

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: November 10, 2020

Time: 5:00 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, Peter Lewis at 5:00 p.m. This was a zoom meeting to comply with the Governor's Executive Order. Select Board members participating were Peter Lewis, David Engler, Jeremy Cluchey, Thomas Walling, Mark Favreau, and Nicole Briand, Interim Town Manager.

II. Amendments to the Agenda

Action Item 6.E - Reconsideration of Poverty Abatement 20201027-1.

III. Election of Officers

CHAIR: Cluchey moved to nominate Engler for Select Board Chair; seconded by Walling. Vote was 4-0 (Lewis Abstained).

VICE-CHAIR: Engler moved to nominate Cluchey for Select Board Vice-Chair; seconded by Favreau. Vote was 4-0 (Lewis Abstained).

IV. Freedom of Access Act (FOAA) Workshop with Town Attorney, Leah Rachin

Also attending for this workshop were members of the Planning Board, Zoning Board and Solid Waste Committee.

V. Approval of Consent Calendar

A. Meeting Minutes: October 27, 2020, as amended

B. Warrants & Financial Reports:

1. Treasurer's Warrant #9 for \$616,325.16
 - Accounts Payable Warrant #19 - \$586,506.69
 - Accounts Payable Warrant #20 - \$6,200.00
 - Payroll (11/05/20)- \$23,618.47

C. Reports and Communications

1. October's Financial Reports

2. Sagadahoc County Sheriff's October Incident Report

Cluchey moved to approve the Consent Calendar with amendments to the minutes; seconded by Walling. Vote was 4-0 (Favreau abstained).

VI. Action Items

A. Act on Contract for Assessing Services

Cluchey moved the Board to approve the Contract for Assessing Services with RJD Appraisal, as amended on item #3 for exterior assessments unless tax payer requests entrance; seconded by Favreau. Vote was 5-0.

B. Act on Small Community Grant Acceptance & Award Bid Contract

Walling moved the Board to accept the \$18,000 Small Community Grant and authorize the signing of the grant contract; seconded by Favreau. Vote was 5-0.

Briand and Carey presented the four bids for the subsurface wastewater disposal replacement system for Robert & Robin Higgins at 86 South Pleasant St. The bids ranged widely; therefore, Briand will meet with CCC Construction to ensure the scope of the work that needs to be completed before signing a contract. Briand stated that if she is not assured of the scope then she will work with the Site Evaluator to obtain an alternative design and go through the bid process again.

Cluchey moved the Board to authorize Nicole Briand, Interim Town Manager, to sign the Contract Agreement with CCC Construction subject to final approval of the scope of work contracted for by the Interim Town Manager; seconded by Walling. Vote was 5-0.

C. Act on Policy for Treasurer's Disbursement of Warrants for Employee Wages and Benefits and State Fees

Walling moved the Board to approve the Policy for Treasurer's Disbursement of Warrants for Employee Wages and Benefits and State Fees, as amended; seconded by Cluchey. Vote was 5-0.

D. Solid Waste-Recycling Program Update

Briand gave a detailed Recycling Program Update, including the costs for placing a temporary facility at the current Recycling Barn. She also presented the current disposal expenses using the dumpster system. She then discussed the cost of work to be completed to have cost estimates to budget for next year's work on a permanent location.

Briand updated the Board on the work being done in preparation for operating at a temporary location and the Administrative/Support/Benefit Expenses involved.

Briand stated that David Berry is working with Calderwood Engineering on temporary fixes for the Barn; however, the Town would require a letter certifying that the building is safe to use and that the floor loads are being met before resuming use the building for the Recycling Program.

David Berry explained his understanding of the letters from Calderwood Engineering and is not ready to re-negotiate the lease at this time. He requested more time to review the information.

Lewis moved to re-locate the Recycling Program to the Town's Public Works Facility, as approved in a previous meeting; seconded by Walling. Vote was 3-2.

1. Act on Lease Amendment

Building owner not ready to re-negotiate the lease at this time.

2. Act on Sale of Vehicle & Trailer

Lewis moved the Board to approve the sale of the old trailer and solid waste truck, as discussed; seconded by Cluchey. Vote was 5-0.

