

ANNOTATED AGENDA
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, August 5, 2019
At the Meetinghouse

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. PLEDGE OF ALLEGIANCE

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting – 7:00 p.m., Monday, August 19, 2019 at the Meetinghouse**

A. Adjustments to the Agenda

IV. PUBLIC PARTICIPATION

V. SCHEDULED ITEMS

4.19 To See What Action the Board Wishes to take in Regard to Game of Chance Beano Application for Amvets Post #6

Please see attached paperwork.

4.20 To See What Action the Board Wishes to take in Regard to CMP Pole Permit

Please see attached paperwork.

4.21 To See What Action the Board Wishes to take in Regard to Code of Ethics Policy

Please see attached paperwork.

4.22 To See What Action the Board Wishes to take in Regard to Boards & Committees Bylaws

Please see attached paperwork.

4.23 To See What Action the Board Wishes to take in Regard to Liaison Policy

Please see attached paperwork.

4.24 To See What Action the Board Wishes to take in Regard to Town Representation for the Cumberland County Finance Committee

Please see attached paperwork.

VI. APPROVE FY20 WARRANTS AND PAYROLLS #4, #5 and #6

VII. APPOINTMENTS

- A. *Land Management Planning Committee – 2 three-year terms available
1 completion of 2021 Term*

Charles Gauvin – would like to be appointed

Please see attached paperwork.

VIII. LEGAL

IX. WRITTEN COMMUNICATION

- A. Approve Minutes of the July 15, 2019, Board of Selectmen's Meeting

Please see attached paperwork.

X. ORAL COMMUNICATION

- A. Selectmen
- B. Town Manager
- C. Dept. Heads
- D. Boards & Committees

XI. ADJOURN

4.19

FOR OFFICE USE ONLY

Check # _____

Amount \$ _____



Beano/Bingo Registration

MGCU - 5000

****The application and fees must be received at least eight days before the Beano/Bingo may begin****

Beano/Bingo: \$5.00/Special Per Game Registration; \$12/Week; \$36/Month; \$400/Year

Make check payable to Treasurer, State of Maine

**Return the completed and signed application to:
Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax**

1. Organization Name: Amvets Post #6 Aux + Sons

Organization Number: 2154 Federal Tax ID # (EIN): 01-6018-668

Business Address: 1095 Lewiston Rd
New Gloucester, Me 04260

Mailing Address: P.O. Box 301 Phone: 926 8330

2. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Commander Jerry Dewitt	80 Pond Rd		926-3246	6-30-2019
1st Vice William Greene	18 Mapleview Cir		207-514-6994	6-30-2019
2nd Vice Robbie Hecker Thorne	8 Little Field Dr	Auburn, Me		6-30-2019
3rd Vice Cecil Beaugoin	M. W. St	Auburn, Me		6-30-19

3. Location where Beano/Bingo is to be conducted:

Amvets Post Home 1095 Lewiston Rd New Gloucester
BUILDING ADDRESS CITY/ZIP

4. Person responsible for operation of Beano/Bingo:

Jeffrey Hamilton 207-926-4079
NAME DAYTIME PHONE & EVENING PHONE

Name & Address where registration will be sent: Jeffrey Hamilton 42 Church Rd
New Gloucester Me
04260

E-Mail Address: _____

5. Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

6. What time do the doors open? 4:00 P.M. What time does the game start? 6:30 P.M.

7. Dates – Please specify weeks (Monday through Sunday) or full months.

2019 Sept 5-12-19-26

JAN - 2-9-16-23-30

Oct 3-10-17-24-31

Feb - 6-13-20-27

Nov 7-14-21-28

Dec 5-12-19-26

8. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

9. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

10. If the applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the registered activity. Please write your organization name and number on the list.

11. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo will take place unless a separate "Blanket Letter of Approval" is filed with the Gambling Control Unit.

Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid

Check here if you have attached a "Blanket Letter of Approval".

Municipal Consent to Register

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to the application for registration by _____ to operate Beano/Bingo in accordance with the provisions of 17 M.R.S.A. Chapter 13-A and in accordance with

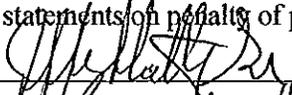
the Rules and Regulations promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the operating of Beano/Bingo.

Name: _____

Date: _____ Title: _____

This approval is valid until: _____
(Date)

12. The applicant agrees to obey Federal, State of Maine laws, rules and regulations governing Beano promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury. Age 18 or older: Yes No

Signed:  ID #: 01-6018-668

Print Name: Jeffrey C Hamel SR Title: Chairman

Date: 7-25-2019

Memo

To: Selectmen

From: Debra Parks, Code Enforcement Officer, Town of New Gloucester

Date 7-29-19

Re: The AMVETS Post #6 Beano

There are no outstanding violations. Recommend renewal.

Respectfully
Debra Parks Larrivee
Code Enforcement
Town of New Gloucester

4.20

POLE LOCATION PERMIT

The Pine Tree Telephone LLC and Central Maine Power Company, corporations duly authorized to transmit intelligence and to transmit and distribute electricity in the town of New Gloucester, Maine hereby applies for permission, in accordance with the law, to construct and maintain poles together with attached facilities and appurtenances upon, along, or across certain roads in said town, as follows:

On Atwood Road approximately 3,000 feet in a north easterly direction from the junction with Intervale Road, Pine Tree Telephone LLC to place a new pole # 12 H.

Facilities are to consist of wood poles and appurtenances with a minimum clearance of wire and cable not less than 18 feet over the public highway, all in a manner to conform to the requirements of The National Electrical Safety Code.

PINE TREE TELEPHONE, LLC

MUNICIPAL OFFICERS

Jim Taplin 07/22/2019
Name Date
Fax # 207-657-9961

Name

CENTRAL MAINE POWER CO.

Name

Bob Smith 7.16.19
Name Date

Name

Name

Name

Name

_____, Maine

_____, 2019

Office of the _____

Received and Recorded in Book _____,

Page _____.

