

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: October 12, 2021

Time: 5:30 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, David Engler at 5:30 p.m. Select Board members participating were David Engler, Jeremy Cluchey, Peter Lewis, Thomas Walling, Mark Favreau, and Nicole Briand, Town Manager.

II. Amendments to the Agenda

None.

III. Approval of Consent Calendar

- A. Meeting Meetings
 - 1. September 14, 2021
 - 2. September 22, 2021
 - 3. September 28, 2021
- B. Warrants & Financial Reports:
 - 1. Treasurer's Warrant #7 for \$360,315.06
 - 2. September's Financial Reports
- C. Communications
 - 1. Sagadahoc County Sheriff's Incident Report
 - 2. Proposed 2022 State Valuation

Cluchey moved the Board approve the Consent Calendar, excluding meeting minutes for September 14, 2021 and September 22; seconded by Favreau. Vote was 5-0.

Cluchey moved the Board approve meeting minutes for September 14, 2021; seconded by Walling. Vote was 4-0 (Lewis abstained).

Cluchey moved the Board approve meeting minutes for September 22, 2021; seconded by Favreau. Vote was 4-0 (Lewis abstained).

IV. Action Items

- A. Act on Property Tax Abatement #1

The current property owner, Pamela Young was taxed for additional rear land that had been sold. Pursuant to Title 36§841.1, the municipal officers may abate up to 3 years of taxes. The error occurred when a portion of R05-016-001 was split and the acreage was not updated to reflect the division.

Lewis moved the Board approve Property Tax Abatement #1 for Pamela Young in the amount of \$25.31 for FY21, \$24.71 for FY20 and \$25.73 for FY19 for a total of \$75.75; seconded by Walling. Vote was 5-0.

B. Act on Property Tax Abatement #2

This is an assessors' agent error that occurred when the sale data was input incorrectly. The property was transferred on December 31, 2020, and registered at the Sagadahoc Registry of Deeds in Book R2020 Page 10371. The total assessed value is \$109,700 and the full amount should be abated.

Lewis moved the Board approve Property Tax Abatement #2 for Mark and Patrizia Bowker in the amount of \$1,861.62 for FY22; seconded by Favreau. Vote was 5-0.

C. Act on Supplemental Assessment #4

This is an assessors' agent error that occurred when the sale data was input incorrectly, as stated in item B above. The property was transferred on December 31, 2020, the transfer is outlined and registered at the Sagadahoc Registry of Deeds in Book R2020 Page 10371. The FY2022 Total Supplemental Commitment Assessed Value is \$109,700. The vacant waterfront lot is assessed at \$109,000 and subsequently the Supplement Tax Bill of \$1,861.62.

Lewis moved the Board approve Supplemental Tax bill for John & Corie Scribner in the amount of \$1,861.62; seconded by Favreau. Vote was 5-0.

D. Act on General Assistance Administrator Appointment

Kelly Hodson will be taking Eli Rubin's position of Finance Administrator and General Assistance Administrator, starting October 16, 2021.

Favreau moved the Board appoint Kelly Hodson as General Assistance Administrator; seconded by Cluchey. Vote was 5-0.

E. Act on Corporate Resolution

Favreau moved the Board approve the Corporate Resolution for Nicole Briand, Treasurer and Kelly Hodson, Deputy Treasurer; seconded by Cluchey. Vote was 5-0.

F. Act on Remote Meeting Policy

Prior to adopting a remote meeting policy, the Board must hold a public hearing on the draft policy.

Cluchey moved the Board approve the Public Hearing Notice and draft Remote Meeting Policy, as presented and the public hearing notice, as presented; seconded by Favreau. Vote was 5-0.

G. Act on Freedom of Assess Request Policy

In March 2021, the State Legislature passed two bills LD 1346 and LD1345. These bills become effective on October 18, 2021. The proposed updates are located on page 3, Section 7: Payment of Costs. Subsection A updates or per page charge to \$0.10 per page (currently \$0.25). Subsection B extends the time we may not charge a fee for completing the record request from one to two hours and increases the amount we can charge after the free period from \$15 to \$25 per hour.

Favreau moved the Board approve the Policy on Freedom of Access (“Right to Know”) Law Requests; seconded by Walling. Vote was 5-0.

H. Act on Corrected Annual Town Meeting Warrant

It was brought to our attention that there were two errors in the Annual Town Meeting Warrant that was approved on September 14th: the polls for voting are for Article 2 not 1 and under Article 2 the election is for a School Board Member not a Select School Board Member. We’ve been advised by Maine Municipal to approve and post a corrected ballot to correct these errors.

Lewis moved the Board approve the Corrected Annual Town Meeting Warrant for November 2, 2021, as presented; seconded by Cluchey. Vote was 5-0.

I. Act on 2021 Municipal Valuation Return

Municipalities are required to submit the Municipal Valuation Review to the Maine Revenue Service by November 1st each year.

Lewis moved the Board approve the 2021 Municipal Valuation Return as, presented; seconded by Cluchey. Vote was 5-0.

V. Discussion Items

A. Recycling Barn Rehabilitation Design Proposals

Briand shared that we have received one proposal from Bartons & Loguidice. She stated that \$26,500 was approved for the Solid Waste/Recycling Reserve for this project. That reserve had a balance of \$13,700 bringing the total balance in the Solid Waste/Recycling Reserve to \$40,200.

At this time, Briand would like to work with Bartons & Loguidice to develop a contract to complete site assessments and the needs assessment.

The Board requested that Briand ask for a man-hour breakdown for phases and schedule a meeting with the consultant to discuss the project scope and budget.

VI. Town Manager’s Report

RJD Appraisal will be starting their second quarter of property card updates in October.

The Town Office and Library will be closed on Friday, October 15th for the roofing project.

All States Construction is planning to start installing the base gravel on Carding Machine Road on or about October 18th. At the same time, they plan to start the box cuts and installation of the subbase gravel on Dingley Road, followed by the base gravel when they have completed Carding Machine Road. Once that work is complete, the paving will be scheduled.

Aceto and Sons Earthwork started removing pavement and installing base pavement today on Lower Main Street. Lower Main Street will be closed on Thursday, October 14th for paving.

The parking area on Centers Point Road has been constructed.

The permit packages have been submitted to MaineDEP for the Mallon Brook stream crossing on Dingley Road. We are planning to put that project out to bid once the permitting is complete, hopefully by the first of the year.

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

None.

VIII. Announce Future Select Board Meetings

A. October 20, 2021 – Special Town Meeting

B. October 26, 2021 – Regular Meeting

IX. Comments from the Select Board Members

Regarding the Sheriff's Report, Select Board members requested additional information on the reports. They would like to invite the Sheriff's Department to a Board meeting. The Board also inquired about calls that might affect licensing.

X. Comments from the Public

Allen Acker thanked Public Works for their work on Dingley Road.

XI. Adjourn

Adjournment was at 6:18 p.m.
Select Board
Town of Bowdoinham, Maine

David Engler, Chair

Jeremy Cluchey, Vice-Chair

Peter Lewis

Thomas Walling

Mark Favreau

Respectfully Submitted,

Kelly Hodson, Administrative Assistant