

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
July 24, 2018 at 4:30 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 4:30 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, Planning and Development Director Nicole Briand, Deputy Code Enforcement Officer, Darren Carey, intern Rodger Heidgerken, Fire and Rescue Chief Arthur Frizzle, and Deputy Emergency Director David Lewis. Resident Wendy Rose joined the meeting at approximately 5:30 p.m.

The Board met in a workshop facilitated by Emergency Management Director David Lewis and Deputy EMA Director and Fire Chief Arthur Frizzle. The purpose of the workshop was to review Emergency Management procedure and policy. See attached presentation.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

A. Meeting Minutes of July 10, 2018

B. Warrants and Financial Reports:

1. Treasurer's Warrant #6 for \$75,039.28

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

4. Action Items

A. Act on Acquisition of Watercraft for Fire & Rescue Department

Fire Chief Frizzle presented information regarding the acquisition of a Watercraft for the Fire and Rescue Department. There is a need for the Fire and Rescue Department to utilize a boat to transport personnel on various incidents. The Bowdoinham Firefighters Association recently purchased a 1983, 13' Boston Whaler with a trailer and a 2011 Evinrude outboard motor from the Town of Brunswick. The boat has been highly maintained and minimally used and the motor only has approximately 100 hours of use. Board Member Engler asked about the weighted capacity of the boat. The Chief responded the boat is rated for up to six people and 900 pounds. The Bowdoinham Firefighters Association will donate the boat to the Town of Bowdoinham to be used by the Fire and Rescue Department. The only cost to the Town will be the insurance and maintenance costs. Vice-Chair Cluchey asked where the boat will be kept. The Chief explained that there is room at the Fire Station so the boat will be kept inside year-round and will be taken down to the waterfront as needed.

On motion of Cluchey/Walling, the Board voted 5-0 to approve the acquisition of a watercraft to be used by the Fire and Rescue Department.

B. Act on Contract between Lincolnville Communication Inc. (LCI) and Town for Broadband Network and Design Project

This is the contract and scope of services with LCI for the ConnectME grant project. The expected completion date is December 21, 2018. This will put the Town in good position to apply for the ConnectME Infrastructure grant next spring.

On motion of Walling/Cluchey, the Board voted 5-0 to approve the contract with LCI, as presented and authorize the Manager to sign on behalf of the Town.

C. Act on Appointment of Kevin Twine to the Comprehensive Planning Committee

Kevin Twine has expressed interest in becoming a member of the Comprehensive Planning Committee. There is an opening on this committee and Kevin has excellent experience.

On motion of Cluchey/Engler, the Board voted 5-0 to appoint Kevin Twine to the Comprehensive Planning Committee for a term ending June 30, 2021.

D. Act on Maine Municipal Association (MMA) Ballot for Vice-President and Executive Committee

The Manager stated that each year, MMA'S nominating committee recommends candidates for vice-president and the executive committee. The process also included a petition process should any member of a municipality wish to nominate different individuals for the positions. The Manager recommends the slate of candidates as nominated.

On motion of Cluchey/Walling, the Board voted 5-0 to cast the Town's ballot for the nominated candidates for MMA Vice-President and Executive Committee

E. Act on Public Works Driver/Operator/Laborer Job Description

The Manager stated that he has updated this job description from a very old version that the Town had been using.

On motion of Walling/Cluchey, the Board voted 5-0 to approve the Public Works Driver/Operator/Laborer Job Description as presented

F. Act on Approval to Apply for Coastal Communities Grant

Planning and Development Manager Briand presented information to the Board regarding an application for a Coastal Communities Grant. She recently learned of this opportunity and the deadline to submit the application is Friday, July 27. This grant, if approved, would be a good opportunity to help the Town get started on phase two of the Waterfront redesign project. Phase two would include survey work, flood plans, plant and wetland studies and a shore land stabilization plan. The grant would be an additional contract with either Richardson & Associates or with Baker Design Consultants. Vice-Chair Cluchey

asked about our agreement with Richardson & Associates and what was covered in that contract. Briand responded that we are contracted with Richardson for phase one of the project which is the master design and site plan for the Waterfront Project. Board member Engler wanted to note that he was formerly an employee of Stantec, one of the companies listed as a potential contractor is phase two of the project. He would refrain from the vote if there was a potential conflict. The Manager stated there was not a conflict as this action is only a vote on whether to approve the application for the grant. Vice-Chair Cluchey asked about the estimates noted in the grant project information packet and where those estimates originated, and whether those estimates were maximums or best guesses. The Manager responded that the quotes came from Baker Design Consultants and they are maximums. Baker Design Consultants are an engineering firm that is working with Richardson & Associates on this project. Board Member Gray inquired about the matching funds and where they would come from if we were awarded this grant. Planning and Development Manager Briand explained that the matching funds would come from the CMP Waterfront TIF account.

On motion of Engler/Cluchey, the Board voted 5-0 to approve the application for the Coastal Maine Communities grant for the amount of \$45,000 with the understanding that if the Town were awarded the grant the Town would need to approve an additional \$15,000 from the TIF account.

G. Act on Local Road Assistant Program Certification

The Manager stated that each year the Town receives revenue from the State to assist with capital improvements on local roads. The Town is slated to receive \$35,264 from the State for this purpose. The Board needs to certify that the funds are spent on capital improvements to Town roads.

