

MINUTES  
Town of Bowdoinham  
Select Board & Board of Assessors Meeting  
February 26, 2019 at 5:30 p.m.

1. Call the Meeting to Order & Establish a Quorum at 5:30 p.m.

The meeting was called to order and quorum established by Board Chair Peter Lewis at 5:30 p.m. Select Board members Peter Lewis, Thomas Walling, Judy Gray, David Engler, and Jeremy Cluchey were present. Staff present included Town Manager William Post. Also present was Kate Cutko, Librarian; Joan Knight, President, Library Board of Trustees; Michael Mahan and Ann Hartzler, Library Building Committee.

2. Amendments to the Agenda – Item 5.B. added

3. Approve Consent Calendar

- A. Meeting Minutes of February 12, 2019

- B. Warrants and Financial Reports:

1. Treasurer's Warrant # 55 for \$ 46,527.57
2. January Financial Report

Select Board Member Judy Gray suggested the meeting minutes of February 12, 2019 be amended to show resident Allen Acker's comments were stated after the motion was voted upon and approved. Board member Engler suggested amendments to clarify who was speaking during the audit discussion, Peter Hall or Chair Peter Lewis.

**On motion of Engler/Gray the Board voted 5-0, to approve the Consent Calendar as amended.**

4. Discussion Items

- A. Meet with Library Representatives regarding possible expansion

Library Building Committee member Michael Mahan stated he has lived in Bowdoinham since the 1970's and has since seen a lot of changes. Michael Mahan stated that he has seen the beginning of a revitalization of the Town Village, with economic and community value in maintaining this revitalization of the village. The Coombs School and the Town Hall are the vital core of the Town. The Town is in a unique situation to enhance the village area even more and improve the Coombs Building and further enhance the library.

Mr. Mahan stated that the plan developed from a study on the library determined that accessibility is a major problem. Currently, there is a fairly substantial financial commitment from the Library that will fund much of the plan for the expansion, but there are some code issues that need to be addressed in order to move forward with the project. The Library is in a position to assist the Town in getting more use from the building for as many as 20 or 30 years more.

Librarian Kate Cutko stated that the Library went ahead with a sketch for the library expansion to see what they would need for costs and handed out a cost estimate sheet to all Select Board members. While the numbers are only estimates, the largest cost is the construction of a new, multi-functional lobby and entrance space at about \$80,000. The Board has a commitment from the Library to fund that part of the project. One of the problems is also the parking, or lack of parking, near the ramp currently. So, any project would need to expand the parking area and they have received a cost estimate for design and engineering of a new parking area. There is also the need for a new fire egress in the library at a cost of \$18,500 and other fire code compliance issues (\$23,000). Cutko added that the Library is very happy and grateful for the financial support from the Town over the years and for being in this building as a tenant. The Library is interested in hearing the Board's comments about this potential project.

The Manager stated that any renovation/expansion project in an old building must include renovation to meet today's fire code and egress code. To meet the fire code, a sprinkler system could be installed at a cost of \$75,000 to \$100,000 or a 2-hour fire rated ceiling. The cost for the fire-rated ceiling would make more sense.

Mahan noted that the architect mentioned that in order for a sprinkler system to be installed, a 4" water main would be needed for the building. The Manager agreed and stated that it is unlikely that a 4" water connection currently exists and that would lead to additional cost.

The Manager also explained that there are several other possible renovations that should be made to the town office portion of the building, including fixing the interior vestibule that is not easily navigable for people in wheelchairs, or with walkers or crutches, security issues, and the overall inefficient layout of the space for office staff and storage needs.

Board member Judy Gray expressed concerns that as the Town is looking toward possible additional building renovations, that the Town may have possibly overlooked taking care of the current buildings. She stated that the safety concerns should be taken care of regardless of whether the library project moved forward or not. She asked if there was any legal responsibility to take care of the safety concerns and is the Town morally responsible to make these corrections.

The Manager replied that there is no legal requirement to add the fire-rated ceiling or second egress, but these should be done. The Town has identified these issues with the building in the capital plan, and has started to put money aside in the reserve account, but not a lot of funding is available, as that account was started two or three years ago.

Vice-Chair Jeremy Cluchey stated that he feels there are two separate undertakings: one being the expansion of the library, and the second being code corrections to the entire building in order to allow the for the expansion. Vice-Chair Cluchey also stated that he thought it makes sense for the Board to focus on code corrections. He would also like to hear about the design of the library expansion and what the benefits of it would be.

