agree to abide by all terms and conditions outlined in the policy, including but not limited to:

1. The voluntary nature of POV use for Fire-Rescue Department duties.
2. My responsibility for any damage or loss to my POV during Fire-Rescue Department activities.
3. The requirement to maintain adequate personal vehicle insurance coverage.
4. Adherence to all traffic laws when using red auxiliary lights, with the understanding that these lights are for courtesy only and do not grant emergency vehicle status, except as outlined in **Title 29-A §2054** for the Fire Chief, Rescue Chief, Deputy Fire Chief or Deputy Rescue Chief.

I certify that:

- My vehicle is in safe and operational condition.
- I have verified that my insurance policy covers the use of my POV for Fire-Rescue Department-related activities.

By signing this form, I acknowledge that the Town of Buckfield assumes no liability for any damage, loss, or incident involving my POV, and I accept full responsibility for its use.

Employee Signature: _____

Date: _____

Fire Chief/Rescue Chief/Town Manager Signature: _____

Date: _____

Buckfield Fire-Rescue Department
Acknowledgment Form for Use of Personally Owned Vehicles (POV)
Fire Chief, Rescue Chief, Deputy Fire Chief, Deputy Rescue Chief

Employee Name: _____

Position: _____

Vehicle Make/Model: _____

License Plate Number: _____

Insurance Provider: _____

Policy Number: _____

I, _____, acknowledge that I have received, read, and understand the **Buckfield Fire-Rescue Department Personally Owned Vehicle (POV) Use Policy**. I agree to abide by all terms and conditions outlined in the policy, including but not limited to:

1. The voluntary nature of POV use for Fire-Rescue Department duties.
2. My responsibility for any damage or loss to my POV during Fire-Rescue Department activities.
3. The requirement to maintain adequate personal vehicle insurance coverage.
4. Adherence to all traffic laws when using red auxiliary lights, with the understanding that these lights are for courtesy only and do not grant emergency vehicle status, except as outlined in **Title 29-A §2054** for the Fire Chief, Rescue Chief, Deputy Fire Chief or Deputy Rescue Chief.
5. While serving as the Fire Chief, Rescue Chief, Deputy Fire Chief, or Deputy Rescue Chief, I understand that my vehicle is an exception to the general policy. The Town of Buckfield provides limited supplemental insurance coverage for my vehicle while operating as an "authorized emergency vehicle" outlined in **Title 29-A §2054**. I further understand that it only provides coverage while I am operating my POV. This coverage addresses costs such as deductibles not covered by my personal auto insurance.

I certify that:

- My vehicle is in safe and operational condition.
- I have verified that my insurance policy covers the use of my POV for Fire-Rescue Department-related activities.

By signing this form, I acknowledge that the Town of Buckfield assumes no liability for any damage, loss, or incident involving my POV, and I accept full responsibility for its use.

Employee Signature: _____

Date: _____

Town Manager Signature: _____

Date: _____

Town of Buckfield. Maine

Boston Post Cane Policy

1. History

The Boston Post Cane tradition was established in 1909 by Edwin Grozier, Editor and Publisher of the Boston Post Newspaper. On August 2nd of that year, he sent letters to 700 Select Boards in Maine, Massachusetts, New Hampshire, and Rhode Island asking them to be the trustees of the ebony, gold topped canes that he had contracted to be made the year previous. Towns which responded to the letter were to present this cane as an honor to each town's oldest resident; though only males were eligible at the time. A stipulation in the letter was that the original Cane would belong to the Town, and not the citizen who received it, in order to provide for the preservation and public awareness of the tradition as well as protection of the cane from loss or damage. The recipient held the honor as long as they lived within the town's boundaries. Upon their death or relocation outside of the municipality, the cane would be awarded to the next oldest resident.

2. Purpose

The Buckfield Selectboard hereby establishes the following policy and protocols for the selection of the Eldest Buckfield Citizen and for the appropriate recognition of said citizen. The Boston Post Cane itself is strictly ceremonial, and due to its historical value it shall remain in possession of the Town or its Lessee. The Town may choose to lease the Boston Post Cane to a local historical organization for a nominal fee if the Selectboard so chooses.