Attest _____

Clerk

OK-TS
OK JPL

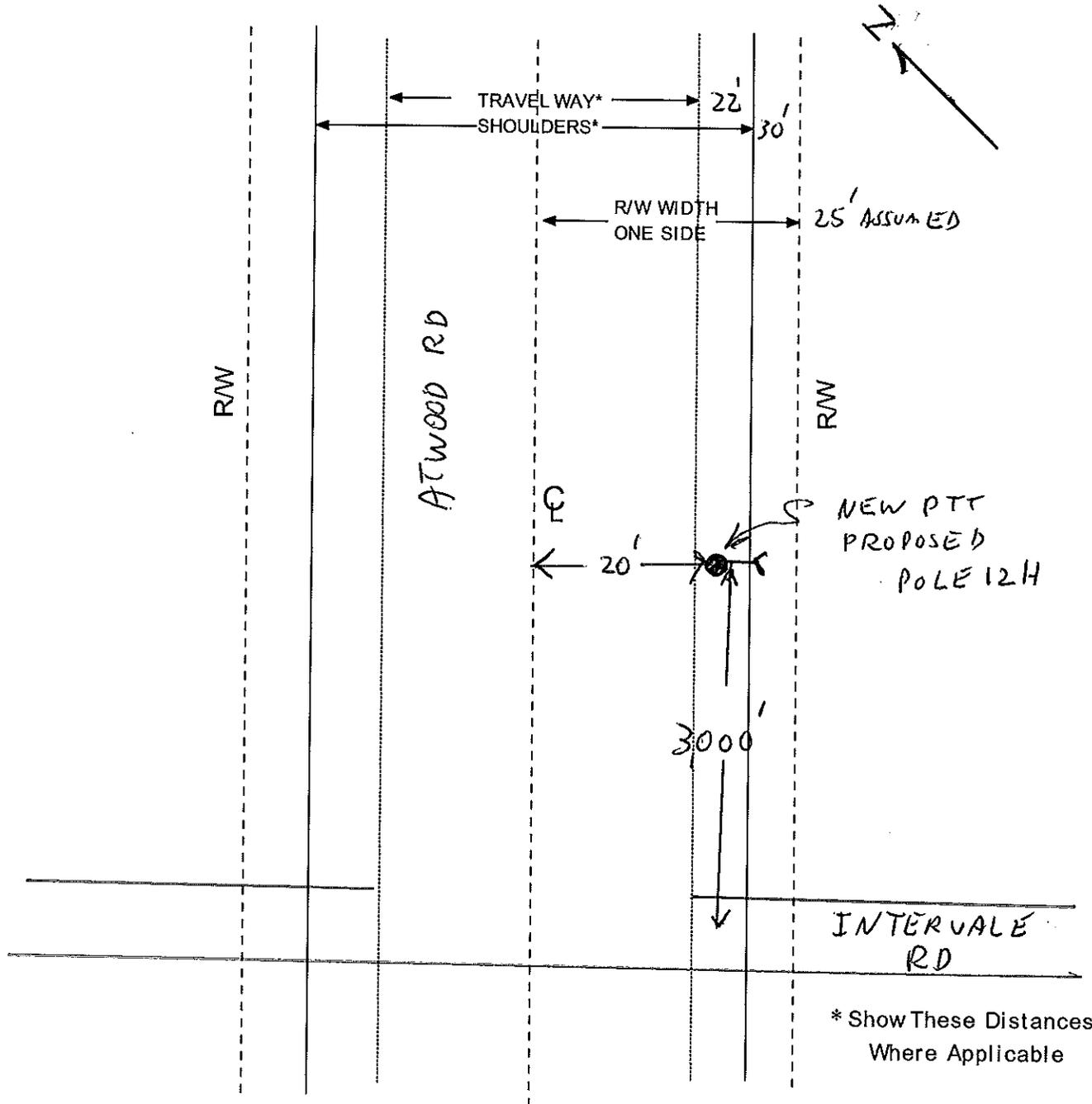
Utility Location Permit Application

Utility Job/W.O. No.
PT19-ONG05

Utility: Pine Tree Telephone, LLC

Town: New Gloucester

The purpose of this "Sketch Plan" is to show the location of the proposed facility in relation to the highway. This plan is not necessarily drawn to scale, however, all reference points, offset distances and lengths must be accurately indicated. Multiple utility pole installations associated with Maine DOT projects may indicate the first and last pole in relation to the reference point described on the first sheet (including the project stations) and then reference an attached pole list for all those in between.



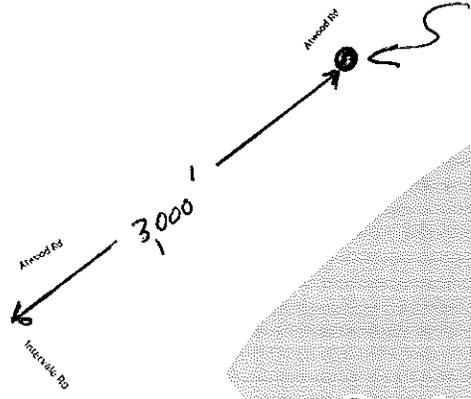
Google Maps

PT 19-0NG-05



NEW PROPOSED
PT & POLE 12 H

(11)

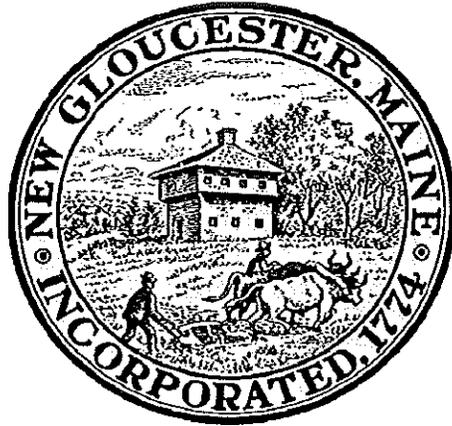


Google

Map data ©2019 20 ft

Town of New Gloucester

4.21



Code of Ethics Policy

Adopted: April 14, 2014

Revised: _____

TOWN OF NEW GLOUCESTER CODE OF ETHICS POLICY

Purpose

The purpose of this Code of Ethics is to establish standards of ethical conduct for all Select Board members, Planning Board members, members of appointed boards and committees, and Town employees by setting forth those acts or actions which are deemed to be in conflict, or which create the appearance of conflict, with the ethical standards of the Town of New Gloucester.

This policy requires that the Town's Select Board members, Planning Board members, members of appointed boards and committees, and employees be fair, impartial, equitable and responsive to the needs of the people and each other in the performance of their respective functions and duties; that decisions and policy be made in proper channels of the Town's governmental structure; that public office or employment not be used for personal gain or financial advantage; and that Select Board members, Planning Board members, members of appointed boards and committees, and Town employees maintain a standard of ethical conduct that will inspire public confidence in the integrity of the Town's government.

