

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S & BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, November 14, 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

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:00 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Steven Libby; Selectmen, Lenora Conger, Stephen Hathorne and Laura Sturgis; Town Manager, Paul First; and Recorder, Sharlene Myers.

II. To See What Action the Board Wishes to take in Regard to 2016-17 Abatements, Batch #1

Ms. Sturgis moved and Mr. Hathorne seconded a motion to grant the 2016-17 Abatements, Batch #1. The motion carried on a vote of 5-0.

III. To See What Action the Board Wishes to take in Regard to 2016-17 Supplements, Batch #1

Mr. Libby moved and Ms. Sturgis seconded a motion to grant the 2016-17 Supplements, Batch #1.

Mr. Libby asked the reason for the supplementals.

Mike O'Donnell, of John O'Donnell Associates, said one was due to new ownership and the property is in tree growth and being removed. He said another was due to owners listed incorrectly and acreage was not correct. He said the last one is due to the house being completed on the lot before April 1, 2016 but the information was not documented in the computer.

The motion carried on a vote of 5-0.

IV. ADJOURN

Ms. Conger moved and Mr. Libby seconded a motion to adjourn the Board of Assessor's meeting at 7:19 p.m. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:20 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Steven Libby; Selectmen, Lenora Conger, Stephen Hathorne and Laura Sturgis; Town Manager, Paul First; and Recorder, Sharlene Myers.

II. SCHEDULE NEXT MEETING:

Board of Selectmen Meeting – 7:00 p.m., Monday, November 21, 2016

A. Adjustments to the Agenda

Ms. Chase said an email was received for the Tree Warden position and will be added under Appointments.

III. PUBLIC PARTICIPATION

A. PUBLIC HEARING – Junkyard Application

Ms. Chase opened the Public Hearing for a Junkyard License Application for Larry & Vicki Wedge, at 7:21 p.m.

Kenneth & Annette White, of 113 Sabbathday Road, spoke to the Board with their concerns about the renewal of Larry Wedge's junkyard license.

The Board listened to their concerns and asked the Town Manager to forward a copy of the junkyard ordinance to them.

Ms. Chase closed the Public Hearing at 7:37 p.m.

B. Other

None.

IV. SCHEDULED ITEMS

4.41 To See What Action the Board Wishes to take in Regard to Junkyard License Renewal for Larry & Vicki Wedge Junkyard

Mr. Libby moved and Mr. Hathorne seconded a motion to table this item pending a second inspection by the Code Enforcement Officer (CEO) specifically but not limited to vehicles, trailers, tires and fencing; the CEO report back to the Board with her findings; and Mr. Hathorne to participate as Selectmen Liaison, if no conflict. The motion carried on a vote of 5-0.

4.42 To See What Action the Board Wishes to take in Regard to Public Works Design Committee Recommendation

Mr. Libby said the Public Works Design Committee (PWDC) reviewed the proposals from bidders and focused on the two lowest bids. He said the Committee weighed all options, worked on refining the numbers and have selected Ganneston Construction, Augusta, Maine, for the Design Build Contractor. He said a sub-committee, comprised of Jeff Amos, Joe Davis, Ted Shane, Paul First and himself, will negotiate with the contractor to arrive at a final project cost below four million dollars.

Mr. Libby moved and Ms. Conger seconded a motion that Ganneston Construction Company, Augusta, Maine, be selected as the Design Build contractor for the Public Works Garage project and that a subcommittee of the Public Works Design Committee be authorized to negotiate with said contractor with the goal of arriving at a final project cost below \$4 million. The motion carried on a vote of 4-1, with Mr. Hathorne opposing.

4.43 To See What Action the Board Wishes to take in Regard to Awarding of Bid for Timber Harvest RFP

Mr. Libby read the memo from Paul Larrivee and his recommendation is to award the bid for Timber Harvesting to Jim Everett and Son, Waterford, Maine, and he can start immediately.

Mr. Hathorne moved and Mr. Libby seconded a motion to award the Timber Harvest bid to Jim Everett & Son, Waterford, Maine; authorize the Town Manager to sign the contract; and the harvesting to begin as soon as possible. The motion carried on a vote of 5-0.

4.44 To See What Action the Board Wishes to take in Regard to Moratorium on Retail Marijuana Establishments and Retail Marijuana Social Clubs

Mr. First said the Moratorium was approved at the Special Town Meeting and is to be enacted within 180 days. He said the next step is to decide who will be charged with drafting the ordinance.

