

MINUTES
Town of Bowdoinham
Select Board & Board of Assessors Meeting
July 9, 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, and David Engler were present. Staff present included Town Manager William Post; Planning & Development Director Nicole Briand; Deputy Code Enforcement Officer Darren Carey; Intern Alison Hooper. Also present were Comprehensive Planning Committee Chair Joanne Joy; Cemetery Advisory Committee member Karen Tilbor; Resident Theresa Turgeon; Resident Dean Beckwith and non-resident Thomas Wooden. Select Board Member Judy Gray was absent.

2. Amendments to the Agenda – Item 3.C.1 added

The Select Board Members presented the Town Manager with a plaque and gift card and recognized his 8 years of service to the Town of Bowdoinham.

3. Approve Consent Calendar

- A. Meeting Minutes of June 27, 2019

- B. Warrants and Financial Reports:

1. Treasurer's Warrant #86 for \$ 60,969.29 (FY19)
2. Treasurer's Warrant # 2 for \$ 304,787.68

On Motion of Cluchey/Engler the Board voted 4-0 to approve the Consent Calendar and Meeting Minutes of June 27, 2019 as presented.

4. Discussion Items

- A. Update on Status of Dangerous Buildings

The Manager introduced Deputy Code Enforcement Officer Darren Carey, who provided a memo as well as copies of letters to the Select Board.

Carey explained that as of today, the building at 76 Main Street had been demolished and there was one dumpster of debris remaining to be taken away. The contractor is working on removing the dumpster and it is just a matter of scheduling.

Vice-Chair Cluchey asked if Carey thought that the dumpster would be removed soon. Carey responded that he was confident the dumpster would be removed in a timely fashion.

Carey explained that the Ridge Road building (yellow farmhouse) also has been demolished. The next phase is to have the materials removed in a timely matter. The owner has two options by which to remove the remaining materials, either using a dumpster or coordinating with the Fire Department. The dumpster would have a

financial aspect with it. Carey does not know if the owner has been in touch with the Fire Department yet.

Carey explained that it should be acknowledged that the owner has made a lot of progress with this site and in working with the Town. There is no definite timeline yet on the removal of the debris, however the owner is very motivated to get this done and to move forward. Carey will stay in touch with him until the debris is removed.

Carey explained that the 61 Bay Road property is still working through the estate and probate process, which can make this a long, more complicated process. There is a property management company that is responsible for the building and they have cleaned up around the property. Carey did notice that the door was open today and has contacted the property manager to secure the door as this does meet the definition of a dangerous building.

Chair Lewis asked that because it is considered a dangerous building, does the Town have an obligation to see that it is taken care of. Carey explained that the Town does in fact have an obligation to ensure the building violations are corrected. The Town could pursue it and have it declared a dangerous building and work with the owners to remedy the situation.

Carey also suggested that the Town attorney review this matter and advise on how to proceed.

Chair Lewis asked to have an update in a month regarding this site.

B. Discuss Site Clean-up of Former Public Works Property (8 River Rd.)

Planning & Development Director Nicole Briand has obtained a proposal from Pine Tree Engineering to provide services and a request for qualifications and monitoring of the site clean-up for the old public works site for the Board's consideration.

Board Member Engler asked if there was a time frame for the Pine Tree Engineer. Briand stated the beginning of September to have clean-up in the fall and winter.

Board Member Engler asked if the funding would be from the CMP TIF and Briand stated yes. Briand also stated that DEP testing results for the old public works site should be released within the next four weeks, and the preliminary results showed little contamination.

C. Discuss Boating Facilities Grant

Planning and Development Director Nicole Briand stated the State has a grant opportunity for the Town to apply for a boating facility grant for the old public works site. The grant application is due July 24, 2019. Briand requested to get consensus from the Board to apply for the grant.

Briand explained that the grant would cover construction and access to landing and parking. If the Town would apply for the grant now, the Town would be doing design this fall, construction permitting in the winter, and actual construction next year. The

grant would require a 25% match, and the Town can use the CMP TIF to match the grant. The consultant will give the Town a cost estimate to apply for the grant.

The Board consensus was to move forward with putting the grant application together.

D. Review Personnel Policy

The Manager stated the current Personnel Policy was edited and revised by Intern Alison Hooper in conjunction with himself. He stated that there are a number of suggested changes to be made to the Personnel Policy.

Board Member Engler requested to have the Town attorney review the revised personnel policy. The Manager agreed and this matter will be on a future agenda for approval/and or review of any edits recommended by the Town attorney.

E. Review Disposition of Tax Acquired Property Policy

The Manager stated that the Disposition of Tax Acquired Property Policy was also edited and revised by Intern Alison Hooper. The Manager stated that now that the legislature has adjourned, the attached revised Disposition of Tax Acquired Property Policy, with required statutory language, is ready for the Board's review.

The Manager stated the only area to be discussed by the Board was on Page 3, Section 3.

Board Member Engler stated he felt the tax acquired properties should not be offered to abutters first, and this should simply be the standard procedure.

The Manager will make the edits requested by the Board and put the matter on the next agenda for approval.

