

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
June 27, 2016 at 5:30p.m.

1. Call the Meeting to Order & Establish a Quorum

The meeting was called to order and quorum established by Chair Wendy Cunningham at 5:30 p.m. Select Board members Wendy Cunningham, M. Theresa Turgeon, Peter Lewis, Douglas Tourtelotte and Thomas Walling were present. Staff present included Town Manager William Post. Also present was Linda Christie from the Healthy Maine Partnership.

2. Amendments to the Agenda – None

3. Approve Consent Calendar

A. Meeting Minutes of May 24, 2016 – Tabled

B. Warrants and Financial Reports:

1. Treasurer's Warrant #73 for \$70,536.76

On motion of Tourtelotte/Lewis, the Board voted 5 – 0 to approve the Consent Calendar without the meeting minutes as presented.

4. Action Items

A. Act on Local Road Assistance Program Certification

The Manager stated that in order for the Town to receive the small amount of funding from the state for local road assistance, the Board must certify that the Town spent at least the amount received in FY16 on capital improvements to local roads. This has been done, as the loan payments for the road bonds count for capital expense.

On motion of Turgeon/Tourtelotte, the Board voted 5 – 0 to certify that the Local Road Assistance Program Funds have been used for capital improvements to local roads.

B. Act on Agreement for services with Coastal Humane Society

The Manager stated that this was tabled at his request at the last Board meeting. After researching the possible county contract for animal control services, he recommended that the Board approve this agreement. This is the annual contract that allows the animal control officer as well as residents use Coastal Humane Society for stray animals. The Town is required by statute to contract with an animal shelter. The cost is included in the FY17 budget.

On motion of Tourtelotte/Turgeon, the Board voted 5 – 0 to approve the Agreement for Services with Coastal Humane Society as presented.

C. Act on Transfers to Reserve Accounts

The Manager stated that before the end of the fiscal year, the Board can transfer funds from the municipal operating budget to reserve, or assigned funds that have already been

created by town meeting. He recommended three such transfers including \$1,000 from the Planning and Codes budget to the Comprehensive Plan Reserve, \$5,000 from the Town Maintenance budget to the Viola Coombs Trust and \$1,500 from the Town Maintenance budget to the Waterfront Reserve.

On motion of Tourtelotte/Walling, the Board voted 5 – 0 to transfer \$1,000 from the Planning and Codes Budget to the Comprehensive Plan Reserve, \$5,000 from the Town Maintenance Budget to the Viola Coombs Trust and \$1,500 from the Town Maintenance Budget to the Waterfront Reserve.

D. Act on Pork Point Road Reconstruction Project

The Manager stated that Town Meeting approved borrowing up to \$310,000 for this road reconstruction project. The “normal” project includes reconstructing 2.2 miles of road for a width of 20 feet. As mentioned before to the Select Board, the Town has the opportunity while we are reconstructing the road, to widen it and add bicycle/pedestrian lanes as part of the Merrymeeting Trail. This would be consistent with the Board’s previous decision to re-route the Trail along Brown’s Point Road and Pork Point Road instead of along the railroad corridor in this section of town due to the expense of crossing wetlands and waterways.

He stated that the estimated additional expense for widening the road from 20 feet to 24 feet, including 3-foot paved bike/ped lanes on each side, is \$60,000. This additional amount can be funded through the CMP/Waterfront TIF budget. The Board needs to decide if the road should be widened to include the bike/ped lanes.

Chair Cunningham stated that this would be the least expensive time to construct this portion of the Merrymeeting Trail.

Board member Tourtelotte stated that it makes sense to do this.

On motion of Tourtelotte/Walling, the Board voted 5 – 0 to approve utilizing funding from the CMP/Waterfront TIF Account to widen the Pork Point Road to include bicycle/pedestrian lanes as part of the Merrymeeting Trail.

E. Act on Confirmation of Town Manager’s Appointments for Fiscal Year 2017

The Town Manager stated that each year, he makes appointments to offices and departments pursuant to 30-A M.R.S. §2636. By statute, the appointments are subject to the Board’s confirmation.

