

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, August 17, 2015
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

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Joshua McHenry, called the meeting to order at 7:04 p.m. Present were Chairman, Joshua McHenry; Vice-Chairman, Linda Chase; Selectmen, Stephen Hathorne, Steven Libby and Laura Sturgis; Town Manager, Paul First; Recorder, Sharlene Myers; and Michael O'Donnell, of O'Donnell Associates.

II. To See What Action the Board Wishes to take in Regard to Establishing the Mil Rate for FY16 Taxes

Mr. First said the Board received three different mil rate scenarios (14.65, 14.75, 14.95) for the FY16 taxes. He said he would like to see the mil rate set at 14.65 with an overlay of \$49,991.

Ms. Sturgis moved and Ms. Chase seconded a motion to set the mil rate for the FY16 Taxes at 14.65. The motion carried on a vote of 4-1, with Mr. Libby opposing.

Mr. Libby said he is opposing because he would like to see the tax rate set at 14.56 with an overlay of \$7,000.

III. To See What Action the Board Wishes to take in Regard to the FY16 Tax Commitment

Ms. Sturgis moved and Mr. Hathorne seconded a motion to sign the FY16 Certificate of Tax Assessment and Certificate of Tax Commitment. The motion carried on a vote of 4-1, with Mr. Libby opposing.

IV. ADJOURN

Mr. Libby moved and Ms. Sturgis seconded a motion to adjourn the Board of Assessor's Meeting at 7:23p.m. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Joshua McHenry, called the meeting to order at 7:24 p.m. Present were Chairman, Joshua McHenry; Vice-Chairman, Linda Chase; Selectmen, Stephen Hathorne, Steven Libby and Laura Sturgis; Town Manager, Paul First; and Recorder, Sharlene Myers.

II. SCHEDULE NEXT MEETING:

Special Board of Selectmen Meeting – 7:00 p.m., Monday, August 24, 2015

A. Adjustments to the Agenda

None.

III. PUBLIC PARTICIPATION

Mr. Libby said he had to leave the meeting due to another commitment. He said he gave Mr. First a list of additional items he would like to see added to the Selectmen's Activity List or added at the bottom for future discussion. He said he would like to see the Board Liaison's added for the review process on the Morse Road and Public Works Engineering. He said Morse Road Liaisons would be Mr. Hathorne and himself; and Public Works Engineering would be Mr. McHenry and himself. Mr. Libby gave a brief overview of the outcome of the Frank Staton lawsuit.

Mr. Libby exited the meeting.

Ellie Fellers, resident and reporter for the Lewiston Sun Journal, asked when Outlet Road would be closing for Bridge Repairs.

Mr. First said it would be sometime after September 1st.

IV. SCHEDULED ITEMS

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

The following bids were opened:

Fay, Spofford & Thorndike (South Portland, Maine)
Project Scope \$ 56,807.49
Construction Admin/Insp 3,705.00
Total \$ 56,807.00
Additional Meeting(s)\$ 375.00 /meeting

John Turner Consulting, Inc. (Portland, Maine)
Project Scope \$ 35,390.00
Construction Admin/Insp \$ 4,520.00
Total \$ 39,910.00

Gorrill-Palmer Consulting Engineers, Inc. (Gray, Maine)
Project Scope \$ 62,289.00
Construction Admin/Insp \$ 22,540.00
Total \$ 84,829.00
Additional Meeting(s)\$ 400.00 /meeting

Berry, Huff, McDonald, Milligan, Inc. (Gorham, Maine)
Project Scope \$ 33,290.00
Construction Admin/Insp \$ 4,820.00
Total \$ 38,110.00
Additional Meeting(s)\$ 90.00 /hour

A.E. Hodsdon Consulting Engineers (Waterville, Maine)
Project Scope \$ 16,950.00
Construction Admin/Insp \$ 11,880.00
Total \$ 28,830.00
Additional Meeting(s)\$ 350.00 /meeting

Erdman Anthony (Portland, Maine)
Project Scope \$ 119,000.00
Construction Admin/Insp \$ 37,000.00
Total \$ 156,000.00
Additional Meeting(s)\$ 400.00 /meeting

James W. Sewall Company (Old Town, Maine)
Project Scope \$ 42,220
Construction Admin/Insp \$ 16,270
Total \$ 58,490
Additional Meeting(s)\$ 650.00 /meeting

Walsh Engineering Associates, Inc. (Westbrook, Maine)
Project Scope \$ 50,340
Construction Admin/Insp \$ 7,315
Total \$ 57,655
Additional Meeting(s)\$ 210.00 /meeting

Mr. Hathorne moved and Ms. Sturgis seconded a motion for Staff and Selectmen Liaison to review the bid proposals for the Morse Road Engineering and make their recommendation at the August, 24th, Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