Statutory Standards

It is the duty of every Town officer, Town official and Town employee to support the Constitution of the United States and the Constitution of the State of Maine. There are certain provisions of the general statutes of the State of Maine which, while not set forth herein, should be considered an integral part of this Code of Ethics. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as may be amended, are hereby incorporated into this Code of Ethics by reference to the extent applicable:

- 17 MRSA SS 3104 Conflicts of Interest; Purchases by the State
- 17-A MRSA SS 456 Tampering with Public Records of Information
- 17-A MRSA SS 602 Bribery in Official and Political Matters
- 17-A MRSA SS 603 Improper Influence
- 17-A MRSA SS 604 Improper Compensation for Past Action
- 17-A MRSA SS 605 Improper Gifts to Public Servants
- 17-A MRSA SS 606 Improper Compensation for Services
- 17-A MRSA SS 607 Purchase of Public Office
- 17-A MRSA SS 608 Official Oppression
- 17-A MRSA SS 609 Misuse of Information
- 17-A MRSA SS 903 Misuse of Entrusted Property
- 21-A MRSA SS 504 Persons Ineligible to Serve
- 30-A MRSA SS 2605 Conflicts of Interest
- 30-A MRSA SS 5122 Interest of Public Officials, Trustees or Employees

Avoidance of Appearance of Improper Influence

It is the goal of this Code of Ethics that every citizen shall receive fair and impartial consideration on any matter coming before the Select Board, the Planning Board, the Town's appointed boards and committees and any Town employee. No Town officer, Town official or Town employee shall make any promise or pledge to any person concerning any matter to be considered by that Town officer, Town official or Town employee in an official capacity except upon a fair and impartial consideration of the relevant facts in the appropriate forum.

Town officers, Town officials and Town employees should conduct their official and personal affairs in such a manner as to avoid any appearance of improper influence in the performance of their official duties.

Fair and impartial consideration dictates that Town officers, Town officials and Town employees make their decisions in the appropriate public forum and not take official action until they have given a careful and objective consideration to the facts pertaining to a particular issue coming before them. They should not prejudge matters coming before them in their official capacity and should not make promises or commit to a course of action until all of the relevant facts have been considered.

Disclosure of Confidential Information

No Town officer, Town official or Town employee shall use confidential or advance information obtained by virtue of office, appointment or Town employment for personal or financial advantage.

No Town officer or official shall, to the detriment of the Town, disclose confidential information concerning the property, government or affairs of the Town; nor shall he/she use such information to advance the financial or private interest of him/herself or others. For purposes of this section, the term "confidential information" shall mean any information, oral or written, which comes to the attention of, or is available to, such Town municipal officer or official only because of his or her position with the Town, and is not a matter of public record. Information received and discussed during an executive session of the New Gloucester Town Select Board called pursuant to 1 MRSA §405 et seq. shall be considered within the constraints of this section, and shall not be disclosed to any third party.

In the case of real estate transactions, the potential use of confidential information and knowledge to further a Town officer's, Town official's or Town employee's personal interests requires special consideration. Purchase and sales of real estate which might be regarded as speculation for quick profit ought to be avoided, particularly in situations where the Town officer, Town official or Town employee may have inside or advance information as a result of his/her office or employment with the Town.

Voting

It is the duty of Town officers and officials to faithfully discharge the duties of their offices. In the conduct of public business, no Town officers or officials should be excused from voting except on matters involving consideration of their own official conduct, or where their personal or financial interests may create a conflict or an appearance of conflict.

It is the obligation of all Town officers and officials to fully and faithfully discharge their duties. This includes voting on all matters coming before them even when such votes will not be popular, except in circumstances where the Town officer or official is excused from voting due to a conflict or appearance of conflict under this Code of Ethics.

Disclosure of Personal Interest

The conduct of public business shall be free from any undisclosed financial or personal interests on the part of any Town officer, Town official or Town employee and from any appearance of conflict, No Town officer, Town official or Town employee shall advocate in any public meeting or in his/her official capacity on any matter in which that Town officer, Town official or Town employee has a financial or personal interest, or where there is any appearance of conflict, except upon full and timely disclosure of that interest.

Town officers, Town officials and Town employees should endeavor to avoid holding any investment, directly or indirectly, in any business, commercial enterprise, or other private activity that conflicts with their official duties as a Town officer, Town official or Town employee. In the case of members of Town boards, where such a conflict exists, it should be disclosed to the board on which that public official sits prior to consideration of any decision to be made by that Board, and if requested by the membership of that Board, the officer or official should recuse him/herself from participating in any official action on any matter to which the conflict pertains. In the case of Town employees, any such conflicts should be disclosed to the employee's immediate supervisor and the Town Manager and, at the request of the employee's supervisor or the Town Manager, the employee should refrain from participating in the consideration of official action on any matter to which the conflict pertains.

Members of Town boards and committees should disclose any personal relationship to the board on which that Town officer or official sits in any instance where there could be the appearance of a conflict of interest.

Where there is doubt about a potential conflict or appearance of conflict due to an investment, financial holding, or personal relationship, the potential conflict or appearance of conflict should be disclosed to the board on which that Town officer or official sits prior to consideration of any decision to be made by that board, and if requested by the membership of that board, the Town officer or official should recuse him/herself from participation in the consideration of any official action on any matter to which the conflict or appearance of conflict pertains.

Contracts, Purchases and Employment

No Town officer or official shall participate directly by means of deliberation, approval or disapproval, or recommendation, in the purchase of goods and services for the Town, and the award of any contracts with the Town, where to his/her knowledge there is a financial interest, or special interest other than that possessed by the public generally, in such purchase or award, held by:

1. him/herself or a member of his/her immediate family;
2. a business in which he/she or a member of his/her immediate family serves as an officer, director, trustee, partner or employee in a supervisory or management position; or
3. any other person or business with whom he/she or a member of his/her immediate family are in business, or are negotiating or have an arrangement concerning future employment.

No Town officer or official shall participate by means of deliberation, approval or disapproval, or recommendation, in the decision to hire, promote, discipline, lay off or to take any other personnel action in respect to any applicant for employment or employee, as the case may be, or vote for appointed positions, where said applicant or employee is:

1. a member of his/her immediate family; or
2. a person with whom either he/she or a member of his/her immediate family are in business.

Incompatible Employment

No Town officer or official shall engage in or accept private employment or render or sell services or goods for private interests when such employment or service is incompatible with the proper discharge of his/her official duties.

Solicitation of Future Employment

A Town officer or official shall not solicit future employment with any person who has a substantial matter pending before the Select Board, Board or Committee in which the officer or official was a member. A matter is "substantial" if it involves a financial value of one thousand (\$1,000) dollars or more or involves a question of policy of comparable significance. An individual who has served as an officer or official shall not, within one (1) year after termination of his/her service, assist any person, other than the Town, in any matter that was pending before the Select Board, Board or Committee in which he/she was a member or appear before the Select Board, Board, or Committee in which he/she was a member or assist any other person to make such an appearance.

Gifts and Favors

The conduct of public business shall be free of any influence arising from gifts, favors or special privileges. It is the duty of every Town officer, Town official and Town employee to refuse personal gifts, favors or special privileges in every instance where such Town officer, Town official or Town employee reasonably believes such gift, favor or special privilege would not have been extended but for the official position of such Town official or Town employee, or where there exists a reasonable belief that the donor's interests are likely to be affected by the official actions of the Town officer, Town official or Town employee, or where the gift is or may reasonably be considered to be designed to influence the official actions of the Town officer, Town official or Town employee.

