

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
June 27, 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, Jeremy Cluchey, Thomas Walling, Judy Gray, and David Engler were present. Staff present included Town Manager William Post and Planning & Development Director Nicole Briand. Also present were Bryanna Denis, Engineer for Wright-Pierce; Wendy Rose, Chair, Community Development Advisory Committee and Dean Beckwith, resident.

2. Amendments to the Agenda – Item 11B. added
3. Approve Consent Calendar
 - A. Meeting Minutes of May 28, 2019
 - B. Meeting Minutes of June 11, 2019
 - C. Warrants and Financial Reports:
 1. Treasurer’s Warrant #83 for \$ 109,578.30
 2. May Financial Report
 - D. Reports & Communications
 1. Beverly Acker, re: Town Report Dedication

On Motion of Cluchey/Engler the Board voted 5-0 to approve the Consent Calendar as presented.

4. Discussion Items
 - A. Wastewater Study Presentation

(Note: Please reference the attached Wastewater Collection & Treatment Facility Feasibility Study for the Town of Bowdoinham, Maine, June 2019.)

Planning & Development Director Nicole Briand introduced Wright-Pierce Engineer Bryanna Denis to explain the Wastewater Collection & Treatment Study to the Select Board.

Engineer Bryanna Denis explained that she met with the Community Development Advisory Committee last fall and they wanted more information regarding the total cost for a wastewater system for the village area.

The study area was contained to the village area and was separated in to two target areas. Target Area 1 would be 10,000 gallons per day, and Target Area 2 would be 10,000 gallons per day.

Denis stated that it is worth noting that in the beginning the flow would not be 10,000 gallons per day, but after potential build out it would be 10,000 gallons per day, and this

would be assuming there would be no large industrial or commercial users. There would be 3,200 feet of sewer and manholes throughout and there would be a holding tank under Maily Park parking lot with a potential disposal system on the old public works site. Denis referenced Table 3-2 for the schematic of the downtown sewer system area.

Denis explained that they looked at a few different options for wastewater outflow and that all options would require some type of advanced treatment.

Board Member Judy Gray asked if the outflow could be explained better. Denis stated that the outflow water goes either underground or into a pipe and then into the river. Holes are drilled in to the pipe so water will disperse better. She also explained that they looked at soils at the old public works site and found the areas to be challenging to locate a septic disposal system. Challenging soil ultimately means a larger system, which is more costly.

Please refer to pages 4-5 of the attached Wastewater Proposal for costs for different options. Denis stated that capital costs would range from \$2 million to \$4.5 million dollars. She stated that they also looked at some potential operating and maintenance costs, which would range from \$55,000 to \$65,000 every year.

Board Member David Engler referenced a line in the wastewater report regarding sludge disposal and asked what options there are for sludge disposal.

Denis explained that there are many challenges currently in the state regarding sludge disposal. Options for sludge disposal include landfills, composting, and incineration. Landfilling is basically the only option for the Town until the State figures out what they will do about regulations on contaminated sludge.

Board Member David Engler asked if landfilling would basically consist of trucking away the sludge. Denis explained that this was correct. The Town would have to contract with a hauler to remove the sludge.

Resident Dean Beckwith asked if the sludge is tested. Denis explained that the sludge is tested, and depending on its end use, the sludge may be tested more, and that landfilling has less of a requirement for testing.

Vice-Chair Jeremy Cluchey asked about user fees and if there are any comparisons for a system of the size proposed and what the annual cost per user would be. Denis explained that the user fees are based upon the actual amount of usage for sewer and wastewater. This would depend upon the size of the home, the age of the home, how many residents in the home, etc. There is usually a baseline fee, and any usage over that baseline amount would be billed.

Vice-Chair Jeremy Cluchey asked if connection would be optional. Denis explained that this would depend on how the Town wrote the ordinance. There probably are several properties that have newer systems and wouldn't want to connect and pay the fee right away, but over time, more users would most likely connect as their systems become older and/or failed.

Board Member David Engler referenced the report in which is stated the surveyors hit groundwater at 13” below the surface at the former public works site and that this would greatly change the cost estimate. Denis explained that it was correct that they did in fact find a high water table, and that most likely the system would need concrete collars around all holding tanks to keep them in place. However, this would not increase the cost per say; it may mean there would be more construction, which could raise the costs a bit, but not significantly.

Denis referenced Table 4-3 for costs, user fees, and revenues generated.

B. Closing on Town Office on July 5th

The Manager stated he would like to close the Town Office on Friday, July 5th and have the staff use vacation time for that day. Four members of the office staff have already asked to have that day off, and will use vacation time, so it makes sense for the office to be closed.

By consensus the Board approved to close the Town Office on Friday, July 5, 2019.

5. Action Items

A. Act on Proposal for Architect’s Design Services

The Manager explained that the proposal for architect’s services is for the schematic design and design development for the town office code corrections and potential renovation. Funding was approved at the town meeting for \$29,000 for the Town Office/Town Hall Reserve Fund.

Board Member David Engler expressed that he was conflicted with action on the proposal. He stated that if Manager Bill Post were not to be leaving, then it would make sense to continue to move forward. However, Engler feels that this new project may be a burden for an interim manager to handle, and that it might be best to hold off for six months or so until the new manager has their feet on the ground. However, this option would delay the renovation process.

The Manager stated that he has spoken with the architect and at this point the manager would basically just be a go between for the architects and staff. The Manager stated that he will give as much information to smooth the transition as much as possible for the new manager and interim.