Librarian Kate Cutko stated that the Library put out a survey the results of which indicated that older adults were not coming to the library because it is too difficult to enter, and many people didn't know about the ramp or didn't use it because of parking

concerns, specifically lack of space. Therefore, they were not coming to the library. Kate Cutko also wanted to point out that this project is not an expansion of the library floor space, but a renovation for a functioning lobby area that would provide easy access to the 2<sup>nd</sup> floor, including the library and the Kendall Meeting Room. There would not be any usable space below the lobby for the town office on the ground floor.

Mahan stated that the library wants to have an entrance that is visually inviting and half of the new structure would be glass to take advantage of the view to the rear of the building. In working with the design, the library wanted to keep with the look of the building, but add some modern features as well.

Vice-Chair Cluchey asked what is meant by a multi-use lobby. Kate Cutko explained that usually at the end of a meeting, many people like to congregate in the hall outside the Kendall room, and there is not space to do this. A functioning lobby area would provide this opportunity for people to mingle and have conversations after meetings.

Vice-Chair Cluchey asked if this lobby area would be heated. Michael Mahan stated that the lobby area could be heated with a simple wall heater and not have to be tied into the central heating system. Kate Cutko also explained that the lobby would provide some extra wall space for community boards and possible exhibit space.

Joan Knight stated that the lobby space would be the main entrance to the second floor including the library and the meeting rooms. Board member Judy Gray asked if the lobby would give access to the second floor only. Mahan stated that the lobby would be the main entrance for the second floor, but there would still be interior stairs that access the first floor.

Vice-Chair Cluchey asked about the costs for code corrections. The Manager explained that the estimated cost for these renovations is about \$38,000. This is without any other changes to the town office layout. Additionally, the library would need a second egress at the left rear of the building for an estimated cost of \$18,500. These costs are above and beyond any expansion/renovation of the library.

Cluchey asked how much might be in the reserve account. The Manager stated that there is approximately \$12,000 available.

Board member Engler stated that it is imperative to have code corrections completed in the town office building, especially the fire egress issues. He wondered how to address the funding for the issues in a timely fashion. The Manager stated that there are two questions to consider: the fire egress and fire-rating and the additional renovations. Engler stated that the gift from the library is tremendous, and the Town needs to figure out how to accept it and what needs to be done on behalf of the Town to make this happen.

Library Building Committee member raised the point of determining where the town office would relocate while the construction was ongoing. The Manager stated that a contractor said the construction could occur while the building is occupied, but the cost would be 15% more.

Board Chair Peter Lewis requested for the Manager to get some fairly accurate estimates for potential work to be done in the Town Office in order to get the numbers into the budget for FY20. The consensus from the Select Board is to move forward with the library expansion project and code updates within the Town Hall.

5. Action Items

A. Act on Employee Health Insurance Provider Change

The Town Manager explained that the current employee health insurance provider, Anthem, has proposed a 20.13% increase in the health insurance coverage renewal. The Manager has worked with the Town's broker at Northern Benefits and "shopped" and compared many insurance plans. After reviewing several different plans, the Manager has recommended changing to Harvard Pilgrim's Maine Choice HMO with a \$2000/\$4000 deductible. The plan is a better plan, with a lower deductible than our current plan. This will allow the Town to decrease the Health Retirement Allowance (HRA) from \$5000 to \$4000 for full-time employees and from \$2500 to \$2000 for the one part-time employee that is still benefit-eligible. The Manager stated that with these changes, the Town would actually see a small decrease in cost for the year (-\$488.52) for the employee's health insurance plan, while providing a better plan for the employees. The Manager stated that all employees would be able to continue to use their primary physician, as the broker checked all of the employee's physicians and they are all in the preferred network list. This is a big plus as none of the employees would have to change their primary physician. The bottom line on the proposed insurance plan is that the premium will be a little bit more, but the deductible will be less. The Manager talked with all the employees and explained the details of the new plan, including benefits, lower co-pays, etc. The Manager stated that essentially this is a better plan for essentially the same amount, and overall is a win-win for everyone. The Harvard Pilgrim insurance plan works out very well for the budget as well in order to keep the costs essentially the same. The Manager stated that if the Select Board should approve this insurance change to Harvard Pilgrim, then all of the paperwork is ready to go and the employee meeting would be scheduled for Friday, March 1<sup>st</sup>.