3. Nomination/Application Process

- a. The Town of Buckfield shall announce an open nomination & application period for the oldest known, eligible citizen. Such announcement shall be posted at the Buckfield Town Hall and be publicized in media normally seen by the public, including but not limited to local newspaper(s), the Town of Buckfield Website, Newsletter/email list, and social media.
- b. The search may also include an informal survey, general public knowledge and inquiries to nursing homes, civic groups, and/or churches.
- c. Boston Post Cane Nomination/Application Forms shall be available at the Buckfield Town Office and on the Town's website www.buckfield.maine.gov.
- d. Citizens who can prove their age and who meet the eligibility criteria may be nominated or apply.
- e. Nominations must be received no later than 60 days from the date the open nomination period is announced.

Applicants must be:

- a. At least [80] years of age.
- b. Must have resided in the Town of Buckfield for at least the past [10] years.
 - o If the applicant is now in a home or other facility but still claims Buckfield as their place of residence, they are eligible to be nominated.
- c. If these conditions cannot be met, the Buckfield Selectboard may modify these requirements by a majority vote at a normal scheduled meeting.

4. Selection

- a. Selection of the honoree shall be by the Selectboard or their designee based upon submitted nominations and available data as to eligible citizens.
- b. The Town of Buckfield recognizes that the eldest citizen may not wish to receive the title and therefore asserts that in such cases the recognition will be made to the next eldest citizen that wishes to hold the title.

5. Presentation

- a. The Selectboard or their designee shall present Buckfield's oldest citizen with a certificate to signify the honor and shall cause the name of the honoree to be inscribed on a plaque displayed along with the Boston Post Cane at the Buckfield Municipal Building or alternate location determined by the Selectboard.
- b. The location of the presentation will be determined according to the circumstances of the honoree.
- c. The recipient will retain this honor as long as they live.
- d. The Town Office must be notified if the recipient of the Boston Post Cane passes or otherwise refuses or returns the honor. The Town may, at an increment of time deemed appropriate by the Selectboard, inquire about the current recipient's wellbeing. In the event of the recipient's passing or resignation of the honor, the search / nomination / application protocols will be initiated to choose a new recipient.

Town of Buckfield
Boston Post Cane Nomination/Application Form

Nominee's Full Name: _____

Nominee's Date of Birth: _____

Nominee's Address: _____

If not currently residing within Buckfield's Town Line, please explain below:

Nominee's Phone Number: _____

Nominee's Email Address: _____

If you are nominating someone other than yourself, please provide your information below.

Applicant's Name: _____

Applicant's Address: _____

Applicant's Contact Information: _____

After the Town's review of the applications, please be prepared as you may be called upon to provide supporting documentation such as a birth certificate, state issued ID card, passport, or other supporting documents to prove your eligibility for this honor.

Thank you for your interest!



Buckfield Rescue Department

December 2024 Monthly Report

We had a total of 40 calls for service, during the month of December. Of those 40 calls, 24 were answered between the hours of 6am-6pm and 16 of them were between the hours of 6p-6am. Below, is the breakdown of all the service calls and locations:

Town:	Service Provided:
Buckfield - 24	BLS - 26
Hartford - 2	ALS - 12
Sumner - 13	Fire Standby - 2
Hebron - 1	

Mutual Aid Requested:	Mutual Aid Received:
PACE - 1	PACE - 1
Turner - 3	

Buckfield Rescue responded to a total of 385 calls for service in 2024. I would like to thank the members of Buckfield Rescue for their continued hard work and dedication to the department and to the citizens of the Town of Buckfield, Hartford, and Sumner.

Buckfield Rescue would like to welcome three new junior members to the department: Sarah, Jasmyn, and Jaymeson. They have been participating in the Academic Internship throughout the 2024-2025 school year and have decided to join the department.

Buckfield Rescue has created a Community Outreach program for residents. This is a free service to anyone that would like their vitals checked, medication questions, etc. We will be offering this service every Thursday from 11:30am - 3:00pm at the Fire Department and will schedule home visits, if residents request it.

At this time, there are no upcoming events.

Respectfully submitted,

Stacy Blaquiere

Buckfield Rescue Chief

Buckfield Select Board Meeting Minutes

Meeting Information

- Date & Time: December 17, 2024 - 5:37 PM
- Location: Buckfield Municipal Center
- Attendees: Robert Hand, Sandra Fickett, Azalea Cormier, Heather Henley, Cameron Hinkley, Ben Limerick (Fire Rescue), Aidan Low (Rescue)

Meeting Notes

1. Old Business

Fire Chief's Vehicle Repair

The board discussed the reimbursement for the Fire Chief's personal vehicle repair, which was damaged in an incident. The town manager recommended covering the repair cost from the fire department's capital equipment reserve, based on legal advice. Sandra Fickett made a motion to pay JRB Autobody \$5,495.14 from the Fire Department Capital Equipment Reserve to repair the damage to Fire Chief Dupile's vehicle. Robert Hand seconded the motion. The motion passed (5-0).

