

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
April 24, 2018 at 5:30 p.m.

1. Call the Meeting to Order & Establish a Quorum

The meeting was called to order and quorum established by Vice Chair Jeremy Cluchey at 5:30 p.m. Select Board members Jeremy Cluchey, Judy Gray, David Engler and Thomas Walling were present. Chair Peter Lewis was absent. Staff present included Town Manager William Post. Also present were Andy Cutko and Mary Mayo representing Bowdoinham Community Development Initiative.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

- A. Meeting Minutes of April 12, 2018

- B. Warrants and Financial Reports:

1. Treasurer's Warrant #58 for \$77,436.48

2. March Financial Report

- C. Public Hearing Notice for May 8, 2018

On motion of Walling/Engler, the Board voted 4 – 0 to approve the Consent Calendar as presented.

4. Discussion Items

- A. Review Non-Municipal Organization Funding Requests – Bowdoinham Community Development Initiative (BCDI)

The Town Manager stated that BCDI is the only organization to request funding for the next fiscal year. The Manager informed the Board that representatives from BCDI were in attendance to present an update and discuss their request with the Board. Past Chair of BCDI, Andy Cutko, introduced Mary Mayo, the current fundraising lead from BCDI, who gave a short presentation to the Board regarding their request for funds. Mary informed the Board that BCDI had applied for and was awarded multiple grants over the past year. Those funds, in addition to the support received from the Town, were used to develop a strategic plan, facilitate several community conversations, and enable the organization to continue various community enrichment programs such as Perry's Garden, the Neighbor to Neighbor Loan program, and the Farmland Inventory project. The funds were also used to support some of the basic functions necessary for the group, such as building membership, raising funds, and reporting on grant activity. Funds received in the future would allow the group to move forward with these projects on a larger scale. Board member Engler commented that attendance at the Public Works Project town meeting vote was very good and he felt it was due to the strong participation from members of the community at the previous meetings held by BCDI. Vice-Chair Cluchey added that BCDI presented a compelling case for investment in a public and private partnership and the resulting positive impact for the community. Board member Walling commented on the difficulties that non-profit organizations face in raising funds and he is happy to support BCDI. The Town Manager stated that BCDI has met the

deadline and all the requirements for their funding request. The finance committee did vote to recommend the amount of their request and the vote to approve the funding will take place at the next Board meeting. A final comment was presented by Andy Cutko. He feels that the process to request funds is onerous and would like to see the process be less cumbersome for future organizations making requests.

B. Proposed FY 19 Budget Presentation

The Manager presented the proposed 2019 Municipal Budget to the Board. He stated there were some changes to the original proposal that were recommended by the Finance Advisory Committee. The first change was the removal of a new full-time employee that was to be shared by the Public Works Department and the Recycling Barn. This is with the understanding that this position will go back to the Finance Advisory Committee as a proposal next year. The second change was a reduction in the cost of living allowance (COLA) from 2% to 1.5% and a reduction in merit wage increases, from 3% to 2%. The Finance Advisory Committee also increased the budget for excise tax collections from a budgeted \$520,000 up to \$575,000. This is due to the expected increase in collections of excise taxes as a result of people owning more expensive and newer vehicles along with the increase in the number of people leasing vehicles. Other increases this year include an increase in employee health insurance costs of 22%, which amounts to \$15,000, throughout the budget, the ambulance contract with a cost of \$25,000, and the new debt service payments for the reconstruction of Wildes Road as well as the payment for the quick attack fire truck. The Manager also stated there would be a need to replace the sand and salt at the Public Works Facility used over the winter. Overall department expenses show an increase of \$99,820 or 5.98%. The revenues show an increase of \$59,378, or 7.24% which is a net increase in the municipal budget of \$40,442, or 4.77%.

The Manager is expecting a \$3 million dollar increase in the town valuation. Based on this budget along with the school budget increase of \$132,000, or 4.5%, the county increase of 2.4% and a municipal increase of 4.77%, we are looking at a 1.6% tax rate increase. The Finance Advisory Committee's goal is generally to be under a 2% increase in the tax rate. We also try to stay at or below the inflation rate, which is currently 1.7%.

