

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, July 7, 2014**  
**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, Steven Libby, called the meeting to order at 7:00 p.m. Present were Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectmen, Nathaniel Berry, Joshua McHenry and Laura Sturgis; Town Manager, Paul First; and recorder, Sharlene Myers.

**II. SCHEDULE NEXT MEETING:**

Board of Selectmen – 7:00 p.m., Monday, July 21, 2014

**A. Adjustments to the Agenda**

None.

**III PUBLIC PARTICIPATION**

**A. PUBLIC HEARING on 2014-2015 General Assistance Ordinance Appendices A**

Mr. Libby opened the Public Hearing at 7:02 p.m. There were no public comments. The Public Hearing was closed at 7:03 p.m.

**B. Other**

Leo Credit, Gray-New Gloucester Development Committee President, gave the Board copies of the new Gray-New Gloucester magazine. He said the magazine will be published once a year and the Committee is proud of the publication. He said 10,000 copies were produced; 5,000 staying in the Gray-New Gloucester area and 5,000 will be distributed throughout the State of Maine. He said he would like to thank everyone involved and input is welcomed.

Stephen Hathorne, resident, asked for an update on the Town of New Gloucester v. Frank Staton case.

Mr. First they have reached a consent agreement which outlines communication with the Town of New Gloucester.

Mr. Hathorne said he is concerned the citizens of the Town voted for a cistern (\$48,000) at the 2013 Annual Town Meeting and the project was never started. He said the Board chose not to carry forward the funds for this project.

Mr. Libby said he agreed; the will of the people was not met. He said this is one of the projects the Board will be reviewing in the next few months.

**IV. SCHEDULED ITEMS**

**4.01 To See What Action the Board Wishes to take in Regard to Bid Proposals for Sand & Gravel**

The following bid proposals for Sand & Gravel were opened:

Bowie Excavating, New Gloucester, ME		
Sub-base		no bid
Base		no bid
Standard Surface		no bid
M.D.O.T. Surface		no bid
Winter Sand		\$ 6.50 /cubic yard
Gendron & Gendron, Lewiston, ME		
Sub-base		\$12.00 /cubic yard
Base		\$14.00 /cubic yard
Standard Surface		\$16.00 /cubic yard
M.D.O.T. Surface		\$16.00 /cubic yard
Winter Sand		no bid

K & K Excavation, Inc., Turner, ME		
Sub-base		\$ 7.80 /cubic yard
Base		\$ 8.75 /cubic yard
Standard Surface		\$ 8.75 /cubic yard
M.D.O.T. Surface		\$ 8.75 /cubic yard
Winter Sand		no bid

M-T Pit, New Gloucester, ME		
Sub-base		no bid
Base		no bid
Standard Surface		no bid
M.D.O.T. Surface		no bid
Winter Sand		\$ 4.00/cubic yard

Pike Industries, Inc., Westbrook, ME		
Sub-base		\$ 6.89 /cubic yard
Base		\$11.09 /cubic yard
Standard Surface		\$ 7.25 /cubic yard
M.D.O.T. Surface		\$11.09 /cubic yard
Winter Sand		\$ 6.98 /cubic yard

Portland Sand & Gravel, Inc., Gray, ME		
Sub-base		\$ 7.00 /cubic yard
Base		\$12.00 /cubic yard
Standard Surface		\$12.00 /cubic yard
M.D.O.T. Surface		\$12.00 /cubic yard
Winter Sand		\$ 4.00 /cubic yard

Shaw Brothers Construction, Gorham, ME		
Sub-base		\$ 8.00 /cubic yard
Base		\$12.00 /cubic yard
Standard Surface		\$ 8.50 /cubic yard
M.D.O.T. Surface		\$12.00 /cubic yard
Winter Sand		\$ 6.00 /cubic yard

*Mr. McHenry moved and Ms. Sturgis seconded a motion for staff to review and make their recommendations to the Board of Selectmen. The motion carried on a vote of 5-0.*

**4.02 To See What Action the Board Wishes to Take in Regard to Outlet Road Bridge Engineering RFP**

*Mr. McHenry moved and Mr. Berry seconded a motion to approve the Outlet Road Bridge Engineering RFP with the following amendments: drawings must show the engineers stamp; hourly cost of inspection, estimated hours for budget purposes and design total amount be added to the bid form; completion date of 11/15/14 and \$100 per day penalty beyond completion date added to the RFP. The motion carried on a vote of 5-0.*

**4.03 To See What Action the Board Wishes to Take in Regards to 2014-2015 General Assistance Ordinance Appendices A**

*Ms. Chase moved and Mr. Berry seconded a motion to approve the 2014-2015 General Assistance Ordinance Appendices A, as presented. The motion carried on a vote of 5-0.*

**4.04 To See What Action the Board Wishes to Take in Regards to Awarding of Bid for Cable TV-3 Equipment Purchase RFP**

Mr. First said the Cable TV Committee's recommendation is to purchase items #2 and #9 from Access AV and the remaining items from B & H Photo.