4.17 To See What Action the Board Wishes to take in Regard to Bid Proposals for Site Assessment and Preliminary Design Study for New Public Works Facility

The following bid proposals were opened:

Dirigo Architectural Engineering, LLC (Turner, Maine)	
Site Assessment	\$ 8,015.00
Preliminary Design Summary	<u>\$ 27,060.00</u>
Total	\$ 35,075.00

Walsh Engineering Associates, Inc. (Westbrook, Maine)	
Site Assessment	\$ 7,960.00
Preliminary Design Summary	<u>\$ 29,980.00</u>
Total	\$ 37,940.00

Weston & Sampson Engineers, Inc. (Portsmouth, New Hampshire)	
Site Assessment & Preliminary Design Summary	<u>\$ 36,000.00</u>
Total	\$ 36,000.00

Oak Point Associates (Biddeford, Maine)	
Site Assessment & Preliminary Design Summary	<u>\$ 29,980.00</u>
Total	\$ 29,980.00

CES Inc. (Brewer, Maine)	
Site Assessment	\$ 7,965.00
Preliminary Design Summary	<u>\$ 29,900.00</u>
Total	\$ 37,865.00

Mr. Hathorne moved and Ms. Sturgis seconded a motion for Staff and Selectmen Liaison to review the bid proposals for the Site Assessment and Preliminary Design Study for New Public Works Facility and make their at the August, 24th, Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

4.18 To See What Action the Board Wishes to take in Regard to IRS Mileage Rate

Mr. First said the current mileage rate for the Town is 56¢ which the Board increased the previous year. He said IRS has increased their rate to 57.5¢ and does the Board wish to do the same.

Ms. Chase asked why the rate is increased when the cost of gas is less.

Mr. First said to keep in mind, the IRS rate is set in January of each year.

Mr. Hathorne moved and Ms. Sturgis seconded a motion to stay at the Town's current mileage rate, 56¢. The motion carried on a vote of 4-0.

4.19 To See What Action the Board Wishes to take in Regard to Selectmen's Activity List

The Board made the following changes to the Selectmen's Activity List:

- 1) change date to "Ongoing"; add "SL" as board rep; remove comments
- 2) remove from list
- 3) change date to "Ongoing"; remove comments
- 4) change date to "Ongoing"; change board rep to "LS"; remove comments
- 5) add under completed "Done"; remove comments; leave on list
- 6) change date to "Ongoing"
- 7) remove from list
- 8) change date to "Ongoing"; remove comments
- 9) add under completed "Done"; remove comments; leave on list
- 10) change date to "11/1/2015"; change board rep to "SH"; add under comments "FY17 CIP"
- 11) change date to "9/30/2015"; remove comments
- 12) change date to "12/31/2015"
- 13) change name to "Steve H"; change date to "12/31/2015"; change board rep to "SH"; remove "Done" under completed
- 14) change date to "09/30/2016"; remove comments
- 15) change date to "10/31/2015"; change board rep to "SH"; remove comments
- 16) change date to "Ongoing"; remove comments
- 17) remove from list
- 18) change date to "Ongoing"; remove comments
- 19) change date to "Ongoing"; remove comments
- 20) change date to "Ongoing"; change board rep to "LC,JM"; remove comments
- 21) remove from list
- 22) change date to "Ongoing"; remove comments
- 23) change date to "01/30/2016"; replace comments with "presentation by Mike"
- 24) change date to "02/29/2016"; replace comments with "assessments"
- 25) remove from list
- 26) change action item to "Fairgrounds Plan"; change date to "02/29/2016"; change board rep to "LC,LS"; remove "ongoing" under comments
- 27) change date to "12/31/15"; remove comments
- 28) add under completed "done"; remove comments; leave on list
- 29) change action item to "HIPPA Policy"; change date to "ongoing"; remove comments
- 30) add "revised 8/20/15" on bottom of document

Mr. First said Ms. Myers and himself would update the list and forward to the Board.

No action taken.

V. APPROVE FY16 WARRANTS AND PAYROLLS #4, #5, #6 and #7

Ms. Chase moved and Ms. Sturgis seconded a motion to approve FY16 Warrants and Payrolls #4, #5, #6 and #7. The motion carried on a vote of 4-0.

VI. APPOINTMENTS

None.

VII. LEGAL

Mr. First said the Sacco case was to go to trial on August 18th. He said this date has been cancelled or rescheduled and no new trial date has been set. He said the judge will hear the Summary Judgement Motion and the Town is awaiting an update.

VIII. WRITTEN COMMUNICATION

A. Approve Minutes of the July 6, 2015, Board of Selectmen's Meeting

Ms. Chase moved and Mr. Hathorne seconded a motion to approve the Minutes of the July 6, 2015, Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

B. Approve Minutes of the July 17, 2015, Board of Selectmen's Meeting

Ms. Chase moved and Mr. Hathorne seconded a motion to approve the Minutes of the July 17, 2015, Board of Selectmen's Meeting, with an amendment to correct the date of the meeting on the minutes. The motion carried on a vote of 3-0-1, with Mr. McHenry abstaining.

