

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: July 13, 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 announced that four new action items have been added and item 4-E is moved to Discussion.

III. Approval of Consent Calendar

A. Meeting Minutes:

1. June 22, 2021

B. Warrants & Financial Reports:

1. Treasurer's Warrant #25 (FY20) for \$135,248.79:
 - Accounts Payable Warrant #77 - \$1,075.11
 - Accounts Payable Warrant #78 - \$39,397.95
 - Accounts Payable Warrant #80 - \$35,344.41
 - State Fee Warrant #73 - \$3,856.00
 - 2021 HRA Claims Warrant #72 - \$16,158.78
 - Payroll (7/1/21) - \$39,416.54
2. Treasurer's Warrant #1 (FY21) for \$319,538.35

C. Communications

1. Sagadahoc County Sheriff's Incident Report

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

After discussion, it was suggested to invite the Sheriff to a Select Board Meeting to present an overview of the Sheriff's Incident Report.

IV. Action Items

A. Act on Appointment to Cemetery Advisory Committee

Lewis moved the Board appoint Linda Temple to the Cemetery Advisory Committee effective July 14, 2021, for a term that expires June 30, 2024; seconded by Favreau. Vote was 5-0.

B. Act on General Obligation Bond Award

Favreau moved the Board select Androscoggin Bank's proposal; for the \$900,000 general obligation bond for a ten-year term at a rate of 2.44%; seconded by Cluchey. Vote was 5-0.

Lewis moved the Board select Androscoggin Bank's proposal for the \$250,000 general obligation bond for a fifteen-year term at a rate of 2.71%; seconded by Favreau. Vote was 5-0.

C. Act on Spirit of America Award

Lewis moved the Board nominate Marian Bagley for the 2021 Bowdoinham Spirit of America Tribute; seconded by Walling. Vote was 5-0.

D. Act on Centers Point Road Parking Area

Lewis moved the Board authorize the development of the parking area on the Centers Point Road as proposed by the Maine Department of Inland Fisheries; seconded by Cluchey. Vote was 5-0.

E. Act on Appointment to Advisory committee on Age Friendly Bowdoinham

Lewis moved the Board appoint Debra Smith to the Advisory Committee on Age Friendly Bowdoinham; seconded by Walling. Vote was 5-0.

F. Act on Appointment of Deputy Code Enforcement Officer & Deputy Local Plumbing Inspector

Briand explained that Bowdoinham and Richmond have agreed to appoint each other's CEO's as deputies to provide extra coverage in times of vacation, emergency, etc. This will be especially helpful for plumbing inspections.

Cluchey moved the Board appoint James Valley Deputy Code Enforcement Officer and Deputy Local Plumbing Inspector; seconded by Lewis. Vote was 5-0.

V. Discussion Items

A. Coach's Handbook

Briand presented the draft handbook developed by Mason Griffin, Recreation Director, which will ensure the safety of our recreation programs. She stated that we currently do not have a policy and decided it would be a good idea to create one to share with volunteer coaches, etc. The Board discussed various requirements and required trainings to determine if everything listed in the policy is needed.

Briand stated that these requirements came from the various leagues that we are associated with.

B. Solid Waste Committee's Interim Report

Briand stated that the Committee submitted the Interim Report and plans to submit the final report with recommendations for the July 27, 2021 meeting. The Interim Report is informational only and will be helpful for decision-making. Walling expressed his appreciation to the Committee for their effort.

C. Town Hall 200th Birthday Committee

Briand has met with Betsy Steen regarding the restoration and preservation of the Town Hall building. To help bring this project to fruition, Briand would like to create a work group to help restore the Town Hall for its 200th Birthday in 2023.

It was discussed that there had been some work done to the building in the 1990's on the Tower and the Bathroom, but none since. It was also suggested by Board members that we have a standing committee for upkeep and use of the building. Briand will have a draft of the by-laws and hopefully a list of volunteers available for the next Board meeting.

Lewis moved the Board form the Town Hall 200th Birthday Committee; seconded by Favreau. Vote was 5-0.

D. Pond Road Recycling Design Update

Briand discussed the preliminary designs by Pine Tree Engineering for a recycling facility at the Public Works location. She added that the benefit of the second option (four bays that were removed from the original building design) is cost efficiency.

E. Town Hall Rental Policy

Briand presented an updated Town Hall Rental Policy stating that there have been no material changes to the policy, rather the language and format have been cleaned up. Additionally, the previously attached checklist is no longer a part of the policy that requires Board approval which gives the Town Office the ability to update the Checklist as necessary. This will be an action item at the next meeting.

VI. Town Manager's Report

Briand gave the Town Manager's report.

Office – We have received the draft for our FY20 Audit and are still awaiting our final audit report. We are meeting with our new auditor, James Wadman, on July 14th to discuss and prepare for our FY21 Audit.

