

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
August 14, 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, David Engler, Thomas Walling, and Judy Gray, were present. Board Chair Peter Lewis was not in attendance. Staff present included Town Manager William Post, Planning and Development Director Nicole Briand, and intern Rodger Heidgerken. Also in attendance were residents Shawn Roberts, Betsy Steen, and Martha Cushing.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

A. Meeting Minutes of July 24, 2018

B. Warrants and Financial Reports:

1. Treasurer's Warrant #11 for \$284,624.54

C. Reports and Communications

1. Sheriff's Department July Incident Report

2. Open Farm Day Report

D. Quit Claim Deed(s)

1. Mary Mailly

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

4. Action Items

A. Act on Celebrate Bowdoinham Budget and Schedule of Events

Planning and Development Director Briand provided the Board with an updated draft of the budget and schedule of events for Celebrate Bowdoinham. She explained that she estimated low on the revenue budget, but expects it to be similar to last year's budget. She stated that revenues for the silent auction have been lower over the past few years, but attributes that decrease to an increase in sponsorship for the fireworks. Vice-Chair Cluchey inquired as to what the silent auction revenues were at their highest and what they have been recently. Briand responded that they used to be approximately \$4,000 but in recent years they have been down to around \$2,500.

On motion of Walling/Engler, the Board voted 4-0 to approve the Celebrate Bowdoinham Budget and Schedule of Events.

B. Act on Application for Automobile Recycling Business Permit by Robert's Auto Center.

The Manager stated that Robert's Auto has held a permit for an automobile recycling business for decades. The permit is for a five-year period and is now due for renewal. Deputy Code Officer Carey inspected the site to determine if the business met the requirements as set out in state statute and found that the business does meet all the requirements and poses no environmental issues.

On motion of Gray/Walling, the Board voted 4-0 to approve the permit for an Automobile Recycling Business for Robert's Auto Center.

C. Act on Corporate Resolution

The Manager explained that because the position of Deputy Treasurer has changed from Janet Smith to Ruth Glaeser, the Corporate Resolution needs to be changed and approved. This will allow Ms. Glaeser to countersign checks and access bank accounts to conduct routine business transactions.

On motion of Walling/Engler, the Board voted 4-0 to approve the Corporate Resolution as presented.

D. Act on Appointment of Susan Hobart as Health Officer.

The Manager stated that Susan Hobart has agreed to serve as the Town's Health Officer. She is a nurse and has the background for the position. The Manager thanked Board Member Gray for her recommendation.

On motion of Gray/Engler, the Board voted 4-0 to appoint Susan Hobart as Health Officer for a term ending June 30, 2021.

E. Act on Authorization to Dispose of Tax Acquired Property

The Manager is recommending the Board approve advertising for bid one parcel of tax acquired property located at 817 Ridge Road. The property includes a dilapidated house on 0.66 acres. The property is considered a nuisance and dangerous. The Manager recommends a minimum bid of \$10,000 which would cover the back taxes and the Town's cost to date for researching ownership of the property. It was also discussed that the Board set a requirement that the winning bidder demolish the building within 60 days of the issuance of the Town's quit-claim deed.

Board Member Engler inquired on whether the lot is buildable under the current land use ordinance. The Manager explained that it would be because it currently has a building on it. It is a grandfathered, non-conforming lot with a non-conforming structure on it. It has a septic system and a well on the property.

Board Member Gray asked what the policy is regarding the unpaid taxes on these types of foreclosed properties. The Manager stated that the policy says the Town should work with the owner to keep them in the property. In this particular case the Town was working with the owner, but at some point the owner abandoned the property. It has been vacant for approximately five years. The Town would also work with family members in collecting the unpaid taxes if they had interest. At this point the Town has exhausted all those avenues and this is the last resort.

Vice-Chair Cluchey asked how the bidding process would be facilitated. The Manager stated that it would be by sealed bid and that he would manage the process in order to keep the costs down. He would notify the public by advertising and by placing a posting at the Town Office. Whoever wants to bid would be allowed one bid. There would be a deadline and the bids would come directly to the Town office. He would then open the bids, put a tally together and provide that information to the Board. The Board would then decide what bid they would like to accept, if any.

Vice-Chair Cluchey asked the Board if they agreed 60 days was a reasonable timeframe to remove the old structure from the property. The Board was in agreement that 60 days was an appropriate amount of time.

On motion of Engler/Walling, the Board voted 4-0 to authorize the Manager to advertise for sale by sealed bid the tax acquired property located at 817 Ridge Road with a minimum bid of \$10,000 and removal of the building within 60 days after the quit claim deed has been issued.

