

TOWN OF BOWDOINHAM

SELECT BOARD MEETING MINUTES



Date: November 25, 2025

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, Shelley Hooper and Nicole Briand, Town Manager.

II. Amendments to the Agenda

- A. Celebrate Fireworks
- B. Town Office Reserve Request

III. Comments from the Public - None

IV. Approval of Consent Calendar

- A. Meeting Minutes
 - 1. November 10, 2025
- B. Warrants & Financial Reports
 - 1. Treasurer's Warrant #10
- C. Reports and Communications
 - 1. Lisbon Emergency's October Report
 - 2. Xfinity – Important Information

Favreau moved the Board approve the Consent Calendar, as presented; seconded by Hodde. Vote was 5-0.

V. Action Items

- A. Act on Public Works Reserve Request – Boiler Replacement
The boiler for hot water and the radiant floor heat needs to be replaced.

Favreau moved the Board authorize the Town Manager to expend up to \$25,000 from the Public Works Reserve to replace the boiler at Public Works; seconded by Hodde. Vote was 5-0.

- B. Act on Public Works Reserve Request – Roof Repair
During the inspection of the Public Works building's roof, it was determined that the roof was leaking in the ridge cap area.

Favreau moved the Board authorize the Town Manager to expend up to \$5,600 from the Public Works Reserve to repair the roof at Public Works; seconded by Hodde. Vote was 5-0.

- C. Act on Cemetery Name Change for Pioneer-Knight-Small Cemetery
After being contacted by the trustees of the Pioneer-Knight-Small Cemetery, the Cemetery Committee requested the Board to shorten the name of the cemetery to Pioneer Cemetery.

Hodde moved the Board approve the request to change the name of the Pioneer-Knight-Small Cemetery to Pioneer Cemetery in Town records; seconded by Hooper. Vote was 4-1. Acker opposed.

D. Act on Celebrate Fireworks

The Town can lock in the cost for the fireworks at Celebrate for the next three years.

Favreau moved the Board approve the multiyear contract for 2026-2028 for Celebrate Fireworks; seconded by Acker. Vote was 5-0.

E. Act on Town Office Reserve Request – Bathroom and Furnace Room Repairs

The Town Manager requested up to \$15,000 from the Town Office Reserve for the following projects:

- Replace the hot water heater in the upstairs bathroom.
- Replace the flooring in the upstairs bathroom.
- Repair the hot water leak in the downstairs bathroom and address mold.
- Repair the floor in the furnace room.

Favreau moved the Board approve expending up to \$15,000 from the Town Office Reserve; seconded by Hodde. Vote was 5-0.

VI. Discussion Items

A. Personnel Policy

The Town Manager presented three changes to the Personnel Policy to the Board regarding permanent part-time employee holiday pay as well as buy in option for health insurance and open enrollment.

Acker moved the Board approve the Town Manger's edits to the Personnel Policy in regard to sections: 9.2 Part Time Employee Section, Section 15.2 Health Insurance arrangement and Section 15.2 subsection C Health Insurance Open Enrollment; seconded by Hooper. Vote was 5-0.

B. Special Office Hours – December 22nd

The Town Manager explained that staff members requested closing an hour early for their holiday party instead of closing for an hour at noon and having to rush to get back to work.

The Office will open an hour early at 7:30 am and close at 3 pm. Select Board members had no objections.

C. Committee Meeting

Joy and the Town Manager discussed inviting all committees to a Select Board meeting to provide updates on their current work and future plans. Historically at the 1st meeting in January the Board reviews ongoing and future projects as well as budget goals. The Town Manager suggested an earlier start time for the January 13th meeting to give time for committees to talk with the Board. The Board agreed to start at 5:30 pm.

D. Brookly Bridge Public Meeting

The Select Board discussed the notice from The Maine Department of Transportation regarding an on-demand public meeting for the proposed bridge rehabilitation of Brooklyn Bridge (5190) over Cathance River. Located 0.24 of a mile south of Route 125. MaineDOT formal comment period from 11/24/25 to 12/10/25. The Town Manager asked the Board if they would like to draft a formal list of comments and questions they had about the project to present to the DOT.

The Board expressed their desire to have a representative of the MaineDOT attend a meeting and talk with them on their plans for the bridge.

VII. **Town Manager's Report**

Dog Licenses Due – December 31st

Our Holiday Giving Tree is back; tags will be available at Three Robbers and the Town Office.

Town Office Holiday Schedule:

Thanksgiving

- November 26th – Office open 8am to noon. Office Closes at Noon (**unpaid**)
- November 27th & 28th Closed

Christmas

- December 24th & 25th Closed
- December 26th – (**unpaid**) Closed.

Upcoming Meetings

December 9th – Revaluation with Rob Duplisea

December 23rd – Audit with James Wadman

January 13th – Budget Goals, Project Updates, Committee Updates

Updates:

- Dingley Road Extension – They are wrapping up the Dingley Road extension this week. The Town Manager has asked the contractor to add gravel from the end of the pavement to the new construction to finish the project.
- The emergency lighting was installed in the Library on Monday, November 17th. The electricians could not fix the handicap access button; we have contacted the installer to get it fixed.
- Waterfront Restrooms – This door is scheduled to be replaced this week.
- The retaining wall work for Center Street and Ridge Road are scheduled for December.

VIII. **Announce Future Select Board Meetings**

A. December 9, 2025, at 6:30 pm – Regular Meeting

B. December 23, 2025, at 6:30 pm - Regular Meeting

IX. **Comments from the Select Board Members**

Hodde announced to the Board that he was willing to serve on the Sagadahoc County Finance Advisory Committee for the next 2 years. Joy announced earlier this year that she no longer wanted to serve on this committee. Hodde would be taking her place.

X. **Comments from the Public - None**

XI. **Executive Session**

A. Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding Public Works Facility.

Convened 7:18 pm. Adjourned 7:41 pm.

Acker moved the Board enter Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding the Public Works Facility; seconded by Favreau. Vote was 5-0.

Acker moved the Board leave executive session; seconded by Hodde. Vote was 5-0.

No action was taken.

- B. Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding the Land Use violations at 1441 River Road.

Convened 7:45 pm. Adjourned 07:59 pm.

Acker moved the Board enter Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding the Land Use violations at 1441 River Road; seconded by Favreau. Vote was 5-0.

Hooper moved the Board leave executive session; seconded by Hodde. Vote was 5-0.

Acker moved the Board authorize the Code Enforcement Officer and Town Attorney to commence with 80k proceedings; seconded by Favreau. Vote was 5-0.

- C. Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding the Land Use violations at 780 Ridge Road.

Convened 8:00 pm. Adjourned 8:17 pm.

Acker moved the Board enter Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding the Land Use violations at 780 Ridge Road; seconded by Favreau. Vote was 5-0.

Hooper moved the Board leave executive session; seconded by Acker. Vote was 5-0.

No action was taken.

- D. Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding pending Gallant court proceedings.

Convened 8:17 pm. Adjourned 8:24 pm.

Acker moved the Board enter Executive Session Pursuant to 1 M.R.S. §405 (6) (E) to consult with Town Attorney regarding pending Gallant court proceedings; seconded by Favreau. Vote was 5-0.

Hooper moved the Board leave executive session; seconded by Acker. Vote was 5-0.

No action was taken.

XII. 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