

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S & BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, March 4, 2019
At the Meetinghouse

BOARD OF ASSESSOR'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, Lenora Conger, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers.

II. To See What Action the Board Wishes to take in Regard to 2018-19 Abatements, Batch #2

Ms. Gilles moved and Ms. Conger seconded a motion to approve 2018-19 Abatement, for Map 1 Lot 30-1. The motion carried on a vote of 5-0.

Ms. Gilles moved and Ms. Conger seconded a motion to approve 2018-19 Abatement, for Map 6 Lot 10-L1. The motion carried on a vote of 5-0.

III. ADJOURN

Ms. Gilles and Ms. Conger seconded a motion to adjourn at 7:03 p.m. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Steven Libby, called the meeting to order at 7:04 p.m. Present were: Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectmen, Lenora Conger, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, March 18, 2019 at the Meetinghouse

A. Adjustments to the Agenda

None.

III. PUBLIC PARTICIPATION

Penny Hilton, Secretary of the New Gloucester Citizens for Town Charter Group, spoke to the Board about their upcoming meetings, upcoming Breakfast, and their Facebook page.

Chad Schrader, citizen, asked the Board if they had plans for the current sand/salt shed after the Public Works Department moves to their new site, as he is interested in obtaining it.

Mr. Libby said they currently have made no plans about the Upper Village buildings and sand/salt shed but asked him to reach out to the Town Manager with his contact information.

Stephen Hathorne, resident, spoke to the Board on the Maine Turnpike study, protocol for vehicles on posted roads, changing street lights to LED bulbs, and welcome the new Fire/Rescue Chief.

IV. SCHEDULED ITEMS

4.87 **To See What Action the Board Wishes to take in Regard to Liquor License Application for Black Tie, Inc. @ Pineland Farms**

Mr. Davis said the first page shows an expiration date of current license as 2018.

Mr. Libby said it could be a clerical error but could ask for clarification in the motion.

Ms. Myers said Black Tie submitted to the Board an application in March of 2018 which was approved.

Ms. Gilles moved and Ms. Conger seconded a motion to approve the Liquor License Application for Black Tie, Inc., @ Pineland Farms, obtain clarification on the expiration date 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.

4.88 To See What Action the Board Wishes to take in Regard to Candidates/Referendum Issues Committee

Mr. Libby said the Candidates/Referendum Issues Committee made a budget request to the Town Manager. He said MMA was contacted asking if Town funds could be used for political purposes and their response was, although there is nothing in statute that would prohibit this funding, it is discouraged and not best practice. Mr. Libby asked the Town Manager if the use of Town equipment (i.e. cameras, meetinghouse) would follow this same protocol.

Ms. Castonguay said technically yes.

Ms. Gilles said she understands and agrees that the Forums are educational but agrees with MMA, that it's not good practice for the Town and to err on the side of caution.

Ms. Gilles moved and Ms. Conger seconded a motion to discontinue the Candidates/Referendum Issues Committee.

Mr. Davis said he disagrees and sees no issues with usage of Town equipment or holding these forums.

Ms. Chase said the opinion from MMA came as result of the request for funding.

Ms. Castonguay said all Boards/Committees have a staff person assigned to them. She said this is the only committee that does not and the Town Clerk and Deputies cannot be assigned to this committee due to conflict with elections.

Mr. Libby said it's not up to the Town to education the public on candidates.

Joanne Cole, Chairman of the Committee, said she doesn't understand the issues and had not been told anything about a conflict(s).

Ms. Gilles moved to rescind the prior motion. Ms. Conger agreed.

Mr. Davis moved and Ms. Chase seconded a motion to table Item 4.88 until the next Board meeting on March 18th; the Town Manager to contact MMA Legal and get further clarification on political activity's by a Town Committee and use of Town equipment; and if further clarification is needed, to contact the Town attorney.

Mr. Libby asked Ms. Cole to convey any concerns to the Town Manager, who will contact MMA.

The motion carried on a vote of 5-0.

4.89 To See What Action the Board Wishes to take in Regard to Confirmation of the Fire/Rescue Chief

Ms. Castonguay said Toby Martin, accepted the position of Fire/Rescue Chief on Monday, February 25th. She said he has many years of experience, master's degree, certifications, has been with New Gloucester Fire/Rescue about six years and is a New Gloucester resident.

Mr. Davis moved and Ms. Conger seconded a motion to confirm Toby Martin, as Fire/Rescue Chief. The motion carried on a vote of 5-0.

4.90 To See What Action the Board Wishes to take in Regard to Planning Board Warrant Request

Ms. Chase moved and Ms. Conger seconded a motion to move the Planning Board Proposed Ordinance changes to the Town Meeting Warrant. The motion carried on a vote of 5-0.

4.91 To See What Action the Board Wishes to take in Regard to Maine Turnpike Authority Traffic Study

Ms. Gilles moved and Mr. Davis seconded a motion to not participate in the Maine Turnpike Authority Traffic Study. The motion carried on a vote of 5-0.

4.92 To See What Action the Board Wishes to take in Regard to Posted Roads

Ms. Chase moved and Ms. Conger seconded a motion to approve the Public Works 2019 listing of roads to be posted beginning no sooner than March 8, 2019 through May 15, 2019, or sooner as deemed appropriate by the Public Works Director, with the following: the Public Works Director will utilize standard D.O.T. signs; signs are to be signed by the Public Works Director and include the Public Works Garage phone number; and exemptions will not be charged a fee. The motion carried on a vote of 4-1, with Mr. Libby opposing.

