

Town of Bowdoinham
Select Board Meeting
August 25, 2020 at 5:00 p.m.

1. Meeting to Order & Establish a Quorum
The meeting was called to order and quorum established by Select Board Chair Peter Lewis at 5:00 p.m. This was a zoom meeting to comply with the Governor's Executive Order. Select Board members participating were Peter Lewis, David Engler, Judy Gray, Jeremy Cluchey, Thomas Walling, and Nicole Briand, Interim Town Manager. Also attending was Allen Acker, Recreation Director.
2. Solar Workshop with Community Development Advisory Committee & Revision Energy
A special meeting convened at 5:00 pm for a presentation of the proposed solar project. Also attending were members of the Community Development Advisory Committee, John Dunster and Rebecca (Engineer) of Revision Energy. Wendy Walling introduced the solar panel project and Revision Energy. Dunster gave a presentation detailing the Power Purchase Agreement stating that initially, the investors will own the solar system and the Town would buy power from the third-party owners. After year 6, the town may choose to buy the system or continue leasing. The price will decrease each year, thereafter. He stressed that there is no upfront cost to the town. He provided projected savings based on historical data for each year the system is leased. Once purchased, the savings will increase greatly, but the town would be responsible for maintenance. For the best options, it is necessary to have a PPA signed and in place by October 31, 2020. Briand will have town attorney review a draft agreement and add as an Action Item for the next meeting.
3. Amendments to the Agenda.
Additions of Treasurer's Warrants #7 and 8.
4. Approve Consent Calendar
 - A. Meeting Minutes: August 11 and August 13
 - B. Warrants & Financial Reports:
 1. Treasurer's Warrant #4 - \$215,394.90
 2. Warrant #7 - \$6,347.80
 3. Warrant #8 - \$1,349.00**A motion was made by Engler to approve the Consent Calendar, as amended. Seconded by Cluchey. Vote was 5-0**
5. Action Items
 - A. Supplemental Assessment #1 - \$8,023.72
Motion made by Engler to approve Supplemental #1 for Frederic and Una Cheney in the amount of \$8,023.72 seconded by Cluchey. Vote was 5-0.
 - B. Road Name Approval – Lazy Lane
Motion made by Cluchey to approve the private road name, Lazy Lane, seconded by Engler. Vote was 5-0.
 - C. Recreation – Allen Acker, Recreation Director
 1. Return to Play Procedures and Rules
Acker stated that all kids' recreation programs will follow the procedures and rules regarding COVID-19. There will be no adult recreation programs at this time. Walling moved to approve the Return to Play Procedures and Rules, as presented, seconded by Cluchey. Vote was 5-0.
 2. Fall Programs
Acker stated they are working on a youth soccer program, cross country program and disc golf program. At this time, they are waiting for MPA to set guidelines.

D. Appointments

Engler moved to approve the appointment of Nicole Briand as Plumbing Inspector and Code Enforcement Officer, seconded by Cluchey. Vote was 5-0.

Engler moved to approve the appointment of Darren Carey as Assessors' Agent, Deputy Code Enforcement Officer and Deputy Plumbing Inspector, seconded by Cluchey. Vote was 5-0.

Engler moved to approve the appointment of Eli Rubin as General Assistance Administrator, seconded by Cluchey. Vote was 5-0

E. Citizen of the Year

This award as it is usually presented at Celebrate. Cluchey will provide a written plan. Cluchey motioned the Board to select nominee #12 for the 2020 Citizen of the Year, seconded by Engler. Vote was 5-0

6. A. Financial Reports

Engler wanted to thank the town staff for providing such a detailed report. For future meetings, the Board decided to accept a streamlined TRIO report. They would like to see a summary which also shows Monthly and YTD financial information. Briand will work with Rubin to produce financial reports, as requested.

B. Town Properties

Briand stated that she met Susie Hobart to discuss opening of the public restrooms, skate park and town office, as follows:

RESTROOMS: Proper signage, cleaned by Public Works at least 3x's per week, Inspected by Public Works 2x's per day. If the bathrooms are dirty, they will be closed until the next cleaning. Additionally, hand sanitizer will be added in restrooms.

SKATEPARK: Reopen with COVID signage.

TOWN OFFICE: Add plexiglass to counter, limit number of people in building and mark floors to support social distancing, **MANDATORY FACE MASKS** and all appropriate signage. The town office will remain closed to the public on Fridays through the election due to extra measures taken to follow COVID rules and staff training.

Briand estimates the budget for COVID-related expenses to be \$2,500. Engler stressed the priority to open up and stated that the capital reserve funds for modifications can be used for COVID-related expenses, and supplies can be taken from operating expenses.

Engler motioned to allow the town to move forward with reopening contingent upon Hobart approving the reopening plan, seconded by Cluchey. A full consensus was given.

C. Shore & Harbor Grant – Request for Proposals

Briand shared that the Town received notice that we were recommended to receive the full funding as requested, \$30,000.

D. Absentee Ballot Box

Voters may put their ballots in the Town's secure, locked box on the side of the Library Book Return box. They may also return ballots in person or mail in ballots. We will have early voting set up according to COVID rules. All absentee ballots mailed out will include an instruction sheet detailing this information. It can also be found on the Town website.

E. Recycling Barn

At this time, we do not have an approved Plan of Correction for the violations found on the Fire Marshall's Report. Given the violations found, it was recommended that we (the Town) discontinue use of the 2nd and 3rd floors. In response, the staff is removing Town materials from these floors, the video equipment will be moved from the 2nd floor and single-stream recyclables will be loaded on the truck from the loading dock instead of from the 3rd floor. David Berry, property owner, spoke to some of the things that he will be responsible for to make the property usable. Our

building lease expires June 30, 2020. We need to get estimates for repairs. The Board will meet with Berry soon to determine a course of action. A Plan of Correction will need to be submitted to the Fire Marshall's Office by the building owner for approval.

F. Future Agenda Items

1. **Recycling Barn – Meeting with Berry, Short-term and long-term alternatives need to be developed for our recycling program with potential costs. Also opening up on Saturdays.**
 2. **Budget – Outside Organization Requests**
 3. **Foreclosed Properties & Upcoming Property Foreclosures**
 4. **Dangerous and Abandoned Buildings – October**
 5. **Capital Projects**
7. Select Board Member's Request for Agenda Items for Next Meeting
Board will discuss future agenda items.
8. Future Select Board Meetings
- A. September 8, 2020 – Regular Meeting
 - B. September 22, 2020 – Regular Meeting
9. Comments from the Select Board Members
Judy Gray asked to add the Bottle Return funds and Historical Society funding to a future meeting.
10. Comments from the Public – None
11. Executive Session(s)
**At 7:25 pm a motion was made by Cluchey to convene in Executive Session Pursuant to 1 M.R.S. §405 (6) (A) for a personnel matter to discuss the Town Manager position. Seconded by Engler. Vote was 5-0.
No action taken.**
12. Adjourn
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| Adjournment was at 8:00 p.m. | |
| Select Board | |
| Town of Bowdoinham, Maine | <hr/> |
| | Peter Lewis, Chair |
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| | David Engler, Vice-Chair |
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| | Jeremy Cluchey |
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| | Judith Gray |
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| | Thomas Walling |