

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF ASSESSOR'S & BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, June 6, 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](http://www.newgloucester.com)*

**BOARD OF ASSESSOR'S MEETING**

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

Vice-Chairman, Laura Sturgis, called the meeting to order at 7:01p.m. Present were Vice-Chairman, Laura Sturgis; Selectmen, Stephen Hathorne and Steven Libby; Town Manager, Paul First; and Recorder, Sharlene Myers. Chairman, Linda Chase, was absent.

**II. To See What Action the Board Wishes to take in Regard to 2015-16 Abatements, Batch #4**

*Mr. Libby moved and Mr. Hathorne seconded a motion to grant the 2015-16 Abatements, Batch #4. The motion carried on a vote of 3-0.*

**III. ADJOURN**

*Mr. Libby moved and Mr. Hathorne seconded a motion to adjourn at 7:04 p.m. The motion carried on a vote of 3-0.*

**BOARD OF SELECTMEN'S MEETING**

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

Vice-Chairman, Laura Sturgis, called the meeting to order at 7:01p.m. Present were Vice-Chairman, Laura Sturgis; Selectmen, Stephen Hathorne and Steven Libby; Town Manager, Paul First; and Recorder, Sharlene Myers. Chairman, Linda Chase, was absent.

**II. SCHEDULE NEXT MEETING:**

**Board of Selectmen Meeting – 7:00 p.m., Monday, June 20, 2016**

**A. Adjustments to the Agenda**

None.

### III. PUBLIC PARTICIPATION

None.

### IV. SCHEDULED ITEMS

#### 5.14 To See What Action the Board Wishes to take in Regard to Code Violation Updates

Debra Parks Larrivee, Code Enforcement Officer (CEO), said Mr. Henry has a home occupation permit. She said per the ordinance, no outside storage is allowed and Mr. Henry is violating the ordinance. She said he has made gains on the cleanup of his property and has installed a fence but is violating the ordinance with what is behind the fence.

Mr. Libby said by enclosing the property with a fence, it now looks like a salvage yard. He asked if Mr. Henry was still conducting business.

Ms. Larrivee said the last time she was there, there was a gentleman present inquiring about lawnmowers and/or parts.

Mr. First said there are a few options: 1) allow him more time; 2) levy a fine against him; 3) send an authorized letter from the Town Attorney; and 4) authorize legal action. He said the Town can be tough but there will be a cost involved. He said he recommends sending a letter with notification that this is his last opportunity to comply.

*Mr. Libby moved and Mr. Hathorne seconded a motion to authorize the Town Manager to work with the Town Attorney to send a letter to Mr. Henry that includes but not limited to: summary of violations; summary of notices; explanation of the 80K; possible range of judgments; include statement pertaining to winning of the case; review the code file to make sure the Town has noticed, filed and provided information to Mr. Henry appropriate for the case; and the letter include a 30-day compliance statement. The motion carried on a vote of 3-0.*

#### 5.15 To See What Action the Board Wishes to take in Regard to Awarding of Library Roof RFP

Mr. First said staff met and reviewed all bids and are recommending awarding the big to Just Roofing, of Westbrook, Maine, with a low bid of \$23,700. He said staff has spoken with them and references were called. He said it was discussed that additional expenses could be incurred for flashing and decking repairs once the old roof is removed, therefore, staff recommends up to \$4,000 in additional costs, if needed.

Ted Shane, Public Works Director, said Just Roofing would begin this project on a Sunday/Monday and have areas around entrances completed and debris removed for begin of business on Tuesday morning. He said if all goes by plan, this project will be done by the end of the month.

Mr. Libby said to review the dates on the certificate of insurance to make sure they cover the dates of construction.

*Mr. Hathorne moved and Mr. Libby seconded a motion to award the Library Roof bid to Just Roofing, Westbrook, Maine, with a low bid of \$23,700 and an additional \$4,000 for flashing and decking repairs, if needed. The motion carried on a vote of 3-0.*

**5.16 To See What Action the Board Wishes to take in Regard to Transfer Station Roll-Off Container RFP**

Mr. Shane said the cost of roll-off containers previously were under the threshold of the Purchasing Policy. He said costs have increased and an RFP was necessary. He said he looked at RFP's from other Towns and created one to fit the needs of New Gloucester.

*Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Transfer Station Roll-off Container RFP, post the RFP on the Town and Maine Municipal Associations (MMA) websites, and mail copies to the names on the bidders list. The motion carried on a vote of 3-0.*

**5.17 To See What Action the Board Wishes to take in Regard to Acceptance of \$1,000 Library Grant from Sisters in Crime**

*Mr. Hathorne moved and Mr. Libby seconded a motion to accept the \$1,000 Library Grant from Sisters in Crime. The motion carried on a vote of 3-0.*

**5.18 To See What Action the Board Wishes to take in Regard to Acceptance of \$2,000 Fire Department Safety Enhancement Grant**

*Mr. Hathorne moved and Mr. Libby seconded a motion to accept the \$2,000 Fire Department Safety Enhancement Grant. The motion carried on a vote of 3-0.*

**5.19 To See What Action the Board Wishes to take in Regard to Nominations to MMA's Legislative Policy Committee**

Mr. First said this committee sets policies and asked if the Board has any nominations.

The Board had no nominations.

No action taken.

**5.20 To See What Action the Board Wishes to take in Regard to Closing the Town Office Service Window at 12:00 p.m., June 30, 2016 to close the Fiscal Year's Books**

*Mr. Libby moved and Mr. Hathorne seconded a motion to close the Town Office Service Window at 12:00 p.m., Thursday, June 30, 2016, to close the Fiscal Year's Books. The motion carried on a vote of 3-0.*

**5.21 To See What Action the Board Wishes to take in Regard to Request for Qualifications for Public Works Design-Build Firm**

Will Johnston, Town Planner, said the Public Works Design Committee is requesting approval of a Request for Qualifications that will go out to prospective design-build contractors for a new Public Works Facility. He said he will mail the RFQ's out on Tuesday. He said to keep the residents informed, a workshop has been scheduled for Wednesday, June 22<sup>nd</sup>, 7:00p.m., and the location is yet to be determined.

