

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, April 4, 2016**  
**At the Meetinghouse**

*For review of the complete discussions and motions, please see the recording available at the Public Library or on our website at [www.newgloucester.com](http://www.newgloucester.com)*

**BOARD OF SELECTMEN'S MEETING**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

Chairman, Linda Chase, called the meeting to order at 7:02p.m. Present were Chairman, Linda Chase; Selectmen, Stephen Hathorne, Steven Libby and Laura Sturgis; Town Manager, Paul First; and Recorder, Sharlene Myers.

**II. SCHEDULE NEXT MEETING:**

**Annual Town Meeting** – 7:00 p.m., Monday, May 2, 2016

**Board of Selectmen Meeting** – 7:00 p.m., Monday, May 16, 2016

**A. Adjustments to the Agenda**

None.

**III. PUBLIC PARTICIPATION**

**A. Dedication of the Annual Report**

Ms. Chase said the Annual Report is dedicated each year to an outstanding person(s) in the community. She said this year's Annual Report is dedicated to William "Bill" Kiley. Ms. Chase read the dedication from the report.

Mr. Kiley thanked the Board for the Dedication and was completely surprised.

**B. Bruce Beasley, Superintendent of MSAD #15 – Budget preview**

Bruce Beasley, Superintendent of MSAD #15, gave a brief overview of the 2016-2017 School Budget. He said the budget as a whole will remain relatively flat. He said this year's budget will include additional staff, and increases in electricity, PATHS, professional development, student travel, equipment, debit service and vehicle repairs/supplies. He said budget decreases will include bus lease/purchase, heating oil/fuel, health insurance, school resource officer, books and outside placement. He said the estimated tax impact for New Gloucester residents will be zero.

Mr. Libby thanked Mr. Beasley for a great presentation and asked if the upcoming bond question(s) for school renovations and athletic fields were going to be placed on the June ballot; if yes, why in June and not November when the voter turnout is larger; and if the ballot will have two questions instead of one.

Mr. Beasley said a straw poll was taken at the forum the previous week and was in favor of two questions. He said the Board has chosen the June election because of funding, bond rates and the grant money deadline. He said he would share Mr. Libby's questions with the school board at the next meeting.

**C. Other**

None.

**IV. SCHEDULED ITEMS**

**4.91 To See What Action the Board Wishes to take in Regard to Bid Proposals for Morse Road**

The following bids were opened:

Pratt & Sons, Inc. – Mechanic Falls, ME	
Base Bid:	\$766,610.00
Base HT:	\$ 70.00
Surface HT:	\$ 85.00
Repair #1:	\$ 5,500.00
Repair #2:	\$ 5,500.00
Repair #3:	\$ 5,500.00
Total:	\$783,110.00

C H Stevenson, Inc. – Wayne, ME  
 Base Bid: \$441,526.00  
 Base HT: \$ 68.25  
 Surface HT: \$ 72.45  
 Repair #1: \$ 4,000.00  
 Repair #2: \$ 4,400.00  
 Repair #3: \$ 8,000.00  
 Total: \$457,526.00

Gendron & Gendron, Inc. – Lewiston, ME  
 Base Bid: \$524,020.50  
 Base HT: \$ 60.00  
 Surface HT: \$ 65.00  
 Repair #1: \$ 9,130.00  
 Repair #2: \$ 9,130.00  
 Repair #3: \$ 17,210.00  
 Total: \$559,490.50

A. H. Grover, Inc. – Cumberland, ME  
 Base Bid: \$683,910.00  
 Base HT: \$ 60.00  
 Surface HT: \$ 65.00  
 Repair #1: \$ 2,500.00  
 Repair #2: \$ 2,250.00  
 Repair #3: \$ 4,000.00  
 Total: \$692,660.00

R. E. Coleman, Inc. – Portland, ME  
 Base Bid: \$556,680.00  
 Base HT: \$ 76.45  
 Surface HT: \$ 79.88  
 Repair #1: \$ 12,620.00  
 Repair #2: \$ 13,860.00  
 Repair #3: \$ 26,890.00  
 Total: \$610,050.00

*Mr. Libby moved and Mr. Hathorne seconded a motion for staff and committee review bids and report back to the Board prior to the April 14, 2016. The motion carried on a vote of 4-0.*

**4.92 To See What Action the Board Wishes to take in Regard to Library Roof RFP**

Mr. Shane said he found an RFP used by another municipality and streamlined it for New Gloucester.

