

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: June 22, 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

Engler stated that Item 7G – Act on Consolidated Communications Agreement has been removed from the agenda.

III. Public Hearing – Marijuana Cultivation License

Marijuana Business License for Marijuana Cultivation Facility

Applicant: Kindbud, LLC

Property: 21 Dinsmore Cross (Map R06, Lot 017)

Public Hearing opened at 5:31 pm. There being no comments from the public, Engler adjourned the Public Hearing at 5:33 pm.

IV. Approve Consent Calendar

A. Meeting Minutes:

1. June 8, 2021
2. June 16, 2021

B. Warrants & Financial Reports:

1. Treasurer's Warrant #24 for \$107,390.97:
 - Accounts Payable Warrant #71 - \$70,162.53
 - State Fee Warrant #70 - \$8,452.81
 - Payroll (6/17/21) - \$28,775.63

C. Communications

1. Delair Dangerous Building Letter
2. Xfinity – Regional Sports Networks

Cluchey moved the Board approve the Consent Calendar, as presented; seconded by Favreau. Vote was 5-0.

V. Licensing

- A. Marijuana Business License for Marijuana Cultivation Facility
Applicant: Kindbud, LLC
Property: 21 Dinsmore Cross (Map R06, Lot 017)

Engler entertained the following motions:

- Walling moved the Board find the performance standards for this proposed project were reviewed as part of the Planning Board's Site Plan Review application process which received its Site Plan Review permit from the Planning Board on April 29, 2021; seconded by Favreau. Vote was 5-0.
- Cluchey moved the Board finds this application is for a new business and proposed cultivation facility has not begun operation. The proposed cultivation facility shall meet the conditions of its Site Plan Review Permit; seconded by Walling. Vote was 5-0.
- Favreau moved and Walling seconded the Board approve this Marijuana Cultivation Facility Business License application with the following Conditions of Approval (Vote was 5-0):
 - The applicant shall reimburse the Town for all noticing fees.
 - The applicant shall obtain the necessary State Licenses and approvals prior to operation.
 - The applicant shall comply with their Site Plan Review Permit from the Planning Board, dated April 29, 2021.

VI. Discussion Items

- A. Assessing Discussion with Rob Duplisea, of RJD Appraisal

Mr. Duplisea gave an in-depth presentation on certified ratios and our schedule for re-evaluation. It is expected that our ratios will continue to drop over the next couple of years, especially with "Covid Sales". The minimum assessed value is 70%.

Due to the anticipated drop in ratios, Briand recommended the Board consider accelerating our schedule with RJD Appraisal to complete the final two quarters of town in FY23 and, if possible, conduct the re-evaluation in FY23.

- B. Solid Waste & Recycling Program Process

Briand discussed options for the process the Board would like to take moving forward with the Solid Waste and Recycling Facility to address amendments voted on at Town Meeting.

Town Meeting restricted the ability to use the Capital Improvements reserve to move forward with any new design work for a new facility. Pine Tree Engineering is wrapping up preliminary site design for shared facility at Public Works. Briand stated that we need a decision by August for a November vote. Briand may check

with counsel on necessity and language for a possible addition to ask for approval at the annual Town Meeting (November Ballot).

Town Meeting required that we get competitive bids before expending over \$2,500 from the Solid Waste Reserve. Briand stated that we can develop and advertise Request for Proposals for design work for the recycling barn. She recommended advertising the RFP by the end of July to have proposals back for review in August.

All of these options are contingent on receiving and reviewing a recommendation by the Solid Waste and Recycling Advisory Committee.

Briand stated that the Solid Waste Committee is working to finalize its interim report to the Select Board and plans to have program recommendations to the Board by the end of July.

Briand stated that David Berry is interested in discussing the possibility of the Town having a long-term lease with him on the Barn if he develops it as a turn-key facility.

After additional discussion about the program and the Barn, Engler requested that there be no Barn agenda items for the Select Board until we have the next step in the plan.

