

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: May 25, 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. This was a zoom meeting to comply with the Governor's Executive Order. Select Board members participating were David Engler, Jeremy Cluchey, Peter Lewis, Thomas Walling, Mark Favreau, and Nicole Briand, Town Manager. (Briand left the meeting at 5:50 pm.)

II. Amendments to the Agenda

Engler requested to add item 5-E Act on Ratio Declaration & Reimbursement Application.

Engler requested to change the order of the Agenda to allow Nicole Briand to leave the meeting early. The Discussion Items and Town Manager Report will precede the Approval of Consent Calendar.

III. Discussion Items

A. Town Committee & Board Meetings

Briand announced that we can now hold our meetings in-person with the Governor's new Executive Order lifting the 6 ft distance limitation. The provision that allows us to hold public meetings remotely expires 30 days after the Governor's State of Emergency ends.

Briand recommends moving our public committee and board meetings to in-person starting June 1, 2021. It was suggested by Board members to see if there would be a way to allow live-streaming via Zoom for the in-person meetings to maintain the additional public participation. Briand responded that we could do that, however, it would require additional staff hours to handle the online portion of the meeting. Briand stated that the June 8th Select Board Meeting will be held in person using Townhall Streams.

IV. Town Manager's Report

- V. We are planning on re-opening the office to the public on Fridays, starting May 28th.

Briand announced that the Town Office will close at noon on:

- Wednesday, June 9th for Town Meeting preparations
- Wednesday, June 30th for closing out the end of the year and setting up for the beginning of FY22.

Briand stated that we have received the draft for our FY20 Audit and will be working to have the audit finalized in the next couple of weeks. She added that our Request for Proposals for Annual Audit Services for FY21, 22, and 23 has been released and are due back June 16th.

Briand stated that we are currently working on our annual insurance update.

We are in the process of determining our technology needs for support, server, back-up, security, phones, copiers, etc. and are reviewing proposals.

Briand shared that she has received only two estimates out of five requests for the Town Office roof. Contractors are too busy. She requested to bring these two estimates to the next meeting for review. Engler agreed that the roof is a top priority, and the Board can review the two estimates.

Briand will be working on a tax acquired property report for the Board to be reviewed this summer as well as a draft capital improvement program to be reviewed with the Finance Advisory Committee this summer.

Main Street Blinking Light – Briand stated that she has tried to work with Consolidated Communications and Travelers Insurance for this claim and would like to meet with our Town Attorney in Executive Session on June 8th to determine the best next step.

Land Use Violations & Dangerous Building Update – Briand stated that we are working to have an update for the Board at your June 8th meeting to discuss the DeLair property with our Town Attorney.

Town Meeting – Town Meeting is scheduled for June 9th at the Bowdoinham Recreation Fields. Briand noted that everything is ordered and all office staff will be working the event. The capacity is for the event >300. All office staff will be working for the event.

Public Works – Briand stated that the Town Office parking lot has been cleaned and patched and the parking curbs have been installed. Patching has been done on Carding Machine Road (section 1) and Fisher Road. We are working on getting estimates for pavement crack and seal and striping for the end of the year. The crack seal is not available until Fall. We are waiting for the 2nd estimate for striping.

Public Works is also working on cleaning and mowing cemeteries for Memorial Day. Afterward, they will continue on road work.

The 2021 road work for Dingley and Carding Machine Roads have gone out to bid. Proposals are due back June 10th and will be brought to the Board for approval on June 22nd. The work for the Fire Station parking lot should be going out to bid next week. Public Works is renting an excavator for prep work on Carding Machine Road.

Waterfront Redevelopment Project – We’ve submitted our Site Plan Review and Shoreland Zoning permit application to the Planning Board for the redevelopment of the waterfront. The Public Hearing and site walk-through is this Thursday. Briand announced that we have received approval from the State to apply to the Boating Facilities Fund Grant for a paddle put-in.

Environmental Assessment for Old Public Works Property – We have received four estimates. Jenn Curtis, Planning & Development Director, is requesting some additional information so that we can bring the proposals to the Board for approval on June 8th.

Pond Road Engineering – Briand stated that we are still waiting for final written confirmation on the vernal pools.

Solar Project – This project is on hold until Town Meeting.

Comcast Contract – Comcast would like the Town to sign a new contract. Briand has spoken to Comcast representative, Jay Somers, and LCI about extending coverage to unserved areas.