On motion of Walling/Cluchey, the Board voted 5-0 to certify that the Local Road Assistance Program funding will be used for capital improvements on Town roads.

5. Discussion Items

A. Potential Nuisance or Dangerous Buildings

Deputy Code Enforcement Officer Carey updated the Board regarding three possible dangerous buildings. Building one is located at 61 Bay Road. It is uninhabited and the property owner has passed away. The property remains in the control of the property owner's heirs, however no executor has been appointed for the estate. A potential buyer has come forward and is working towards purchasing the property. The buyer agrees that the building needs to be removed and is willing to work with the Town to resolve the issue. Board Chair Lewis asked if there was a timeline in place regarding this property. Carey responded that there hasn't been an executor appointed at this time. The potential buyer is working with the bank and trying to get things lined up in order to purchase this property.

Building two is located at 695 Ridge Road. This property is also not occupied. The Town has worked with the owner and back in 2013 the owner expressed a desire to bring the property into compliance. Some progress was made at that time, however due to the lack of care and maintenance since then the building is now considered a nuisance and is unsafe.

The third property is located at 76 Main Street. The property owner had obtained a permit to demolish the property and committed that this would happen by the end of July this year. The first week of July the owners informed Code Enforcement Officer Carey that they wanted to fix the property up. The Manager informed the Board that the Board will need to make a determination on whether to move forward with the process of determining if these buildings are dangerous or nuisance buildings. Guidance from the Board is necessary prior to the expense of obtaining an attorney to continue the process. Chair Lewis is of the opinion that the Town wait on the first property since there is a potential buyer but move forward in the process and schedule a public hearing for the second two properties. The remaining Board members agreed with Chair Lewis to move forward with the process for the properties located at 695 Ridge Road and 76 Main Street.

6. Town Manager's Report

The wet down ceremony for the new Fire Truck will be held on July 30th at 7:00 p.m. at the fire station.

The Town Manager has hired Jason Thompson to be the Town's new Public Works employee. Jason comes with experience and previously worked for the Town of Greene. He will begin work on August 6th.

The Manager informed the Board that the auditors will be on site over the next several days.

At the next Select Board Meeting, August 14th, the Board will be appointing a Health Officer. Susie Hobart has agreed to step into that position.

The Manager informed the Board that he will be away at a conference from August 7th through August 10th. Intern Rodger Heidgerken and Planning and Development Director Nicole Briand will also be attending the same conference.

The Town received its Worker's Compensation Experience Rating. Our rating has decreased from a 1.51% seven years ago to a 0.88% currently. The Manager attributes this positive trend to a decrease in the number of workers compensation claims filed and also that the Town has implemented a safety program that involves the employees. The new experience rating for the start of 2019 will be 0.76%.

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

Vice-Chair Cluchey requested that the Board discuss the waterfront bathroom and trash issue. The Board would also like to discuss Town Meeting and Public Hearing attendance at a future meeting.

8. Announce Future Select Board Meetings

- A. August 14th – Regular Meeting
- B. August 28th – Regular Meeting

9. Comments from Select Board Members- None

10. Comments from the Public

Town Resident Wendy Rose addressed the Board regarding the process for groups to apply for Town money. She stated that the process developed by the Select Board is quite rigorous and she feels that some entities are discouraged from applying due the stringent application process. She also stated that she knows of at least one group that did not apply for money for this reason. One organization, the Bowdoinham Community Development Initiative (BCDI) did jump through all the hoops and submitted an excellent proposal. However, the Select Board did not approve the application. Being a member of that group, she was very disappointed. Ms. Rose would like to propose that the Town decide on whether to move ahead with applications for funding and give the Town the opportunity to say yes or no.

Vice-Chair Cluchey clarified that the Board's vote was to not place the request on the warrant where the Town would have had the say. Ms. Rose replied that there were other organizations approved for monies, such as the Sno-Birds and the Historical Society and that those organizations did not have to go through the same process. Board Member Engler clarified that the Sno-Birds is a special case in that the Town receives monies back from the State for snowmobile registration fees. That money is essentially rebated back to the organization for such things as upkeep on the trails. The Historical Society is also a special case in that they provide services to the Town such as the archiving of records and the preservation of Town records. In state statute they are excluded from the grant process and this is stated in the Board's policy.

Ms. Rose reiterated that the process is rigorous for non-profit groups that only want to serve the Town. She is sorry that the proposal from BCDI was turned down. Board Member Gray asked Ms. Rose if she felt that the proposal should be approved solely because energy was expended on the preparation of the application. Ms. Rose stated no. She believes that it should have been approved because of the support their organization gives to the Town and the services they provide to the local businesses. Vice-Chair Cluchey thanked Ms. Rose for her comments and added that the Board should re-visit the process. Board Member Gray added that she would not object to having it be placed on the warrant even without the full endorsement of the Board. Chair Lewis stated that this topic will be placed on a future agenda.

11. Adjourn

The meeting adjourned by acclamation at 6:49 p.m.

Select Board
Town of Bowdoinham, Maine

Peter Lewis, Chair

Jeremy Cluchey, Vice-Chair

David Engler

Judith Gray

Thomas Walling

Respectfully Submitted,

Patricia Frederick, Administrative Assistant