F. Act on Change Order for the Public Works Facility

The Manager informed the Board that when the contractor was excavating for the footings and floor drain for the Public Works garage building they encountered ledge on the northern end of the building's location. The cost to remove the ledge is \$12,500. This was not included in the contract price and needs approval from the Board.

On motion of Walling/Engler, the Board voted 4-0 to approve the change order for the Public Works Facility Project for ledge removal at a cost of \$12,500.

5. Discussion Items

A. Possible Historic District

Betsy Steen addressed the Board about her idea that the village area be designated a Historic District. She has spoken with the state and found that the rules regarding historic districts are more lenient than previously realized. She explained this would open up the possibility of grant funds and would also allow any conforming house within the district to be placed on the Historic Registry. The first step in this process would be to complete an architectural survey of the properties and structures in the proposed historic area. She feels that the survey would at the very least give the Town a nice picture of the village today and what it has been.

Board Member Gray asked if this is a Federal Program. Ms. Steen responded that the process begins with the state and after the state approves the Town as a historic district then the Federal government becomes involved.

Board Member Gray asked about the restrictions placed on the property owners within the historic district. Ms. Steen responded that if grant money was accepted from either the state or the federal government then restrictions can be placed on the homeowners. She also found that many Towns have historic commissions and in those Towns, it is that commission that places further limits on the historic properties.

Planning and Development Director Briand was asked by Board Member Walling what her perspective was on this. She stated that designating a historic district does not necessarily affect the land use however it could in the future if residents wanted it to. She added that designating a historic district would allow for homeowners and businesses to apply for grant monies to renovate their homes and buildings in a historic way.

The Manager stated that if the Board would like to pursue this further he would work with the Planning and Development Director and Historical Society and do more research on what the application process would look like and what the roles of the Town and the Historical Society would be. The Board agreed that they would like to know more about it.

B. Maily Waterfront Park Garbage

The Manager stated that it was brought to his attention about a month ago that garbage had been piling up at the park and overflowing out of the garbage receptacles. The Manager had the receptacles moved and placed near the restroom facility. Currently the trash receptacles are being checked and emptied daily by a public works employee in the morning and again in the evening when the restrooms are cleaned. This has alleviated the issue. He stated that he will put additional funding in next year's budget proposal for the additional work, as the current pay is for removing garbage three to five times per week.

6. Town Manager's Report

The Higgins property adjacent to the Town Office is now officially owned by the Town as the court has declared.

Rodger Heidgerken is completing his twelve-week internship with the Town this Friday. He has done a lot of work and analysis for the Town over the course of the past twelve weeks and has done a fantastic job. The Manager will provide the Board with a report of the projects Rodger worked on at the next meeting.

Emergency preparedness hand outs are available at the Town office.

The Manager hired Allen Gaddy, an arborist, to work on and monitor the large tree by the waterfront gazebo.

The Manager stated that because we now have a new fire truck our old trucks will be up for bid. Monhegan Island is interested in our 1988 Ford and the Manager has been in communication with their Fire Chief about the possibility of purchasing it.

The foundation for the new Public Works salt and sand shed is in place and has been back filled. However, the garage portion of the project is approximately three weeks behind due to issues with the drawings submitted to the Town's engineer that were incorrect. The Manager stated that he is pleased with the Contractor and has not had any issues with them.

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

8. Announce Future Select Board Meetings
 - A. August 28th – Regular Meeting
 - B. September 11th – Regular Meeting

9. Comments from Select Board Members

David Engler will not be at the August 28th meeting

10. Comments from the Public

Town Resident Martha Cushing addressed the Board regarding a recent request for Town funding from the Bowdoinham Community Development Initiative (BCDI) group. She thanked the Board for not being a rubber stamp voting board. She explained she is not opposed to BCDI and that she is a member of that group and fully supports their work in the community. However, she feels that the Town’s budget is already stretched far enough, especially with what is left to cover expenses after the enormous percentage taken by the school budget. Ms. Cushing went on to say that she was formerly a director at the United Way of Midcoast Maine, where she was responsible for managing the annual process of agency program funding. She commends our prior Board members for instituting an application process, she heard was referred to as a “jumping through the hoops process.” She feels our Town’s process is very bland compared to what other 501C3 non-profit organizations need to provide in an application for funding.

Ms. Cushing also thanked Vice-Chair Cluchey and Town Manager Post for their help in rectifying the problem she was having with Town Hall Streams and the inability to view the Select Board Meetings live. She was very appreciative of the time and effort Vice-Chair Cluchey took in helping her get the problem with her browser resolved. She thanked the Board for their hard work on behalf of the Town of Bowdoinham.

11. Adjourn

The meeting adjourned by acclamation at 6:53 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