No Town officer, Town official or Town employee should directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form of gift if it could be reasonably inferred or expected that (1) the gift was intended to influence their performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

The policy against solicitation or acceptance of gifts is limited to circumstances reasonably related to the possibility of improper influence or the appearance of improper influence. In *de minimums* situations. This guideline is not intended to preclude Town officers, Town officials and Town employees from participating in normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions and where there is no reasonable grounds to believe that a gift is motivated by an intent to improperly influence the Town officer, Town official or Town employee in the conduct of his/her official duties.

Use of Town Property and Facilities

No Town officer or official shall use or authorize others to use Town-owned property, including but not limited to, motor vehicles, equipment and buildings except for the following:

1. for Town business;
2. for purposes and on terms generally available to other persons;
3. according to a contract of employment with the Town in which use of such property is part of the compensation or a term of employment.

Representing Third Party Interests Before Town Agencies

No Town officer or official shall either appear on behalf of any third party interest before any Town agency, or represent a third party interest in any action, proceeding, or litigation in which the Town or one of its agencies is a party. Nothing herein shall prohibit a Town officer or official, on behalf of a constituent in the course of his or her duties as a representative of the electorate, or any Town officer or official, on behalf of his or her personal interest, from appearing before a Town agency. No Town officer or official shall appear on behalf of any third party interest before a Town agency of which he or she is a current member. Nothing herein shall prohibit a Town officer or official, on behalf of his or her personal interest, from appearing before any Town agency including that of which he or she is a current member. An officer or official who is employed or under retainer by a person having a matter pending before the agency of which the officer or official is a member shall disclose that fact and shall abstain from participation in the matter. Participation includes but is not limited to discussion and/or voting on the matter.

Conflicts of Interest

No Town officer or official shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process, on any agenda item before his/her collective body in which he/she or a member of his/her immediate family has a financial or special interest of a pecuniary nature, other than an interest held by the public generally.

Any Town officer or official who believes that he/she or a member of his/her immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before his or her collective body, shall disclose the nature and possible extent of such interest. Such disclosure shall be made no later than the date of the first meeting of the board at which the agenda item is to be taken up for consideration, recommendation, discussion or vote and at which the Select Board or appointee is present. The collective body will vote to determine if there is a conflict. Any Town officer or official who believes that any fellow Town officer or official, or a member of his/her immediate family has a financial or special interest, other than an interest held by the public generally, in any item before his/her collective body, shall disclose the possibility of such interest, and the Town Clerk or his/her designee shall make a record of such disclosure, with a copy forwarded to the Chair of the appropriate Board.

Once the issue of conflict has been initiated relative to an individual Town officer or official, and disclosure has been made as provided above, such individual's fellow Town officers or officials shall vote on whether or not such individual shall be excused from participating in the deliberation or vote.

To avoid the appearance of a violation of this section, once any individual Town officer or official is determined to have a conflict of interest in respect to any agenda item, said individual shall immediately remove him/herself from the meeting room or to the area of the room occupied by the general public. He/she shall not return to his/her regular seat as a member of the body until deliberation and action on the item is completed. Nothing herein shall require an individual Town officer or official to remove him/herself for any item contained on a "Consent Agenda" on which there is no deliberation, the individual's conflict has been determined by the other members, and the right to abstain from voting on the item has been granted.

Nothing herein shall be construed to prohibit any Town officer or official from representing his/her own personal interest by appearing before his/her collective body on any such agenda item.

Political Standards of Conduct

No Town officer or official shall participate in any political activity which would be in conflict or incompatible with the performance of his or her official functions and duties for the Town.

In conjunction therewith, no Town officer or official may use his/her official authority or position for the purposes of influencing or interfering with or affecting the results of any election, nor shall use his/her official authority or position to solicit/accept/receive funds or contributions from Town employees for political purposes. No Town officer or official may distribute pamphlets/handbills while he or she is performing their official functions and duties with the Town. Nothing herein shall be construed to prohibit any Town officer or official from participating in the political process in their capacity as private citizens. Acceptable conduct allows endorsements of a candidate, without the use of an official title.

Incompatible Employment of Office

No Town officer or official shall occupy any other office, elected or appointed, in any other governmental entity, where the duties of such office are incompatible with the proper discharge of his or her official duties with the Town. For purposes of this Code, the occupancy of any office, elected or appointed, with any other governmental entity by any municipal officer or official is hereby prohibited in any one of the following circumstances:

1. where the duties of the other office make it a physical impossibility to discharge the duties of the Town position; or
2. where one office is subordinate of the other; or
3. where one office carries the power of removal of the other; or
4. where the occupancy of both offices is otherwise prohibited by law.

Public Confidence

It is the duty of every Town officer, Town official and Town employee to uphold and carry out the laws of the State of Maine and the lawful ordinances and policies of the Town. No Town officer, Town official or Town employee shall knowingly take any action that would violate the laws of the State of Maine or that is inconsistent with the lawful ordinances and policies established by the Town.

Town officers, Town officials and Town employees should conduct themselves at all times so as to maintain public confidence in Town government and its lawful ordinances and policies. Town officers, Town officials and Town employees should comply with the laws of the State of Maine and the ordinances of the Town and should conduct themselves in a manner consistent with duly adopted Town policies.

The penalties for violation of this Code of Ethics shall vary according to the type of position held:

1. Elected Officers. For elected officers, when a violation is found by the elected board of which the officer is a member, the actions taken may range from a letter of reprimand by the Chair of the board, to a censure by a majority of the elected board, to a request for resignation from the elected position by a majority of the elected board.
2. Appointed Officials. For appointed boards, the same penalties shall apply as apply to elected officers, and, in addition, if the board or committee is appointed by the municipal officers of the Town, the municipal officers may remove an appointee for cause, after notice and public hearing, pursuant to 30-A M.R.S.A. §2601.
3. Town Employees. For employees of the Town, the penalties for violation of this Code of Ethics shall be governed by the Town's personnel policies as applicable, which include but are not limited to appropriate progressive discipline up to and including suspension and termination.

**Town of New Gloucester
Code of Ethics Policy**

Signed and approved by the Board of Selectmen on _____.

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

To be placed in the Pubic Officer’s, Public Official's or Employee's Personnel File:

I have received, reviewed, and fully understand all of the components of the

Town of New Gloucester
CODE OF ETHICS

I submit the following as areas that might constitute a conflict of interest in the course of carrying out my official duties:

Name (Print) _____

Signature _____

Date _____

Supervisor Signature (if applicable) _____

Date _____

4.22

Town of New Gloucester



Bylaws of Boards and Committees

Adopted: August 6, 2008
Revised: _____

Town of New Gloucester

Bylaws for Boards of Committees

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board and Committee meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Duties

Boards and Committees shall consist of a Chair and Vice-Chair, to be chosen annually at the first regular meeting in each year by and from among members unless otherwise provided by law. The Chair shall preside at all meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board and/or Committee to perform its duties and conduct its affairs.