The Board thanked Bob Macgregor and the Committee for all their work and the bids coming in below budget.

*Mr. McHenry moved and Ms. Sturgis seconded a motion to award the Cable TV-3 Equipment Purchase items #2 and #9, totaling \$708, to Access TV and the remaining items, totaling \$10,308.49. to be purchased from B & H Photo. The motion carried on a vote of 5-0.*

**4.05 To See What Action the Board Wishes to Take in Regard to Activity List for the Coming Year**

Mr. Libby said discussion at a previous meeting stimulated the creating of an activity list which lists items currently underway and/or new ones.

1. Public Works Building

Mr. First said he would like to see an RFP for engineering services go out in the fall and would like the new Town Planner to work on this project as well as understanding the master plan and making any necessary changes.

Mr. Libby said he recommends Mr. First, Town Planner, Mr. McHenry, Public Works Director, and Fire/Rescue representative, meet, discuss and make a recommendation on the next steps.

Completion Date: 11/1/14      Board Representative: Joshua McHenry

2. Assistant Planner

Mr. First said a Town Planner should be in position by August 1<sup>st</sup>. He said he would like to assess the Planning Department after the new Planner has settled into the position

Completion Date: 1/1/15      Board Representative: none

3. Outlet Road Bridge

Mr. Libby said the engineering RFP was approved earlier. He said Mr. First, Mr. Shane and Board Representative would review and make their recommendations to the Board.

Completion Date: 11/15/14 Board Representative: Steven Libby

4. Coordination w/ DOT Rt 231 / Rt 100 Intersections

Mr. First said DOT is slow paced on this project. He said DOT is looking into a warning signal configuration for the Bennett Road intersection. He said this would allow DOT to take funding from that project and add to the Route 231 intersection project. He said DOT will be coming back to the Board with additional information/proposals.

Mr. Libby said no completion date and Mr. Berry would be the representative.

Completion Date: none Board Representative: Nathaniel Berry

5. Personnel Policy Updates

Mr. McHenry said himself, Ms. Chase and Mr. First have met twice and are approximately half-way through the policy. He said they are hoping to have a draft done by the end of September and then be forwarded to the attorney for review.

Completion Date: 1/1/15 Board Representatives: Joshua McHenry  
Linda Chase

6. TIF Document Updates

Mr. First said the TIF document may need to be updated. He said if it's updated, it could make it more difficult to access funds. He said he will do additional research by calling DECD and having discussions with their staff and others more knowledgeable. He said if TIF funds want to be used for the new Public Works Facility, updates to the document would be required, as the public works building is not currently TIF eligible.

Completion Date: 10/1/14 Board Representative: none

7. Barn

Mr. First said dropping/burning of the barn would cost approximately \$5,036. He said reuse of some lumber may be possible. Mr. First said the fire department has no interest in burning the barn. Also, Barnstormer's is not interested on salvaging the lumber in return for removing it.

Mr. Libby asked Mr. First to do additional research and bring back to the Board at the July 21<sup>st</sup> meeting.

Completion Date: none Board Representative: none

8. Communication Initiative

Mr. Libby said he would work with Ms. Sturgis and Mr. First on this. He said it could have a budget impact depending on the route taken.

Completion Date: 12/1/14      Board Representative: Steven Libby  
Laura Sturgis

9. Land Purchase

Mr. Libby said he and Mr. First met with a seller regarding potential purchase of a piece of land the Board might be interested in presenting to the Town for consideration. He said the next step is to schedule an Executive Session for Board discussion.

Mr. First said he would contact the land owner to see if the plan is still intact.

Mr. Libby said to schedule the Executive Session for the August 18<sup>th</sup> Board meeting.

Completion Date: none      Board Representative: Steven Libby

10. Cistern Location

Mr. Libby said before the cistern goes back to the CIP Committee, discussions should take place concerning funding, needs and land. He said Mr. First, Fire Chief, Town Planner and Mr. Berry should meet and make their recommendations to the Board.