Mr. Libby moved and Ms. Conger seconded a motion for the Board to appoint an Adhoc Committee called: Retail Marijuana Establishment and Retail Marijuana Social Club Ordinance Committee; the committee would be comprised of seven New Gloucester citizens; one or two Selectmen non-voting Liaisons; the Town Manager or designee to serve as staff support; the Committee members will be appointed at the December 5th Selectmen's meeting; the Committee to provide a draft or drafts to the Selectmen Chairman by February 1st; and per 3.3.1 of the Land Use Ordinance, a joint meeting be scheduled after draft(s) received. The motion carried on a vote of 5-0.

4.45 To See What Action the Board Wishes to take in Regard to Game of Chance Wheel Application for Lunn-Hunnewell Amvets Post #6

Mr. Hathorne moved and Ms. Sturgis seconded a motion to approve the Game of Chance Wheel Application and to note there are no violations or complaints on file per the Code Enforcement Officer. The motion carried on a vote of 5-0.

4.46 To See What Action the Board Wishes to take in Regard to Record Retention Policy

Mr. Hathorne moved and Mr. Libby seconded a motion to adopt the amended Record Retention Policy. The motion carried on a vote of 5-0.

4.47 To See What Action the Board Wishes to take in Regard to Credit Card Policy

Mr. Hathorne moved and Mr. Libby seconded a motion to adopt the Credit Card Policy. The motion carried on a vote of 5-0.

4.49 To See What Action the Board Wishes to take in Regard to Disposition of MMWAC Surplus Funds

Mr. First said the Town received a check from MMWAC for surplus funds. He asked if the Board wanted to apply this check to the Transfer Station Capital Reserve Account, which would lessen the CIP Capital Reserve requested amount for FY18 and associated tax rate or to apply the check toward the undesignated fund balance.

Mr. Libby said the funds cannot be put into a capital reserve account with a vote of the Town. He said the funds should go into the undesignated fund balance.

No action taken.

4.50 To See What Action the Board Wishes to take in Regard to Town Hall Hours

Mr. First said due to the new Department of Labor regulations that take effect on December 1st, there are three employees that will revert to hourly from salary, and they will become overtime eligible for the remainder of FY17. He said the status of these salaries will be re-examined during the FY18 budget process, as salary levels are subject to July 1st merit increases. Mr. First said regardless of this change, it is necessary to provide an unpaid half-hour lunch break for the employees behind the counter and in order to do this, a change would be needed to Town Hall Hours. He said after consulting with the Board Chairman, recommendation of new hours is as follows: Monday, 8:30am-12:00pm and 12:30pm-7:00pm; Tuesday-Thursday, 8:30am-12:00pm and 12:30pm-4:00pm; and Friday, 8:30am-12:00pm and 12:30pm-2:00pm.

Mr. Libby asked if there was a better way without closing the office.

Mr. First said the issue with the counter personnel is during vacations or sick days. He said staggering lunch hours only works while both employees are working.

Mr. Hathorne said he would like to see the lunch hours be 11:30am-12:00pm, to better serve our residents.

Ms. Chase handed the gavel to Mr. Libby.

Ms. Chase moved and Ms. Conger seconded a motion to change the Town Hall hours to: Monday, 8:30am-12:00pm and 12:30pm-7:00pm; Tuesday-Thursday, 8:30am-12:00pm and 12:30pm-4:00pm; and Friday, 8:30am-12:00pm and 12:30pm-2:00pm, beginning January 1, 2017. The motion carried on a vote of 3-2, with Mr. Hathorne and Mr. Libby opposing.

V. APPROVE FY17 WARRANTS AND PAYROLLS #16, #17, #18 & #19

Ms. Conger moved and Mr. Libby seconded a motion to approve FY17 Warrants and Payrolls #16, #17, #18 and #19. The motion carried on a vote of 5-0.

VI. APPOINTMENTS

A. Budget Committee – (two three-year vacancies)

Tamilyn Wayboer – would like to be appointed

Mr. Libby moved and Mr. Hathorne seconded a motion to appoint Tamilyn Wayboer to the Budget Committee, for a three-year term. The motion carried on a vote of 5-0.

B. Land Management Planning Committee – (one three-year vacancy)

Richard B Maguire – would like to be appointed

Mr. Libby said that Mr. Maguire might like to serve on the new Adhoc Committee.

Mr. First said he spoke with Mr. Maguire and he did ask who was being tasked with the creation of the new ordinance.

Mr. Libby moved and Mr. Hathorne seconded a motion to table this Land Management Planning Committee appointment; and the Town Manager to contact Richard Maguire for further clarification. The motion carried on a vote of 5-0.

