

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: April 12, 2022

Time: 5:30 pm

I. Call Meeting to Order and Establish a Quorum

The meeting was called to order and a quorum was established by Select Board Chair, David Engler, at 5:30 p.m. Select Board members participating were David Engler, Mark Favreau, Jeremy Cluchey, Peter Lewis, Deb Smith and Nicole Briand, Town Manager.

II. Amendments to the Agenda

- Town Office Renovations
- Select Board Meeting Time

III. Approval of Consent Calendar

- A. Meeting Minutes:
 1. March 22, 2022
- B. Warrants & Financial Reports:
 1. Treasurer's Warrant #20 for \$381,900.63
 2. March's Financial Reports
- C. Communications
 1. Sagadahoc County Sheriff's Incident Report

Favreau moved the Board approve the Consent Calendar, as presented; seconded by Cluchey. Vote was 5-0

IV. Workshops

- A. Review Draft Budget with Finance Advisory Committee

Martin Szydowski from the Finance Advisory Committee addressed the Board on the purposed budget. Some of the key focuses while putting together the budget were:

- Employee compensation and department functionality

Work towards stabilizing employment across all departments and providing the best service throughout the town.

- Utilizing Reserves verse Debt
Moving towards the ability to use Reserves when acquiring Capital Assets instead of relying on debt.
- Addressing short term fixes to Roads
Deferring repairs to roads will save money now but waiting for further deterioration of the roads increases the cost to repair them. Whereas getting to roads in a shorter time period, they will need less work costing the town less money.

Mr. Szydlowski summed up his address to the board stating in his own opinion, that someone may ask can we afford this? His response would be, can the Town afford not to? He added he felt the Town was at a juncture, we are looking at an increase to the cost of the Town but if the Town wants to turn the tide on these expenses so that in the longer run, they can have better control over them and provide services that are expected this budget does a good job at addressing this.

The Town Manager reviewed detailed items on the purposed budget with the Board, such as maintaining staff, increase in utilities and other expenses, building maintenance, need for new vehicles, road maintenance as well as other items. After which the Board had a lengthy discussion on key items. They were agreed that the budget was high. A few suggestions were made how to reduce it, such as raising salaries and staff hours over two years. The common feel was that this budget was necessary to accomplish goals of the town and meet with the citizens expectations and request.

V. Action Items

A. Act on June 14, 2022, Election Warden Appointment

Tina Magno, Town Clerk is requesting the Board's approval to appoint Nora Bishop as the Warden for the Election to be held on Tuesday, June 14, 2022. Nora has been through the training and has been serving as warden.

Lewis moved the Board approve Tina Magno, Town Clerk to appoint Nora Bishop as the Warden for the Election to be held on Tuesday, June 14, 2022; seconded by Smith. Vote was 5-0

B. Act on June 14, 2022, Election Deputy Warden Appointment

Tina Magno, Town Clerk is requesting the Board's approval to appoint Rachelle Tome as the Deputy Warden for the Election to be held on Tuesday, June 14,

2022. Nora will be training Rachelle in order for Rachelle to be our warden in the future.

Lewis moved the Board approve Tina Magno, Town Clerk to appoint Rachelle Tome as the Deputy Warden for the Election to be held on Tuesday, June 14, 2022; seconded by Favreau. Vote was 5-0.

C. Act on Casella Waste Systems Contract Addendum

As discussed at the March 22nd meeting, a one-year contract extension from Casella was requested, in hopes that we would be back to our full recycling operations for FY24. Since the March 22nd meeting, a few concerns were raised about Casella.

Lewis moved the Board approve the Addendum to our municipal Solid Waste Management Agreement with Casella Waste Systems, Inc; seconded by Favreau. Vote was 5-0.

D. Act on Northeast Mobile Health Services Contract Addendum

Northeast Mobile Health Services has provided us with a one-year extension for our ambulance contract for \$50,000. We will be working with our neighboring communities to develop other opportunities for our ambulance service next year (FY24).