Board Chair Peter Lewis agreed with Board Member David Engler in that it may be bit of a burden for the interim manager, however, Board Chair Peter Lewis also agrees with the Manager in that in that the new manager and interim will be provided with as much information as possible.

On motion of Cluchey/Walling the Board voted 5-0 to approve the Proposal of Architect’s Design Services with funding from the Town Office/Town Hall Reserve Account.

B. Act on Appointment of Mark Favreau to the Planning Board

The Manager stated that Planning and Development Director Nicole Briand has been trying to get Mark Favreau to join the Planning Board for years. He has finally agreed and has resigned from the Board of Appeals as by statute he cannot serve on both boards at the same time. He is replacing Anne Aviles who resigned from the Planning Board.

On motion of Cluchey/Engler the Board voted 5-0 to approve the appointment of Mark Favreau to the Planning Board for a term ending June 30, 2021.

C. Act on Board and Committee Re-Appointments

The Manager stated that in the Board's material was a list of volunteers currently serving on boards and committees that wish to continue serving. The Board can do this in one motion.

On motion of Cluchey/Walling the Board voted 5-0 to approve the re-appointments to Boards and Committees as presented.

D. Act on Transfers to Reserve Accounts

The Manager stated that each year, before the end of the fiscal year, he recommends the Board move unexpended funds from the operating budget to reserve accounts corresponding to the intended expense.

On motion of Cluchey/Walling the Board voted 5-0 to approve the transfers from the FY19 operating budget to the reserve accounts as presented.

E. Act on Confirmation of Town Manager's Appointments for 2020 Fiscal Year

The Manager provided the Board with a list of officials to be appointed to serve for the FY20 year. There are no changes from the current year.

On motion of Cluchey/Walling the Board voted 5-0 to approve the Manager's Appointments for the 2020 Fiscal Year as presented.

6. Town Manager's Report

Legislation Update – The Manager explained that the State budget was approved. The revenue sharing increased from 2.5% to 3.0%. This will increase the Town's revenue sharing by \$90,000 from the current year. The increase in the Homestead Exemption went from \$20,000 to \$25,000. The State will reimburse the \$5,000 increase. Residents with a homestead exemption will have their tax bill decreased by approximately \$85.00.

Salt Bid – The Manager explained that the salt bid came in this year at \$51.90 per ton. This amount is down from last year in which the price was \$54.53 per ton.

Personnel Policy/TAP Policy – The Manager explained that intern Allison Hooper has been updating the Personnel Policy and Disposition of Tax Acquired Property Policy. A draft for these two policies will be on the agenda and presented at the next Board meeting.

The Manager reminded the Board that at the next Select Board meeting Assessors' Agent Darren Carey will be in attendance to discuss the dangerous buildings within town.

The Manager also reminded the Board that the public is invited to the next Select Board meeting to give their input and feedback in the process of hiring a new town manager.

Select Board Member Tom Walling inquired about an entry on the last Accounts Payable Warrant to Christian & Robinson Plumbers. The Manager explained that this was for a toilet fixture replacement at the public restrooms.

The Manager explained he is trying to wrap things up and get things out to bid, such as the road paving and the public works truck.

The Manager is working on a transition document describing every project that is currently ongoing which should serve to be very helpful to the new town manager. The Manager stated he will be available by phone and email for questions or concerns for the interim town manager and after a permanent replacement is hired.

7. Select Board Member's Request for Agenda Items for Future Meetings – Vice-Chair Jeremy Cluchey requested an update on the dangerous buildings with town.
8. Announce Future Select Board Meetings
 - A. July 9th – Regular Meeting
 - B. July 16th – Special Meeting
 - C. July 23rd – Regular Meeting
9. Comments from Select Board Members – Board Member Judy Gray stated she will not be present for the July 9th and July 16th meetings.
10. Comments from the Public – Wendy Rose, of the Community Development Advisory Committee, stated that the Committee will meet on Tuesday and will look at the report from Wright-Pierce more in depth. In the fall, the Community Development Advisory Committee will hold a public meeting to inform the public of the results, costs, design, etc. of the proposed wastewater system.

Board Member David Engler stated that he is concerned about the potential tax impact of a wastewater system, and asking everyone to pay for something that only benefits a few.

Resident Dean Beckwith commented that he is very passionate about having a greenhouse at the waterfront, and he wanted the Board to be aware of that.

11. Executive Session(s)
 - A. Convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (A) for a personnel matter

On motion of Cluchey/Engler the Board voted 5-0 to convene in Executive Session pursuant to 1 M.R.S. § 405 (6) (A) for a personnel matter at 6:25 p.m.

On motion of Cluchey/Engler the Board voted 5-0 to convene in Executive Session pursuant to 1 M.R.S. § 405 (6) (E) for a legal matter at 6:25 p.m.

On motion of Cluchey/Engler the Board voted 5-0 to adjourn from Executive Session at 6:40 p.m.

On motion of Lewis/Walling the Board voted 5-0 to appoint Nicole Briand Interim Town Manager effective July 19, 2019 with a stipend of \$ 300.00 weekly and 40 hours of additional vacation time to be used within FY20.

On motion of Cluchey/Engler the Board voted 5-0 to adjourn from Executive Session at 6:40 p.m.

12. Adjourn

The meeting adjourned by acclamation at 6:41 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