2. New Business

Consent Agenda

Sandra Fickett made a motion to approve the Consent Agenda. Peter Fickett seconded the motion. The motion passed (5-0)

Approval of the Minutes

Sandra Fickett made a motion to approve the minutes of the December 3, 2024, Select Board meeting. Peter Fickett seconded the motion. The motion passed (5-0)

CMP Pole Permit

The board discussed a CMP pole permit request to move a pole due to a solar project. The move meets town requirements and comes at no cost to the town. Azalea Cormier made a motion to approve the CMP Pole Permit for job number 801000624841. Sandra Fickett seconded the motion. The motion passed (5-0).

Fire Department Budget Concerns

The board addressed concerns about the fire department's budget, which is currently at 66% of its allocation. Measures to control spending include limiting day shift coverage and requiring approval for large purchases.

Receipt Submission and Payroll Management

The discussion focused on the adherence to receipt submission policies by department heads and the challenges in managing payroll, especially for on-call fire department staff. Suggestions were made to improve the frequency of payroll processing to monthly for better management.

Grievance Policy

The meeting addressed the grievance policy, emphasizing the importance of following the established policies. Concerns were raised about handling grievances involving direct supervisors and the need for written submissions when taking issues to the Select Board.

3. Other Business

Boston Post Cane Policy

Azalea Cormier read her proposed draft policy. The tradition of the Boston Post Cane was discussed, including its history and proposed guidelines for selecting the oldest citizen in Buckfield. Input from the community and historical society was encouraged.

Adjournment

Robert Hand made a motion to adjourn the meeting at 6:16 PM. Sandra Fickett seconded the motion. The motion passed (5-0).

From: Lillian Clough <lilclough@yahoo.com>
Sent: Thursday, December 19, 2024 7:12 AM
To: roberthand@townofbuckfield.org; Sandra Fickett; Azalea Cormier; Cameron Hinkley; heatherhenley@townofbuckfield.org; peterfickett@townofbuckfield.org
Cc: Deirdre Newton; Lcoop; Vivian Wadas
Subject: Fw: Buckfield Historical: A visit from Trout Unlimited

Hi all,

Just a quick note to let you know that last week the Historical was notified by Cameron that we might be getting a call from Trout Unlimited, **people that are interested in removing the Brush Shop Dam in Buckfield, (the dam located in back of the Backforty)** I got a call and 2 gentlemen came to the Historical on Dec. 18. They are looking for the history of the mill and any info. we had about it.

We shared the info. that we had on the mill and told them how to get into our FB page that has most of the albums that would contain what we know about the use of the dam through the years.

We shared our concerns that it was critical that they got all departments needed to ensure that everyone was involved before any decisions were made. They assured us that this will be a very long process maybe years and all will be contacted.

They said they had talked to Cameron and Weldon Lucas and abutting land owners. We stressed that all towns people needed to be notified and given the opportunity to give their concerns, not just the abutting land owners.

We showed them the flood maps and voiced our concerns about down stream land that would be effected. They assured us they would get all involved and there would be public meetings.

We told them they needed to get the Board involved as they would need to be involved in any decisions so we hope you will be hearing from them.

If you do not hear from them we have names and would be glad to share the detail of what was shared.

Merry Christmas to all.

Lillian Clough and the Historical group



Gene McKenna
Board Member
Conservaton Committee Chair

207-512-5610
gmckenna26@gmail.com

57 Pork Point Rd Bowdoinham 04008
mmbtu.org

From: Gene McKenna <gmckenna26@gmail.com>
Sent: Sunday, January 5, 2025 5:32 PM
To: townmanager@townofbuckfield.org
Cc: Jeff Bush; Ferg Lea; Conner Tremblay
Subject: Fw: C. Worthington & Sons/AKA Brush Shop Buckfield Dam Removal Project Draft

From: Gene McKenna <gmckenna26@gmail.com>
Sent: Sunday, January 5, 2025, 4:06 PM
To: townmanager@townofbuckfield.org
Subject: C. Worthington & Sons/ Brush Shop Buckfield Dam Removal Project Draft

Happy New Year Cameron, this is intended as our introduction to the Select Board members for the upcoming meeting on 1/7/25. Kindly provide copies for the Selectboard members. Trout Unlimited(TU) is a national ,nonprofit 501c3 conservation organization with chapters located across the country. Merry meeting Bay TU (MMBTU) is our local chapter located in Brunswick Maine covering a geographic territory including Buckfield. Our mission is to preserve and protect cold water resources in our area. Our sister chapter , Sebago TU recently removed Edes Falls Dam on the Crooked River in Naples Maine. I have been a TU volunteer since 1972 and have extensive experience with fisheries conservation projects in Texas, Massachusetts and Maine.