Completion Date: 11/1/14      Board Representative: Nathaniel Berry

11. Employee Salary Review / Schedule

Mr. Libby said he had compiled information from the MMA Salary Survey and distributed it to the Board but discussions stalled. He said he will compile the information again and the Board needs to get this completed.

Ms. Chase said this could also tie into the Personnel Policy updates.

Completion Date: 1/1/15      Board Representative: Steven Libby

12. Foreclosed Property

Mr. Libby said Mr. First is to come back to the Board with a listing of all foreclosed properties with recommendations.

Completion Date: 9/15/14      Board Representative: none.

13. NIMS Training

Mr. Libby said Ms. Sturgis and Mr. First need to complete the NIMS Training. He said to contact Timothy Joy, Emergency Management Director, to check on trainings and dates.

Completion Date: 8/15/14      Board Representative: Laura Sturgis

14. Health Insurance Comparisons

Mr. First said he would like to enlist the help of Harry Childs, Dept. Treasurer, to look into options on property/casualty insurance.

Mr. Libby said the health insurance should also be reviewed.

Completion Date: 11/1/14      Board Representative: none

15. Fire Ponds Maintenance Policy

Mr. Libby asked Mr. First to come back to the Board with the Fire Pond Policy and if needed, suggested revisions. He said this was created around 2012.

Completion Date: 3/1/15      Board Representative: none

16. Access to Town Forest

Mr. Libby said the Town Forest is approximately 66 acres of land and access is extremely limited. He said he and Mr. First should meet with the abutter.

Mr. First said he was approached by a party interested in purchasing this land. He said he will contact them and if still interested, then an Executive Session would be needed. He said if no interest, then they would meet with the abutter. He recommends this be completed with the Planning Department.

Completion Date: 3/1/15      Board Representative: Steven Libby

17. Freedom of Access Training

Mr. Libby said Ms. Sturgis needs to complete this training. He asked Mr. First to check the statute to make sure the Town is in compliance.

Mr. First said the Water District Trustees needs to complete the training also. He said it might be possible to bring someone in to do the training as a group and he would follow up on this training.

Completion Date: 9/15/14      Board Representative: Laura Sturgis

18. UV Master Plan

Mr. Libby said the plan is in the design stage and is on hold until a new planner is hired.

Mr. First said this plan belongs with the Land Management Planning Committee. He said once the planner is in place and the Committee will work with the planner on this plan.

Completion Date: none      Board Representative: none

19. Wharf Road Land Access

Mr. Libby said he and Mr. First will meet with Mr. Hendry to see where access should be located, and to discuss an easement. He said the next step would be to hire a surveyor, and once completed, draft a deed. He said the property is beautiful there and has more potential for a Community Forest than the Auburn line.

Completion Date: 1/1/15      Board Representative: Steven Libby

20. Recreation Initiative w/ Gray SAD

Mr. Libby said a new approach to recreation was discussed at the recent Joint Leaders meeting with Gray and SAD 15.

Ms. Chase said they are exploring single entity that could take care of Parks & Recreation Departments, SAD 15, Adult Education and Transportation. She said this is being done in other areas of the State.

Completion Date: 1/1/15      Board Representative: Steven Libby  
Linda Chase

21. Bear Brook

Mr. Libby said staff has been working on a long term solution to the Bear Brook Dam with DOT and adjacent landowners.

Mr. First said preliminary design sketches show how repairs could be done. He said there are 3 or 4 parties who have interest in this. He said he has another meeting with the parties in August. He said the water level is low and DEP is concerned about the aquatic life.

Mr. Libby said Mr. First will report back to the Board on September 15<sup>th</sup>.

Completion Date: 9/15/14      Board Representative: Steven Libby

22. Comp Plan Revision

Mr. First said the process has been outlined and there steps required to revise the Comp Plan. He said completion date is hard to set with a new planner coming on board.

Completion Date: none      Board Representative: none

23. Revaluation

Mr. Libby asked to have Debby and Mike give the Board data on when the next revaluation should be done, and go from there.

Completion Date: 10/1/14      Board Representative: none

24. Policies and Ordinances on Website

Mr. McHenry said he would like to see all Town Policies and Ordinances on the website.

Mr. First said he would look into this before committing. He said it would take a lot of time and he is not sure the website has the capacity for all the information. He said he and Ms. Myers will look at it and get back to the board with a feasibility memo.

Completion Date: 10/15/14 Board Representative: Joshua McHenry

25. Economic Development Committee

Mr. First said that the new Planner will do an assessment of the Economic Development Plan, including what's been completed and what still needs to be completed.