The Board asked Mr. Shane to make the following changes:

Page 2: sixth bullet down, add after the word shield, “equivalent to Grace”

Page 2: thirteenth bullet down, should read “Repair, repoint or replace lead around chimneys. (This replacement or repair will be agreeable with the Contractor and Public Works Director)”

*Mr. Libby moved and Ms. Sturgis seconded a motion to put the Library Roof RFP out to bid with amendments, as discussed. The motion carried on a vote of 4-0.*

**4.93 To See What Action the Board Wishes to take in Regard to Bid Proposals for Town Auditor RFP**

The following bids were opened:

Ron L. Beaulieu & Company – Portland, ME

	Audit Fee	Single Audit	Total Audit
2016:	\$ 6,000	\$ 500	\$ 6,500
2017:	\$ 6,000	\$ 500	\$ 6,500
2018:	\$ 6,000	\$ 500	\$ 6,500
3-yr total:	\$18,000	\$ 1,500	\$19,500

Smith & Associates, CPAs – Yarmouth, ME

	Audit Fee	Single Audit	Total Audit
2016:	\$ 8,250	\$ 2,000	\$10,250
2017:	\$ 8,500	\$ 2,050	\$10,550
2018:	\$ 8,750	\$ 2,100	\$10,850
3-yr total:	\$25,500	\$ 6,150	\$31,650

Runyon, Kersteen, Ouellette – South Portland, ME

	Audit Fee	Single Audit	Total Audit
2016:	\$13,500	\$ 1,500	\$15,000
2017:	\$13,900	\$ 1,500	\$15,400
2018:	\$14,300	\$ 1,500	\$15,800
3-yr total:	\$41,700	\$ 4,500	\$46,200

Berry, Talbot, Royer – Falmouth, ME

	Audit Fee	Single Audit	Total Audit
2016:	\$10,000	\$ 0	\$10,000
2017:	\$10,000	\$ 0	\$10,000
2018:	\$10,250	\$ 0	\$10,250
3-yr total:	\$30,250	\$ 0	\$30,250

RHR Smith & Company – Buxton, ME

	Audit Fee	Single Audit	Total Audit
2016:	\$ 8,500	\$ 1,500	\$10,000
2017:	\$ 8,500	\$ 1,500	\$10,000
2018:	\$ 8,500	\$ 1,500	\$10,000
3-yr total:	\$25,500	\$ 4,500	\$30,000

*Ms. Sturgis moved and Mr. Hathorne seconded a motion for staff and Mr. Libby, Selectmen Liaison, to review proposals and make a recommendation to the Board before April 14, 2016. The motion carried on a vote of 4-0.*

**4.94 To See What Action the Board Wishes to Take in Regard to Scheduling Spring Clean-up Week at the Transfer Station**

*Mr. Libby moved and Mr. Hathorne seconded a motion to schedule Spring Clean-up Week at the Transfer Station for May 17<sup>th</sup> thru May 21<sup>st</sup>, during their regularly scheduled hours. The motion carried on a vote of 4-0.*

**4.95 To See What Action the Board Wishes to Take in Regard to CEO Code Violations**

Debra Parks Larrivee, Code Enforcement Officer, gave an update on the Code Violations she brought previously to the Board.

**52 Maple Street:**

Ms. Larrivee said the property owners have done a lot of cleanup of their property. She said the debris and metal are gone; a dumpster was brought in and emptied when filled; have brought several loads to the transfer station; and are trying to work with agencies on housing. She said they have met the requirements and dates set forth to them.

**840 Lewiston Road:**

Ms. Larrivee said the property owner is in violation of the following Home Occupation permit requirements: 1) Clearly states no exterior storage of materials or goods; 2) Home Occupations floor area may not exceed 50% of total floor area; and 3) he does not have a junkyard permit and is clearly operating one. Ms. Larrivee presented pictures to the Board taken earlier that day.

Ron Henry, property owner, said he has been hauling stuff away and has contacted customers to pick up their equipment. He said some customers he is unable to contact and some are not picking up their stuff. Mr. Henry said he needs a few more weeks.

Mr. Libby said the Board cannot waive the ordinance requirements. He said the CEO has brought the violations to the Board's attention and the Board has no choice but to stand behind the ordinance. He said the CEO will tell the Board when the compliance is met.

Ms. Larrivee said the Board could set penalties and fines. She said Mr. Henry signed the agreement on January 4, 2016, that he would be in compliance by April 4<sup>th</sup>, 2016.

Mr. Hathorne said the Board has three choices:

- 1) Take no action and continue as is
- 2) Implement civil penalties
- 3) Revoke the home occupation permit

Mr. Hathorne said he does not believe a penalty would help. He said Mr. Henry had specific orders and took no action until recently.

*Mr. Hathorne moved and Mr. Libby seconded a motion to revoke the home occupation permit until the CEO determines he is in compliance with #1 and #3; the CEO work with Mr. Henry to determine current percentage and agree on an acceptable plan to get in compliance with the Home Occupation Permit; and report back to the Board on #1, #2 and #3 in writing. The motion carried on a vote of 4-0.*

Karen Flick, Animal Control Officer, said in November of 2015, she visited 52 Maple Street with the Greater Androscoggin Humane Society and removed forty cats from the property. The property owners were told by the Humane Society that if they wished to keep the cats, the Society would spay/neuter them free of charge. Ms. Flick said the property owners never contacted the Society. She said in January, 2016, she removed another 19 cats and left two carriers for the owner to catch the remaining cats and contact her. Ms. Flick said she never heard a word. Ms. Flick said the last time she contacted the owners, there was mention of a gun. She said she is encountering some very dangerous situations lately and is receiving no back up support from the Cumberland County Sheriff's Department. She said she is not feeling safe while trying to do her job.

