

# TOWN OF BUCKFIELD

## Select Board Meeting Minutes

*April 2, 2024, Immediately Following the Town Meeting – Public Hearing  
In Person and Remote Participation via Zoom*

**CALLED REGULAR MEETING BACK TO ORDER AND DECLARED A QUORUM AT 7:16 PM.**

**Present:** Chairman Robert Hand, Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Town Clerk Brittany Parrott (Zoom) Vivian Wadas, Martha Catevenis, Glen Holmes

### OLD BUSINESS

#### 1. EMERGENCY MANAGEMENT UPDATE

EMA Director Vivian Wadas updated the Board on the Town's Emergency Management activities.

### NEW BUSINESS

#### 1. CONSENT AGENDA

##### a. Disbursement Warrants

Payroll Warrant 86	\$ 18,871.67
Payroll Warrant 87	\$ 15,989.79
Accounts Payable Warrant 88	\$ 181,203.60
<b>Total</b>	<b>\$ 216,065.06</b>

**Selectman Azalea Cormier made a motion to approve the Consent Agenda. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (5-0). MOTION CARRIED**

#### 2. TOWN MANAGER UPDATE

Town Manager Cameron Hinkley provided a monthly update to the Select Board.

#### 3. RESERVE FUND POLICY

**Vice Chairman Sandra Fickett made a motion to approve the Reserve Fund Policy. Chairman Robert Hand seconded – DISCUSSION:** Board members reviewed the wording of the draft policy and made suggested changes. They also discussed the ability to move funds from existing reserves to newly established reserves with similar purposes. **Chairman Robert Hand rescinded his second.** Martha Catevenis informed the Board that procedurally they shouldn't rescind their second. **Vice Chairman Sandra Fickett moved that the Board suspend further consideration of the motion on the table until the next Select Board meeting. Chairman Robert Hand seconded – VOTE – All in favor (5-0). MOTION CARRIED**

**Vice Chairman Sandra Fickett made a motion that the Select Board create the Emergency Contingency Reserve with the purpose, funding, and limits as defined on page 5 of the draft Reserve Fund Policy. Selectman Heather Henley seconded – VOTE – All in favor (5-0). MOTION CARRIED**

Vice Chairman Sandra Fickett made a motion that the Select Board establish the Municipal Center Capital Improvement Reserve with the purpose, funding, and amounts and limits as defined in the draft Reserve Fund Policy. Selectman Heather Henley seconded – VOTE – All in favor (5-0). MOTION CARRIED

#### 4. APPROVAL OF THE 2024-2025 TOWN MEETING WARRANT

- a. Discuss and Vote on Changes

Vice Chairman Sandra Fickett made a motion that the Board does not define the community communications program. Selectman Azalea Cormier seconded – DISCUSSION: The Board acknowledged concerns of citizens regarding a specific type of communication tool. Martha Catevenis suggested reducing the recommended amount of \$5,500 by \$5,000 – VOTE – All in favor (5-0). MOTION CARRIED

The Board reviewed suggestions from the Public Hearings. Vice Chairman Sandra Fickett brought up the fact that members of the Budget Committee had come to a previous meeting and agreed with recommendations but were unable to have a meeting to confirm those recommendations due to scheduling.

The Town Manager identified that he had not included the Budget Committee's recommendations. He calculated the original Budget Committee recommendations and entered them into the draft warrant.

Chairman Robert Hand made a motion to extend the meeting at 8:31 PM until business was concluded. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION CARRIED

- b. Approve and Sign the Warrant

Chairman Robert Hand made a motion to approve and sign the 2024-2025 Town Meeting Warrant as amended. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION CARRIED

#### 5. BUILDING PERMIT FEE SCHEDULE REVIEW

Vice Chairman Sandra Fickett moved that the Board postpone this matter until the next scheduled Select Board meeting. Chairman Robert Hand seconded – VOTE – All in favor (5-0). MOTION CARRIED

#### 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*

Chairman Robert Hand made a motion to adjourn at 9:15 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

Upcoming Meetings:

1. Library Committee Meeting – April 4, 2024, at 6:30 PM
2. Public Hearing – Building Permit Ordinance – April 6, 2024, at 12:30 PM
3. Recreation Committee Meeting – April 7, 2024, at 6:00 PM
4. Community Events Committee Meeting – April 9, 2024, at 6:30 PM
5. Select Board Meeting – April 16, 2024, 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. 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
11. Building Permit Fee Schedule Review

**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



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