

# TOWN OF BUCKFIELD

## Select Board Meeting Minutes

February 6, 2024, at 6:30 PM

Municipal Center, Second Floor Meeting Room

**CALLED THE REGULAR MEETING TO ORDER AND DECLARED A QUORUM AT 6:32 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, Charles Berg (Zoom), Judy Berg (Zoom)

### OLD BUSINESS

#### 1. GRANT MANAGEMENT POLICY

##### a. Approval of Policy

Selectman Azalea Cormier made a motion to adopt the Grant Management Policy as written. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (5-0). MOTION PASSED

##### b. Amendment to Town of Buckfield – Standard Operating Procedures

Selectman Azalea Cormier made a motion to amend the Standard Operating Procedures. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (5-0). MOTION PASSED

### NEW BUSINESS

#### 1. CONSENT AGENDA

##### a. Disbursement Warrants

Payroll Warrant 69	\$ 19,129.16
Accounts Payable Warrant 70	\$ 6,892.26
Payroll Warrant 71	\$ 18,544.55
Payroll Warrant 72	\$ 15,578.05
Accounts Payable Warrant 73	\$ 63,398.11
Accounts Payable Warrant 74	\$ 15,070.86
<b>Total</b>	<b>\$ 138,612.99</b>

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

#### 2. TOWN MANAGER UPDATE

Town Manager Cameron Hinkley summarized his report for January 2024 as well as the Rescue, Public Works, and Library department reports.

#### 3. APPROVE THE MINUTES OF THE JANUARY 16, 2024, SELECT BOARD MEETING

Chairman Robert Hand made a motion to approve the minutes of the January 16, 2024 Select Board Meeting. Selectman Heather Henley seconded – VOTE – All in favor (5-0). MOTION PASSED

**4. 2022-2023 PROPERTY TAX ABATEMENT**

- a. 444 NORTH HILL ROAD - \$835.61

Chairman Robert Hand made a motion to approve the property tax abatement for 444 North Hill Road in the amount of \$835.61. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (5-0). MOTION PASSED

**5. WINTER SIDEWALK MAINTENANCE POLICY**

Vice Chairman Sandra Fickett made a motion to adopt the Winter Sidewalk Maintenance Policy. Selectman Heather Henley seconded – **DISCUSSION:** Selectman Azalea Cormier was concerned that the policy didn't include a timeframe for the sidewalks to be cleared. Town Manager Cameron Hinkley explained that the intention is always to clear the sidewalks as soon as possible following a storm and the policy does not change that. **VOTE – All in favor (5-0). MOTION PASSED**

**6. EMERGENCY MANAGEMENT UPDATE**

EMA Director Vivian Wadas provided a monthly EMA update to the Board.

**7. 2024 OXFORD COUNTY ME HAZARD MITIGATION PLAN – 2024 UPDATE**

Selectman Azalea Cormier made a motion to adopt the 2024 Oxford County ME Hazard Mitigation – 2024 Update Resolution. Vice Chairman Sandra Fickett seconded – VOTE – All in favor (5-0). MOTION PASSED

**OTHER BUSINESS**

Selectman Heather Henley inquired about potential events at the library that had been discussed at the Library Committee meeting. The Town Manager and the Board agreed that the individuals interested should refer to the Municipal Buildings and Facility Use Policy.

Vice Chairman Sandra Fickett asked the other Board members to remind their committees that meetings need to be posted at least seven days prior and that they should email those dates to the Town Manager or the Town Clerk. Town Manager Cameron Hinkley also asked that they remind the Committees that meeting minutes need to be turned into the Town Office once approved for record keeping.

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

Resident Judy Berg stated that she believed getting regular updates from the BVC and the R.S.U. was important and should be asked for.

## **EXECUTIVE SESSION**

Pursuant to 1 M.R.S.A. § 405(6) – *No Executive Session was needed.*

**Chairman Robert Hand made a motion to adjourn at 7:34 PM. Selectman Azalea Cormier seconded – VOTE – All in favor (5-0). MOTION PASSED**

### Upcoming Meetings:

1. Recreation Committee Meeting – February 18, 2024, at 6:00 PM
2. Select Board Meeting – February 20, 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
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 (**Board Currently Reviewing**)
11. Communication between Board and Committees (**Report Outs – February 20, 2024**)
12. 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 February 20, 2024, Select Board Meeting**