Mr. Libby asked Ms. Flick to sit down with the Town Manager to discuss the situation and come up with a plan or possibly a change in policy.

**4.96 To See What Action the Board Wishes to take in Regard to EMS Billing Policy**

*Mr. Hathorne moved and Mr. Libby seconded a motion to table the EMS Billing Policy to the next meeting on May 16, 2016. The motion carried on a vote of 3-1, with Ms. Chase opposing.*

**4.97 To See What Action the Board Wishes to take in Regard to EMS Rate Schedule**

*Mr. Hathorne moved and Mr. Libby seconded a motion to table the EMS Rate Schedule to the next meeting on May 16, 2016. The motion carried on a vote of 4-0.*

**4.98 To See What Action the Board Wishes to Take in Regard to May 2, 2016, Annual Town Meeting Warrant**

Mr. Libby said on Article #12, remove the words “for the ensuring year”. He said the project work might begin after the contract signing.

*Mr. Libby moved and Mr. Hathorne seconded a motion to sign the warrant as amended on Article 12 with the understanding an adjustment may be needed regarding Morse Road Reconstruction (Article #12 and #22). The motion carried on a vote of 4-0.*

**V. APPROVE FY16 WARRANTS AND PAYROLLS #39 and #40**

Ms. Myers said FY16 Warrants and Payrolls #40 was not completed and not ready for signatures.

*Mr. Libby moved and Mr. Hathorne seconded a motion to approve FY16 Warrants and Payrolls #39. The motion carried on a vote of 4-0.*

**VI. APPOINTMENTS**

None.

**VII. LEGAL**

None.

**VIII. WRITTEN COMMUNICATION**

**A. Approve Minutes of the March 21, 2016 Board of Selectmen’s Meeting**

*Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Minutes of the March 21, 2016, Board of Selectmen’s Meeting. The motion carried on a vote of 4-0.*

**IV. ORAL COMMUNICATION**

**A. Selectmen**

Stephen Hathorne – no comments.

Laura Sturgis – said she had the pleasure of attending the volunteer recognition event at the Library. She said it was a fun time had by all in attendance.

Steven Libby – said on Saturday, May 7<sup>th</sup>, at 9:00a.m., the Historical Society is hosting an event “Did You Know”. He said there will be several displays and will be a don’t miss event. Mr. Libby said the Town received notification that the culvert at Brandy Brook will be replaced with grant funds received from the State. He said Stevens Brook is a higher priority and would like to see it take precedence over Brandy Brook.

Mr. First said Stevens Brook is more challenging for the DEP/IFW and Brandy Brook has a lot of upstream habitat.

Linda Chase – said she attended the joint leaders meeting. She said there was a presentation/discussion on increased drug use.

**B. Town Manager**

Mr. First said the Annual Town Meeting is May 2<sup>nd</sup>, 7:00p.m., at Memorial School.

Mr. First said he wanted to thank the Fire/Rescue Department personnel who responded to the recent fire on Morse Road.

Mr. First said staff is beginning its research on the next recipient of the Boston Post Cane. He said if anyone knows of someone who should be considered, to please contact Kim Getchell at the Town Office before June 15<sup>th</sup>.

Mr. First said nomination papers are available for Selectmen (2) and School Board (3). He said papers must be returned by Friday, April 29<sup>th</sup>, at 2:00p.m.

**C. Dept. Heads**

**D. Boards & Committees**

**X. EXECUTIVE SESSION**

**A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. C.** Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency (*Land Real Estate*)

*Mr. Hathorne moved and Ms. Sturgis seconded a motion to enter into Executive Session Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. C., Land Real Estate, at 9:26 p.m. The motion carried on a vote of 4-0.*

**XI. RETURN TO OPEN SESSION**

The Board returned to open session at 9:45 p.m.

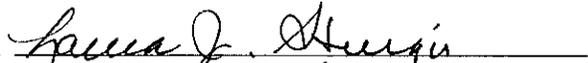
*Mr. Libby moved and Mr. Hathorne seconded a motion to authorize the Town Manager to sign the Purchase and Sale Agreement for the Girardin property contingent on the approval of the Town Attorney of the terms in the agreement. The motion carried on a vote of 4-0.*

**XII. ADJOURN**

*Ms. Sturgis moved and Mr. Hathorne seconded a motion to adjourn at 9:50 p.m. The motion carried on a vote of 4-0.*

Approved May 16, 2016

  
Linda D. Chase, Chairman

  
Laura J. Sturgis, Vice-Chairman

  
Stephen J. Hathorne, Selectman

  
Steven M. Libby, Selectman