E. Poverty Abatement

Engler moved the Board to reconsider the poverty abatement granted on October 27, 2020 for \$2,646.21; seconded by Cluchey. Vote was 5-0.

Engler moved the Board to grant an abatement in the amount of \$3,034.50 for tax years FY2019, 2020 & 2021 in case #20201027-01 pursuant to Title 36 M.R.S. § 841(2); seconded by Cluchey. Vote was 5-0.

VII. Discussion Items

A. Panzino – Automotive Recycling License Pre-Application Workshop

Will Panzino has submitted a Site Plan Review permit application to the Planning Board in order to take in junk cars, remove specific parts from vehicles, to store up to a given number of vehicles in a car storage area until the vehicle is brought off-site. Mr. Panzino joined the Select Board meeting for a pre-application review of the project and to determine what may be needed for the formal application to meet the standards of the State Statute. Briand will provide the Board with additional planning information for the next meeting.

B. Recreation Director & Older Adult Services Coordinator

Briand stated that the Older Adult Services Coordinator position will be combined with the Recreation Director position. With Allen Acker's resignation, this position will be re-structured as a 30-hour per week position with 20 hours budgeted to Recreation Director and 10 hours budgeted to Older Adult Services Coordinator. She also stated that the position will require a laptop.

C. Agenda Setting

Briand presented a list of future agenda items to prioritize:

1. Budget

- a) Outside Organization Requests Policy – **Dec. 8, 2020**
- b) Bowdoinham Historical Society – **Dec. 8, 2020**

2. Town-owned Foreclosed Properties – **Feb. 2021**

3. Upcoming Property Foreclosures – **Dec. 8, 2020**

4. Capital Projects – **Schedule a working session of the Select Board in Dec; Wait for new Town Manager to bring to Select Board Meeting.**
5. Recycling Barn – Current Bottle Return Money– **Nov. 24, 2020** (discuss options: Heating Fund / Food Pantry); Create a Policy at a later date.
6. Tax Lien Fees – Executive Session with Town Attorney – **Dec. 8, 2020**
7. Request to create Historic Advisory Commission from William Stanton and Betsy Steen – **Jan. 2021**

VIII. Town Manager’s Report

OFFICE HOURS: Briand advised the Board that the Town Office will continue to be closed on Fridays through December. This will give the staff time to deep-clean, declutter, and re-organize the office.

OFFICE STAFF: Briand announced the hiring of the new Assistance Town Clerk / Assistant Tax Collector, Madeline Winston, who started on Monday, November 9th.

ELECTIONS: Briand stated that Bowdoinham had the highest election participation rate ever at 81% with 2,084 ballots cast. She noted that this does not include the new voter registrations completed on Election Day. This will slightly reduce the percent of voter participation. Our office processed 1,286 Requests for Absentee Ballot. Overall, the election went very smoothly.

PUBLIC WORKS: Briand stated that Public Works is currently working on putting up Holiday Lights. They will be turned on at the end of November. This will lead into our Holiday Lighting Contest, which is in lieu of our customary Holiday Fairs.

Public Works is also working on trimming trees and cleaning ditch lines to prepare for winter weather.

Briand noted that we are still waiting on Labbe Construction regarding repairs on Fisher Road.

MAIN STREET BLINKING LIGHT REPAIR/REMOVAL: Briand explained that she is still trying to work with the insurance company on payment for the blinking light repair. The estimated cost is \$15,000. CMP has stated that this is not their pole. Briand will check with Consolidated to see if this pole is theirs. She may also talk with Town Attorney, Leah Rachin, to pursue more options for payment of repair. It also needs to be determined whether the exposed wires are HOT.

IX. Select Board Member’s Request for Agenda Items for Next Meeting – None.

X. Announce Future Select Board Meetings

- A. November 24, 2020
- B. December 8, 2020
- C. December 22, 2020 – may cancel

XI. Comments from the Select Board Members

Cluchey welcomed Mark Favreau to the Select Board. He also congratulated Nora, Pam and the Poll workers for how smoothly the election went.

Town e-mails to committee members were discussed. Briand will look into the cost.

Walling and the Board thanked Judy Gray for her 3 years of dedication and service on the Select Board.

XII. Comments from the Public – None.

XIII. Adjourn

Adjournment was at 8:00 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