

TOWN OF BUCKFIELD

Select Board Meeting Minutes

January 2, 2024 at 6:30 PM

In Person and Remote Participation via Zoom

CALL REGULAR MEETING TO ORDER AND DECLARE A QUORUM AT 6:30 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, Judy Berg (Zoom)

OLD BUSINESS

1. GRANT POLICY FOR EMPLOYEES, VOLUNTEERS, AND REPRESENTATIVES

Town Manager Cameron Hinkley provided the Board with a copy of a draft Grant policy that he put together and said that Vivian Wadas had also put one together as well. Vivian Wadas said she had spoken with the Town Manager, and they agreed that the two policies could be reworked into one draft policy. The Board agreed to table the item until the next meeting so the members could review the policies.

2. MUNICIPAL PROPERTY USE ORDINANCE – PROGRESS DISCUSSION

Town Manager Cameron Hinkley let the Board know that any new ordinances or amendments to ordinances would need to be completed before April if they were going to be voted on at Town Meeting. Vice Chairman Sandra Fickett asked what other ordinances needed to be worked on. The Town Manager stated that the Building Permit Ordinance needed to be looked at due to changes in State law. Those were the two priorities. He also discussed pending changes to the Shoreland Zoning Ordinance that were being worked on when former Town Manager Joe Roach worked for Buckfield.

NEW BUSINESS

1. CONSENT AGENDA

a. Donations

Zadoc Long Free Library \$ 450.00

Zadoc Long Free Library \$ 100.00

Total \$ 550.00

b. Disbursement Warrants

Payroll Warrant 55 \$ 422.40

Payroll Warrant 56 \$ 27,508.19

Accounts Payable Warrant 57 \$ 7,964.84

Accounts Payable Warrant 58 \$ 819.50

Payroll Warrant 59 \$ 17,871.67

Payroll Warrant 60 \$ 21,822.86

AP Warrant 61 \$ 2,184.50

Payroll Warrant 62 \$ 753.55

Payroll Warrant 63 \$ 17,474.46

Accounts Payable Warrant 64 \$ 80,134.17

Total \$ 176,956.14

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

2. TOWN MANAGER UPDATE

a. Department Head Reports

Town Manager Cameron Hinkley summarized his Town Manager report.

3. APPROVE THE MINUTES OF THE DECEMBER 5, 2023 SELECT BOARD MEETING

Selectman Azalea Cormier made a motion to approve the minutes of the December 5, 2023 Select Board Meeting. Selectman Heather Henley seconded – VOTE – All in favor (5-0)

4. EMA UPDATE – DECEMBER STORM DEBRIEF

EMA Director Vivian Wadas updated the Board on the December storm event.

Vice Chairman Sandra Fickett made a motion to schedule a Select Board workshop/Storm After Action Review on January 12, 2023 at 5:30 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)

5. SCHEDULE BUDGET WORKSHOP

Selectman Azalea Cormier made a motion to schedule a Select Board Workshop to discuss budget items on January 16, 2023 at 5:30 PM with the regular Select Board meeting to follow. Selectman Heather Henley seconded – VOTE – All in favor (5-0)

6. COMMUNITY EVENTS COMMITTEE RESIGNATION

Selectman Azalea Cormier made a motion to accept Heather Henley's resignation from the Community Events Committee with regret. Selectman Peter Fickett seconded – VOTE – All in favor (5-0)

