

TOWN OF BUCKFIELD

Select Board Meeting Minutes

September 19, 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: Vice Chairman Sandra Fickett, Selectman Azalea Cormier, Selectman Heather Henley, Town Manager Cameron Hinkley, Vivian Wadas, Martha Catevenis, Seth Warren, Conner Tremblay, Peter Fickett

OLD BUSINESS

None

NEW BUSINESS

1. CONSENT AGENDA (Action)

- a. KRT Progress Report
- b. Greenwood Emergency Vehicles Update
- c. Updates to Tax Acquired Property Sales
- d. Disbursement Warrants

Accounts Payable Warrant 29	\$ 8,284.65
Payroll Warrant 30	\$ 16,547.55
Accounts Payable Warrant 31	\$ 3,676.31
Payroll Warrant 32	\$ 12,699.05
Accounts Payable Warrant	\$ 44,545.36
Total	\$ 85,752.92

Vice Chairman Sandra Fickett made a motion to accept the Consent Agenda as written. Selectman Azalea Cormier seconded – **DISCUSSION:** Town Manager Cameron Hinkley gave a overview of the KRT Progress Report, Greenwood Emergency Vehicles Update, and discussed statute changes to tax acquired property sales. **VOTE – All in favor (3-0)**

2. APPROVE THE MINUTES OF THE SEPTEMBER 5, 2023 SELECT BOARD MEETING (Action)

Vice Chairman Sandra Fickett made a motion to approve the minutes of the September 5, 2023 Select Board meeting. Selectman Heather Henley seconded – **VOTE – 2-0.** Selectman Azalea Cormier abstained as she was not at the meeting.

3. AUTOMOBILE RECYCLING BUSINESS PERMIT – HEBRON RD (Action)

Selectman Azalea Cormier made a motion to approve the Automobile Recycling Business permit for Hebron Rd. Selectman Heather Henley seconded – **VOTE – All in favor (3-0)**

4. RESPONSIBLE PET CARE CONTRACT (Action)

Selectman Azalea Cormier made a motion to approve the Responsible Pet Care contract. Selectman Heather Henley seconded – Discussion: Town Manager Cameron Hinkley informed the Board there was only one signature line on the contract and asked if they wanted him to sign it or authorize one of the Board members to sign. Vice Chairman Sandra Fickett asked if anyone could amend the motion. Martha Catevenis answered and said anyone can amend the motion. Vivian Wadas asked if the contract had anything to do with the opening for an Animal Control Officer. Town Manager Cameron Hinkley stated this was the shelter contract. **Motion amended to allow the Town Manager to sign the Responsible Pet Care Contract as written. VOTE – All in favor (3-0)**

5. MUNICIPAL QUITCLAIM DEED – TAX ACQUIRED PROPERTY (Action)

- a. 131 South Hill Road

Selectman Azalea Cormier made a motion to accept the Municipal Quitclaim Deed for 131 South Hill Road. Selectman Heather Henley seconded – DISCUSSION: Town Manager Cameron Hinkley explained this was a property that the Board asked him to send one final letter to several meetings ago and that all taxes, costs and interest were now paid current **VOTE – All in favor (3-0)**

6. COMMITTEE APPOINTMENTS (Action)

- a. Megan Smith – Recreation Committee (Three-Year Appointment)
- b. Trisha Jack – Recreation Committee (Three-Year Appointment)

Selectman Azalea Cormier made a motion to appoint Megan Smith and Trisha Jack to three-year appointments. Selectman Heather Henley seconded – VOTE – All in favor (3-0)

7. R.S.U. # 10 UPDATE (Information/Action)

- a. Select Dates for Superintendent Deb Aldean to attend Select Board meeting

Vice Chairman Sandra Fickett made a motion to hold a discussion about the RSU #10 update and setting up a meeting with people within the school. Selectman Azalea Cormier seconded – DISCUSSION: The Town Manager explained that he inquired with the Superintendent regarding concerns about the road sign in front of the school. He said that he had been contacted by Buildings and Grounds and that Deb Aldean had offered to come to a Select Board meeting. Vice Chairman Sandra Fickett added that the Board should also extend the invite to Buckfield’s elected School Board Directors as well. Selectman Azalea Cormier asked the other Board members when they would like to schedule this as they have a lot of things scheduled over the next several weeks.

8. SPECIAL TOWN MEETING WARRANT – NOVEMBER 7, 2023 (Information/Action)

The Town Manager gave the Board an update on what MMA legal had to say regarding the draft warrant articles presented at the last meeting. No action taken.

OTHER BUSINESS

Vice Chairman Sandra Fickett made a motion to discuss the Library Trust. Selectman Azalea Cormier seconded – DISCUSSION: Vice Chairman Sandra Fickett gave the Board and the public a progress update on the Library Trust following a conversation she had with the Town’s attorney. No action taken.