Mr. Hathorne said the location of the new building has not been determined by the residents yet and asked if the conceptual drawing that was on display at the Town Meeting is designed for either location.

Mr. Libby said it is a conceptual drawing but that building would not fit at 1036 Lewiston Road.

*Mr. Libby moved and Ms. Sturgis seconded a motion to send out the Request for Qualifications out to firms; advertise in the newspaper; and place on the Town and MMA websites. The motion carried on a vote of 2-1, with Mr. Hathorne opposing.*

**V. APPROVE FY16 WARRANTS AND PAYROLLS #47, #48, and #49**

*Mr. Libby moved and Mr. Hathorne seconded a motion to approve FY16 Warrants and Payrolls #47 and #48. The motion carried on a vote of 3-0.*

*Mr. Libby moved and Mr. Hathorne seconded a motion to approve FY16 Warrants and Payrolls #49. The motion carried on a vote of 2-0-1, with Ms. Sturgis abstaining.*

**VI. APPOINTMENTS**

None.

**VII. LEGAL**

Mr. First said a decision on the Sacco case is due this week. He said he will email the Board when he receives the information.

Mr. First said under the current TIF document, Debt Service cannot be covered by TIF funds. He said in order for this to happen, amendments must be done to the TIF document and there are fees associated with the amendments. He said he will bring a recommendation to the next meeting, along with costs and time schedule.

## **VIII. WRITTEN COMMUNICATION**

### **A. Approve Minutes of the May 16, 2016 Board of Assessor's & Board of Selectmen's Meeting**

Mr. Hathorne said he has one amendment. He said on page 3, Item 5.05, the motion should read 3-0-1, with him abstaining.

*Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Minutes of the May 16, 2016, Board of Assessor's & Board of Selectmen's Meeting, with amendment. The motion carried on a vote of 3-0.*

## **IV. ORAL COMMUNICATION**

### **A. Selectmen**

Stephen Hathorne – said he was shown an Inland, Fisheries and Wildlife app that shows the number of fish that have been stocked in ponds across the state, including ponds in New Gloucester. He said Stevens Brook was stocked with 400 fish and the pond at Pineland was stocked with 800.

Steven Libby – said he wanted to thank all those involved with writing of the grants the Town has received in the last year. He said four grants have been received by four different departments; kudo's to all those involved.

Mr. First said he is proud of staff and volunteers for their all hard work and efforts on the grants.

Laura Sturgis – said she would like to commend the Fire Department on all their work on the successful controlled burn in the Upper Village. She said it was a great opportunity to educate our personnel and it was wonderful of the McCann family to donate the house for this purpose.

Mr. Libby and Mr. Hathorne extended their thanks to the Fire Department as well.

### **B. Town Manager**

Mr. First said he participated in the Dynamic Dirt Challenge at Pineland, a four-mile obstacle course, over the weekend. He said he along with the Fire and EMS personnel had a great time and are looking forward to the event next year. He said he would also like to thank those involved in the care and transport of a patient during this event.

Mr. First said Androscoggin Bank is changing their credit card carrier from AndroPay to AndroGov. He said training has begun and the new system will be up and running by the end of June. He said the 3-year contract with Androscoggin expires June 30<sup>th</sup> and he will be signing the new 3-year contract extension.

Mr. First said the Town received a check for \$19,058 from EcoMaine. He said per the attachment with the check, the amount is proceeds from the sale of surplus property located in Gorham. He said he will contact them and get more information.

Mr. First said the upcoming Election is June 14<sup>th</sup> at the Fire Station at 611 Lewiston Road. He said polls will be open from 6:00 am to 8:00 pm.

Mr. Hathorne asked why the time change and if sample ballots were on the website.

Mr. First said the last election was very congested and busy and residents have asked about New Gloucester opening earlier, as other Towns have done. He said voting information along with ballots are on the website.

- C. Dept. Heads
- D. Boards & Committees

## X. 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 . . . *(Town Manager's review)*

*Mr. Libby moved to enter into Executive Session at 8:07 p.m.*

Mr. Hathorne said he would like to see the Executive Session postponed. He said the Town Manager's review was in July last year and one of the Board members is not present.

Mr. Sturgis said it would not be fair to the new Board members to review the Town Manager where they have not worked with them.

There was no second to the motion. Motion Failed.

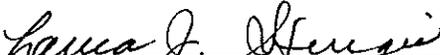
**XI. ADJOURN**

*Mr. Libby moved and Mr. Hathorne seconded a motion to adjourn at 8:14p.m. The motion carried on a vote of 2-1, with Mr. Libby opposing.*

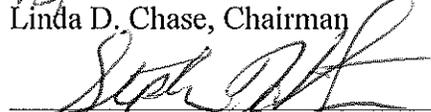
Approved June 20, 2016

  
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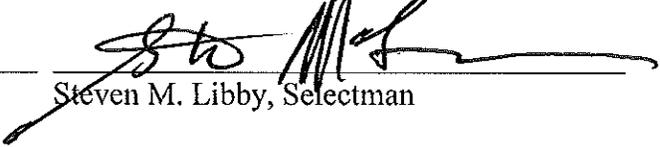
Linda D. Chase, Chairman

  
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Laura J. Sturgis, Vice-Chairman

  
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Stephen J. Hathorne, Selectman

  
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Steven M. Libby, Selectman