

TOWN OF BOWDOINHAM

SELECT BOARD MEETING

MINUTES



Date: January 12, 2021

Time: 4:30 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 4:30 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, Interim Town Manager.

II. Amendments to the Agenda

Engler stated that Supplemental Assessment Item #3 is pulled from the Agenda.

III. Approval of Consent Calendar

A. Meeting Minutes:

1. December 22, 2020
2. January 5, 2021

B. Warrants & Financial Reports:

1. Treasurer's Warrant #13 for \$99,398.88:
 - Accounts Payable Warrant #37 - \$58,449.67
 - State Fee Warrant #36 - \$9,913.73
 - State Fees Warrant #35 - \$7,150.83
 - Payroll (12/31/20) - \$23,884.65
2. December Financial Reports

C. Reports and Communications

1. Sagadahoc Sheriff's Incident Report
2. Xfinity Programming Changes & Municipal Emergency Reporting Procedures

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

IV. Executive Session

At 4:32 pm, Cluchey moved the Board to Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with the Town Attorney, Natalie Burns, regarding recycling barn; seconded by Lewis. Roll call vote was 5-0.

At 5:23 pm, Lewis moved the Board to exit Executive Session; seconded by Walling. Roll call vote was 5-0.

Lewis moved the Board to instruct Interim Town Manager, Nicole Briand and the Town Attorney to send a letter to David Berry to terminate our lease as of February 28, 2021; seconded by Favreau. Roll call vote was 5-0.

V. Action Items

- A. Act on Central Maine Power Pole Permit on Ridge Road to serve a new house.

Lewis moved the Board to approve the Location Permit for Work Order 801000319766, Notification #10300720122, as presented; seconded by Cluchey. Roll call vote was 5-0.

- B. Act on Lifelong Communities Mini-Grant request by Mason Griffin, Recreation Director & Older Adult Activities Coordinator.

Griffin stated that he is interested in applying for a grant which would build on our Maine Humanities Grant to use digital technology to develop virtual programs such as yoga, silver sneakers, arts and crafts, etc. He would also like to use a portion of the grant to create a drive-through or delivery service luncheon program where people could also connect digitally to socialize. This would be a means of keeping in touch with our elderly and checking in on the homebound. Cluchey suggested to Mason that he also check with Spectrum with regards to the luncheon program.

Cluchey moved the Board to authorize the Town to apply for a Lifelong Communities Mini-Grant of \$2,000; seconded by Favreau. Roll call vote was 5-0.

- C. Act on Amendments to Personnel Policy

Briand requested the Board to approve the amendments to the Personnel Policy, as discussed in the December 22nd meeting. Effective January 1, 2021, the Town's part-time, temporary and stipend employees must earn 1 hour of paid leave for every 40 hours work per Earned Paid Leave Legislation. The other amendment would be to give the Town Manager the authority to allow an employee to carry over vacation beyond their anniversary date upon written request by the employee.

Cluchey moved the Board to approve the proposed amendments to the Personnel Policy, as presented; seconded by Favreau. Roll call vote was 5-0.

- D. Act on Recycling Operation Hours

Briand recommends expanding Recycling hours to include Tuesday's 12-6 pm. This increase will work within the current budget for employee hours and will allow additional access to recycling for residents, as we are no longer processing curbside recycling.

Lewis moved the Board to approve expanding the hours of Recycling to include Tuesday's 12-6 pm; seconded by Cluchey. Roll call vote was 5-0.

VI. Discussion Items

A. Meet with Shawn Chabot M.S.A.D. 75 Superintendent of Schools

Mr. Chabot met with the Board to introduce himself to the Board and to the residents of Bowdoinham. He thanked the Town for its continuing support of the District and offered to answer any questions residents may have. Cluchey thanked Mr. Chabot and everyone working behind the scenes for their outstanding work in continuing school as safely as possible throughout COVID.

B. Discuss Ditching Memos with Ed Friedman

Mr. Friedman discussed the memos he sent stating that the ditching is going well beyond guidelines and is causing problems, especially on Brown's Point Road. Engler, Briand and Tobey Frizzle, Public Works Foreman, responded to Mr. Friedman stating that the ditch and shoulder work is not complete and will be resumed in the Spring.

C. Emergency Plan Update with Arthur Frizzle, Fire Chief

Chief Frizzle updated the Board on the Town's preparedness for a large winter weather emergency that involves losing power for an extended period and how COVID affects this. Chief Frizzle stated that under normal circumstances, the Fire Department building is open to people to get warm and provides charging stations for electronics. The Fire station is not set up for extended shelter. We will continue to rely on the County EMA and Red Cross for sheltering. COVID will require a much more limited and controlled access to ensure that the Emergency Response members' exposure is mitigated. He stated that the Emergency Plan is a work in progress. Cluchey added that the Town and the Fire Department have put out helpful weather preparedness tips for residents in the past and could continue to do this.

D. Solid Waste Advisory Committee Tasks

Briand further clarified the tasks assigned to the Solid Waste Advisory Committee at the Board's October 19· 2020 meeting, as follows:

Provide a Vision for the Future of Solid Waste & Recycling Programs

- a. What service does the Town want?
- b. What is needed to offer these services?
- c. How can these services be offered?
- d. What is the cost to offer these services?

Briand added that these tasks do NOT involve locating the operations or costs of building or building improvements. She also stated that the Town will likely put out an RFP for a consultant to determine the building costs based on the Vision of the Solid Waste Advisory Committee.

Kathy Curtis thanked Briand for the clarification. She then asked whether the Committee is required to fill a seat for a Committee Member that has recently resigned. Briand will check the Policy and get back to Curtis.

E. Town Meeting Timelines

Briand gave options and timelines for the Town Meeting and asked the Board's opinion on how to have the Town Meeting in June. The options included thinking "outside the box" to have an in-person Town Meeting that complies with COVID regulations or to have a ballot vote in July. Walling, Cluchey and Favreau all spoke in support of an in-person Town Meeting.

VII. Town Manager's Report

Briand stated that the Waterfront Redevelopment Project is moving forward. There are two design meetings scheduled with Mitchell & Associates for February 10th for the next phase of design.

The Ice and Smelt Festival is coming up. We are planning a week-long event over February Break in order to spread the events out. Recreation is working with the library and arts on this.

Briand announced that ice skates and cross-country skis are available to borrow. We have set this up in a larger room to allow space for COVID safety.

Finance is working on End of Year for Taxes and audit and is preparing for budget season.

Briand stated that the Planning Board has two new applications.

Public Works is trimming on Ridge Road and doing vehicle maintenance. Tobey Frizzle, PW's Foreman, talked about the vehicles that have broken down and what is being done to maintain them.

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

- None.

IX. Announce Future Select Board Meetings

- A. January 26, 2021
- B. February 9, 2021
- C. February 23, 2021

X. Comments from the Select Board Members - None

XI. Comments from the Public – None.

XII. Adjourn

Adjournment was at 6:37 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