For Select Board meetings, the Chair shall, together with the Town Manager, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair.

For Boards and Committees the Chair shall, together with the appointed staff member or Select Board Liaison, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair.

Section 3. Meetings

Regular meetings of Boards and Committees shall be held per the following intervals or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the membership, provided, however, that notice thereof shall be given to each member and to representatives of the press at least 12 hours in advance and that no business may be conducted other than as specified in said notice.

- Budget Committee – January/February
- Cable TV Committee – quarterly
- Candidates/Referendum Issues Committee – as necessary
- CIP Committee – December/January
- Community Fair Committee – monthly
- Economic Development Committee – monthly
- Environmental Resources Committee - monthly
- Land Management Planning Committee – monthly
- Library Board of Trustees – even months
- Parks and Recreation Committee - monthly

Planning Board – bi-monthly
Public Safety – monthly
Select Board – first and third Monday of each month

Notice of all meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board or Committee except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board or Committee being present. The order of business at regular meetings shall be as follows:

- Call to Order and Attendance
- Pledge of Allegiance
- Schedule Next Meeting
- Public Comment
- Old Business
- New Business
- Adjourn

Section 4. Public Comment

Any individual who wishes to address the convened Board or Committee may do so during Public Comment. Public discussion is limited to three minutes maximum per person, however, the Board or Committee Chair may at his/her discretion may allow more time. Each person who addresses the Board or Committee shall step to the speaker's podium and give his/her name and address for the record. Unless requested by the board or committee chair, comment is limited to one trip to the podium per person. If reading from a prepared statement, the statement(s) should be given to the recorder so that copies may be made part of the official record. All written statements and documents presented to the Board by an individual or group during the meeting are considered public documents.

Public Comment of a meeting cannot be used for personal attacks against a Board or Committee member, an employee, or other members of the public. The Board or Committee Chair has the responsibility to immediately end any Public Comment that is not legal, ethical, or violates these bylaws.

Board or Committee Members shall not question speakers, answer questions, or make statements or commitments in response to issues raised by the public except for clarification purposes only. In general, such issues will be referred to the Town Manager for investigation, study, and recommendation or designated as future agenda items for Board or Committee consideration.

Section 5. Hearings

Public hearings of the Board or Committee shall be called as required by law or on such other occasions, as a majority may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board or Committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however; that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 6. Participation and Voting

Any action of the Board or Committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

Section 7. Decisions

All decisions of the Board or Committee shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board or Committee, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The Board or Committee may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 8. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 9. Cell Phone Use

During public meetings, Board or Committee and Staff that are present, will either turn their cell phones off or place them on silent mode. Those placed on silent mode shall either be kept on their person, or someplace other than on a table where the meeting is taking place.

Any person receiving a call or text message shall be expected to excuse themselves from the meeting and conduct their conversation or text outside of the meeting area so as to not disrupt the meeting.

Board or Committee Chair Persons have the right to ask members of the public receiving a call or text message to exit the meeting and conduct their business outside so as not to further disrupt the official business of the Board or Committee.

Section 10. Waivers; Amendments

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board or Committee unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Select Board after notice and official vote on the proposed amendment.

This policy supersedes and replaces the Town of New Gloucester Cell Phone Use Policy.

**Town of New Gloucester
Bylaws for Boards and Committees**

Signed and approved by the Board of Selectmen on _____.

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

4.23

Town of New Gloucester



Liaison Policy

Adopted August 6, 2012
Revised July 15, 2013
Revised November 18, 2013
Revised _____

Town of New Gloucester Liaison Policy

Purpose

A liaison is a Select Board member who bridges between the Select Board and the appointed Committee to communicate and coordinate the activities of the Committee. Further, it is the responsibility of the Select Board Liaison to encourage cooperation and facilitate the exchange of information between the appointed Committee and the entire Select Board. Assigned purpose for each individual committee is delineated under specific committee designation.

Committee designation:

Budget Committee

Two Select Board Members (*non-voting*)

Attendance: Present at all meetings

Purpose: Answer questions directed to the Select Board

Business Communications

Chandler Brothers

Morrison Center

Pineland Farms

Shakers

One Select Board Member each with the Town Manager.

Purpose: Meet with the entity as needed to serve as a Board's representative

Cable TV Committee

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

Candidate/Referendum Issues Committee

One Select Board Member (*non-voting*)

Attendance: Present at all meetings

Purpose: To work with committee members to establish an agreeable format.

CDBG Municipal Oversight Committee

One Select Board Member (*voting*)

Attendance: As necessary

Purpose: Participate as required as a member of the CDBG Committee

CIP Committee

One Select Board Member *(voting)*

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

Community Fair Committee

One Select Board Member *(voting)*

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee and assist the committee with planning and executing the annual fair

Cumberland County Finance Committee

One Citizen *(voting)*

Attendance: As necessary

Purpose: Participate as required as a member of the CCBAC

Economic Development Committee

One Select Board Member *(non-voting)*

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input as necessary

Environmental Resources Committee

One Select Board Member *(voting)*

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

Foreclosure Committee

Two Select Board Members *(voting)*

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

Land Management Planning Committee

One Select Board Member *(voting)*

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

Library Board of Trustees

One Select Board Member *(non-voting)*

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

Maine Waste to Energy

One member and one alternate (*voting*)

Attendance: As necessary

Purpose: Participate as a voting member of the Corporation

Parks & Recreation Committee

One Select Board Members (*voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

Public Safety Committee

Two Select Board Members (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

School Board

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

New Gloucester Water District

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

**Town of New Gloucester
Liaison Policy**

Signed and approved by the Board of Selectmen on _____.

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

Appendix A

Charge of Committees

Budget Committee:

The Budget Committee meets to review the Budget for the following fiscal year. The Select Board begin the Budget Process with a series of workshops and meetings with Department Heads. The Selectmen will then forward the Budget with their recommendations to the Budget Committee. The Committee will have two to four meetings for review of the Budget, make their recommendations and once completed, will forward the Budget to a Public Hearing. After the Public Hearing, the Budget Committee commences, discusses and finalizes their numbers, and forwards their recommendations to the Board Selectmen. At this point, the Selectmen will review the recommendations at their next scheduled Select Board's Meeting.

Business Communications:

Meet with the assigned entity as needed to serve as a Board's representative and the liaison to the Town.