The Administration Department is proposed to increase by \$16,180, or 3.93%. This includes the merit increase of 2%, the COLA increase of 1.5%, and the 4.64% increase in the administrative personnel budget, due to 50% of the intern cost being budgeted. Other increases include \$5,000 for legal expenses, and an increase in the cost for audit services. A 57.14% increase is expected for election expenses due to changes in voting procedures. Board Member Engler asked about the increase in Software licensing costs. The Manager explained that this increase is due to an upgrade in the Municipal Software Package which is being migrated to a web based program. Also highlighted was the increase in the cost of electricity. The Manager pointed out that the decrease on the risk management line was due to favorable reductions in workers compensation costs.

The Planning and Code Enforcement budget is proposed to be up \$6,500 or 8.29%. The large increase here of 25% is due to the health and retirement benefit cost. Board member Engler inquired about why the supply budget is up 66.67%. The Manager stated that this was due to the expansion of the Age Friendly Initiative and the increase in services being offered through that program. While the percentage is high, it is only an increase of \$300 in that budget line.

The General Services Department is proposed to increase by 19.25%. The Manager pointed out the Ambulance Contract increase from \$2,500 to \$25,000. The Debt Service budget is proposed to increase by \$42,759, due to new payments for the fire truck bond and the Wildes Road Bond.

The Fire and Rescue Department budget has a proposed increase of .96%.

The Town Facilities Maintenance budget is proposed to decrease by 3.22%. The Manager reduced the Town Hall Office Maintenance Repair budget and removed the Town Hall Capital Improvements line due to the reserve account created last year. The Manager pointed out the \$1,000 increase for the maintenance of the public restroom, which includes pumping the holding tank, the internet, the heat, and janitorial services.

The Animal Control Officer and Harbor Master budget shows an increase of \$1,319 or 7.51%. This includes the 2% wage increase, a mileage reimbursement increase for the Animal Control Officer, and a \$600 increase in supplies for the Harbor Master.

The Manager stated that the Public Works Budget is expected to increase by \$23,961, or 6.26%. Health and Retirement benefits show a 15.69% increase. Under operating expenses, a new line was added for office furniture for the new public works building in the amount of \$6,000 and the cost for utilities are also expected to increase due to the increase in square footage of the new Public Works Facility. Salt and sand replacement is expected to cost \$10,000. A decrease of \$1,000 for gas and diesel is expected due to more fuel efficient trucks and a decrease in the cost per gallon from what was budgeted for this fiscal year. The Manager noted a \$7,000 reduction on the Winter Vehicle and Equipment Maintenance line due to plans to replace our 2008 GMC which has been costly to maintain.

The Solid Waste and Recycling Department budget shows a decrease of \$6,629, or 3.45%. The Manager stated that most of this was due to the lower cost to hire new personnel. Board member Engler inquired about the increase in snow removal costs. The Manager stated that the increase was for snow removal at the Public Works Department building which is now contracted out rather than being done by the Public Works Department. Hazardous waste disposal costs are expected to increase as we collect more hazardous waste although some of the cost will be offset by the new fees passed onto the public.

The Recreation Budget is proposed to decrease by \$2,917, or 6.27%. The Manager stated that \$2,500 of that decrease is due to the change in how we collect the registration fee for the Lost Valley Ski program. Also noted was a decrease of \$1,000 under the Food Services expense line due to Snack Shack volunteer staffing issues.

The Manager stated that the Contingency and Organization Requests Budget will remain virtually unchanged. The Manager noted that Spectrum Generations did not apply for funding this year, resulting in the \$1,495 decrease.

Capital Reserve Accounts were added last year for the Town Hall and Town Office and funded the same for the next fiscal year.

The Manager stated that there were not many changes in the Tax Increment Financing District (TIF). The TIF account amounts are determined when the Board sets the tax rate,

and the only lines that change are the Capital Projects lines in each TIF Account. Vice-Chair Cluchey asked when the Pipeline TIF will expire. The Manager stated it expires in 2020 or 2021.

