

TOWN OF BOWDOINHAM SELECT BOARD MEETING MINUTES



Date: December 14, 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, Mark Favreau, Jeremy Cluchey, Debra Smith, Peter Lewis and Nicole Briand, Town Manager.

II. Amendments to the Agenda

4.B.3 – Warrant 46 - \$9,800 in the Delair Dangerous Building Removal

III. Approval of Consent Calendar

A. Meeting Minutes:

1. November 23, 2021

Favreau moved the Board to approve the November 23, 2021, Meeting Minutes; seconded by Smith. Vote was 3-0.

2. November 30, 2021

Favreau moved the Board to approve the November 30, 2021, Meeting Minutes; seconded by Cluchey. Vote was 3-0.

B. Warrants & Financial Reports:

1. Treasurer's Warrant #12 for \$403,346.06

2. November's Financial Reports

C. Communications

1. Sagadahoc County Sheriff's Incident Report

2. Stop Work Order & Notice of Violation – R05-035

3. Xfinity Programming Advisory

Favreau moved the Board to approve the Consent Calendar; seconded by Cluchey. Vote was 5-0

IV. Licensing

A. New Marijuana Cultivation Facility for Five Buds Farm, LLC

Favreau moved the Board find Five Buds Farm, LLC's application for a Marijuana Business License complete; seconded by Cluchey. Vote 5-0

Favreau moved the Board schedule a public hearing for Five Buds Farm, LLC's application for a Marijuana Business License on December 28, 2021; seconded by Cluchey. Vote 5-0

V. Action Items

A. Act on Yellow Riverfront Building Lease

The Town's annual lease with Robert Bertulli, owner of Taurus Systems, Inc for the "yellow" building expires on December 31, 2021. Proposal for continuing with the same lease and terms

Favreau moved the Board approve the lease with Robert Bertulli, d/b/a Taurus Systems, Inc, as presented; seconded by Cluchey. Vote 5-0

B. Act on Amendments to Cemetery Advisory Committee By-laws

The Committee would like to have more seven members as stated in the current by-laws. The proposed amendment would allow the committee to have five to eleven members.

Smith moved the Board approve the Cemetery Advisory Committee By-laws, as amended; seconded by Cluchey. Vote 5-0

C. Act on Committee Appointments

1. Peter Mendall to Cemetery Advisory Committee

Favreau moved the Board appoint Peter Mendall to the Cemetery Advisory Committee for a term of office that expires June 30, 2024; seconded by Smith. Vote 5-0

2. Nina Mendall to Cemetery Advisory Committee

Favreau moved the Board appoint Nina Mendall to the Cemetery Advisory Committee for a term of office that expires June 30, 2024; seconded by Smith. Vote 5-0

VI. Discussion Items -None

VII. Town Manager's Report

Still working on hiring a part-time Deputy Clerk and are advertising position on several job sites and ran an ad in the Times Record. Application have been slow coming in but we have started the interview process.

We are planning on changing over our payroll system from Advantage (paid service) to Trio (in-house processing) effective the 1st of the year. This change will cost more this year as we have to pay our initial Trio license fee, however going forward it will save money and time.

This is one of the changes we have been working on to reduce our cost. We've completed the changes with our technology services, postage system and telephone and internet services. Next, we will be looking at updating our copier contract and converting our streetlights.

Our auditors we in the office on November 30th. We are continuing to work with them to finalize the audit in January.

The Town Office will be closed Friday December 10th and 17th. The staff will be working getting projects caught up and training.

The Town Office will be closed for the Holidays on Friday December 24th, Monday December 27th and Friday December 31st. Recycling will also be closed on December 25th and January 1st. These dates mirror the State of Maine closures.

Given we have all new staff and are currently down a counter staff member, I think we may need to go back to closing the office to the public on Fridays from January thru March. This will allow staff time to complete their work, office meeting and get needed training.

Cluchey shared concerns on making sure the public was notified of temporary change in hours.