Cable TV Committee:

The New Gloucester Cable Television Committee (CTC) oversees New Gloucester Television's (NGTV) public, educational and governmental (PEG) access Channel 3. The CTC is responsible for providing the citizens of New Gloucester with such coverage of civic and public events as the interest of the public, the availability of equipment and citizen participation permits. The CTC is responsible for the establishment, modification, supervision, and recruitment of citizen participation for NGTV. All functions shall be in accordance with the bylaws adopted by the CTC as approved by the Select Board and in accordance with all applicable federal, state, and local laws, statutes, rules, regulations, ordinances, codes, and orders. The CTC, through the Select Board, is authorized to receive donations and contributions for the purpose of operating, maintaining, and expanding NGTV.

Candidate/Referendum Issues Committee:

The Candidate/Referendum Issues Committee will work with candidates on an agreeable format for televised programs. The committee will be comprised of five people and one Select Board Liaison.

CDBG Municipal Oversight Committee:

The purpose of the Committee is to provide municipal input and recommendations to guide the Cumberland County Commissioners in designing and implementing community development and related programs. The goal of these programs is to help low and moderate- income people, to create jobs, to improve housing, and to increase the quality of life for the citizens of the County. The Committee operates under the terms authorized by the Cooperation Agreements signed between Cumberland County and the participating municipalities.

Capital Improvement Project (CIP) Committee:

It is the responsibility of the Capital Improvement Program Committee to arrive at a “Prioritized List” of proposed capital expenditures for the fiscal year to be recommended to the Select Board and Budget Committee. The recommendations are arrived at by reviewing requests that are being considered by the Town Manager and Select Board. The Committee reviews all capital expenditure requests in the form and funding methods submitted. The review process involves analyzing the project with regard to its effect on the quality of municipal services, impact on the tax rate, and on future operation budgets in the context of a five-year projection of capital expenditures based on department head requests.”

Community Fair Committee:

Participate at all meetings as a member of the committee and assist the committee with planning and executing the annual fair.

Cumberland County Finance Committee:

The Cumberland County Finance Committee is mandated by the Cumberland County Charter.

Excerpt from the Charter:

- 5.4 Finance Committee (FC)
 - 5.4.1 Committee Membership: Representatives to the FC shall be municipally elected officials from the Commissioner District in which their municipality resides. Municipally elected officials of each Commissioner District may appoint two (2) representatives to serve on the FC for a three (3) year term; a representative shall not serve more than two consecutive terms. No municipality shall have more than one representative unless it serves more than one half (½) of a District's population. A District Commissioner may appoint representatives to fill FC vacancies occurring 120 calendar days prior to the commencement of the Board's fiscal year. A FC vacancy shall immediately occur when representatives no longer qualify for membership.
 - 5.4.2 Finance Committee Meetings: On the call of the County Commissioners or at least 90 calendar days prior to the commencement of the fiscal year, the FC shall meet. The FC shall select a chairman from its full membership. It shall also appoint such other officers as it may deem necessary and create such sub-committees as may be necessary to perform its duties.

- **5.5 General Budget Procedures:** The County Commissioners shall present their preliminary budget to the FC with dispatch and at least fifty five (55) business days prior to the end of their fiscal year. The budget shall also present a 3 year estimated revenue projection. The County, through the Board, shall provide the Committee with all the reasonable resources necessary to scrutinize the budget, transparency being the imperative. The FC shall act on the budget with dispatch and take action no later than thirty (30) business days prior to the end of the County's fiscal year or the Board's preliminary budget shall be considered FC endorsed. Upon receipt of the FC's provisional Budget and at least ten (10) business days prior to the end of the County's fiscal year, the Commission shall adopt their final budget. The Board may modify and reinstate any and all of the proposed FC's changes by a recorded majority vote of a full Board; the Board shall provide written definitive reasons to the public for their revisions.

Economic Development Committee:

The New Gloucester Economic Development Committee will work to galvanize local businesses and to create centers for commercial activity. Our efforts will focus on enhancing existing business conditions and attracting new and complimentary businesses to the area to maintain the character of rural New Gloucester.

1. To develop municipal initiatives that support existing and future businesses.
2. To maintain and leverage the community's inherent character.
3. To promote Pineland and the development of additional modern, livable business districts.
4. To strengthen existing business relationships.
5. To attract new business that is compatible with the community, meets the needs of residents, and captures lost community revenues.

Foreclosure Committee:

This committee shall conduct the following research and make an informed recommendation to the Select Board for disposition of properties:

- Current use
- Assessed value
- Size
- Location
- Zoning

Land Management Planning Committee (LMPC):

It is the mission of the Land Management Planning Committee to assist in the improvement and development of municipal policies affecting growth and conservation in New Gloucester by reviewing ordinances and organizing community planning.

In general, the Land Management Planning Committee serves as an advisory board that reviews ordinances and regulations, but the committee has also been asked to develop long range growth management strategies to submit to the town for approval. Current projects include but are not exclusive to: developing an Upper Village master plan, monitoring a hydro-geologic study to determine a potential town water source, and long term road planning.

Library Board of Trustees:

The New Gloucester Public Library is a vital community resource through which all citizens may pursue knowledge in a process of lifelong learning. The library pledges to: select, organize, maintain, and make available a balanced collection of accurate and current materials providing a reliable source of information in an increasingly complex world; recognize and respond to the changing needs of all members of the community so that each individual may gain access to the whole spectrum of knowledge through existing networks of information resources; offer programs to enable users to discover and develop their appreciation of arts and literature and the joys of recreational reading; function as a model of responsible citizenship, encouraging freedom of expression and a constructive critical attitude toward public issues, and fostering awareness of our connection to our local, national, and global community.

Maine Waste to Energy:

Maine Waste to Energy provides reliable, safe, and economical waste processing and disposal services for members, associate towns, private haulers, and local citizens. Our advanced facility uses efficient combustion and air pollution control equipment to create clean, renewable energy from an unavoidable byproduct of life. The modern process lessens landfill volumes, minimizes air pollution, and helps offset the use of fossil fuels. It is a necessary and effective part of Maine's waste hierarchy that we are proud to provide to our communities.

Parks and Recreation Committee:

It is the mission of the New Gloucester Parks and Recreation Department to provide facilities and programs that will help enrich the lives of all of its residents and visitors.

The Parks & Recreation Committee advises and reports to the Select Board about parks and recreational issues. The committee works with the Town Manager to manage budget issues and CIP requests for Recreation, Fairgrounds, and the Community Fair, as well as to insure the appropriate maintenance and care of town recreational facilities, including, but not limited to, the Rowe Station Road Recreation Area, the Fairgrounds and the "Town Forest." The Committee develops a long-range plan for Recreation, the Fairgrounds, and the Community Fair. It also coordinates various recreational opportunities for New Gloucester citizens of all ages and seeks to create relationships with other recreational providers (Gray, Pineland, YMCA, Little League, etc.) to supplement programs that might be offered by the town. The committee should have no less than nine and no more than twenty appointed members with staggered three-year terms.

