

MINUTES  
Town of Bowdoinham  
Select Board & Board of Assessors Meeting  
June 26, 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 Chair Peter Lewis at 5:30 p.m. Select Board members Peter Lewis, Jeremy Cluchey, David Engler, Thomas Walling, and Judy Gray, were present. Staff present included Town Manager William Post.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

- A. Meeting Minutes of June 12, 2018

- B. Warrants and Financial Reports:

1. Treasurer's Warrant #70 for \$43,135.93
2. May Financial Report

Board Member Engler asked why the training costs under the administrative line of the Financial Report, were down 49%. The Manager explained this was because he did not attend the ICMA conference last year. Engler also inquired as to why the Fire Department training costs were down. The Manager explained that the Fire Department held several in house trainings which kept the training costs down. Board Member Gray asked why Deputy Clerk Halsey spent money on crochet hooks. The Manager explained the crochet hooks were for an event put on by the Advisory Committee on Aging.

**On motion of Engler/Cluchey, the Board voted 5-0, to approve the Consent Calendar as presented.**

4. Action Items

- A. Act on Appointment of Karen Tilbor to the Cemetery Advisory Committee

Karen Tilbor is a current member of the Cemetery Advisory Committee and her current term will expire on June 30, 2018.

**On motion of Cluchey/Walling, the Board voted 5-0 to approve the appointment of Karen Tilbor to the Cemetery Advisory Committee for a term ending June 30, 2021.**

- B. Act on Appointment of Kathleen McKechnie to the Cemetery Advisory Committee

Kathleen McKechnie is also a current member of the Cemetery Advisory Committee. Her current term will expire on June 30, 2018.

**On motion of Cluchey/Walling the Board voted 5-0 to approve the appointment of Kathleen McKechnie to the Cemetery Advisory Committee for a term ending June 30, 2021.**

C. Act on Appointment of Gracia Woodward to the Advisory Committee on Aging

Gracia Woodward had previously served on the Advisory Committee on Aging. There are several vacancies and Gracia would like to serve again.

**On motion of Engler/Cluchey the Board voted 5-0 to approve the appointment of Gracia Woodward to the Advisory Committee on Aging for a term ending June 30, 2020.**

D. Act on Lease Agreement between Town and David Berry, b/d/a Sagadahoc Recycling Company

The Manager stated that the one-year lease for the Recycling Barn expires on June 30, 2018. The Town negotiated a three-year lease with a few changes. The changes include a 120-day termination clause should the Town decide to move the operation during the three years. Board member Gray asked if the 120-day termination clause would also be extended to David Berry. The Manager stated that although David asked, it would not be feasible for the Town to vacate the building in only 120 days. The Manager did say that David would be informed well in advance of 120 days if the Town ever decided to terminate the lease. This was also a factor in why a three-year lease agreement is recommended rather than a one year lease. The other change was an increase in the rent payment over the term of the lease; 3% for 2018-2019, 2% in 2019-2020, and 2% in 2020-2021. Board Member Cluchey asked if the rent had increased over the past few years. The Manager stated that the rent had not increased in the past several years.

**On motion of Walling/Engler, the Board voted 5-0 to approve the lease agreement between the Town and David Berry d/b/a Sagadahoc Recycling Company as presented.**

E. Act on Bond Anticipation Note Approval

The Town received three proposals to provide the Bond Anticipation Note (BAN) for the Public Works Facility Project. The Manager explained this is the construction loan for the project and will be paid off with permanent financing next year. Permanent financing would most likely be with the Maine Municipal Bond Bank, although there is potential to sell the bond without going through the Bond Bank. The Manager is recommending that the BAN be awarded to Mechanic Savings Bank as they came in with the best rate of 3.0%. Androscoggin Bank offered 3.45% and Camden National Bank came in at 3.56%. Board Chair Lewis inquired as to how many banks we sent the BAN request to. The Manager replied five.

**On motion of Cluchey/Engler, the Board voted 5-0 to accept the proposal from Mechanic Savings Bank for the Bond Anticipation Note at 3.0%**

F. Act on Uncollectible Taxes

The town has acquired several properties through tax lien foreclosure. One of the properties is a mobile home on leased land located on the White Road. The owner of this property is in a nursing home and his son has agreed to demolish the mobile home and remove it if the taxes were waived or written off by the Town. The Manager is

recommending this occur and informed the Board that they have the authority to “write off taxes” as uncollectible. The taxes on this property are truly uncollectible and if the Town had to demolish and remove the mobile home, it would end up costing more than the waived taxes which are approximately \$620.00.

**On motion Cluchey/Engler, the Board voted 5-0 to approve writing off the property taxes owed on account # 263 through June 25, 2018.**

G. Act on Transfers to Reserve Accounts

The Manager informed the Board that at the end of each fiscal year, he reviews the budget to determine if there are any unexpended funds that could be transferred to existing reserve funds. He is recommending the following four transfers: \$2,000 to the Comprehensive Planning Reserve Fund, \$500 to the Committee on Aging Reserve Fund from Planning & Development/Community Development line, \$2500 to the Town Hall/Office Reserve Fund from the Town Maintenance account and \$1000 to the Waterfront Maintenance Reserve Fund from the Waterfront Maintenance budget line. He explained that the funds would need to be transferred by the end of the fiscal year. If the funds are not transferred into the reserve account, they would lapse into the undesignated fund balance and would not be able to be used without Town Meeting approval.

