

TOWN OF BUCKFIELD

Select Board Meeting Agenda

April 16, 2024, at 6:30 PM

In Person and Remote Participation via Zoom

CALLED REGULAR MEETING TO ORDER AND DECLARED A QUORUM AT 6:34 PM

Present: Chairman Robert Hand, Vice Chairman Sandra Fickett, Selectman Heather Henley, Selectman Peter Fickett, Town Manager Cameron Hinkley, Town Clerk Brittany Parrott (Zoom), Vivian Wadas, Judy Berg, Stacy Blaquiere (Zoom)

OLD BUSINESS

1. RESERVE FUND POLICY

Vice Chairman Sandra Fickett made a motion to adopt the Town of Buckfield Reserve Fund Policy. Chairman Robert Hand seconded – VOTE – All in favor (4-0). MOTION CARRIED

2. EMERGENCY MANAGEMENT PLANNING (15 Minutes)

Buckfield EMA Director Vivian Wadas provided an emergency management update to the Board.

The Board scheduled an EMA Workshop for May 14, 2024, at 6:30 PM.

NEW BUSINESS

1. CONSENT AGENDA

a. Disbursement Warrants

| | |
|-----------------------------|----------------------|
| Payroll Warrant 89 | \$ 17,965.73 |
| Accounts Payable Warrant 90 | \$ 7,084.85 |
| Payroll Warrant 91 | \$ 15,774.17 |
| Accounts Payable Warrant 92 | \$ 192,142.12 |
| Total | \$ 232,966.87 |

Selectman Heather Henley made a motion to accept the Consent Agenda. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION CARRIED

2. APPROVE THE MINUTES

- a. March 12, 2024, Select Board Meeting
- b. March 17, 2024, Select Board Meeting
- c. March 19, 2024, Select Board Meeting

Chairman Robert Hande made a motion to approve the minutes of the March 12, 2024, March 17, 2024, and March 19, 2024, Select Board Meetings. Selectman Heather Henley seconded – VOTE – All in favor (4-0). MOTION CARRIED

3. ELECTION CLERK APPOINTMENTS

- a. Democrat Election Clerks, Term: May 1, 2024 – April 30, 2026

Vice Chairman Sandra Fickett made a motion to appoint Kate Buck, Russell Clark, Penny Horsfall, and Vivian Wadas as Democrat Election Clerks for the Town of Buckfield, for a term beginning May 1, 2024 and ending April 30, 2026. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION CARRIED

- b. Republican Election Clerks, Term: May 1, 2024 – April 30, 2026

Vice Chairman Sandra Fickett made a motion to appoint Judith Bennett, Tina Brooks, Wendy Turner, and Michelle Casey as Republican Election Clerks for the Town of Buckfield, for a term beginning May 1, 2024, and ending April 30, 2026. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION CARRIED

4. 2024-2025 PAVING RFP BID RESULTS

Vice Chairman Sandra Fickett made a motion to award the contract for the 2024-2025 paving projects planned for North Buckfield Road and Paris Hill Road to Spencer Group Paving in the amount of \$469,732.20, pending Town Meeting approval. Chairman Robert Hand seconded – VOTE – All in favor (4-0). MOTION CARRIED

5. MUNICIPAL CENTER ROOF ESTIMATE

Vice Chairman Sandra Fickett made a motion to hold an open floor Special Town Meeting on April 30, 2024, at 6:30 PM, to be held at the Buckfield Municipal Center, to vote on appropriating a sum of money from the undesignated fund balance to replace the failing Municipal Center Roof. Selectman Peter Fickett seconded – VOTE – All in favor (4-0). MOTION CARRIED

6. 2023-2024 FINANCIAL REPORT – QUARTER 3

- a. Approve the 2023-2024 Q1 Financial Report
- b. Approve the 2023-2024 Q2 Financial Report
- c. Approve the 2023-2024 Q3 Financial Report

Town Manager Cameron Hinkley presented the Q3 Financial Report to the Board.

Chairman Robert Hand made a motion to accept the 2023-2024 First Quarter, Second Quarter, and Third Quarter, Treasurer's Financial Report. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (4-0). 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

Chairman Robert Hand made a motion to enter Executive Session at 7:42 PM, pursuant to 1 M.R.S.A. § 405(6)(A) to discuss consideration for employment or appointment. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (4-0). MOTION CARRIED

The Board returned from Executive Session at 7:50 PM.

Chairman Robert Hand stated that the Board discussed a possible appointment, but no action would be taken.

Chairman Robert Hand made a motion to adjourn at 7:51 PM. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (4-0). MOTION CARRIED

Upcoming Meetings:

1. Planning Board Meeting – April 17, 2024, at 6:00 PM
2. Select Board Meeting – May 7, 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

Minutes approved at the May 7, 2024, Select Board Meeting