

Town of Buckfield
Select Board Meeting Minutes
May 16, 2023 at 6:30 PM
In Person and Remote Participation via Zoom

CALL REGULAR MEETING TO ORDER AND DECLARE A QUORUM AT 6:32 PM

Present: Chairman Bob Hand, Vice Chairman Azalea Cormier, Selectman Sandra Fickett, Town Manager Cameron Hinkley, Interim Rescue Chief Cassie Greenwood, Vivian Wadas, Cody Andersen, Penny Horsfall, Cheryl Coffman (Zoom), Heather Henley (Zoom), Karen Hand (Zoom), Mackenzie Richardson (Zoom), Michelle (Zoom), Norman Richardson (Zoom), Jeff (Zoom), Steve Sherlock (Sun Journal/Zoom)

OLD BUSINESS

1. MUNICIPAL PROPERTY USAGE POLICY/ORDINANCE (Discussion)

The Select Board discussed how they would go about working on creating an Ordinance for consideration at the next Annual Town Meeting. Resident Vivian Wadas suggested putting together a skeleton of what they would like to see in an ordinance before they hand it off to a committee for consideration and creation. Vice Chairman Azalea Cormier stated that she would reach out to other Towns and gather information as a starting point by next meeting or the following meeting.

NEW BUSINESS

Chairman Bob hand asked to add an item to the agenda for the Buckfield Rescue Department update. All Board members were in favor.

1. BUCKFIELD RESCUE DEPARTMENT UPDATE (Information)

2. CONSENT AGENDA (Action)

- a. KRT Appraisal – April 2023 Project Status Report
- b. Disbursement Warrants

Accounts Payable Warrant 114	\$ 1,106.73
Payroll Warrant 115	\$ 14,366.12
Accounts Payable Warrant 116	\$ 5,906.50
Accounts Payable Warrant 117	\$ 6,475.86
Payroll Warrant 118	\$ 14,456.54
Accounts Payable Warrant 119	\$ 33,116.79
Total	\$ 75,428.54

Vice Chairman Azalea Cormier made a motion to approve the Consent Agenda. Selectman Sandra Fickett seconded – VOTE – All in favor (3-0)

3. SOCIAL SERVICE COMMITTEE RECOMMENDATIONS (Action)

Selectman Sandra Fickett made a motion to accept the recommendations of the Social Services Committee. Vice Chairman Azalea Cormier seconded – VOTE – All in favor (3-0)

4. COMMITTEE APPOINTMENTS

- a. Erin Hinkley – Recreation Committee (2-Year Term Appointment)

Vice Chairman Azalea Cormier made a motion to appoint Erin Hinkley to a two-year term on the Recreation Committee ending on June 30, 2024. Selectman Sandra Fickett seconded – VOTE – All in favor (3-0)

5. CODE ENFORCEMENT OFFICER/LOCAL PLUMBING INSPECTOR APPOINTMENT (Action)

- a. 2022-2023

Vice Chairman Azalea Cormier made a motion to appoint Kingston Brown as the Town of Buckfield Code Enforcement Officer and Local Plumbing Inspector for a term beginning July 1, 2022 until Jun 30, 2023. Selectman Sandra Fickett seconded – VOTE – All in favor (3-0)

- b. 2023-2024

Vice Chairman Azalea Cormier made a motion to appoint Kingston Brown as the Town of Buckfield Code Enforcement Officer and Local Plumbing Inspector for a term beginning July 1, 2023 until Jun 30, 2024. Selectman Sandra Fickett seconded – VOTE – All in favor (3-0)

6. PUBLIC WORKS GRADER – HIGHWAY RESERVE (Action)

Selectman Sandra Fickett made a motion to spend up to \$23,000 for the purchase of a used grader from the Highway Equipment Reserve account. Chairman Bob Hand seconded – VOTE – (2-0) Hand and Fickett, Yay. Cormier abstained.

OTHER BUSINESS

Town Manager Cameron Hinkley let the public know that absentee ballots were available and that the Town was able to get the ballot printed and ready to be scanned by the voting machine as opposed to hand counting them. There are three ballots, the RSU, Region #11 and the Town.

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

Vivian Wadas asked the Board for an update on their plan to handle the 15 items on the tabled items list. The Town Manager explained the remaining tabled items were put at the bottom of the agenda so that they aren't forgotten about and will remain there until they are completed. Vice Chairman Azalea Cormier stated that she didn't believe that anyone had specific dates in mind but that she wants to see them taken care of as soon as possible. She asked the Board if they wanted to prioritize based on difficulty of the task. The Town Manager went down the list of items and gave a brief synopsis of where the Town is currently at, and which items are already being worked on behind the scenes.

Selectman Fickett asked the procedure for residents/non employees to get information from the Town, rather than in Select Board meetings. Chairman Bob Hand suggested reaching out to the Department Head and if they aren't able to get information from them to then reach out to the Town Manager. The Town Manager stated that he makes himself available in the office and that requests in writing via email

is best. Vice Chairman Azalea Cormier and the Town Manager suggested they also CC the Select Board members.

Norman Richardson asked what the standard operating procedure is for open positions in the Town and what the timeframe was for job postings to go out to the public. The Town Manager read the policy for “Announcement of Vacancies” from the Personnel Policy Handbook:

“Job vacancy notices will be posted at the Town Manager’s discretion.” -Section 3, B, *Personnel Policy Handbook*

Norman Richardson asked about a change in the job description for the Rescue Chief, going from 5 years’ of administrative experience to 2. The Town Manager stated that he pulled the job description from the server which differed from the one the former Chief signed off on. He sent it to the Chair of the Select Board, discussed it, and approved a new version. Norman Richardson further asked if the Chief position had been filled. The Town Manager stated that it was still an Interim position however the permanent position has not been posted as of yet due to ongoing discussions of Fire and Rescue Department integration. Norman Richardson asked for a timeframe on this posting and Vice Chairman Azalea Cormier stated that the Board does not have a timeframe in mind and that the priority is keeping the Rescue Department in a stable place.

EXECUTIVE SESSION

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

Upcoming Meetings:

1. Economic Development Committee Meeting – May 18, 2023 at 6:00 PM
2. Library Committee Meeting – May 25, 2023

Tabled Items:

1. School Budget Exploration – Improve communication with elected School Board Directors and the Select Board
2. Capital Improvement Planning
3. Comprehensive Plan – Revisit
4. Fire and Rescue Department Integration
5. Cable Franchise Agreement
6. Municipal Property Usage Ordinance
7. Select Board – Self Evaluations/Goal Setting
8. Library Trust (Currently with the Town’s Attorney)
9. Cemetery Trust
10. Old Church on the Hill (Second opinion received – need volunteers)
11. Emergency Plan
12. Grant Policy Creation

13. Release former Tax Collector Dunn
14. Solid Waste Facility Changes – Annual Sticker Change
15. Communication Between Board and Committees – Reestablish Liaisons and Provide Guidance