On motion of Turgeon/Tourtelotte, the Board voted 5 – 0 to confirm the Town manager’s appointments for fiscal year 2017.

F. Act on Appointment of William Post as Town Manager, etc. for a three-year term

The Manager stated that his term of office expires on June 30, 2016 even though he has five years left on his contract. Therefore, the Board needs to re-appoint him to the office with the various titles.

On motion of Turgeon/Tourtelotte, the Board re-appoint William Post as Town Manager, Cable Television Administrator, Emergency Management Director, General Assistance Administrator, Risk Manager, Road Commissioner, Tax Collector, Treasurer and Public Information Officer for a three-year term expiring June 30, 2019.

5. Discussion Items

A. Draft Tobacco-free Resolution

The Manager stated that, as directed by the Board previously, he drafted a tobacco-free resolution for town owned parks and recreation areas for discussion. It was written as a resolution instead of a policy because of enforcement difficulties. Generally, signage will discourage people from using tobacco. The policy essentially bans the use of tobacco products in the various parks and recreation areas.

Linda Christie was recognized to speak. Ms. Christie stated that some communities utilize small business cards for people to hand out that states that it is a tobacco-free area to help with enforcement.

Board member Tourtelotte asked if the Board could act on it tonight. The Manager stated that they could if there were no changes.

Board member Lewis asked how much signs would cost. Linda Christie stated that the signs are free, provided through the Partnership for a Tobacco-Free Maine.

On motion of Tourtelotte/Lewis, the Board voted 5 – 0 to approve the Tobacco Free Resolution for Town-owned Parks and Recreation Areas.

B. Meeting Calendar for FY17

The Manager reviewed the meeting calendar for the fiscal year. There are two conflicts on regular meeting nights including August 9th, which is rescheduled to August 16th and September 20th rescheduled from September 26th as the Manager will be at a conference. Town Meeting is scheduled for June 14, 2017.

6. Town Manager's Report

The Manager provided a review of the Project List with updates on various projects on the list.

The Manager stated that the Town continues to have struggles finding employees to stay at the Recycling Barn. The Town is on their third employee since last fall. It is difficult because it is a part-time position at around \$10 per hour.

The Manager stated that efficiency continues to improve at the Recycling Barn as he has had a lift system designed for a hoist to be mounted that will lift the large bins of recycled materials and dump them.

The Manager stated that excise tax collections continue to be very strong and the Town has collected \$86,000 more so far than budgeted for the fiscal year. He anticipates the

amount to be added to undesignated fund balance will now be \$140,000. In addition, other revenues are strong as well.

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

It was agreed that on the July 26th agenda, the Board will review the project list for possible changes to the priorities.

8. Announce Future Select Board Meetings

- A. July 12th – Regular Meeting
- B. July 26th – Regular Meeting

9. Comments from Select Board Members

Board member Turgeon stated that more than once she has seen people, both kids and adults, walking the wrong way on the road, going with traffic and not against traffic. She wondered if something could be done. Chair Cunningham stated that maybe a reminder could be put on the website about biking and walking safety. The Manager recommended the recreation section of the webpage, and perhaps Facebook.

10. Comments from the Public – None

11. Executive Session

- A. Convene in Executive Session pursuant to 1 M.R.S. §405(6)(A) to discuss a Personnel Matter

On motion of Walling/Tourtelotte the Board voted 5 – 0 to convene in Executive Session pursuant to 1 M.R.S. §405(6)(A) to discuss a personnel matter at 6:14 p.m.

- B. Action as a Result of Executive Session

On motion of Lewis/Tourtelotte, the Board voted 5 – 0 to reconvene in regular session at 7:04 p.m.

On motion of Lewis/Tourtelotte, the Board voted 5 – 0 to increase the Town Manager's salary by 4.0% for a merit increase.

12. Adjourn

The meeting adjourned by acclamation at 7:05 p.m.

Select Board
Town of Bowdoinham, Maine

Wendy Cunningham, Chair

M. Theresa Turgeon, Vice-Chair

Peter Lewis

Douglas Tourtelotte

Thomas Walling

Respectfully Submitted,

William S. Post, Town Manager