Completion Date: 3/1/15 Board Representative: none

26. Fairgrounds

Mr. First said the vision for the Fairgrounds was in the beginning stages with Milan Nevada, former Interim Town Planner, and Harvey Price, Parks & Rec Director. He said this is not a task Mr. Price can take on solely and he would like to see the Town Planner take on this role with Mr. Price.

Mr. Chase said the Parks & Recreation Committee recommended tearing down the barn. She said the water project has delayed the Committees plans for development of the fairgrounds.

Completion Date: 11/1/14 Board Representative: Joshua McHenry  
Linda Chase

27. Staff Job Descriptions

Mr. Libby said Rosemary Kulow, former Town Manager, last redid all job descriptions.

Mr. First said this is a large task and will ask Department Heads for assistance with their departments.

Ms. Chase said this could tie into #5 and #11.

Completion Date: 3/15/15 Board Representative: none

28. Organization Chart

Mr. Libby said he has an organization (flow) chart and will forward to the Board.

Completion Date: none Board Representative: Steven Libby

**V. APPROVE FY14 WARRANTS AND PAYROLLS #53 and #54**

*Mr. McHenry moved and Ms. Sturgis seconded a motion to approve FY14 Warrants and Payrolls #53 and #54. The motion carried on a vote of 5-0.*

**VI. APPROVE FY15 WARRANTS AND PAYROLLS #1**

*Mr. McHenry moved and Mr. Berry seconded a motion to approve FY15 Warrants and Payrolls #1. The motion carried on a vote of 5-0.*

**VII. APPOINTMENTS**

None.

**VIII. LEGAL**

None.

**IX. WRITTEN COMMUNICATION**

**A. Approve Minutes of the June 16, 2014, Special Board of Selectmen's Executive Session and Board of Selectmen's Meeting**

Mr. McHenry said on the first page, the box stating "For review of the complete discussion and motions...." be removed. He said the executive session was not recorded.

*Mr. McHenry moved and Ms. Sturgis seconded a motion to approve the Minutes of the June 16, 2014, Special Board of Selectmen's Executive Session and Board of Selectmen's Meeting amended as discussed. The motion carried on a vote of 5-0.*

**B. Approve Minutes of the June 28, 2014, Special Board of Selectmen's Meeting**

*Ms. Chase moved and Mr. McHenry seconded a motion to approve the Minutes of the June 28, 2014, Special Board of Selectmen's meeting. The motion carried on a vote of 5-0.*

**X. ORAL COMMUNICATION**

**A. Selectmen**

Laura Sturgis -- no comments.

Joshua McHenry -- said he was pleased with discussion on the action items and that it should be done every year.

Nathaniel Berry – no comments.

Linda Chase – said she wanted to remind everyone about the Chicken BBQ on Saturday, July 12<sup>th</sup>, at the Amvets, benefiting the Veterans Monument.

Steven Libby – said he also wanted to remind everyone to attend the Chicken BBQ on Saturday. He said the Veterans Monument is a good cause and there will be a big announcement.

## B. Town Manager

Mr. First said the books have been closed for FY14 and expenses were \$123,000 under budget. He said the amount does not include capital projects.

Mr. First said Public Works has begun construction on Bald Hill Road. He said they began ditching both sides near the Transfer Station and will be ditching up the hill next week. He said lane closures are to be expected and Public Works is monitoring the emergency/fire department channels. He said they are in hopes to be done in four weeks. Mr. First said the GPCOG Paving bid was awarded to F. R. Carroll. He said Public Works is hoping to have Bald Hill Road and Chandler Mill Road paved by Labor Day weekend. He said Digsafe has marked all the necessary areas.

Mr. First said the Town Hall windows installation should begin on July 21<sup>st</sup>. He said this is later than originally scheduled due to the windows being on back order.

Mr. First said he has scheduled this week for Performance Reviews. He also stated that he will be on vacation the week of July 14<sup>th</sup>.

## C. Boards & Committees

## XI. ADJOURN

*Mr. Berry moved and Mr. McHenry seconded a motion to adjourn at 9:56 p.m. The motion carried on a vote of 5-0.*

Approved July 28, 2014

  
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Steven M. Libby, Chairman

  
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Linda D. Chase, Vice-Chairman

  
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Nathaniel L. Berry IV, Selectman

  
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Joshua J. McHenry, Selectman

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Laura J. Sturgis, Selectman