5. Action Items

A. Act on Corporate Resolution

The Manager explained that the Corporate Resolution was not updated previously for People's United to allow Ruth Glaeser, (as Deputy Treasurer) to access the Trust Fund Accounts. This will need to be updated again when the new manager starts.

On motion of Engler/Walling the Board voted 4-0 to approve the Corporate Resolution as presented.

B. Act on Abatement #1 for George Christopher in the amount of \$1,061.55

Assessors' Agent Darren Carey stated that this abatement is for three years of taxes and was an error by the previous Assessors' Agent.

On motion of Cluchey/Engler the Board voted 4-0 to approve Abatement #1 for George Christopher in the amount of \$1,061.55.

6. Town Manager's Report

ConnectMe Grant – The Manager stated that the Town was approved for the ConnectME Grant to provide fiber optic service to unserved residents of the Town. The next step is to get residents signed up for service so the company can move forward. The Town then be working on the contracts with LCI and the Manager will bring this to the Board for approval very soon.

The Manager stated that with the end of the FY19 budget the Town will be adding approximately \$160,000 to the Undesignated Fund Balance. This amount includes \$80,000 in revenue, which is made up mostly of \$66,000 in excise tax and \$18,000 interest. The \$80,000 unexpended on the expense side was made up mostly of the \$50,000 in debt service for the Public Works Bond Anticipation Note that was not used thanks to good management of the construction process.

The Manager stated that the speed radar sign had been moved from Bay Road to the intersection at Brown's Point Road where the gravel section starts. The Sheriff's Office is also doing some patrols in certain areas of town where speed is a concern.

The Manager stated that other items on his list to get completed prior to next Thursday include the paving RFP, the public works truck RFP, and the winter sand bid. He sent out the bond RFP today so that it can be back for next Board meeting.

The Manager is also working on completing the performance appraisals.

The Audit is scheduled for July 31st, and the Manager will be available by phone for any questions on this.

7. Select Board Member's Request for Agenda Items for Future - None
8. Announce Future Select Board Meetings
 - A. July 16th – Special Meeting
 - B. July 23rd – Regular Meeting
9. Comments from Select Board Members –

Board Member Engler stated he received a complaint from a resident that there are no concrete curbs to stop vehicles at the Town Office parking lot.

The Manager stated that he has heard this complaint before and will be looking in to the matter. He stated that he would recommend a composite or rubber curb that would be easily moveable as opposed to concrete.

10. Comments from the Public –

A resident stated that he felt Back Hill Road was very much neglected and is in very poor shape with very deep potholes and drain pipes that have not been cleaned.

The Manager stated that the contractors will be fixing the intersection at Back Hill Road. Cold patch can be used in the meantime for the pot holes until the contractors can complete this job.

Resident Theresa Turgeon stated that the light near the Merrymeeting Arts Center should be adjusted to light up the yard area better. She also stated that the signs and high grass near the Bay Road entrance make it difficult to see the oncoming traffic.

A. Input on Next Town Manager – The Manager left the meeting after all the regular business had been taken care of so that the public may have input for the process of hiring a new Town Manager.

Chair Lewis opened the forum to the public to express their opinions on what they feel is important in the hiring of a new Town Manager.

Cemetery Advisory Committee member Karen Tilbor asked what the timeline would be for the hiring process.

Chair Lewis responded that July 12th was the deadline for receiving applications and resumes and there were 22 applications received to date. July 16th will be a Select Board Executive Session to discuss the resumes received and to hopefully narrow down the resumes to a manageable few to be considered for the position.

Tilbor asked who the search committee consisted of. Chair Lewis stated the Select Board was the Search Committee. The resident asked if the staff had been asked for their input or if they were represented by anyone.

Chair Lewis stated that Nicole Briand had been invited to be part of the hiring process, and with her acting as the Interim Town Manager, they felt she should be the representation of the staff.

Vice-Chair Cluchey stated that the staff was given the opportunity to attend this meeting tonight, and that they were provided email addresses if they wished to express opinions, concern, etc.

Chair Lewis stated that the Board thought about bringing in the public to be part of the hiring process, but that this may be too much and might slow down the hiring process.

Resident Therese Turgeon stated that she would like for the new manager to be knowledgeable and willing to work well with the growing aging community. She also stated she would like for the new manager to be personable and outreaching to the community. She stated she would like for the new manager to understand this is a small town and not a corporation, and should keep its small-town appeal.

Turgeon stated she felt employees should be allowed to have an input on the annual review of a town manager, with the understanding that this is confidential.

Vice-Chair Cluchey stated that in the past three years the Town did use the Employee Engagement Survey, and for the past three years it looked very positive, however, the Town did not use the survey for this year.

Therese Turgeon stated that these types of surveys are to be anonymous, but they really are not as it is a very small office.

11. Adjourn

The meeting adjourned by acclamation at 6:45 p.m.

Select Board
Town of Bowdoinham, Maine

Peter Lewis, Chair

Jeremy Cluchey, Vice-Chair

David Engler

Absent
Judith Gray

Thomas Walling

Respectfully Submitted,

Rebecca Bate, Admin. Assistant