

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: 09/11/2023

Time: 6:30 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, Peter Lewis, at 6:30 p.m. Select Board members participating were Peter Lewis, Mark Favreau, Deb Smith, Allen Acker, Peter Feeny and Nicole Briand, Town Manager.

II. Amendments to the Agenda

Acker requested a moment of silence to honor the anniversary of 9/11. A moment was taken.

III. Comments from the Public- None

IV. Freedom of Information Act Workshop

Town attorney Leah Rachin presented a training to the Board and other committee members present that was recorded for future training of board & committee members going over Maine's Freedom of Access Act or commonly known as the Right to Know Law. The purpose of this law is to give transparency and open decision making in government.

She stressed two parts of the process, the first public records. This refers to any written, printed, or graphical materials that have been received or prepared for use in the transaction of public business or that contains information relating to the transaction of public business. There are exceptions to what is considered public records such as confidential information.

Once a request for information is received the town has five working days to acknowledge receipt of the request and to give a reasonable estimate of the time it will take to fulfill the request as well as the cost involved based on the extent of a request. If the information that is requested is posted on the Town's website, they are allowed to suggest the requester to look there first if they are able if they are not or would like hard copies then continue with the request.

The requester is to be notified of any records that are denied due to confidentiality requirements.

If someone requests to view documents in the office, you can set a supervised time to do so. Supervision is to protect the preservation of the records, so nothing is changed, added, or removed.

The second half was Public Proceedings. This includes board and committee meetings as well as Town Meetings. The public is allowed to be present when any business is conducted with the exception of business that falls under the guidelines of an Executive session. The public needs to be notified of the reason for the session and any actions on what is discussed in an executive session needs to be done outside of the session in a public meeting.

The public needs to be given notice of when meetings are to be taking place so that anyone who wishes to attend can be there. In the need for an emergency public meeting an attempt to let as many people know of the meeting as possible must be made.

She also informed members present that conversations regarding information that would affect decisions being made should not happen outside of the public forum. If they are approached by a resident or other party outside of the public meeting, they should disclose what was said to the board/committee at the meeting, so all parties are aware of the circumstance and information given to them.

V. **Executive Session**

Convene in Executive Session Pursuant to 1 M.R.S. section 405(6)(E), to consult with the town attorney to discuss pending legal action regarding land use violations on Map U01, Lots 017 and 018.

Convened 7:16 pm. Adjourned 7:36 pm.

Favreau moved the Board convene in Executive Session Pursuant to 1 M.R.S. §405(6)(E) to consult with the town attorney to discuss pending legal action regarding land use violations on Map U01, Lots 017 and 018; seconded by Smith. Vote was 5-0.

Favreau moved the Board leave executive session; seconded by Smith. Vote was 5-0.

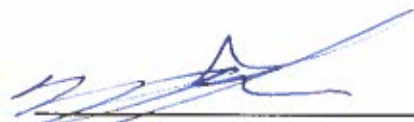
VI. **Adjourn**

Adjournment was at 7:38 p.m.

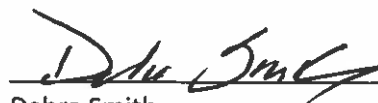
Select Board
Town of Bowdoinham, Maine



Peter Lewis, Chair



Mark Favreau, Vice-Chair



Debra Smith



Allen Acker



Peter Feerley

Respectfully Submitted,



Lisa-Marie Curtis, Administrative Assistant