Centers Point Road Parking Area – We are still waiting for a specific proposal for the parking area.

Events – Briand stated that we are looking forward to planning for Celebrate and the Holiday Festival. We are looking to add another event in October, Apple / Harvest Festival, along with Open Farm Day. Ice and Smelt Festival will be next February.

VI. Approval of Consent Calendar

A. Meeting Minutes:

1. May 11, 2021

B. Warrants & Financial Reports:

1. Treasurer’s Warrant #22 for \$352,155.52
 - i. A/P Warrant #66 - \$315,244.39
 - ii. Payroll (5/20/21) - \$26,663.17
 - iii. BMV Warrant #64 - \$3,794.50
 - iv. BMV Warrant #65 - \$6,453.46

Cluchey moved the Board approve the Consent Calendar; seconded by Favreau. Roll call vote was 5-0.

VII. Licensing Items

- A. Marijuana Business License for Marijuana Cultivation Facility – Applicant: Mystique of Maine, LLC, Property: 50 Pork Point Road (MapR10, Lot 028)

Favreau moved the Board find Mystique of Maine, LLC's application for a Marijuana Business License complete; seconded by Cluchey. Roll call vote was 5-0.

Cluchey moved the Board schedule a public hearing for Mystique of Maine, LLC's application for a Marijuana Business License on June 8, 2021; seconded by Walling. Roll call vote was 5-0.

- B. Marijuana Business License for Marijuana Cultivation Facility – Applicant: North Fire, LLC, Property: 239 Carding Machine Road (Map R06, Lot 040-B)

Favreau moved the Board find North Fire, LLC's application for a Marijuana Business License complete; seconded by Cluchey. Roll call vote was 5-0.

Cluchey moved the Board schedule a public hearing for North Fire, LLC's application for a Marijuana Business License on June 8, 2021; seconded by Favreau. Roll call vote was 5-0.

VIII. Action Items

- A. Act on Addendum to Agreement with North Mobile Health Services

Engler reminded the Board that the contract price has increased from \$25,000 to \$50,000 and the mutual aid fee increased from \$250 to \$500 per call. He added that we will be working with our neighboring communities to develop other opportunities for our ambulance service next year (FY23).

Walling moved the Board authorize Nicole Briand, Town Manager to sign the Addendum to Agreement with North Mobile Health as presented on behalf of the Board; seconded by Cluchey. Roll call vote was 5-0.

- B. Act on Appointment of Ballot Clerks for June 8, 2021 Election

Favreau moved the Board appoint Leslie Barker, Kristen Coker, Dale Rappaneau, Linda Williams, Donald Lamoreau and Caroline Hawks as Ballot Clerks; seconded by Walling. Roll call vote was 5-0.

- C. Act on Appointment of Laura Arnold to Comprehensive Planning Committee

Favreau moved the appoint Laura Arnold to the Comprehensive Planning Committee for a term of office that expires June 30, 2024; seconded by Cluchey. Roll call vote was 5-0.

- D. Act on Municipal Services Impact Statement for Site Plan Review Application

1. Sit Plan Review, Tier II & Shoreland Zoning Application for Waterfront Park
Applicant – Town of Bowdoinham – Tax Map U01, Lot 001

Cluchey moved the Board has no concerns, as the proposed project will not have unreasonable adverse impact on municipal services; seconded by Walling. Roll call vote was 5-0.

E. Act on Ratio Declaration & Reimbursement Application

Engler stated that the Board of Assessors must complete the application and submit it to the State by June 1st each year. As you will see, Bowdoinham is currently at 83% according to the State despite the 20% increase on buildings and the completion of the first quarter of our property card update. At this point we can declare 93%. In the future we should discuss the timeline of our contract with RJD Appraisal and/or looking at our land values, to keep our percentage from falling next year.

Cluchey moved the Board, the assessors, do state that the information contained on this application is, to the best knowledge and belief of this office, reported correctly, accurately and in accordance with the requirements of the law; seconded by Lewis. Roll call vote was 5-0.

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

None.

X. Announce Future Select Board Meetings

- A. June 8, 2021 – Regular Meeting, 2 Public Hearings & Executive Session
- B. June 22, 2021 – Regular Meeting

XI. Comments from the Select Board Members

None.

XII. Comments from the Public

None.

XIII. Adjourn

Adjournment was at 6:06 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