Public Safety Committee:

The Public Safety Committee is a standing committee established by the Select Board that deals with community and regional safety as it relates to law enforcement, fire protection, traffic, and transportation systems. Two Selectmen are on the committee, as are one member of the Fire/Rescue Department and one member of the Public Works Department. The committee identifies public safety problems and problem areas in the community; evaluates and recommends remedies/programs for public safety problems; researches funding opportunities and processes grants; monitors pending public safety legislation; works with other related committees; works with county and state agencies (MDOT, MTA, MSP, and CCSO); educates the public, coordinates volunteers; and encourages enforcement of public safety laws.

School Board:

Liaison to this committee serves to answer questions directed to the Select Board and provide input when necessary.

New Gloucester Water District:

The Water District Board of Trustees, in conjunction with Local, State and Federal authorities, are working to design and fund a water system that permanently solves the water quality issues and provides fire protection, reducing insurance costs and encouraging commercial development. When completed in early 2014, the project is expected to increase property values, decrease insurance costs and ensure every person's right to clean, pure, healthy drinking water.

**Town of New Gloucester
Liaison Policy**

Signed and approved by the Board of Selectmen on _____.

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

Maine
Cumberland **County**

Notice of Caucus

4.24

District 2 – Finance Committee

**Casco, Falmouth, Frye Island, Gray, Harrison,
Naples, New Gloucester, Raymond and Windham**

TO: Municipal Officials
FROM: Susan E. Witonis, Cumberland County Commissioner
RE: District #2 Caucus, Finance Committee
DATE: July 25, 2019

Pursuant to the provision of Section 5.4 of the Cumberland County Government Charter, established November 2010, which provides for the establishment of a Cumberland County Finance Committee, a caucus of the Municipal officers in Cumberland County Commissioner District #2 will be held on **Wednesday, September 4, 2019 at the Cumberland County Courthouse, 142 Federal Street, Portland, Maine 04101 in the Peter J. Feeney Conference Room at 4:30 pm.**

The municipalities in this District are:

Casco	Naples
Falmouth	New Gloucester
Frye Island	Raymond
Gray	Windham
Harrison	

I need your help to assist the County in fulfilling its charter requirements.

All Municipal Officers are invited to attend each respective District and vote for one Cumberland County Finance Committee member for a two-year term commencing September 10, 2019.

The Finance Committee prepares the final budget that is presented to the Board of Commissioners for approval.

(Please note that if three or more of your elected municipal officers attend (or two of three selectmen), you will need to give notice locally pursuant to 1 MRSA 406 of their attendance at this public proceeding.)

If you have any questions, contact County Manager Jim Gailey at gailey@cumberlandcounty.org, or 699-1904.

Please post this public notice of need to appoint a new Cumberland County Finance Committee.

7A.



TOWN OF NEW GLOUCESTER

APPLICATION for COMMITTEE MEMBERSHIP

If you are a New Gloucester resident and interested in serving on any of the following boards or committees, please fill in the information below. The Board of Selectmen will consider all applications and make decisions for filling positions as they become open. Not all boards and committees currently have openings, however vacancies occur regularly.

- | | |
|--------------------------------|------------------------------------|
| Board of Appeals | Environmental Resources Committee |
| Budget Committee | Land Management Planning Committee |
| Cable TV Committee | Library Board of Trustees |
| CIP Committee | Parks & Recreation Committee |
| Community Fair Committee | Planning Board |
| Economic Development Committee | Public Safety Committee |

Name Charles Gauvin Date 7/15/12
 Address 97 Cobb's Bridge Rd New Gloucester 04260
 Mailing Address same as above
 Home Phone _____ Cell Phone 207-838-0238
 E-mail Address charlesgauvin.sc@gmail.com
 Occupation Consultant / Leadership and Strategy

Boards/Committees in which you are interested. (In order of preference)

1. Land Management Planning Committee
2. _____
3. _____

3-year Appointments unless filling a vacant term

(Please complete reverse side of application)

Why are you interested in the Board/Committee chosen above?

I am very interested in the town's growth management strategy and protecting its way of life.

What skills or talents would you contribute and how would they benefit the Town?

Environmental lawyer
Strategist with broad knowledge of land use and natural resource matters

What boards, volunteer organizations or community service organizations have you worked with and for how long?

Rangely Lakes Heritage Trust - one year
Maine Mountain Collaborative - one year

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

yes

Thank you for your interest in the Town of New Gloucester!

Please return this form to: Town Office, Town of New Gloucester, 385 Intervale Road, New Gloucester, Me 04260, Phone (207) 926-4126, Fax (207) 926-4136

For further information, please check our website: www.newgloucester.com

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, July 15, 2019
At the Meetinghouse

9A.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:07 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, Tammy Donovan and Joseph Davis; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectman, George Colby, was absent.

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, August 5, 2019 at the Meetinghouse

A. Adjustments to the Agenda

Mr. Davis moved and Ms. Gilles seconded a motion to add Item 4.18, To See What Action the Board Wishes to take in Regard to Use of Community Building. The motion carried on a vote of 4-0.

IV. PUBLIC PARTICIPATION

Donald Libby, resident, asked the Board to be proactive, positive and creative when discussing the future plans for the former Public Works Garage site.

Terry DeWan, resident, said he was involved early on with the Upper Village Plan and asked the Board to be creative with the future plans of the Upper Village.

Steve Chandler, resident, said he was upset when he heard about the possibility of selling the current Public Works Garage. He said the preliminary plan for the Upper Village is the current Public Works Garage would disappear, not sold.

Stephen Hathorne, resident, spoke to the Board about the following: 50th anniversary of the Cub Scouts Pack #135; Board of Selectmen's Code of Ethics; Roger Levasseur's statement at the Annual Town Meeting; Public Safety Ordinance; posting of the Selectmen's Agenda; Stevens Brook not being stocked; Job Descriptions for Public Works Department; Parks & Recreation/Community Building limited use; and Upper Village plan.

V. SCHEDULED ITEMS

4.10 To See What Action the Board Wishes to take in Regard to Library Porch RFP

Ms. Chase asked who would be supervising this project, if the wording for the site visit should state "must" instead of "may", why the hours listed are not the hours of the Public Works Department, how the bidders list was created, and if the August 19th deadline for bids is enough time.

Ted Shane, Public Works Director, said he would be supervising this project. He said the contractors on the bid list are all local and are familiar with the Library porch. He said it isn't necessary to have a mandatory site visit. He said he listed the hours but would work with the contractor, if needed. He said the deadline to receive bids is ample time.

Mr. Davis moved and Ms. Gilles seconded a motion to approve the Library Porch RFP to send out to bid with bids due by 6:00 p.m., August 19th. The motion carried on a vote of 4-0.

