

MINUTES  
Town of Bowdoinham  
Select Board & Board of Assessors Meeting  
December 28, 2017 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, Judy Gray, David Engler and Thomas Walling were present. Staff present included Town Manager William Post and Public Works Foreman Chadd Mayo.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

A. ~~Meeting Minutes of December 12, 2017~~

B. Warrants and Financial Reports:

1. Treasurer's Warrant #33 for \$108,638.84
2. November Financial Report

C. Pole Permit(s)

1. Permit for Nick Magee, Little Egypt Lane

Board member Engler asked about the pole permit. Town Manager Post explained that in order for utility poles to be placed within the Town's right-of-way or public easement, a permit is required. The locations are checked to ensure that the poles will not interfere with traffic, road maintenance operations or anything else. In this case, the poles will be located on a discontinued road that still has a public easement.

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

4. Discussion Items

A. Discuss Building Design Committee's Recommendations for Public Works Facility Design and Project Timeline

The Manager stated that the Building Design Committee met last week to discuss the latest plans for the Public Works Facility. Board members Engler and Walling are members of the Building Design Committee and were present at the meeting. The discussion focused on how to reduce the cost of the project. After lengthy discussion, the Committee recommends that two double bays, or four single truck bays, be eliminated from the garage facility, the outside cold storage area be eliminated and the paving be reduced to only include the entrance road and in front of the garage and sand/salt storage building. This will reduce the cost by approximately \$300,000 to about \$2.23 million.

Board member Cluchey stated that would reduce the number of bays from eleven to seven bays. Chair Lewis asked if that would leave enough room for the trucks and equipment. The Manager said that it would. He referred the Board to the revised floor plan. He stated that there is enough room for all the equipment with the exception of the

loader, which would be in the sand/salt building. The chipper, trackless and backhoe could be parked between the trucks, and there is enough space for all the trucks.

Chair Lewis asked what the difference is to the taxpayer. The Manager stated that he did not have the time to run the new numbers today as the information came in later afternoon.

Board member Gray asked what the reduction of \$300,000 includes, the paving or the reduction in the number of bays. The Manager answered that it is for both.

The Manager stated that the Building Design Committee discussed bidding the smaller building with the larger building as an added alternate. And there would be a separate price for the sand/salt building.

Chair Lewis stated that he appreciates saving some money with a reduced building size, but if the Town has a 30-year bond, and needs to expand during that 30-year time period, it would make more sense to build the larger building because it is less expensive now.

Chair Lewis asked if there are plans to purchase any additional equipment for Public Works. The Manager and Foreman stated that there will be equipment replaced, but no additional equipment would need to be purchased.

Board member Engler stated that it was discussed at length about the size of the building and it was felt that both sets of numbers will be obtained through the bid process so the Board will know what we are looking at for the smaller and larger buildings.

Board member Cluchey asked Walling and Engler if they expected the amount of reduction in bay space would equal the cost savings estimated. Engler stated that the amount of savings is smaller than what you might expect because the infrastructure costs are already there. There is a reduction in concrete, steel and some construction costs.

There was also discussion around reducing the size of the sand/salt building or have it on a separate warrant article for a special town meeting vote. If the sand/salt building is not constructed, a salt storage building would need to be constructed with a cost estimate from \$65,000 to \$100,000. Board member Engler stated that it does not make sense to spend \$100,000 on a salt storage building in place of a \$500,000 cost to build exactly what is needed.

The Manager stated that the cost reduction in a smaller sand/salt building is about \$60,000, which is really not much in the overall project.

The Board reviewed the project schedule. Project would be out to bid January 26<sup>th</sup>, with bids due back February 22<sup>nd</sup>, and bids reviewed until March 9<sup>th</sup>. March 1<sup>st</sup> information would be mailed to residents as part of the next newsletter for an informational meeting on March 13<sup>th</sup>. The information would be posted on the Town's website as well. On March 20<sup>th</sup>, the Board would approve the special town meeting warrant which would be held on March 28<sup>th</sup>, and the project would be awarded on April 10<sup>th</sup>. He recommended March 13<sup>th</sup> for the informational meeting because the favored bid would be known at that point, and he would have solid financial informational as well.

Chair Lewis asked what information would be in the material mailed to residents on March 1<sup>st</sup>. The Manager answered that it depends on what the bids show. Board member Engler stated that the information shared depends on what the bids are because there will be a low bidder, a high bidder and then a group in the middle that are fairly close to each other. The Manager stated that the design can be included and details from a bid or bids could be included depending on what the bids are.

Cluchey stated that the timeline makes sense. He also stated that its important to remind the residents that this has been a long-term project and detail how the project has progressed over the years. The Manager agreed and stated that the next newsletter in January has a short article with some of the history and with next steps for residents to be aware of.

Chair Lewis stated that it would be important to make sure the residents know what the impact is on the tax bill. The Manager agreed. He said that a payment of \$165,000 would result in about a \$130 increase in the tax bill of a home valued at \$175,000. That would be the full payment on a \$2.4 million project. We know it will be less than that, and we don't know at this point what we will have in undesignated fund balance to use to reduce taxes.

Engler stated that the intent is to move into the facility in fall, 2018.

The Board discussed some of the potential borrowing scenarios and differences between traditional banks, the municipal bond bank and USDA Rural Development.

## B. Review Fiscal Year 2019 Budget Calendar

The Manager reviewed the draft FY19 Budget Calendar with the Board and urged the new Board members to attend the meetings that involve discussion on the individual line items of the departments.

5. Action Items – None

6. Town Manager's Report

A. Workshop on January 23<sup>rd</sup> at 4:00 p.m. with Lincolnville Communications Inc.

The Manager stated that representatives from Lincolnville Communications will meet with the Board to discuss their proposed plan for extending fiber internet service to the town.

The Manager praised the Public Works Department for their work over the previous weekend and Christmas holiday in removing ice and snow from the roads. He stated that roads in adjacent communities still have ice and snow packed, while Bowdoinham's do not. He also stated that staff tried to post information on the Town's Facebook page and believes that it was well received.

Cluchey stated that the information posted was well receive.

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

8. Announce Future Select Board Meetings

- A. January 9<sup>th</sup> – Regular Meeting
- B. January 23<sup>rd</sup> – Regular Meeting (Workshop at 4:00p.m. with LCI)

9. Comments from Select Board Members

Chair Lewis stated that there was a discussion on Facebook about mail boxes being hit. The Manager stated that he is aware of some that were hit. There was one on Dingley Road that probably was not hit by the Town, but possibly by a Richmond plow truck.

10. Comments from the Public – None

11. Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to discuss a legal matter.

**On motion of Engler/Walling, the Board voted 5 – 0 to convene in executive session pursuant to 1 M.R.S. §405 (6) (E) to discuss a legal matter at 6:15 p.m.**

**On motion of Cluchey/Walling, the Board voted to exit executive session at 6:28 p.m.**

12. Adjourn

The meeting adjourned by acclamation at 6:28 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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William S. Post, Town Manager