**On motion of Engler/Cluchey, the Board voted 5-0 to approve the Transfers to Reserve Funds as requested.**

H. Act on Request for Private Road Name

A third property has been developed on a private drive located at 50 Centers Point Road. The three property owners are requesting that the road be named “Blue Jay Way”. There have not been any comments of opposition from the Addressing Officer, the Fire Chief, or other department heads.

**On motion of Cluchey/Walling, the Board voted 5-0 to name a private road located at 50 Centers Point Road “Blue Jay Way”.**

I. Act of ACOA By-Laws as amended

The Advisory Committee on Aging (ACOA) has reviewed and made changes to the by-laws, including a new name to better reflect the work they are doing. The new name is Advisory Committee on Age-Friendly Bowdoinham. They will continue to use the acronym ACOA. Along with the change of their name, they have proposed a change in the by-laws regarding the policy and procedure relating to ACOA sponsored events. The committee would also like to change the current term limit from two years to three for Board members serving as officers.

**On motion of Walling/Cluchey, the Board voted 5-0 to approve the ACOA by-laws as amended.**

J. Act on Confirmation of Town Manager’s Appointments for FY19

The Manager stated that he has made appointments to various positions for the following year and will need the Board to confirm. There remains a vacant position for the Health

Officer. Board Member Gray inquired about the Health Officer vacancy and whether we were actively searching for a candidate. She mentioned Susie Hobart and Joanne Savoie as possible appointees. The Manager stated he would check with Susie Hobart but did not think Joanne Savoie would be interested as she has just recently stepped down as a Board member for ACOA. Vice-Chair Cluchey asked whether there was a stipend for the Health Officer. The Manager responded there was a small stipend. Cluchey also asked if we were required by State statute to have a Health Officer. The Manager responded that the Town is required, but if the Town doesn't have the position filled, it falls to the Select Board, and so we are in compliance with State law.

**On motion of Walling/Cluchey, the Board voted 5-0 to confirm the Town Manager's appointments for Fiscal Year 2019 as presented.**

5. Discussion Items

A. ConnectME Planning Grant

The Town Manager informed the Board that the ConnectME Authority had decided to break the planning grant program into two phases; the first phase being the Planning phase, and the second being the engineering or the design phase. According to the ConnectME Authority, our planning grant application didn't technically fit into either of those planning grant categories. Although the mapping is still not officially complete, ConnectME did award the Town with a 40K grant for our broadband project. Lincolnville Communications (LCI) is aware and at the Board's next meeting we should have the contract to move forward. ConnectME has also changed their criteria for defining un-served and underserved areas, which means that our previously underserved areas are now considered un-served. The timing of this grant means that we should be prepared for the infrastructure grant this spring.

6. Town Manager's Report

The Manager updated the Board regarding the Website redesign project. According to the contractor, the core functions of the new website are nearly complete. The content has been moved from the old site to the new site. He is still working on a few feature items but will have the site ready for the initial review by the first or second week of July. By the end of July, the site will be ready for a second review and a test run. The Manager stated that this is approximately five months ahead of schedule.

The Manager informed the Board that when the Town has the new fire truck here and has accepted it, a "wet down" ceremony will be scheduled. The plan is to use the old water witch for the wet down ceremony.

The owner of the second mobile home that was on leased land and tax acquired by the Town, has agreed to draw up a bill of sale and have ownership transferred, so that it is correct in our records. He has also agreed to pay the back taxes. If he fails to follow through on the agreement, then the Town will make arrangements to take possession of the property.

The Emergency Management Workshop is scheduled for July 24<sup>th</sup>. The Manager would like to start the meeting at 4:30 PM.

The Manager spoke with the Assessor regarding the planned assessment workshop. He would like to wait until September to hold that workshop, as he is currently very busy with assessments and trying to meet the August deadline to have the assessing completed and tax rates set.

The Manager informed the Board that he has approved the following change orders for the Public Works project. Above and beyond the insulated panels, he approved the diamond hard top coating for the floor at a cost of \$3500. He also approved the installation of steel angle irons on the edges of the concrete aprons at an additional cost of \$4250, and he approved increasing the size of the generator from 45 kilowatts to 60 kilowatts. This change will cost \$4050. That puts the amount used from the contingency budget at approximately \$57,000 out of the allocated \$200,000. He does not expect there will be many more significant changes.

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

Board Member Gray expressed concern that the word may not be getting out adequately enough regarding town and other meetings. She would like to discuss this at the next Board meeting. Vice-Chair Cluchey agreed this needs to be discussed.

8. Announce Future Select Board Meetings

- A. July 10<sup>th</sup> – Regular Meeting
- B. July 24<sup>th</sup> – Regular Meeting at 4:30 PM

9. Comments from Select Board Members- None

10. Comments from the Public – None

11. Executive Session

A. Convene in Executive Session Pursuant to 1 M.R.S. 405 (6) (A) for a Personnel Matter

**On motion of Engler/Cluchey, the Board voted 5-0, to convene into Executive Session Pursuant to 1 M.R.S. 405 (6) (A) for a Personnel Matter at 6:18 p.m.**

**On motion of Gray/Walling, the Board voted 5-0, to exit Executive Session at 7:04 p.m.**

**On motion of Lewis/Engler, the Board voted 5-0 to increase the Town Manager's Salary by 4% for FY2019.**

12. Adjourn

The meeting adjourned by acclamation at 7:05 P.M.

Select Board  
Town of Bowdoinham, Maine

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Peter Lewis, Chair

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Jeremy Cluchey, Vice-Chair

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David Engler

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Judith Gray

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Thomas Walling

Respectfully Submitted,

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Patricia Frederick, Administrative Assistant