

TOWN OF BUCKFIELD

Select Board Meeting Minutes

November 14, 2023 at 6:30 PM

In Person and Remote Participation via Zoom

CALL REGULAR MEETING TO ORDER AND DECLARE A QUORUM AT 6:33 PM

Present: Chairman Robert Hand, Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Public Works Foreman/Road Commissioner Weldon Lucas (Zoom), Vivian Wadas, Lisa Driver, Giles Driver, Anna McCormick, Andrew Labbe, Conner Tremblay, Mark Fox, Judy Berg (Zoom), Martha Catevenis (Zoom)

OLD BUSINESS

1. RAILROAD BED TRAIL MAINTENANCE

The Board, Town Manager, and Public Works Foreman held a discussion with public input regarding future planning for dealing with overgrowth on the Railroad Bed Trail. It was also discussed that previous abutters had cut trees on the Town's property and existing landowners have marked trees on the Town's property with "No Trespassing" signs or purple paint. The Town's ownership of 66 feet was reiterated so the public would better understand what land the Town owns along the trail.

2. SOLID WASTE COMMITTEE MEETING – AGENDA SETTING

a. Select Third Committee Representative

The Board and Town Manager discussed what items to add to the agenda for the December 5, 2023 Solid-Waste Committee meeting.

Chairman Robert Hand made a motion to appoint Selectman Heather Henley to the Solid-Waste Committee Board. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

Chairman Robert Hand made a motion to accept Selectman Heather Henley's resignation as ACO and appoint Selectman Peter Fickett as ACO until a new ACO is hired. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

NEW BUSINESS

1. CONSENT AGENDA

a. Donations Approval

Swap Shop Donations	\$ 192.53
Swap Shop Bake Sale	\$ 661.95
Hannaford – Library	\$ 43.00
Total	\$ 897.48

b. Disbursement Warrants

Payroll Warrant 42	\$ 15,173.38
Payroll Warrant 43	\$ 17,378.22
Accounts Payable Warrant 44	\$ 9,048.80

Est. 1793 ~ Buckfield, Maine

Payroll Warrant 45	\$ 15,712.73
Payroll Warrant 46	\$ 15,049.87
Accounts Payable Warrant 47	\$ 458,481.48*
Total	\$ 530,844.48

**Bear Pond Rd Paving and County Tax Included*

Selectman Azalea Cormier made a motion to approve the Consent Agenda. Vice Chairman Sandra Fickett seconded – Discussion: Town Manager Cameron Hinkley explained that the County Tax and Bear Pond Rd progress billing for paving were included in Accounts Payable Warrant 47. **VOTE – All in favor (5-0)**

2. TOWN MANAGER UPDATE

Town Manager Cameron Hinkley summarized the Town Manager report.

3. APPROVE THE MINUTES OF THE OCTOBER 17, 2023 SELECT BOARD MEETING

Selectman Azalea Cormier made a motion to approve the minutes of the October 17, 2023 Select Board Meeting. Selectman Heather Henley seconded – VOTE – All in favor, with Peter Fickett abstaining due to not being on the Board at the time of the meeting (4-0)

4. BACK ROAD BUDS – MEDICAL MARIJUANA RETAIL STORE LICENSE RENEWAL

Selectman Azalea Cormier made a motion to approve Back Road Buds Medical Marijuana Retail Store License application for renewal. Chairman Robert Hand seconded – VOTE – All in favor (5-0)

5. TOWN ASSESSING PLANNING

Town Manager Cameron Hinkley updated the Board regarding Assessor Colleen Halse. He explained that the Town needs to come up with a plan to replace her as she has stated that she would like to be wrapped up by the end of the year due to taking a full-time position with the Town of Oxford. The Board decided that posting the position as well as posting an RFP for assessing services would be the best course of action.

6. EMERGENCY MANAGEMENT ADMINISTRATOR (EMA)

Vivian Wadas offered to serve as the EMA director for the Town. She presented her plan for bringing the Town current on emergency planning and getting all employees and officials NIMS compliant.

Vice Chairman Sandra Fickett made a motion to appoint Vivian Wadas as the Town of Buckfield’s EMA Director. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

7. 2022-2023 TAX COLLECTOR SETTLEMENT

Vice Chairman Sandra Fickett made a motion to release Brittany Parrott from the 2022-2023 tax commitment. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

OTHER BUSINESS

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

Judy Berg suggested looking into putting a crosswalk in the center of Town between the Post Office and Tilton's Market through the Community Resilience Partnership. The Board and Town Manager discussed the steps involved in the process which would require Maine DOT approval. Martha Catevenis further explained what would be required in order to do this as well.

EXECUTIVE SESSION

Pursuant to 1 M.R.S.A. § 405(6) – *Personnel Matter*

Chairman Robert Hand made a motion to go into Executive Session pursuant to 1 M.R.S.A. § 405(6) on a personnel matter at 8:50 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

The Board exited executive session at 9:24 PM.

Selectman Azalea Cormier made a motion to approve amendments to Town Manager Cameron Hinkley's employment contract. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (5-0)

Chairman Robert Hand made a motion to adjourn at 9:26 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

Upcoming Meetings:

1. Planning Board Meeting – November 15, 2023 at 6:30 PM
2. Select Board Meeting – November 28, 2023 at 6:30 PM
3. Recreation Committee Meeting – November 19, 2023 at 6:00 PM
4. Community Events Committee Meeting – November 20, 2023 at 6:00 PM
5. Select Board Meeting – November 28, 2023 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
6. Select Board – Self Evaluations/Goal Setting
7. Library Trust (**Currently with the Town's Attorney**)
8. Cemetery Trust/Cemetery Plan
9. Old Church on the Hill (**Second opinion received – need volunteers**)
10. Emergency Plan
11. Grant Policy Creation
12. Solid Waste Facility Changes – Annual Sticker Change
13. Communication between Board and Committees (**Liaisons reestablished – provide guidance**)
14. Proper Reserve Account Establishment

Minutes approved at the November 28, 2023 Select Board Meeting