We were referred to the Buckfield Project by Alex Abbott with whom we worked on three dam removals in Freeport Maine in 2023. Alex was also involved with the Town of Buckfield and ARWC on the successful replacement of a culvert on Darnit Brook.at Shed Hollow. We have since had favorable discussions with dam owner George Doughty who wants to give up his ownership, abutters Ed Hammond who is experiencing water damage from leakage from the dam to his apartment building foundation and John Peacock, who is willing to allow heavy equipment access to his land, Weldon Lucas, former Buckfield Road Commissioner who is interested in demolition work, yourself, Jim Pellerin Regional Biologist at Maine IFW who has provided a letter of support for the project and David Huntress P.E. , principal of New Meadows Environmental LLC who is preparing a quote for us to handle the engineering work on the project to include a demolition budget. TU will be applying for all necessary permits for the project at the Local, State and Federal levels. We have collaborated with Conner Tremblay of Western Foothills Land Trust and Ferg Lea and Jeff Stern of Androscoggin River Watershed Council to partner on the project. We have made our intent known to apply for a grant from the Eastern Brook Trout Joint Venture for a portion of this project. Per Jim Pellerin's suggestion we have installed three temperature monitoring devises both up and downstream of the dam site. We also met with the officers of the Buckfield Historical Society who expressed concerns about downstream flooding post dam removal. David Huntress, Professional Engineer has indicated that there is zero risk of additional flooding downstream post dam removal, and he also indicates that dam removal will in fact decrease the flood risk potential upstream of the dam which is currently blocking the river to its full ten-foot height. In our research for this project we found that in October 2003 the Maine State Dam inspector Tony Fletcher characterized the dam as being a "high hazard dam" and further stated that a breach on the left side of the spillway would present a "high

risk of loss of life" to the Hammond building. The inactive, 200 plus year old dam continues to deteriorate and poses a threat to the nearby structure over the ensuing 22 years.

Given the historic significance of the dam we propose to add a line item into the demolition budget to erect a kiosk on site to commemorate the history of the dam(s) sites in collaboration with the Historical Society.

We see that the benefits of this project are twofold;

*Removal would open up 12 miles of fishery habitat for the resident brook trout for spawning, travel and thermal refuge purposes.

*Removal would also reduce future flooding potential in the center of Buckfield similar to what occurred on the Faunce Road last winter.

We would like the Select Board to consider entering into a Memorandum of Understanding (MOU) with MMBTU to expeditiously carry out the project outlined above and consider assisting with funding for the project.

Thank you for the opportunity to meet with you and discuss this important project.

Sincerely,
Gene McKenna
Conservation Chairman
MMBTU

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Oxford ss.

STATE OF MAINE

TO: Brittany V Parrott, Tax Collector of the Municipality of Buckfield within this County:
We hereby certify that the 2024 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$2,858,864.27
Supplemental commitments totaling:	\$2,434.82
Interest	\$2,912.52
A grand total of:	\$2,864,211.61
Cash Payments:	\$2,717,345.19
Abatements Granted:	\$2,016.22
Tax Lien Mortgages: (Recorded in the Oxford County Registry of Deeds)	\$144,361.35
Other Credits:	\$0.00
A net total of:	\$2,863,722.76
Balance Due of:	\$488.85

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$488.85 and acknowledge receipt of the tax lists for the taxable year 2024.

Given under our hands this 7th day of January 2025.

Municipal Officers

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Oxford ss.

STATE OF MAINE

TO: Brittany V Parrott, Tax Collector of the Municipality of Buckfield within this County:
We hereby certify that the 2025 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$3,055,783.84
Supplemental commitments totaling:	\$1,778.64
Interest	\$58.75
A grand total of:	\$3,057,621.23
Cash Payments:	\$1,511,938.16
Abatements Granted:	\$8,990.04
Tax Lien Mortgages: (Recorded in the Oxford County Registry of Deeds)	\$0.00
Other Credits:	\$0.00
A net total of:	\$1,520,928.20
Balance Due of:	\$1,536,693.03

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$1,536,693.03 and acknowledge receipt of the tax lists for the taxable year 2025.

Given under our hands this 7th day of January 2025.

Municipal Officers