C. Public Safety Committee – (three three-year vacancies)

Richard B. Maguire - would like to be appointed

Mr. Libby moved and Mr. Hathorne seconded a motion to appoint Richard Maguire to the Public Safety Committee for a three-year term. The motion carried on a vote of 5-0.

D. Tree Warden – (term until June 2017)

Robert Cotiaux – would like to be appointed

Mr. Hathorne moved and Mr. Libby seconded a motion to appoint Robert Cotiaux as Tree Warden of New Gloucester. The motion carried on a vote of 5-0.

VII. LEGAL

None.

VIII. WRITTEN COMMUNICATION

A. **Approve Minutes of the October 17, 2016 Board of Selectmen's Meeting**

Ms. Sturgis said there was an error on page 6, first sentence under Town Manager.

Mr. Libby moved and Ms. Sturgis seconded a motion to table until the next meeting. The motion carried on a vote of 5-0.

IX. ORAL COMMUNICATION

A. **Selectmen**

Stephen Hathorne – said he is concerned with changing the Town Hall hours and asked if staff will note comments received and maybe a better plan could be implemented. Mr. Hathorne said that he had concerns leading up to the Election with voting at the Fire Station, due to the issues that happened two years ago. He said he was at the polls most of the day and all seemed to go smooth. He said the only negative/concern he had was the Public Works employee standing on the side of Route 100.

Laura Sturgis – said she wanted to give kudo's to the office staff for their organization leading up to and on Election Day. She said great job by all.

Lenora Conger – said everyone worked hard on Election Day and thank you.

Steven Libby – said he was at the polls for fourteen hours and wanted to commend Mr. First and his staff for a great job. He said there was over one thousand absentee ballots, a lot of vehicles in and out of the Fire Station parking lot and not once did he hear brakes screeching on Route 100. He said he heard from one person in the morning with concerns about voting at the Fire Department but all seemed to run smooth throughout the day.

Linda Chase – said she wanted to thank the Public Works Design Committee for all their hard work. She said she also wanted to thank all those who worked at the Election.

B. Town Manager

Mr. First said he wanted to thank the staff and volunteers for all their hard work leading up to and on Election Day.

Mr. First said on Saturday, November 26th, at 5:00 p.m., the Upper Village Tree Lighting will take place; and on Sunday, November 27th, at 4:30 p.m., Tiny Timber Tree Lighting in front of Town Hall.

Mr. First said the Water District is having issues, again, on one of the pumps, which is putting a strain on the others. He said the pump has been sent back to the manufacturer for diagnostic testing and hopefully, this issue will be resolved soon.

Mr. First said the Water District Trustees are asking for a joint meeting with the Board, possibly in January. He said it has been over two-years since the last joint meeting

Mr. First said all Board members received their management letters from the Auditor in their packets. He said according to the letter, there will be a sizeable sum going back into the undesignated fund balance due to the following: increased vehicle registrations resulting in more excise tax collected; four position vacancies throughout the year resulted in excess in wages; and a mild winter. He said the Auditors are scheduled to be at the December 5th Selectmen's Meeting to speak to the Board.

Mr. First said a new Public Works Equipment Operator/Truck Driver was recently hired. He said he is a New Gloucester resident and is hoping to announce this hire next week once all hiring exams are completed.

C. Dept. Heads

D. Boards & Committees

X. EXECUTIVE SESSION

A. Per M.R.S.A. 841 Title 36, Chapter 105 § 8. 2.
(Discussion of Poverty Abatement)

Mr. Libby moved and Mr. Hathorne seconded a motion to enter into Executive Session at 8:50 p.m. The motion carried on a vote of 5-0.

XI. RETURN TO OPEN SESSION

Ms. Chase brought the Board out of Executive Session at 8:58 p.m.

Mr. Libby moved and Ms. Conger seconded a motion to grant the poverty abatement to General Assistance Case #4802 in the amount of \$3,480. The motion carried on a vote of 5-0.

XII. ADJOURN

Mr. Libby moved and Mr. Hathorne seconded a motion to adjourn at 9:00 p.m. The motion carried on a vote of 5-0.

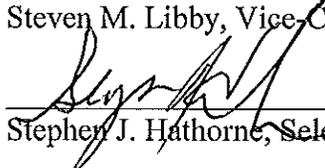
Approved December 5, 2016



Linda D. Chase, Chairman

Steven M. Libby, Vice-Chairman

Lenora R. Conger, Selectman


Stephen J. Hathorne, Selectman


Laura J. Sturgis, Selectman