C. Select Board's August Meeting Schedule

Briand will be at the MMA's annual Manager's Conference on August 10th, therefore, the only Agenda Item for the Select Board meeting will be the Consent Calendar.

VII. Action Items

A. Act on Appointments

i. Confirmation of Town Manager's Appointments for Fiscal Year 2022

Cluchey moved the Board confirm the Town Manager's appointments for fiscal year 2022, as presented; seconded by Walling. Vote was 5-0.

ii. Committee/Board Reappointments

a. Allen Acker to Planning Board

Cluchey moved the Board re-appoint Allen Acker to Planning Board, as presented; seconded by Favreau. Vote was 4-1.

b. David Asmussen, Margaret Christian, Joanne Joy to Comprehensive Planning Committee

Cluchey moved the Board re-appoint David Asmussen, Margaret Christian, Joanne Joy to Comprehensive Planning Committee, as presented; seconded by Favreau. Vote was 5-0.

c. Jean de Bellefeuille, John Scribner, Wendelyn Rose to Community Development Advisory Committee

Cluchey moved the Board re-appoint Jean de Bellefeuille, John Scribner, Wendelyn Rose to Community Development Advisory, as presented; seconded by Favreau. Vote was 5-0.

- d. Ed Friedman to Board of Appeals

Cluchey moved the Board re-appoint Ed Friedman to Board of Appeals, as presented; seconded by Favreau. Vote was 5-0.

- iii. New Committee Appointments

- a. Martin Szydlowski to Comprehensive Planning Committee

Cluchey moved the Board appoint Martin Szydlowski to Comprehensive Planning Committee effective July 1, 2021, for a term that expires June 30, 2024; seconded by Favreau. Vote was 5-0.

- b. Allen Acker to Comprehensive Planning Committee

Cluchey moved the Board appoint Allen Acker to Comprehensive Planning Committee effective July 1, 2021, for a term that expires June 30, 2024; seconded by Favreau. Vote was 4-1.

- c. Peter Feeney to Community Development Advisory Committee

Cluchey moved the Board appoint Peter Feeney to Community Development Advisory Committee effective July 1, 2021, for a term that expires June 30, 2024; seconded by Favreau. Vote was 5-0.

- B. Act on Cemetery Maintenance Reserve Request from Cemetery Committee

Cluchey moved the Board approve up to \$1,300 for the Pratt Cemetery fence and grave marker from the Cemetery Maintenance Reserve; seconded by Favreau. Vote was 5-0.

- C. Act on Proposal for Architect's Services Municipal Building Project

Favreau moved the Board approve the Proposal of Architect's Design Services for \$40,000 with funding from the Town Office/Hall Reserve Account; seconded by Walling. Vote was 5-0.

- D. Act on Audit Proposals

Briand recommended the Board award the audit contract to James W. Wadmand, CPA for a three-year contract at the price of FY21 – not to exceed \$7,935, FY22 – not to exceed \$8,130, FY23 – not to exceed \$8335.

Walling moved the Board award the audit contract to James W. Wadman for a three-year contract at the prices; seconded by Cluchey. Vote was 5-0.

- E. Act on 2021 Roadway Improvements Bids

Briand stated that we received five bids for the roadwork. She also stated that we could add paving for lower Main Street light damage under this bond.

Favreau moved the Board award the 2021 Roadway Improvement contract to All States Construction; seconded by Cluchey. Vote was 5-0.

- F. Act on Approval of Boating Facilities Fund Grant Application

Briand stated that we applied for this grant in 2019 for construction of our Non-Motorized Boat Launch (Paddle Put-in). The grant will fund up to \$150,000 and requires a 25% match. She stated that permits are in place for put-in construction work plan for 2022-23.

