

**Town of Buckfield**  
**Select Board Meeting Agenda**  
*July 5, 2023 at 6:30 PM*  
In Person and Remote Participation via Zoom

**CALL REGULAR MEETING TO ORDER AND DECLARE A QUORUM AT 6:31 PM**

Present: Chairman Robert Hand, Selectman Sandra Fickett, Selectman Heather Henley, Selectman Michael Iveson (Zoom), Town Manager Cameron Hinkley, Penny Horsfall, Vivian Wadas, Tina Brooks, Cory Nicholson (Zoom), Terri St. Amant (Zoom), Everett Tilton (Zoom)

**Election of Officers – Chairman and Vice Chairman**

Selectman Iveson nominated Selectman Hand as Chairman. Selectman Fickett seconded the nomination – VOTE – All in favor (4-0)

Selectman Henley nominated Selectman Fickett as Vice Chairman. Chairman Hand seconded the nomination – VOTE – All in favor (4-0)

**OLD BUSINESS**

**1. MUNICIPAL PROPERTY USAGE POLICY/ORDINANCE (Discussion)**

Discussion took place about how to proceed with developing a Municipal Property Usage Policy/Ordinance. Vice Chairman Fickett stated that she would take over as lead on this project and conduct the research. Selectman Iveson asked that Selectman Cormier be notified.

**NEW BUSINESS**

**1. CONSENT AGENDA (Action)**

**a. Disbursement Warrants**

Payroll Warrant 134	\$ 2,898.80
Accounts Payable Warrant 135	\$ 2,052.50
Payroll Warrant 136	\$ 18,464.74
Accounts Payable Warrant 137	\$ 4,156.50
Payroll Warrant 1	\$ 15,865.77
Accounts Payable Warrant 2	\$ 211,405.06
<b>Total</b>	<b>\$ 254,843.37</b>

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

**2. APPROVE THE MINUTES OF THE JUNE 20, 2023 SELECT BOARD MEETING (Action)**

Vice Chairman Fickett made a motion to approve the minutes of the June 20, 2023 Select Board meeting. Selectman Iveson seconded – VOTE – All in favor (4-0)

**3. REVIEW AND AMEND POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES AND BENEFITS (Action)**

Vice Chairman Fickett made a motion to amend and renew the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits. Selectman Iveson seconded – VOTE – All in favor (4-0)

**4. REVIEW AND AMEND POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR STATE FEES COLLECTED BY THE MUNICIPALITY (Action)**

Vice Chairman Fickett made a motion to amend and renew the Policy on Treasurer's Disbursement Warrants for State Fees Collected by the Municipality. Selectman Iveson seconded – VOTE – All in favor (4-0)

**5. TOWN OF BUCKFIELD ALCOHOL AND DRUG TESTING PROCEDURES POLICY (Discussion/Review)**

Discussion took place regarding the existing Alcohol and Drug Testing Policy. It was noted that the policy in place was drafted in 1995. The Board asked the Town Manager if a policy was required if it was referenced in the Personnel Policy Handbook. The Town Manager explained the Policy was required and had to include specific items in it. The Board asked the Town Manager to reach out to MMA to see if there was a more current policy sample and if there was to forward it to Selectman Henley to compare the two.

**6. COMMITTEE APPOINTMENTS (Action)**

- a. Belinda Kleeberger – Library Committee (3-Year Reappointment)

Selectman Iveson made a motion to reappoint Belinda Kleeberger to a 3-year term on the Library Committee. Selectman Henley seconded – VOTE – All in favor (4-0)

- b. Lawrence Jordan – Library Committee (3-Year Reappointment)

Selectman Iveson made a motion to reappoint Lawrence Jordan to a 3-year term on the Library Committee. Selectman Henley seconded – VOTE – All in favor (4-0)

- c. Richard Piper – Planning Board (3-Year Appointment)

Selectman Iveson made a motion to appoint Richard Piper to a 3-year term on the Planning Board. Selectman Henley seconded – VOTE – Selectman Iveson and Selectman Henley voted Yes. Chairman Hand and Vice Chairman Fickett did not vote (abstained).

Selectman Iveson made a motion to invite Richard Piper to the next Select Board meeting on July 18, 2023 to be interviewed by the Select Board. Selectman Henley seconded – VOTE – All in favor (4-0)

**OTHER BUSINESS**

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

**Chairman Hand made a motion to allow the Town Manager to sign the Cable Franchise Agreement. Vice Chairman Fickett seconded – VOTE – All in favor (4-0)**

**Chairman Hand made a motion to schedule a workshop/planning meeting on July 18, 2023 at 5:30 PM and to invite the Community Events Committee and the public to attend. Selectman Henley seconded – VOTE – All in favor.**

Vice Chairman Fickett went over some of the tabled items. Committee assignments were provided to Selectman Henley from the remaining committees on the list – Social Services Committee, Appeals Board, and Library Committee.

The Town Manager asked community members once again to consider joining the Old Church on the Hill Committee so that the Town can move forward with a plan for the property.

Vivian Wadas pointed out a tabled item had been removed from the list and asked if it was an error. The Town Manager stated that it should have been removed from the previous meeting's list but was overlooked.

Vivian Wadas provided written questions to the Board and the Town Manager to be answered at the next meeting and asked if they could be put on the agenda.

#### **EXECUTIVE SESSION**

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

**Selectman Iveson made a motion to adjourn at 7:40 PM. Chairman Hand seconded – VOTE – All in favor (4-0)**

#### **Upcoming Meetings:**

1. Planning Board Meeting – July 12, 2023 at 6:30 PM
2. Select Board Meeting – July 18, 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
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 (***Waiting on Sumner for next meeting***)
13. Communication between Board and Committees (***Liaisons reestablished – provide guidance***)

**Minutes approved at the July 18, 2023 Select Board Meeting.**