

TOWN OF BOWDOINHAM

SELECT BOARD MEETING MINUTES

Date: June 9, 2026

Time: 6:30 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, Joanne Joy, at 6:30 pm. Select Board members participating were Joanne Joy, Mark Favreau, Jason Hodde, Allen Acker, and Nicole Briand, Town Manager. Shelley Hooper was absent.

II. Amendments to the Agenda

Item 7.E Act on Fire Station Garage Door Repair
Item 7.F Act on Certified Ratio
Item 7.G Act on FY27 Winter Salt Bid Award

III. Comments from the Public

David Berry addressed the Board concerning the glass crusher and a dock plate that were donated while Solid Waste and Recycling was located at the barn. He asked the Board if the Town would donate the glass crusher to his company Sagadahoc Recycling Company. The Board said that they would look into it and get back to him.

IV. Approval of Consent Calendar

- A. Meeting Minutes
 - 1. May 26, 2026
- B. Warrants & Financial Reports
 - 1. Treasurer's Warrant #23
 - 2. May Financial Reports
- C. Reports and Communications
 - 1. Sagadahoc Sheriff's May Report
 - 2. Lisbon Emergency's May Report

Favreau moved the Board approve the Consent Calendar, as presented; seconded by Hodde. Vote was 4-0.

V. Public Hearing

Convened 6:37 pm. Adjourned 6:38 pm.

- A. Cannabis Business License for Medical Registered Caregiver – Billy Jasper
There were no comments from the Public.

VI. Licensing

- A. Cannabis Business License for Medical Registered Caregiver – Billy Jasper

Acker moved the Board finds:

- The Code Enforcement Officer approved their Site Plan Review Tier I application on March 18, 2025, and all performance standards were determined to be adequately met.
- A site visit was conducted by the Town's CEO and found that all conditions of approval were adequately met.

Seconded by Favreau. Vote was 4-0.

Acker moved the Board approves this Medical Cannabis Registered Caregiver Business License application for Billy Jasper with the following Conditions of Approval:

- The applicant shall reimburse the Town for all noticing fees.
- The applicant shall maintain the necessary State Licenses and approvals while in operation.
- The applicant shall comply with their Site Plan Review Permit, March 18, 2025.”

Seconded by Favreau. Vote was 4-0.

VII. Action Items

A. Act on Committee Appointment

Acker moved the Board appoint Adam Smaha to the Cemetery Committee, as presented; seconded by Favreau. Vote was 4-0.

B. Act on Cathance Trail Project Award

Acker moved the Board award the Cathance Trail Project to OBP Trailworks, LLC and authorize the Town Manager to execute the contract; seconded by Favreau. Vote was 4-0.

C. Act on Heating & Transportation Fuel Awards

Favreau moved the Board award the fuel bid to Fieldings, at fixed mark-up for K1, No. 2, gas & diesel, and fixed rate for propane; seconded by Hodde. Vote was 4-0.

D. Act on Waterfront Project Sewer Extension

The Town requested an estimate from Bedard Excavation to extend the 2” sewer pipe from its current end point to the future septic field area. In May of 2025, the Board approved the installation of the sewer pipe in the park. The plan is to extend the pipe to the septic area before the new ADA trail is constructed. The work would be funded by the CMP TIF.

Hodde move the Board approved the Sewer Pipe Extension project; seconded by Favreau. Vote was 4-0.

E. Act on Fire Station Garage Door Repair

The insurance has authorized the Town to proceed with the door repair with PDQ. The work would be paid for by the Fire Department reserve and be reimbursed from the insurance claim, the Town’s deductible is \$1,000.

Hodde moved the Board approve the Fire Station garage door repair with funding from the Fire Department Reserve; seconded by Favreau. Vote was 4-0.

F. Act on Certified Ratio

The Town’s current assessment ratio compared to real estate sales is 65%, however because the revaluation will be completed this year the Town can claim 100%.

Hodde moved the Board approve the Certified Ratio Declaration Form for 2026; seconded by Favreau. Vote was 4-0.

G. Act on FY27 Winter Salt Bid Award

Morton Salt was the low bidder for Greater Portland Council of Government’s (GPCOG) Road Salt Bid with a bid of \$84.77 per ton for FY27. For non-GPCOG members there is a fee of 1.5% of the cost per ton.

Acker moved the Board approve purchasing winter salt from Morton Salt under GPCOG’s contract; seconded by Favreau. Vote was 4-0.

VIII. Discussion Items

A. Open Space Plan

Joy and Hodde requested that the Board revisit and discuss the Open Space Plan.

