

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, March 23, 2020**  
**At the Meetinghouse**

**BOARD OF SELECTMEN'S MEETING**

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

Chairman, Linda Chase, called the meeting to order at 7:00pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby and Tammy Donovan; Interim Town Manager, Paul First; and Recorder, Sharlene Myers. Selectman, Joseph Davis, was absent.

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**III. SCHEDULE NEXT MEETING:**

- **Board of Selectmen's Workshop** – 6:00 p.m., Monday, March 30, 2020, at the Meetinghouse
- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, April 6 2020 at the Meetinghouse

**A. Adjustments to the Agenda**

*Ms. Gilles moved and Ms. Donovan seconded a motion to add an Executive Session, per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A., Town Manager Search. The motion carried on a vote of 4-0.*

**IV. PUBLIC COMMENTS**

Ms. Chase said due to the closure of Town Facilities, there would be no Public Comment. She said the Selectmen received all letters sent to the Town Manager concerning the FY21 Budget.

Ms. Myers said there were 37 letters received in all. She said 32 were concerning the Library Budget; 1 for the Elections Budget; 1 for the Parks and Rec Budget; and three that concerned multiple budgets.

Mr. First said the Board also received in their packets an informal petition from John Kirby, signed by residents concerning the condition of Town Farm Road. He said it is scheduled to be paved in 2024.

## **V. OLD BUSINESS**

### **A. Prior Meeting Update – Selectmen Chair**

None.

### **B. Prior Meeting Update – Town Manager**

None.

## **VI. NEW BUSINESS**

### **A. Updates**

#### **a. Selectmen**

George Colby – no comments.

Karen Gilles – said she wanted to remind people to be diligent in their hand hygiene. She said to watch for information forthcoming on volunteering opportunities in the Town. She also wanted to thank everyone that took the time to write testimonies on behalf of the budgets. She said these are uncharted waters for everyone and thank you for your patience.

Tammy Donovan – said this is trying times for all and to do the following: please look out for each other; take care of your mental health; have faith; nurture, care and guide your children; reach out if you need help or assistance; stay strong; respect each other; be kind and do kind things for each other; and remember we are all in this together.

Linda Chase – said she echoes the comments of the other members and wanted to remind those to reach out to the teachers who are struggling through this.

#### **b. Town Manager**

Mr. First said the following:

- 1) These are challenging times and everyone is affected. How you respond and provide service is very important. The Town has taken the following precautionary measures:
  - All facilities are closed to the public except for the transfer station
  - Re-registrations may be done online through the state
  - New registrations may be done by calling the Town Office to set up an appointment
  - Tax Payments may be mailed, placed in the mail slot by the front door (no cash please) or done online via the Town website.
  - Building permits – please call Code Enforcement Office to set up an appointment
  - Fishing Licenses may be done online through IFW

- Burn Permits may be obtained online
  - Transfer Station is accepting household trash, wood & brush, and metal only. Recyclables must be placed in the compactor.
  - Keep social distancing while at the Transfer Station. Workers are not allowed to help you with your trash.
  - Library and Fire Station have Wi-Fi available in the parking lot
  - Parks & Recreation is working on a Community Wellness Outreach program. Information will be forthcoming to your mailbox.
  - Public Works and Transfer Station have begun shift work.
- 2) Currently, there are no active cases of Coronavirus in New Gloucester. The State currently has 107 confirmed cases and the CDC is urging everyone to use caution. Emergency Management is monitoring emails and emergency supplies are running low.
- 3) Please make sure to practice social distancing. Please use hand sanitizer if available and if not, please wash your hands for a minimum of 20 seconds.

**c. Dept. Heads**

None.

**d. Boards & Committees**

None.

**B. Action Items**

**5.20 To See What Action the Board Wishes to take in Regard to Placing Planning Board Proposed Ordinance Changes on the Annual Town Meeting Warrant**

*Ms. Gilles moved and Mr. Colby seconded a motion to place the Planning Board Proposed Ordinance Changes on the Annual Town Meeting Warrant. The motion carried on a vote of 4-0.*

**5.21 To See What Action the Board Wishes to take in Regard to Liquor License Renewal Application for The Black Tie Company @ Pineland Farms**

*Ms. Gilles moved and Mr. Colby seconded a motion to approve the Liquor License Renewal Application for the Black Tie Company @ Pineland Farms. The motion carried on a vote of 4-0.*

**5.22 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #37, #38 and #39**

*Ms. Gilles moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #37, #38 and #39. The motion carried on a vote of 4-0.*

**5.23 To See What Action the Board Wishes to take in Regard to Real Estate and Personal Property Tax Payments**

Ms. Donovan said Gray is waving the late fee.

Ms. Gilles said she is fine with pushing back the due date.

Ms. Chase said everyone has had almost a year to prepare for this due date and wonders if pushing it back two weeks would make a difference.

*Ms. Gilles moved and Ms. Donovan seconded a motion to wave the interest on tax payments until midnight, April 17, 2020.*

Ms. Gilles said if this motion passes, it needs to be added to the Annual Town Meeting warrant for approval from the legislative body, after the fact.

*The motion carried on a vote of 4-0.*

**5.24 To See What Action the Board Wishes to take in Regard to Closure to Public of Municipal Buildings during the Civil Emergency**

Ms. Chase said the State's latest directive is until further notice. She said the Town's directive was until March 27<sup>th</sup>.