Lewis objected to closing the office Fridays, that the town pays to have services and will not be able to get them and that as a town member it frustrates him. He also frustrated at hearing this same story year after year and feels that this problem needs to be addressed as well as the problem of staff not being able to get their work done.

Cluchey responded to the objection stating that we now have two people in new positions and two people on the counter who need to be properly trained as well as we will be hiring another person for the counter. In order to provide the best service to the town they need time to be trained. But that they need to keep an eye on the progress that we reopen on Fridays as soon as possible.

Smith asked how they should address the staffing needs and how to keep staff.

Favreau expressed his opinion that he felt the part-time positions with no benefits made it hard to retain help and that the next budget should address this.

Cluchey expressed the how need for redundancy at the counter, that this area needs to be covered, He felt the need for staff to be trained and prepared to give good service and reduce bad customer service experience because of untrained staff.

Smith asked Lewis what he was looking for from the board to help his concerns.

Lewis responded that staffing needs to be addressed to make sure the citizens are getting the services they are paying for.

Engler commented, that they need to get the Finance Advisory Committee to take a hard look at what we need to do to upgrade staffing hours, People come into the town office to pay money to the town, whether it's a dog license or registering a vehicle, we should make that experience for them as less painful as possible and give them the best customer service possible and have reasonable hours. He then asked Briand if being open to the public half days on Fridays and doing training in the afternoon would be an option. She agreed that would be something that might be doable.

Favreau stated that he understood we have 3 new people and soon would be hiring a fourth, that we need to get them trained and that once that was done then they may look at hiring a sub who they can train to have to work to cover for people on vacation or if someone is sick.

Cluchey added that it would be good if they could find someone in town who was willing to be a fill in for that position. And once again we need to look at the deeper issue at play that need to be addressed.

Carding Machine Road was not completed this year. We still have a contract with them to complete the work in the spring. At this time, we do not have a schedule for that, it will be looked at in the spring as we see what the weather does.

There has been issues with the road due to the materials put down for the fine grading and we have had a lot of complaints. We did send out a letter to the residence to let them know what was going on. We worked with Allstate and they are putting rock down the length of the road to stiffen up the surface which will get us through the winter. The materials used were to spec but the mist weather it did not compact.

Cluchey asked about driveways. They are being addressed by public works as people have called.

We just received proposal Monday for the Recycling Barn and will have for the next meeting.

The clean up has been done for the dangerous building, we will bill Mr Delair for the town's expenses.

We are still waiting on the ReVision Power purchase agreement.

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

Favreau asked to revisit and review Solar option at the January 11th meeting.

IX. Announce Future Select Board Meetings

- A. December 28, 2021 – Regular Meeting
 - B. January 11, 2022 – Regular Meeting
 - C. January 25, 2022 – Regular Meeting
- Sheriff's office will be joining.

X. Comments from the Select Board Members.

Cluchey asked about reviewing a master project list. He explained to Smith that Town Manager puts together a list of upcoming projects that the board reviews and helps set priorities and discuss what the coming years holds.

Lewis expressed that his comments on staffing did not reflect the job the Town Manager was doing just his frustration from hearing year after year about staffing issues and that he felt it was time that they needed to do something to address the issues and come to a resolution.

Favreau commented that they should meet with the Finance Advisory Committee sooner to discuss with them the boards and Town Manager's goals as a group.

Briand informed board they are scheduled to meet with the Finance Advisory Committee at the first meeting in February.

Smith commented that the Finance Advisory Committee members were not listed on the Town's website. Briand assured her that this was one the list of updates.

XI. Comments from the Public – None.

XII. Adjourn

Adjournment was at 6:07 p.m.

**Select Board
Town of Bowdoinham, Maine**

David Engler, Chair

Mark Favreau, Vice-Chair

Peter Lewis

Debra Smith

Jeremy Cluchey

Respectfully Submitted,

Lisa-Marie Curtis, Administrative Assistant