Allison Tanner, a member of the Comprehensive Planning Committee (CPC), addressed the Select Board and read a letter outlining five points prepared by the CPC. The letter explained that the Open Space Plan would guide the conservation and management of natural areas and help identify areas appropriate for conservation and development. Tanner noted that the Open Space Plan was identified as a priority in the 2024 Comprehensive Plan and that the process would include numerous opportunities for public engagement. She also stated that the Board had already approved both the grant application and the grant funding to hire a consulting firm, and that approving the consultant was the next step in the process. She clarified that ordinance revisions would be handled through a separate process.

Hodde then explained that, after reflecting on the vote at the previous meeting, he felt the decision had been rushed. In retrospect, he said he should have asked that the action be tabled until more information was available rather than voting against it. He clarified that his opposition to moving forward was not related to the benefits of the plan itself, but rather to concerns that the consulting firm could function more as a project director than as a guidance resource taking direction from the CPC. He also felt the proposal placed too much emphasis on ordinance revisions. Hodde said he would like to see greater outreach to various groups in town, including Age-Friendly, parents with children in school, residents of the Village 1 and Village 2 districts, local business owners, and others, as he felt many groups go unrepresented.

Joy stated that she had requested the discussion be placed back on the agenda because the Board had previously approved each step leading up to hiring a contractor. She explained that the current action was simply to award the funds to the selected contractor.

Acker stated that, regardless of which contractor was awarded the funds, he would vote against the proposal. He said he is strongly opposed to an Open Space Plan. He added that if the plan affected only currently accessible and preserved public lands, he would support it; however, if it affected what private property owners can or cannot do with their property, he would oppose it. He also apologized to members of the CPC, stating that he did not intend to disrespect them if they felt that he had.

Favreau stated that he was 90 percent in agreement with Acker. His understanding of the grant was that it would involve mapping the Town's existing open lands, as well as speaking with landowners, such as George Christopher, who owns hundreds of acres, about their plans to preserve farmland. He noted that the mapping would also include state-preserved lands in town so the Town would have a clearer understanding of existing resources and how to protect them for the future. However, he did not feel that writing or recommending ordinance changes should be included at this time, although that language appeared in the proposal.

Jan Marks, of the CPC, addressed the Board and stated that she appreciated their points of view. She explained that the Open Space Plan is not intended to dictate what landowners can do with their property. Rather, its purpose is to map open spaces, assess the Town's resources, identify areas important for wildlife corridors, and consider public access to the water. She noted that, if the Town adopts the plan, it could include recommendations for ordinance changes, but those changes would be separate from the Open Space Plan itself.

Other members who expressed concerns included Mike Roland, Hope Libby, and David Asmussen. Asmussen added that the CPC would like to hear from more residents, but noted that when public meetings have been held, very few people have attended.

In general, Board members expressed support for an Open Space Plan that would map and inventory Town- and State-owned public and preserved lands, but not for including ordinance changes as part of the plan. Favreau suggested that the CPC revise the RFP to exclude ordinance changes and ask the contractors to resubmit proposals without that component.

Joy asked Board members whether they would consider voting on another contract if the matter returned to the CPC for revision. The majority of Board members indicated they would be willing to reconsider the contract if it was amended to remove ordinance changes.

Yvette Meunier, Director of Planning and Development, informed the Board that the State needs a decision regarding the accepted grant by the end of the month.

B. Legal Services Update

Joy reported that Attorney Leah Rachin had concerns about holding a public session because discussion of plans, concepts, or prior processes could raise questions about past decisions and potentially place the Town in a compromising position.

Acker clarified that he wished to discuss only the delayed response to a standard letter.

Hodde stated that he shared interest in understanding the delay, while also noting that Rachin had been responsive and engaged during work on Land Use Ordinance language.

Acker clarified that his concern was with the firm, not Rachin individually, and suggested that the Board consider issuing an RFP for legal services if a public session was not possible.

C. End of Year Reserve Request

Briand presented the Board with an estimated request to transfer unspent budget funds into reserve accounts at year-end. She noted that the final amounts may change once year-end processing is complete. Favreau and other Board members stated that the reserves have helped cover unexpected expenses and reduced the need for the Town to take on additional debt for smaller projects.

D. Cannabis Licensing Process

At the last Select Board meeting the Board asked if there were ways to simplify the license renewal process. Briand provide the Board with segment form the Land Use Ordinance and informed them that in the ordinance the Select Board has the option to waive the public hearing for renewal licenses and that there are two sets of submission requirements, one for applicants who have their Site Plan Review permit and one for those who don't.