**On motion of Engler/Cluchey the Board voted 5-0, to approve the Employee Health Care Insurance provider change to Harvard Pilgrim Maine Choice HMO.**

B. Act on Sale of Surplus 1996 Freightliner (former FD Rescue Vehicle)

The Town Manger stated that he found an on-line auction site on which to list the 1996 Freightliner for sale. The freightliner sold for \$7,325.00 to Thomas Olsen from the State of Arkansas. Mr. Olsen is responsible for picking up the vehicle as is, where is. He will pay the company and the company will pay us. The money will go into the fire department reserve account. The sale price is more than the Town expected to receive and the funds will be put into the Fire Department's Reserve Account.

**On motion of Gray/Engler, the Board voted 5 – 0 to approve the sale of the 1996 Freightliner as discussed.**

6. Town Manager's Report

Public Works Building Update – The Manager handed out photographs to the Select Board showing the latest progress to the Public Works Building. There has been additional work done to the inside of the building including painting of the steel beams and plumbing work. The Town is currently waiting for the steel for the stairs to the mezzanine. There was an issue with the tracks for the garage doors, so the original tracks had to be sent back and awaiting the arrival of the new tracks in order to continue. With the garage doors being delayed once again, it has, however, allowed for the painting of the steel beams to be completed much sooner than expected. The Manager stated that he is waiting on pricing of some last-minute minor items, such as cabinets, which was to be expected and had been budgeted for. Paving will begin early this spring, fuel tanks have been installed and the boiler is ready to be installed.

MSAD #75 School Board Budget Meeting Update – The MSAD #75 School Board Budget meeting is scheduled for March 12<sup>th</sup> at 6:30 at Mt. Ararat High School. This is their annual meeting in which the School Board seeks input from Select Board members and town managers.

One of the MSAD #75 Public Budget Forum meeting is scheduled for March 26<sup>th</sup> at 6:30 at the Bowdoinham Community School.

Vice-Chair Cluchey suggested that the Select Board meeting on March 12<sup>th</sup> begin earlier in order to allow people to attend the MSAD #75 budget meeting. Upon further discussion, it was agreed that the March 12<sup>th</sup> Select Board meeting would be moved to Wednesday, March 13<sup>th</sup> in order to allow people to attend the MSAD #75 budget meeting.

Town Hall Water Damage Update – The Manager explained that the insurance company has approved the Town's claim for the water damage at the Town Hall. ServePro will come back to demo the bathroom and then finish drying the interior walls. He will be getting estimates for the rebuild

New 3-Year Banking Agreement Update – The Manager explained that every couple of years he assesses our banking relationships. The Manager has decided to keep our general fund with Androscoggin Bank and signed a new 3-year agreement with them. Androscoggin Bank will increase our interest rate from approximately .96% to 1.25%.

7. Select Board Member's Request for Agenda Items for Future Meetings – None

8. Announce Future Select Board Meetings

A. March 13<sup>th</sup> – Regular Meeting (budget meeting with MSAD 75 School Board 6:30 pm, MTA HS, Room 201 on March 12<sup>th</sup>.) (Judy possibly may not be present)

B. March 26<sup>th</sup> – Regular Meeting (also budget MSAD 75 Budget Forum 6:30 pm, Bowdoinham Community School)

9. Comments from Select Board Members

Vice-Chair Cluchey commented on the new website and the "Weekly Digest" section of the website. He received his first "Weekly Digest" email and stated that he had three

areas to comment. 1) The “Weekly Digest” email was received on a Monday at 10:00 a.m., and it was suggested that receiving an email on a Sunday afternoon or evening may be better. 2) The subject line of the email is a bit confusing. Maybe something simple such as “This Week in the Town of Bowdoinham” may be better. 3) The links that are provided for meetings and events do not have a date and time.

10. Comments from the Public – None

11. Adjourn

The meeting adjourned by acclamation at 6:50 p.m.

Select Board  
Town of Bowdoinham, Maine

---

Peter Lewis, Chair

---

Jeremy Cluchey, Vice-Chair

---

David Engler

---

Judith Gray

---

Thomas Walling

Respectfully Submitted,

---

Rebecca Bate, Admin. Assistant