

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
February 1, 2018 at 5:30 p.m.
(Rescheduled from January 23, 2018)

1. Call the Meeting to Order & Establish a Quorum

The meeting was called to order and quorum established by Chair Peter Lewis at 5:37 p.m. Select Board members Peter Lewis, Jeremy Cluchey, Judy Gray, David Engler and Thomas Walling were present. Staff present included Town Manager William Post.

2. Amendments to the Agenda – None

3. Approve Consent Calendar
 - A. Meeting Minutes of January 9, 2018
 - B. Warrants and Financial Reports:
 1. December Financial Report

Board member Gray stated that “Margaret Campbell” should be changed to “Margaret Christian” in the minutes.

On motion of Walling/Engler, the Board voted 5 – 0 to approve the Consent Calendar with the minutes as amended.

4. Action Items

Act on Street Name Request: Sadie Lane at 217 Main Street

The Manager stated that resident Brian Smith has asked for a private road located at 217 Main Street be named “Sadie Lane”. This name has been cross-checked with other road names in Bowdoinham for potential conflicts or similar sounding names, and there are no issues. In addition, the Fire Chief, Public Works Foreman and Road Commissioner approve of the road name.

On motion of Cluchey/Walling, the Board voted 5 – 0 to approve the road name “Sadie Lane” for a private road located at 217 Main Street.

Act on Administrative Assistant Job Description

The Manager stated that he drafted a job description for an administrative assistant that will start at 15 or 16 hours per week. This position is funded in the current budget as the duties were part of Darren Carey’s previous duties before he was moved into the Assessors’ Agent position.

On motion of Cluchey/Engler, the Board voted 5 – 0 to approve the job description of the Administrative Assistant as presented.

- C. Act on Contract Amendment #2 with Pine Tree Engineering

The Manager stated that this contract amendment is for the bidding of the Public Works Project that was not a part of the original engineering contract.

On motion of Cluchey/Walling, the Board voted 5 – 0 to approve Contract Amendment #2 with Pine Tree Engineering.

5. Discussion Items

Sagadahoc County Budget Advisory Committee

The Manager stated that former Board member Theresa Turgeon’s position on the county Budget Advisory Committee is vacant since she did not seek re-election. Her position needs to be filled and the caucus for this position and others is February 6 at 6:00 p.m. at the courthouse in Bath.

B. Date for Project Discussion (Workshop or Regular Meeting)

The Manager asked if the Board would want to discuss the Town Manager’s project list in a workshop or a regular meeting. By consensus, the Board agreed to hold a workshop to discuss the Manager’s project list in a workshop on February 13th at 4:00 p.m.

6. Town Manager’s Report
Public Works Facility Project Update

The Manager stated that the project is out to bid with bids due on February 22nd. Various permit applications have been submitted to state agencies and the initial meeting with the Planning Board is February 22nd at 7:00 p.m.

Comcast Franchise Renewal Proposal

The Manager stated that he provided the franchise renewal agreement proposed by Comcast along with the “side letter” in your materials. He also provided a copy of an email thread with Jay Somers of Comcast. The Manager is waiting for a response from Comcast.

Ambulance Contract Update

The Manager stated that the Town of Topsham does not feel that they can take on a contract for ambulance service with Bowdoinham at this time. However, they also did not rule out negotiating a contract. In addition, he has met with Northeast Ambulance to discuss a contract and the current service. He also will be contacting Gardiner to determine if they have interest in serving Bowdoinham.

Other

The Manager stated that he and Nicole Briand are working with some residents that are interested in locating canoe/kayak storage racks at the waterfront. These would be rented by residents for a fee, similar to the mooring process.

The Town is moving forward with the intern project. MMA is offering \$1500 grants that will be awarded at random to those towns that commit to an intern from the Margaret

Chase Smith Policy Center. The intern will start the Tuesday after Memorial Day and run for 12 weeks. There is funding in the current budget and he will budget for the remainder in the 2019 budget.

The draft of the 2017 audit has been received and is being reviewed. The Manager needs to write the management discussion and analysis and finish reviewing the audit with the deputy treasurer. Once it is finalized, the auditors will present it to the Board.

The request for proposals for the website redesign has been submitted to several companies, including the current company. The proposals are due back on February 23rd.

The Manager distributed the employee survey results as assembled by Board member Cluchey. These will be discussed at the next meeting.

Select Board Member's Request for Agenda Items for Next Meeting – None

8. Announce Future Select Board Meetings
 - A. February 13th – Regular Meeting (Workshop at 4:00 p.m.)
 - B. February 27th – Regular Meeting
9. Comments from Select Board Members

Chair Lewis stated that the meeting with Lincolnville Communications, Inc was productive. The Board, by consensus, agreed to move forward with a planning grant with ConnectME Authority.

Board member Engler stated that the grant will get the process moving.

10. Comments from the Public – None
11. Adjourn

The meeting adjourned by acclamation at 6:28 p.m.

Select Board
Town of Bowdoinham, Maine

Peter Lewis, Chair

Jeremy Cluchey, Vice-Chair

David Engler

Judith Gray

Thomas Walling

Respectfully Submitted,

William S. Post, Town Manager