We are looking forward to beginning work with API as we plan for fiber and phone upgrades. We have given Burgess our 60-day notice and will move fully to API on August 1st. We are in the process of reviewing proposals from Consolidated and a third-party provider (suggested by API) for phone and internet plans at the Town

facilities. She stated that we are waiting to see how changing the phones to fiber will affect our budget. This step may need to wait.

The Town Office roof replacement is tentatively scheduled for November. The installation of the emergency doors is tentatively scheduled for August.

Staff – We are currently advertising for Recreation Director and Town Clerk positions. Briand stated that there has not been much response to the Recreation Director position, therefore, she will remove the post and re-post it in August. The Town Clerk position has had a tremendous response and Briand would like to have someone in the position to train with Pam Ross before she leaves.

Road Work – We have rented an excavator for the road work on Carding Machine and Dingley Roads. All States Construction is planning on doing the surface coat on section 3 of Carding Machine Road on July 16th. The remaining work on Carding Machine Road and Dingley Road is scheduled for mid-September.

The work for the Fire Station parking lot should be going out to bid once the drainage design for Dingley Road is complete.

Briand has met with Pinetree on the lower Main Street project. They discussed a change order for the removal of concrete and possible overlay to avoid potholes.

Main Street Blinking Light – Briand stated that we could use the \$2,000 from Consolidated Communications to either replace the blinking light or re-pave the damaged section of lower Main Street. **The Board came to consensus to use the monies to replace the blinking light and add the paving of lower Main Street to our work plan.**

Cemeteries & Cemetery Committee – Briand is waiting for the letter of findings and recommendations from the attorney for the Temple-Randall Cemetery.

The tree work for the Dingley Road Cemetery should be completed by the end of summer. The Committee has decided to go with option one for repairing the Bainbridge Porter Brown's gravestone so fundraising is no longer needed. Sam Tome will be doing the work that was approved for the Pratt Cemetery.

Solar Project – The project needed to go back through the estimating process. We are meeting with John Dunster, Revision Energy, on July 14th to discuss the project further.

Remote Meetings – The Legislature has made remote participation in public board meetings permissible on a permanent basis, but only under limited circumstances. PL 2021, c. 290, was enacted as an emergency measure and took effect on June 21, 2021, with the Governor's signature. It adds a new provision (§ 403-B) to Maine's Freedom of Access Act or FOAA (1 M.R.S. §§ 400-414). To enable remote participation, a board must first, after public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains the limitations noted above.

Briand stated that we are not currently equipped with technology to hold in-person meetings with remote public participation (hybrid) but we could discuss creating a

policy to allow for remote meetings in cases of emergency until we are able to equip the meeting room with necessary technology to hold hybrid meetings.

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

Remote Meeting Policy for discussion.

VIII. Announce Future Select Board Meetings

- A. July 27, 2021 – Regular Meeting
- B. August 10, 2021 – Consent Calendar
- C. August 24, 2021 – Regular Meeting

IX. Comments from the Select Board Members

Cluchey expressed his appreciation for the Department Reports.

Cluchey asked about having a schedule available to the public for upcoming roadwork. Briand responded that residents of Carding Machine and Dingley Road will receive a letter letting them know.

Regarding the change in schedule for the upcoming appraisals, Cluchey suggested a letter with a clear description of the sequence and timeline. He also suggested posting this in the newsletter.

Walling reported that a Bowdoinham Facebook page has had a stream regarding the lack of American flags for the 4th of July. Briand responded that the Fire Department usually puts these up for the summer. Our flags were not presentable this year and need to be replaced, which was not in our budget. Walling stated that many on the Facebook stream seemed to have been willing to donate to this cause. Briand responded that this will be addressed for next summer.

X. Comments from the Public

Wendy Rose stated that Darci Moore, our local reporter, has moved on. Payal Gargishetti is the new reporter and is looking for stories.

Regarding the Town Hall, Wendy Rose shared that the lady doing the historic quilt has offered to do a calendar with photos of the squares to raise money.

Rose questioned whether the proposed addition to the Public Works building would affect the rooftop solar project. Briand stated that it would give us more room. Rose clarified, "So if the panels went up first and the addition happened later, that wouldn't be a problem?" Briand responded that it would not be a problem.

Rose was pleased to see the \$3,000 budget for the yellow house and inquired to what renovations may be happening soon. Briand responded that we currently lease to tenants and the lease is scheduled to renew at the first of the year. Nothing is planned but we wanted to make sure we budgeted for any necessary repairs. She added that

we may be reaching a time when, if we are putting a lot of money into it, we may change to long-term plans. Rose stated that CDAC came up with ideas of how to use the \$3,000 for short-term fixes. They also have ideas of how the building could be used in the long-term.

XI. Executive Session

At 7:14 pm, Lewis moved the Board to convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (A) for a personnel matter; seconded by Cluchey. Vote was 5-0.

Board came out of Executive Session at 7:36 pm, no action taken.

XII. Adjourn

Adjournment was at 7:37 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