4.93 To See What Action the Board Wishes to take in Regard to Central Maine Power – LED Bulbs

Ms. Castonguay said she confirmed with Susan Bussiere, of CMP, that there is no cost to the Town and New Gloucester is in the queue for conversion of street lights to LED. She said the estimated year savings is \$1,900.

Ms. Chase moved and Ms. Conger seconded a motion for the Town Manager to sign the agreement for conversion of all street lights in New Gloucester to LED. The motion carried on a vote of 4-1, with Mr. Davis opposing.

4.94 To See What Action the Board Wishes to take in Regard to Last Day to Accept Warrant Articles

Ms. Chase moved and Ms. Gilles seconded a motion to set March 29, 2019, as the Last Day to Accept Warrant Articles. The motion carried on a vote of 5-0.

VI. APPROVE FY19 WARRANTS AND PAYROLLS #33, #34, #35 and #36

Ms. Chase moved and Ms. Gilles seconded a motion to approve FY19 Warrants and Payrolls #33, #34, #35 and #36. The motion carried on a vote of 5-0.

VII. APPOINTMENTS

A. Resignation of Tim Joy from the *Budget Committee*

Ms. Chase moved and Ms. Gilles seconded a motion to accept the resignation of Tim Joy from the Budget Committee, with regret. The motion carried on a vote of 5-0.

Ms. Chase moved and Ms. Gilles seconded to close the addition of Budget Committee memberships for the FY19-20 Budget. The motion carried on a vote of 5-0.

VIII. LEGAL

None.

IX. WRITTEN COMMUNICATION

A. Approve Minutes of the February 4, 2019, Board of Selectmen's Meeting

Ms. Chase moved and Ms. Conger seconded a motion to approve the Minutes of the February 4, 2019, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

X. ORAL COMMUNICATION

A. Selectmen

Karen Gilles – said she wanted to congratulate and welcome Toby Martin, the new Fire/Rescue Chief. She said a citizen gave a shout out on Facebook to the Public Works Department for helping them.

Joseph Davis – no comments.

Lenora Conger – no comments.

Linda Chase – said she wanted to congratulate the GNG Girls Basketball on their State Championship.

Steve Libby – said he also wanted to congratulate the GNG Girls and a job well done.

B. Town Manager

Ms. Castonguay said the following:

- 1) The well is being drilled at the New Public Works Garage construction site. She said they struck water at 380' at 3-gallons a minute, and they are going to continue to drill down per the contracted 500' to see if they can increase the per minute volume.
- 2) The week of March 11th, the materials for the buildings frame should be delivered.
- 3) The foundation is complete except for one section they kept open for access to the footers.
- 4) Received an email from Inland, Fisheries and Wildlife, that a Fishway is needed for the Stevens Brook Dam/Culvert.

Mr. Libby asked the Town Manager to contact Wright-Pierce to ask if the Town does repair to the dam/culvert to prevent collapsing, if the project can be put off an additional year (total of three years) and how long the permits are good for.

- 5) There is a meeting at GPCOG on Wednesday for discussion of the Cable TV Franchise Contract.
- 6) The engine in Public Works Truck 502 is now running and will be test driven this week.

Mr. Libby asked for a detailed breakdown of the total cost of repairs and it to include all parts and labor (including in house and outsourced, total hours and dollars).

- 7) There was a recent incident at Day One. She said Gregory Bowers, Executive Director, has stated they have had meetings to establish procedures to help prevent these issues in the future.

C. Dept. Heads

D. Boards & Committees

XI. EXECUTIVE SESSION

- A. Per M.R.S.A. 31, Title 1, Chapter 13 § 405, 6. A.** Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons . . .
(Personnel Matter)

Ms. Chase moved and Ms. Conger seconded a motion to enter into Executive Session, Per M.R.S.A. 31, Title 1, Chapter 13 § 405, 6. A., Personnel Matter, at 8:19 p.m. The motion carried on a vote of 5-0.

XII. RETURN TO OPEN SESSION

The Board returned to Open Session at 8:34 p.m.

No action taken.

XIII. EXECUTIVE SESSION

B. Per M.R.S.A. 31, Title 1, Chapter 13 § 405, 6. A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons . . .
(Personnel Matter

Ms. Chase moved and Ms. Gilles seconded a motion to enter into Executive Session, along with the Town Manager, Per M.R.S.A. 31, Title 1, Chapter 13 § 405, 6. A., Personnel Matter, at 8:35 p.m. The motion carried on a vote of 5-0.

IX. RETURN TO OPEN SESSION

The Board returned to Open Session at 9:04 p.m.

No action taken.

XV. DISCUSSION

The Board discussed the Fire/Rescue Budget and the upcoming Friday, March 8th meeting.

XVI. ADJOURN

Ms. Gilles moved and Ms. Conger seconded a motion to adjourn at 9:32 p.m. The motion carried on a vote of 5-0.

Approved March 18, 2019

Steven M. Libby, Chairman

Linda D Chase

Linda D. Chase, Vice-Chairman

Lenna R Conger

Lenna R. Conger, Selectman

Joseph S Davis

Joseph S. Davis, Selectman

Karen L. Gilles, Selectman