Ms. Gilles said the Town's directive should be changed to until further notice.

Mr. First said he was working with staff on ideas/items they could be working on during the closure.

Ms. Donovan said maybe the Library Director could read a book and it be broadcast on Channel 1302.

*Ms. Gilles moved and Ms. Donovan seconded a motion to extend the Town Closure Directive to state, till further notice. The motion carried on a vote of 4-0.*

**5.25 To See What Action the Board Wishes to take in Regard to Warrants and Payrolls during Civil Emergency**

Ms. Chase said currently, three signatures are needed from the Selectmen in order for checks to be distributed and/or mailed. She said during the COVID19 closure, it was stated that possibly one Selectman get appointed

go to the Town Office and sign the warrants, allowing distribution of that week's checks. She said this would create less exposure to the staff from the outside. She said a minimum of three signatures will still be needed before the warrants can be approved at a Selectmen's meeting.

Ms. Gilles said two people should be appointed, with the second person serving as a backup.

*Mr. Colby moved and Ms. Gilles seconded a motion to designate Ms. Chase to sign the warrants on the Boards behalf and Ms. Gilles, to be the backup, if needed. The motion carried on a vote of 4-0.*

**5.26 To See What Action the Board Wishes to take in Regard to Town Meeting Date**

Ms. Chase said with the current situation, the Budget will not be ready for the May 4<sup>th</sup> Town Meeting Date. She said she is suggesting June 15<sup>th</sup> as the new date.

*Ms. Gilles moved and Mr. Colby seconded a motion to move the Annual Town Meeting from Monday, May 4<sup>th</sup> to Monday, June 15, 2020.*

Ms. Chase said we will continue to monitor the situation.

Mr. First said he is has asked MDOT to examine the Stevens Brook Bridge to see the status of it having to be as soon as possible or if it can wait a year.

*The motion carried on a vote of 4-0.*

**5.27 To See What Action the Board Wishes to Take in Regard to Establishing the Last Day to Accept Warrant Articles by Petition for the Annual Town Meeting**

*Ms. Donovan moved and Mr. Colby seconded a motion to set the date of April 24<sup>th</sup>, as the last day to accept warrant articles by petition. The motion carried on a vote of 4-0.*

**5.28 To See What Action the Board Wishes to take in Regard to FY21 Budget**

Mr. First said staff needs to review the revenue numbers in the proposed budget before the Board does their review on the Budget.

Ms. Chase said with the Town Meeting date set for June 15<sup>th</sup>, the May 4<sup>th</sup> Selectmen's meeting would be the Board's first review of the Annual Town Meeting Warrant and the May 18<sup>th</sup> meeting is when it would be signed.

Mr. First said he has spoken with the Chairman of the Budget Committee and they will need to review the complete budget before they hold a Public Hearing.

Ms. Chase said the Board will need to schedule a workshop to review the budget one revenues have been reviewed and adjusted.

The Board tabled this item.

**5.29 To See What Action the Board Wishes to take in Regard to Scheduling Second Selectmen's Meeting in April**

The Board tabled this item.

**5.30 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 2, 2020, Board of Selectmen's Meeting**

*Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the March 2, 2020, Board of Selectmen's Meeting. The motion carried on a vote of 4-0.*

**5.31 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 4, 2020, Special Board of Selectmen's Meeting**

**5.32 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 11, 2020, Special Board of Selectmen's Meeting**

**5.33 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 17, 2020, Special Board of Selectmen's Meeting**

*Mr. Colby moved and Ms. Donovan seconded a motion to approve the Minutes of the March 4, 2020, March 11, 2020 and the March 17, 2020, Special Board of Selectmen's Meetings.*

Ms. Chase said on the March 17, 2020 Meeting Minutes, David Barrett was not physically in attendance at the meeting but was in attendance via phone and to amend the meetings stating this.

*The motion carried on a vote of 4-0.*

Mr. Colby said the Board received a copy of a petition from Town Farm Road residents concerning the shape of the road and it needs to be repaired. He said the other roads that are on the paving plan for FY21 could be pushed back and this road taken care of.

Ms. Chase said staff will review this information.

Ms. Donovan said she wanted to thank Mr. First for steering the ship these last few months and staff for their help.

Mr. First said he wanted to thank the Board and the community.

**VII. 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 subject to the following condition: (1) an executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated; **and F.** Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute (*Town Manager Search*)

*Ms. Gilles moved and Mr. Colby seconded a motion to enter into Executive Session Per M.R.S.A. 31, Title 1, Chapter 13 § 405.6.A, Town Manager Interviews, at 8:29 pm. The motion carried on a vote of 4-0.*

**VIII. RETURN TO OPEN SESSION**

The Board returned to open session at 8:55 pm.

**IX. ADJOURN**

*Ms. Donovan moved and Mr. Colby seconded a motion to adjourn at 8:56 pm. The motion carried on a vote of 4-0.*

Approved April 22, 2020

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Linda D. Chase, Chairman

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Karen L. Gilles, Vice-Chairman

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George W. Colby

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Joseph S. Davis

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Tammy L. Donovan

**This meeting took place on April 22, 2020, via a Zoom Meeting.**

***Ms. Donovan moved and Ms. Gilles seconded a motion to approve these minutes. The motion carried on a vote of 4-0-1, with Linda Chase, Karen Gilles, George Colby and Tammy Donovan in favor and Joseph Davis abstaining.***