OTHER BUSINESS

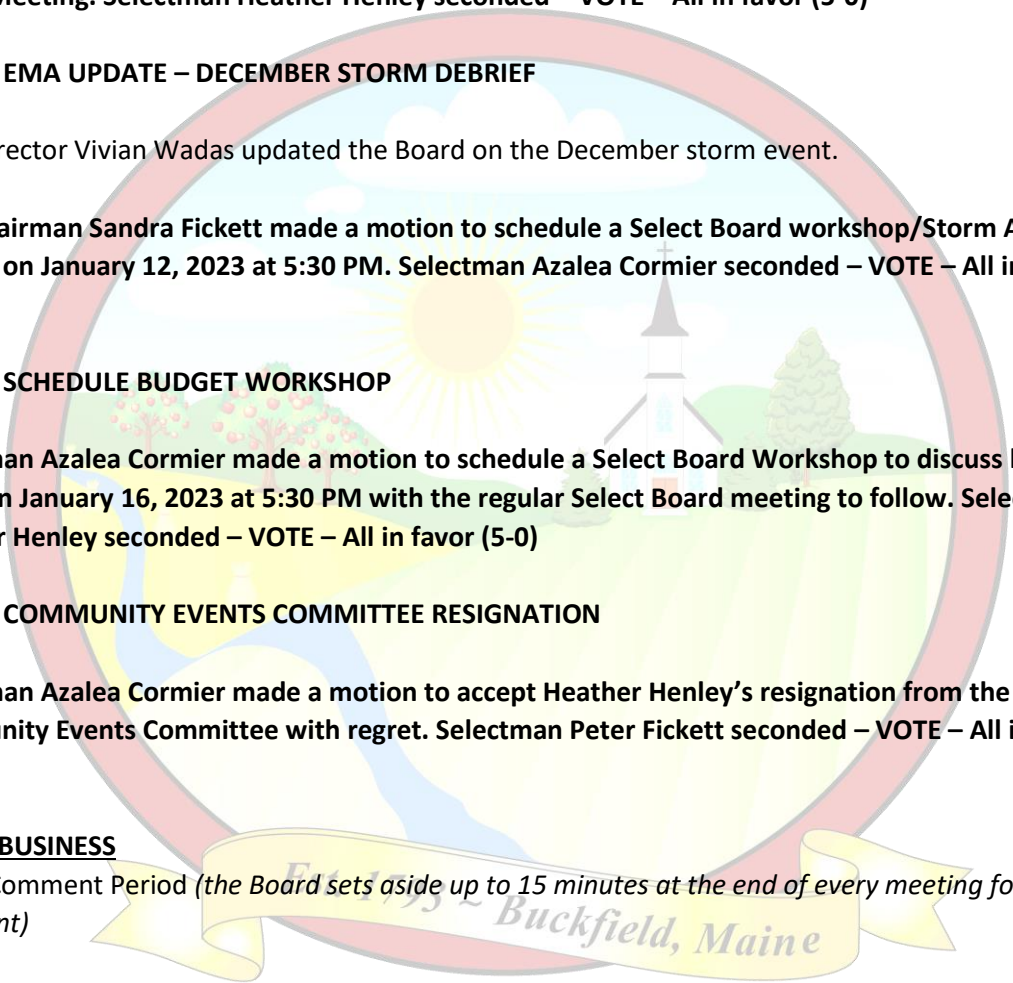
Public Comment Period (*the Board sets aside up to 15 minutes at the end of every meeting for public comment*)

Town Manager Cameron Hinkley informed the Board that he had been made aware of a Medicare project that needs to be completed. Failure to complete it by the extension deadline would cost the Town 10% of their Medicare reimbursements for Rescue billing.

EXECUTIVE SESSION

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

Chairman Robert Hand made a motion to adjourn at 7:31 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0)



Upcoming Meetings:

1. Community Events Committee Meeting – January 3, 2024 at 6:00 PM
2. Select Board Meeting – January 16, 2024 at 6:30 PM
3. Planning Board Meeting – January 17, 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
6. Select Board – Self Evaluations/Goal Setting
7. Cemetery Trust/Cemetery Plan
8. Old Church on the Hill (*Second opinion received – need volunteers*)
9. Emergency Plan (**Local EMA Director**)
10. Grant Policy Creation
11. Solid Waste Facility Changes – Annual Sticker Change
12. Communication between Board and Committees (*Liaisons reestablished – provide guidance*)
13. 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 January 16, 2024 Select Board meeting.