Ms. Myers said the date on the Agenda was incorrect but the date on the Minutes was correct.

Ms. Sturgis moved and Mr. Hathorne seconded a motion to reconsider the previous motion to approve the July 17, 2015, Board of Selectmen's Meeting Minutes with an amendment to correct the minutes date. The motion carried on a vote of 4-0.

Mr. Hathorne moved and Ms. Sturgis seconded a motion to approve the Minutes of the July 20, 2015, Board of Selectmen's Meeting. The motion carried on a vote of 3-0-1, with Mr. McHenry abstaining.

IX. ORAL COMMUNICATION

A. Selectmen

Stephen Hathorne – no comments.

Laura Sturgis – said she attended the Parks & Recreation Committee meeting. She said they debuted a new logo that's colorful and incorporates a few of the activities offered.

Linda Chase – said she attended the Joint Leaders meeting that morning. She said updates included: hiring of the resource officer by the end of October; summer programs are doing well; free lunch program serves over 300 people a day; the School Board listened to the Capital Improvement Committee as the bond will not be on the November ballot; Town water connection to Memorial School is complete; moving voting back to Memorial School was discussed and the School Board will look at the calendar/teacher workshops; the School Department received an Updated ED279 which included additional funds of \$333,220, of which 50% will be divided between Gray and New Gloucester to help reduce taxes; and the meeting date and time will be changed to the first Thursday of the month, at 4:00 p.m.

Joshua McHenry – said Tuesday night, August 18th, the Library will be presenting their annual gala/play at 6:30 p.m., on the Gazebo, weather permitting. There will also be awards and a cartoonist. He said on September 1st, at 7:00 p.m., the Library will be hosting author Stephen Rogers, who will read a chapter from his works.

B. Town Manager

Mr. First said he sent board paperwork concerning the Town's General Assistance program. He said Val from Opportunity Alliance does a great job, is very professional and reliable. He said her knowledge of various programs available to the clients helps save tax dollars. He said he is amending the contract pertaining to hours during the months of April through August, which will be reduced to 1 visit per month. He said these months are not as busy as September through March.

Mr. First said the maintenance plan for Fire/Rescue vehicles is completed and signed.

Mr. First said interviews are complete for the Deputy Clerk/Deputy Tax Collector position. He said he is in hopes to be making an offer by the end of the week. He said he has been working on the salary survey, compiling the data for Towns the around the size of New Gloucester, and it is almost complete. He said this information will help in the hiring process.

Mr. First said with the upcoming retirement of Barbara Seaver, Ms. Myers, who has been here for almost 10-years, will become the senior Deputy Clerk. He said he cannot hire a new clerk for more than Ms. Myers salary. He said he will be adjusting her salary and she will also be taking on some additional duties, such as the newsletter coordinator and webmaster.

Mr. McHenry asked if the salary increase would replace the stipends for these positions.

Mr. First said yes and the budget has sufficient funds to do this.

C. Boards & Committees

X. EXECUTIVE SESSION

A. Per Title 1, M.R.S.A. 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 (*Discussion of Town Owned Property*)

Mr. Hathorne moved and Ms. Sturgis seconded a motion to enter into Executive Session per Title 1, M.R.S.A. 405 (6) (C), at 8:59 p.m. The motion carried on a vote of 4-0.

XI. RETURN TO OPEN SESSION

The Board returned to open session at 9:42 p.m.

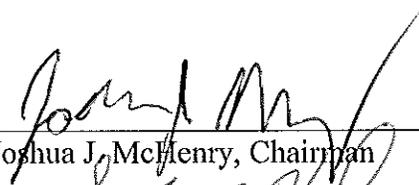
No action taken.

Ms. Chase asked that amendments to the Foreclosure Ordinance be included on the Selectmen's Activity List.

XII. ADJOURN

Ms. Chase moved and Mr. Hathorne seconded a motion to adjourn at 9:44 p.m. The motion carried on a vote of 4-0.

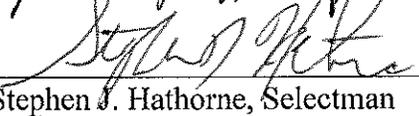
Approved September 21, 2015



Joshua J. McHenry, Chairman

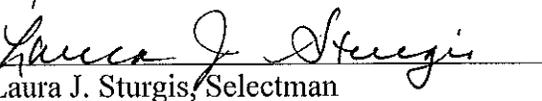


Linda D. Chase, Vice-Chairman



Stephen J. Hathorne, Selectman

Steven M. Libby, Selectman



Laura J. Sturgis, Selectman