Town of West Bath
Select Board Meeting Minutes
Thursday, August 17, 2023

Town of West Bath Select Board:	Kathleen Lavallee, Chair	- **Present**
	Suzanne Andresen	- **Present**
	Madelyn Hennessey	- **Present**
Town Staff Present:	Kristine Poland, Town Administrator Karly Perry, Town Clerk	
Public:	David Hennessey, Todd Flaherty, Steve Winter	

A meeting of the Select Board was held at the Town Hall on **Thursday, August 17, 2023, at 5:30 pm.**

I. CALL TO ORDER at **5:30 pm**

II. ATTENDANCE AND ESTABLISHMENT OF QUORUM – **Yes**

III. PLEDGE OF ALLEGIANCE WAS SAID.

IV. CONSENT AGENDA

1. Approval of Minutes:
   a. August 32023

2. Approval of Warrant(s):
   a. Municipal
   b. School

3. Upcoming Board of Selectmen Meeting(s):
   a. September 7, 2023, at 5:30 pm at the West Bath Town Hall

Municipal Officer Hennessey moved to approve the warrants as presented, seconded by Municipal Officer Andresen. Select Board unanimously approved.

V. SELECT BOARD COMMENTS/ANNOUNCEMENTS:
Municipal Officer Andresen announced the Sabino Fair to celebrate the 100th Anniversary will be held Saturday, August 19th, from 9:00am to 2:00pm.

VI. BUSINESS ITEMS Acting as the Select Board

1. Liquor License Renewal, Trinken Brewing Co. LLC
Town Administrator Kristine Poland presented the Board with a liquor license renewal for Trinken Brewing Co. LLC.

Municipal Officer Hennessey moved, seconded by Municipal Officer, to approve the license as presented. Select Board unanimously approved.

Municipal Officer Lavallee complimented Trinken Brewing on being responsible with the new permitted use of live music.

2. Open and Review Bids:

A. Town Hall Heat Pump System
Ms. Poland presented the Board with one bid for heat pumps from Daves World, noting that Todd Flaherty was present to answer any questions regarding the bid.

Daves World submitted three options:

3 units (30,000 BTU)	$19,977	$15,997 (after rebate)
3 units + additional unit for meeting room	25,163	19,363 (after rebate)
5 units (single zone)	33,167	19,167 (after rebate)

Mr. Flaherty explained that the rebate is through Efficiency Maine specifically for small communities. Municipal Officer Andresen asked what the operational cost is for the units, which Mr. Flaherty difference is negligible because the individual units would be slightly more efficient than the multi-zone units.

David Hennessey asked about the warranty. Units come with a 12-year standard warranty for parts, one-year warranty for labor and four-year warranty for workmanship. The extended warranty and maintenance package is included in the pricing ($4250/$5950/$9350 respectively).

Municipal Officer Andresen asked how much ARPA funding has been allocated for heat pumps, which Ms. Poland confirmed that the Town has allocated $18,000 for heat pumps.

Municipal Officer Andresen moved, seconded by Municipal Officer Hennessey, to select the third option for five single-zone units at a final cost of $19,167.80. Select Board unanimously approved.

Mr. Hennessey asked what the timeframe would be, to which Mr. Flaherty projected an installation date of October 9, 2023.

B. Town Hall Window Replacement

Ms. Poland presented the Board with four bids for Town Hall replacement windows as follows:

- Coastal Glass & Window $8400.00
- Bangor Abatement, Inc. 18,900.00
- Portland Glass 10,674.72
- Anderson Windows 39,725.00

Municipal Officer Andresen moved, seconded by Municipal Officer Hennessey, to accept the bid by Coastal Glass in the amount of $8400. Select Board unanimously approved.

Municipal Officer Andresen asked how much was allocated for replacement windows. Ms. Poland stated that $10,000 in ARPA funding has been designated for windows.

C. Town Hall Interior Painting

Ms. Poland presented two bids for interior painting at Town Hall as follows:

- Bangor Abatement, Inc. $14,800.00
- Skillin Painting 8950.00

Ms. Poland noted that Skillin Painting has previously painted the downstairs at Town Hall and that she is pleased with their work.

Municipal Officer Andresen moved, seconded by Municipal Officer Hennessey, to accept the bid by Skillin Painting in the amount of $8950. Select Board unanimously approved. Ms. Poland noted that the cost of painting will be taken from the building maintenance budget of $20,000.

3. **Approval of Referendum, November 7, 2023**
   Municipal Officer Lavallee introduced proposed language to vote at the November election whether to transition from Open Town Meeting to Referendum Town Meeting. Municipal Officers Lavallee and Hennessey agreed that the language was clear, which Municipal Officer Andresen suggested that the language be rewritten to vote to retain the current form of Town Meeting.
   Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to approve the referendum language as presented. Select Board approved with two in favor and one opposed (Andresen).

4. **Workplace Safety Policies**
   Municipal Officer Lavallee stated that Maine Municipal Association Risk Management has asked that the Town adopt the following policies:
   - Return to Work Policy
   - Safe Lifting Policy
   - Slip and Fall Prevention Plan
   - Video Display Terminal Policy

   Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to instate the workplace safety policies as proposed. Select Board unanimously approved.

5. **Town Administrator's Report**
   No report.

6. **Future Agenda Items**
   Municipal Officer Hennessey announced that she would be unable to attend meetings on October 19 and November 2. The Select Board agreed to retain the current meeting schedule.

VII. BUSINESS ITEMS — Acting as the Board of Assessors

1. **Certified Ratio Declaration Form**
   Municipal Officer Hennessey moved, seconded by Municipal Officer Andresen, to accept the Certified Ratio Declaration Form as presented. Select Board unanimously approved.

2. **Tax Commitment, Set Mill Rate**
   Ms. Poland presented the Select Board with information for potential mill rates of 6.85, 6.80, and 67.5. She recommended that the Board accept the rate of 6.80 as proposed by the Tax Collector. **Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to set the 2023 tax rate at 6.80 mills with an overlay of $106,550.82. Select Board unanimously approved.**

   Ms. Poland noted that 35 residents will see a decrease in their taxes below the stabilized tax amount.

3. **Assessors' Return, 2023-2024 Sagadahoc County Tax Assessment**
   Municipal Officer Hennessey moved, seconded by Municipal Officer Lavallee, to approve the Assessors' Return as presented. Select Board unanimously approved.

VIII. PUBLIC COMMENT

Steve Winter expressed concern with the tax revaluation process, specifically the site visits and the interview process wherein errors in accessing were not addressed. He stated that other taxpayers may be in a similar situation.

Municipal Officer Andresen agreed that she heard similar complaints from other residents. Municipal Officer Lavallee expressed her frustration. Discussion followed on the revaluation process.

IX. ADJOURNMENT

Municipal Officer Andresen moved to adjourn, seconded by Municipal Officer Lavallee. Select Board adjourned by unanimous acclamation at 6:45 pm.

A true attested copy,

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Karly A. Perry, Town Clerk