Vice Chairman Sandra Fickett made a motion to discuss the upcoming AVCOG workshop work that needs to be done. Selectman Azalea Cormier seconded – DISCUSSION: The Board discussed the paperwork that needs to be completed before the workshop on October 4th. Vice Chairman Sandra Fickett asked the Town Manager to print copies out for each of the Board members to complete individually. No action taken.

Vice Chairman Sandra Fickett made a motion to establish a special committee with the purpose of gathering information and clarifying operational procedures of the Swap Shop. Selectman Azalea Cormier seconded – DISCUSSION: Vice Chairman Sandra Fickett stated that she found grant opportunities she felt would be a good fit for the Swap Shop. She hoped a committee would be able to compile all the data regarding Swap Shop operations. Selectman Azalea Cormier asked if a workshop would be a more effective option. Martha Catevenis stated that the Swap Shop is the responsibility of Buckfield and Sumner and should be discussed at the next Solid Waste meeting. Judy Berg and Vivian Wadas recommended individuals to speak to for information. Seth Warren suggested coming up with a list of questions that the Board is looking for answers to. Vice Chairman Sandra Fickett suggested discussion pick back up on this item after the Town Manager and possibly a Select Board Member attends Sumner's Select Board meeting, and at that point schedule a workshop. No action taken.

Vice Chairman Sandra Fickett made a motion to discuss having a workshop with members of Fire and Rescue to begin discussing "In Progress Item" number 4, Fire and Rescue Department integration. Selectman Heather Henley seconded – DISCUSSION: Vice Chairman Sandra Fickett stated that the Board already has activities going on October 3rd and October 17th and also noted that election day was November 7th.

Selectman Azalea Cormier made a motion reschedule the November 7, 2023 Select Board meeting to November 14, 2023. Selectman Heather Henley seconded – DISCUSSION: Vice Chairman Sandra Fickett asked the Board if they should also reschedule the November 21, 2023 meeting in the same motion. **Amended Motion: Selectman Azalea Cormier amended her motion to reschedule the November 7, 2023 Select Board meeting to November 14, 2023, and reschedule the November 21, 2023 meeting to November 28, 2023. Selectman Heather Henley seconded – VOTE – All in favor (3-0)**

The Board returned to discussion of a potential workshop to explore Fire and Rescue integration.

DISCUSSION: Town Manager Cameron Hinkley informed the Board that he had reached out to both the Fire Chief and Rescue Chief to determine their availability. The Fire Chief informed him that most of his members are available after 7:00 PM. Conner Tremblay let the Board know that Rescue has monthly meetings on the second Wednesday of each month, and that might be an ideal opportunity to meet with Rescue members. Martha Catevenis noted that the Board is scheduling a lot of workshops and that each of the workshops should have a lead person. She stated that the Fire and Rescue integration is going to be a very long process. She said that her fear is that the Board is going to get overwhelmed with all the members of Fire and Rescue there asking questions. She recommended that the Board focus on three things at each workshop and chip away at things in small doses. No action taken.

Town Manager Cameron Hinkley notified the Board that the Town still does not have an Animal Control Officer and that the responsibility for covering complaints currently rests on the Select Board until such a time an Animal Control Officer is hired.

Vice Chairman Sandra Fickett made a motion that the Board create a schedule as to who is going to respond to animal control issues. Selectman Azalea Cormier seconded. – DISCUSSION: Town Manager Cameron Hinkley let the Board know that there isn't a high volume of calls, but when a call does come in, someone needs to respond. Peter Fickett asked if the Board members were qualified to deal with dangerous animals/situations. The Town Manager let Peter know that whomever is hired to be an Animal Control Officer, would have to become certified with the State within six months. Further discussion took place regarding dangerous situations, who makes those determinations, when will the Sheriff's Department be involved, etc. Vice Chairman Sandra Fickett noted that the individual will have to use their best judgement however the municipality is required to provide the coverage. The Town Manager stated that he had reached out to Hartford's ACO but had not heard anything back and a lot of Town's share ACOs. Seth Warren suggested that only one of the Board members take on the responsibility temporarily to avoid confusion. Selectman Heather Henley reluctantly accepted and said that she would be looking for interested individuals. Vice Chairman Sandra Fickett stated that there is a monthly stipend and mileage reimbursement.

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

Vivian Wadas suggested that maybe Vicki Schmidt would be interested in taking on the Animal Control Officer responsibilities temporarily. Martha Catevenis and Vivian Wadas offered traps and other supplies to help Selectman Heather Henley if needed for ACO duties.

EXECUTIVE SESSION

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

Vice Chairman Sandra Fickett made a motion to adjourn at 8:17 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (3-0)



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Upcoming Meetings:

1. Select Board Workshop: Community Resilience Partnership – October 3, 2023 at 5:00 PM
2. Select Board Meeting – October 3, 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 **(Waiting on Summer for next meeting)**
13. Communication between Board and Committees **(Liaisons reestablished – provide guidance)**
14. Proper Reserve Account Establishment