The Manager reviewed the Estimated Revenues. As mentioned earlier, excise tax for automobiles is projected to increase by \$55,000 or 12.64%. Other notable changes include an increase for Plumbing Permit fees of \$2,000 or 50%, and an increase in Building Permit fees of \$1,500 or 30%. The Manager pointed out the decrease in recreation registration fees of \$2,800 is due to the reduction of fees collected for the Lost Valley Ski Program. Board Member Engler inquired about the General Assistance Reimbursement line and why that fund was projected to decrease. The Manager stated that we are seeing a decline in requests for general assistance and we also receive partial reimbursement from the state. An 18.18% increase is expected for General Disposal Fees and a 7.35% increase is expected for Solid Waste Tag Fees. The Manager explained that people are buying more goods due to the improvement in the economy, resulting in the need for more tags. Board Member Engler questioned whether line 42, Recyclable Materials Sales, was reasonable due to the decrease in materials that we used to be able to sell, but now have to go to a landfill. The Manager responded that it hard to tell due to the chaotic market. There is also an expected increase of \$1,000 or 8% for Cable Franchise fees as more people subscribe to Comcast. Also, The Manager is expecting an increase of \$1,000 in miscellaneous revenue.

The Manager stated that two Capital Projects are scheduled for the summer of 2018 including the reconstruction of one mile of Carding Machine Road, starting at the Richmond town line and the purchase of a new light-duty public works truck to replace the 2008 GMC 5500.

C. Review Draft Town Meeting Warrant

The Manager reviewed the Town Meeting Warrant. These two items have been placed into one warrant article. The Board will hold a public hearing on the draft warrant articles at the next meeting, make recommendations on the department budget amounts and approve the warrant.

5. Action Items

A. Act on Amendment #3 with Pine Tree Engineering

The Manager stated that this contract amendment is to engage Pine Tree Engineering for contract administration and construction site visits for the Public Works Facility Project. The cost is estimated at \$40,000.

On motion of Engler/Walling, the Board voted 4-0 to approve Contract #3 with Pine Tree Engineering as presented and authorize the Manager to sign the contract.

B. Act on Appointment of Election Clerks

The Manager explained that Election Clerks are appointed to two-year terms. The Town Clerk has provided a list of recommendations.

On motion of Walling/Engler, the Board voted 4-0 to appoint Leslie Barker, Elaine Diaz, Donal Lamoreau, Emilie Newall, Vicki Savoie, Debra Smith, Karen Tilbor, Barbara Wildes, Linda Williams, and Gracia Woodward as Election Clerks for terms ending May 1, 2020.

C. Act of Award of Contract for Website Redesign

The Town received seven proposals for redesigning the website. Two of these firms were interviewed by a committee consisting of Jeremy Cluchey, Will Zell, Nicole Briand, Darren Carey, and the Town Manager. The committee was impressed with both companies and would recommend either for the project. The Town Manager recommends the Board award the contract to Todd Woofenden of Signal Light Host, because he is the current contractor for our website, he designed the current website, and he has the lowest cost. He is also a Bowdoinham resident and runs his business in the town. Board Member Gray asked about the maintenance costs and the responsiveness of Signal Light Host as our current contractor. The Manager stated they are cost effective and responsive.

On motion of Walling/Gray, the Board voted 4-0, to award the Website Redesign Contract to Signal Light Host for a cost of \$3,120.

6. Town Manager's Report

The Manager informed the Board that the Town of Bowdoinham was recognized as the Maine Recycling and Solid Waste Program of the Year by the Maine Resource Recovery Association.

The Manager also informed the Board of the resignation of Public Works Foreman, Chadd Mayo. Chadd's last day will be May 3, 2018. This position has been advertised.

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

8. Announce Future Select Board Meetings

- A. May 8th – Regular Meeting (Public Hearing on Town Meeting Warrant Articles)
- B. May 22nd – Regular Meeting

9. Comments from Select Board Members - None

10. Comments from the Public – None

11. Adjourn

The meeting adjourned by acclamation at 7:31 P.M.

Select Board
Town of Bowdoinham, Maine

Absent

Peter Lewis, Chair

Jeremy Cluchey, Vice-Chair

David Engler

Judith Gray

Thomas Walling

Respectfully Submitted,

Patricia Frederick, Administrative Assistant