Favreau moved the Board approved the Addendum to Agreement with North Mobile Health Services, seconded by Lewis. Vote was 5-0

VI. Discussion Items

A. Proposed Amendments to the Land Use Ordinance

Jennifer Curtis, Planning & Development Director will be reviewed the second set of proposed Land Use Ordinance amendments from the Planning Board. The change addresses housing in the residential agricultural zone. This change would allow property owners of 2 acres or more to add additional housing unit as long as they meet the standard requirements. The owners would have to live in one of the units. This is to address affordable housing in town.

Lewis thought this was a good plan but needs to add guidelines for use of the additional residence that it must be used for housing and not short-term rentals.

This started a discussion that concluded with looking into a short time rental ordinance to limit the number of short-term rentals in the town and to make sure the additional dwellings were used for affordable housing.

B. Proposed Amendments to Animal Control Ordinance

Briand reviewed our ordinance with Cliff Daigle, our Animal Control Officer and we're proposing to adjust the fees in this ordinance

C. Annual Report Dedication

The Board discussed the annual report dedication.

D. Spirit of America Award

The Board discussed the Spirit of America Award nominations.

E. Acceptable Computer Use Policy

We completed our annual insurance update which included a cyber assessment. The proposed updates to the policy address items that were part of the assessment.

Board noted a couple of spelling errors and suggested a possible changes to some wording.

F. Town Office Renovation Project

We went out to bid for both the building renovation and the site work. We did not receive any bids for the building renovation, but we did receive four bids for the site work.

After discussion of planned site work, it was asked of the Town Manger to look at the originally planned work and to make suggestions of what items could be changed or postponed.

G. Select Board Meeting Time

Request that we Select Board meetings back to 6:30pm, instead of 5:30pm.

After brief discussion it was agreed upon by the Board to move meetings to 6:30 pm starting May 10, 2022.

VII. Town Manager's Report

The Office will be closed on:

- April 18th for Patriots Day
- May 30th for Memorial Day
- June 20th for Juneteenth

- July 4th for Independence Day

The office will be busy over the next couple of months:

- Property tax payments are due May 2nd.
- Elections are June 14th; absentee voting starts May 16th.
- Town Meeting is June 15th.
 - We will need to close the office early on June 15th so that staff can set-up for Town Meeting.

Upcoming Events:

- Bulky Waste Day – Saturday, April 23rd
- Earth Day Roadside Clean-up – Saturday, April 23rd

Project Updates

- Carding Machine Road is scheduled to be paved in May.
- The Fire Station parking lot is scheduled for June.
- Mallon Brook stream crossing on Dingley Road needs to be scheduled between July 15 and October 1st.
- The waterfront park project is still in design, and we hope to get it out to bid soon.

Student Recognition – Citizen Awards for March 14th Bus Incident. I talked with the superintendent; he appreciates the Town's desire to recognize the (15) students. He said he would be happy to distribute a letter/certificate/plaque to the students for us. If we would like to personalize the award with student names or invite students to an invite, then the school will need to get parent permission before releasing student names. He also said that the School Board did student recognition at their March 24th meeting with fire/ems/police personnel and only two students.

VIII. Select Board Member's Request for Agenda Items for Next Meeting

Lewis asked about flags on telephone poles. Briand informed the Board that they are working on getting flags, they want to make sure they order the correct ones but currently there is a back order on flags.

IX. Announce Future Select Board Meetings

- A. April 26, 2022 -Regular Meeting
- B. May 10, 2022 – new start time of 6:30 pm
- C. May 24, 2022

X. Comments from the Select Board Members

Cluchey asked what the appropriate role was the town can play in the clean-up of the burnt building downtown. His concern was for the safety and the appearance at the waterfront.

Briand informed the Board that the Code Officer has been in touch with the property owner and that a dumpster had been delivered to the site. She also informed the Board that they could take steps to pursue Dangerous Building.

Engler added that he felt they should not let the cleanup drag out. He would like to have the process done before Celebrate. If the landowner has not taken action by May 1st, then the Board will take action.

XI. Comments from the Public – None.

XII. Adjourn

Adjournment was at 9:151 p.m.

Select Board
Town of Bowdoinham, Maine

David Engler, Chair

Mark Favreau, Vice-Chair

Peter Lewis

Debra Smith

Jeremy Cluchey

Respectfully Submitted,

Lisa-Marie Curtis, Administrative Assistant