Cluchey moved the Board authorize Jennifer Curtis to apply for \$75,000 from the Boating Facility Fund of the State of Maine and commit the necessary matching funds from the CMP/Riverfront TIF District Budget; seconded by Favreau. Vote was 5-0.

VIII. Town Manager's Report

Briand announced that the Town Office will close at noon on June 30 to close out end of year and set up FY22.

Briand shared that we have received the draft of our FY20 Audit and will be working to have the audit finalized in the next couple of weeks. We look forward to starting work with our new auditor as we prepare to close the FY21 year.

Our insurance update is complete. We are awaiting final documents.

We have spoken with five companies to discuss our technology needs (support, server, bak-up, security, phones, copiers, internet, etc.). We are currently working with API and Consolidated Communications for estimates on phone and internet services. Before we can implement some of our planned changes, we need to upgrade our phone and internet service at the Town Office. The phones are still on the old copper analog system and need to be upgraded to fiber. Briand noted that under our current phone system, we are charged for long distance calls and are limited on the number of phone lines and features.

County & School Budget Updates – Briand stated that the local contribution will be \$3,436,654.16, an increase of \$61,383 (1.82%). The Town's portion of the Sagadahoc County Tax Assessment will be \$579,880, which is an increase of \$50,269 from last year.

Public Works – Briand stated that Public Works has rented an excavator for the road work on Carding Machine and Dingley Roads, which is where they will be focusing their time over the next two months. In addition, Public Works will be maintaining town properties and cemeteries.

Briand noted that the Fire Station parking lot should be going out to bid shortly. We have a project completion date of June 2022.

It was noted that Public Works did a wonderful job setting up for Town Meeting.

Main Street Blinking Light – Briand stated that she has accepted the \$2,000 offer from Consolidated Communications. She will use this money to replace the blinking light, then add the paving of lower Main Street to our work plan.

Environmental Assessment for Old Public Works Property - Haley Ward, Inc will be starting the on-site testing in the next couple of weeks.

Pond Road Engineering - Briand stated that Pine Tree Engineering is completing a second preliminary site plan option for a recycling facility. She added that they

completed one option for a stand alone building and the second option will be for an addition to the existing public works facility.

Cemeteries & Cemetery Committee – Briand reported that we are working with our attorney to establish access to the Temple-Randall Cemetery in Bowdoin. Their research has shown that the cemetery is located in Bowdoin, not Bowdoinham.

Comcast Contract – Briand reported no progress. She has also spoken with LCI briefly.

Solar Project – With the approval at Town Meeting, we are working with Revision to develop our power purchase agreement for the public works facility.

Centers Point Road Parking Area – Briand reported that she met with MDIF&W on June 16th to discuss the parking plan and permitting requirements. We agreed to obtain the permits for the project and maintain the parking area as it will be located within our right-of-way. The State/KELT/MCHT will be developing the design (for the Town to approve), constructing the parking area and placing the signage.

Staff – Briand reported that we are currently advertising for Recreation Director and Town Clerk positions. Mason Griffin, Recreation Director, and Pamela Ross, Town Clerk, are planning to leave their positions at the end of July, but final dates have not been set yet. She noted that Pam has been with the Town since 2003 and will be sorely missed. Briand shared that the remaining office staff has less than three years' combined experience but have been working with Pam to get procedures and protocols in place.

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

- A. Revision Update
- B. Cemetery Work Updates
- C. MOCA Workshop Training is full – Update on future training dates
- D. Cemetery Trust
- E. Old Docks

X. Announce Future Select Board Meetings

- A. July 13, 2021 – Regular Meeting
- B. July 27, 2021 – Regular Meeting

XI. Comments from the Select Board Members

Walling asked for clarification on who the Emergency Exit project was awarded to. Briand responded that Mark Favreau was awarded the contract.

Briand added that the roof is tentatively scheduled for November, 2021.

XII. Comments from the Public

Tobey Frizzle inquired about selling the old docks.

XIII. Adjourn

Adjournment was at 8:08 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