E. Communications Policy

At the previous Select Board meeting, members expressed interest in developing a communications policy. Briand provided examples from other municipalities. Acker stated that those policies were more extensive than what he had envisioned and said he would prefer a policy focused on improving communication between Board members and the Town Manager. He suggested that when the Town Manager participates in a meeting requiring Select Board attendance, or when only a limited number of Board members can attend a workshop, the full Board should be notified. The Board would then determine who should attend, and a follow-up briefing would be provided to all members.

F. Town Meeting

Board members discussed who would respond to questions on various warrant articles. Favreau noted that a game would be taking place on the recreation fields at the same time as Town Meeting and advised members to plan accordingly. Joy stated that members who abstained from voting or voted against certain articles should be prepared to explain their reasons.

Acker stated that he expected Article 8 to generate significant discussion and expressed interest in responding to questions on that article. Briand reported that she had spoken with Public Works about paving the Maily Park parking area. Public Works grades the lot approximately two to three times per year, using about 36 yards of gravel a year. Briand stated that paving would be the best long-term solution. When Joy asked how much 36 yards of gravel represented, Favreau replied that it was approximately three large dump-truck loads.

IX. Town Manager's Report

Tuesday, June 9th – Elections (State Primary and School Ballots)

Wednesday, June 10th – Town Meeting

Friday, June 19th - Trek Across Maine

MDOT will be soil investigations will be taking place in town, this time at the Abagadasset bridge on Rt 24. They will not be nearly as impactful as the ones at the Lower Abby since we will not need to close the bridge or detour at all, the Traffic Control Plan is attached. Drilling is scheduled to begin on June 22 and last 4-7 days.

Town Office Hours:

June 10th – Open 10am-2pm - Town Meeting Set-up

June 18th – Closing at 12:30pm – Staff Appreciation (*Recycling will also be closing at 12:30pm.*)

June 19th – Juneteenth

June 30th – End of Year Processing

July 3rd – Closed for Independence Day Holiday

Updates:

- The State will be paving a portion of Pond Road and Main Street this summer.
- The Town has submitted the demonstration project proposals to MaineDOT and is awaiting their approval.
- Billington Junkyard violation - The 10-day notice was delivered on June 1st, and they have until end of day on June 12th to comply with the notice. Jason Lorrain is working to schedule a property inspection for next week.
- RH Construction is working to get the insulation installation scheduled at public works and expects to complete the work in Town Hall in June.
- The Center Street retaining wall has been completed. The Ridge Road retaining wall is scheduled for the end of June after school is out for the summer.
- The bid opening for Back Hill Road and Spring Street reconstruction is scheduled for June 18th. Funding for this project will be contingent on Town Meeting budget approval.

X. Announce Future Select Board Meetings

A. June 23, 2026, at 6:30 pm – Regular Meeting

B. July 14, 2026, at 6:30 pm – Regular Meeting

C. July 28, 2026, at 6:30 pm - Regular Meeting

XI. Comments from the Select Board Members

Acker asked whether, considering Harpswell's recent automatic payment fraud incident, the Town should review its payment procedures to ensure it is doing everything possible to prevent fraud. Briand explained that the Town still pays most bills by paper check. The Town has recently begun using ACH payments, which require dual authorization. Any payment over \$5,000 also requires authorization from two people before it can be processed.

Joy announced that the Maine Old Cemeteries Association (MOCA) will hold a four-day workshop at Ridge Cemetery beginning Friday, June 12, and continuing through Monday, June 15. She advised residents to be aware of traffic in that area.

Hodde asked Briand whether there was any update from Lisbon Emergency. Briand said Lisbon Emergency is still negotiating with the Town of Lisbon and has not yet received a contract.


XII. Comments from the Public - None

XIII. Adjourn

Adjournment was at 8:25 p.m.

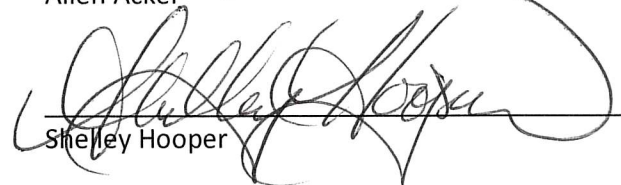
Select Board
Town of Bowdoinham, Maine


Joanne Joy, Chair


Mark Favreau, Vice-Chair


Jason Hodde


Allen Acker


Shelley Hooper

Respectfully Submitted,


Lisa-Marie Curtis, Administrative Assistant