4.11 To See What Action the Board Wishes to take in Regard to Public Works Job Descriptions

Mr. Davis moved and Ms. Donovan seconded a motion to hold a Selectmen's workshop for discussion of the Public Works Job Descriptions. The motion carried on a vote of 4-0.

Ms. Chase said the Town Manager will look for dates and let the Board know.

4.12 To See What Action the Board Wishes to take in Regard to CMP Pole Permit

Mr. Davis moved and Ms. Gilles seconded a motion to approve the CMP Pole Permit. The motion carried on a vote of 4-0.

4.13 To See What Action the Board Wishes to take in Regard to Road Name Application for Lilac Lane

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Road Name Application for Lilac Lane. The motion carried on a vote of 4-0.

4.14 To See What Action the Board Wishes to take in Regard to Liaison Policy

The Board discussed the Liaison Policy and asked the Town Manager to find the charges for the following boards and committees: Community Fair Committee; Foreclosure Committee; Library Board of Trustees; Maine Waste Action Energy Board; CDBG Municipal Oversight Committee and the School Board.

No action taken.

4.15 To See What Action the Board Wishes to take in Regard to Board & Committee Bylaws

Ms. Chase said this is the first viewing of this document by the Board.

Mr. Davis said he disagrees with the statement that the Board should not respond to questions asked during Public Participation. He said the Board should at least acknowledge their questions. He said he also would like to see the allowance of time be increased from three minutes.

Ms. Chase said the idea is to not spark debate. She said the three minutes time limit is good.

No action taken and bring back to the Board at the next meeting on August 5th.

4.16 To See What Action the Board Wishes to take in Regard to Fee Schedule

Ms. Castonguay said there are two changes to the schedule, once being the cost for Pole Permits, which is mandated by statute, and the other is for a \$10 fee for catering/BYOB permits. She said many asked when they come in if we charge a fee for these permits.

Mr. Davis moved and Ms. Donovan seconded a motion to approve the amended fee schedule effective July 16, 2019. The motion carried on a vote of 3-1, with Ms. Gilles opposing.

4.17 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) Public Works Building: move to completed list
- 2) TIF Document Updates: move to completed list
- 3) Communication Initiative: change Board Rep to KG and remove comment
- 4) Cistern: move to removed list
- 5) Employee Salary Review/Schedule: change Board Rep to LC; add Fall 2019 to comment
- 6) Disposition Foreclosed Property: change Board Rep to TD
- 7) NIMS Training: change completion date to 12/31/19; change Board Rep to TD, GW, KG; remove comment

- 8) Health Insurance Comparisons: change completion date to 12/31/19; remove LyC from Board Rep; change comment to read FY21
- 9) Access to Town Forest: move to removed list
- 10) UV Master Plan Implementation: change Board Rep to LC, KG
- 11) Wharff Road Land Access: move to removed list
- 12) Recreation Initiative w/ Gray & SAD: no changes
- 13) Comp Plan Revision: change Board Rep to KG
- 14) Revaluation (Update): move to completed list
- 15) Policies/Ordinances on Website: change completion to ongoing and remove comment
- 16) Fairgrounds Plan: change completion date to 9/30/19; remove JD from Board Rep; change comment to Plan per Grant is in progress
- 17) Cobbs Bridge Road (34 acres): move to completed list
- 18) Rice Corner Road (14 acres): move to completed list
- 19) Forest Management Plan (Wharff Road & Town Forest): change Board Rep to TD
- 20) Water District Well Head Mgmt/Protection Plan: add comment "Carrie to check with Water District"
- 21) Hardship/Poverty Law Changes: move to completed list
- 22) Pavement Management Plan Complete Update: no changes
- 23) Facilities Management Plan: change Board Rep to GW
- 24) Fire/Rescue Compensation: move to completed list
- 25) Cable TV Staffing/Volunteer Plan: change Board Rep to JD
- 26) Chip Sealing Roads: change Board Rep to GW
- 27) Aging in Place: add to list; completion date is ongoing; Board Rep is KG, LC
- 28) Town Office Hours: add to list; completion date is ongoing; Board Rep is TD

Mr. Davis moved and Ms. Donovan seconded a motion to accept the Selectmen's Activity List, as amended, and as a working document. The motion carried on a vote of 4-0.

4.18 To See What Action the Board Wishes to take in Regard to Use of Community Building

Mr. Davis said he has received numerous calls and emails concerning the use of the Community Building by the Boy Scouts and Royal River Riders Snowmobile Club. He said they received an email stating the days have used the building in the past for meetings is no longer available and were given a choice of basically a late evening during the week or weekends. He said the Boy Scouts are community members and the snowmobile club maintains many miles of trails in Town. He said he does not like the idea that these groups are being pushed out for some of the recreation programs and would like to see a resolve to this issue. He said he would like to bring back what the Board voted on and relook at it. He also asked if the Fire Barn could be used.

Toby Martin, Public Safety Chief, said the Boy Scouts do projects that earn merit badges and they could earn some of their badges with collaboration with the Fire Department as well as be an asset to the Junior Member program, which are 16-18 year olds.

Ms. Chase asked the Town Manager to please check the MDOT permit for permissions to have organizations have meetings at the Fire Station and report back to the Board at the August 5th meeting.

No action taken.

VI. DISCUSSION ITEMS

A. Organizational Chart

Ms. Chase said the Organizational Chart represents the structure of the Town and she asked for this to be placed on the agenda for discussion only.

B. Review of Town Manager Form of Government

Ms. Chase said New Gloucester has a Town Meeting/Select Board/Town Manager form of Government and she read the purposes and duties of the each.

VII. APPROVE FY20 WARRANTS AND PAYROLLES #2 and #3

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY20 Warrants and Payrolls #2 and #3. The motion carried on a vote of 4-0.

VIII. APPOINTMENTS

A. *Budget Committee – 2 three-year terms available 1 completion of 2021 Term*

Tamilyn Wayboer – would like to be appointed

Mr. Davis moved and Ms. Gilles seconded a motion to appoint Tamilyn Wayboer to the Budget Committee for a three-year term. The motion carried on a vote of 4-0.

IX. LEGAL

None.

X. WRITTEN COMMUNICATION

A. Approve Minutes of the July 1, 2019, Board of Selectmen's Meeting

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Minutes of the July 1, 2019, Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

XI. ORAL COMMUNICATION

A. Selectmen

Tammy Donovan – no comments.

Karen Gilles – no comments.

Joseph Davis – said the Library Players Cast/Call is Wednesday, July 31st, at 6:30pm and Space Craft Night is Tuesday, August 6th, at 6:30pm. He said both events are outside, weather permitting.

Linda Chase – no comments.

B. Town Manager

Ms. Castonguay said she has been playing phone tag with a commercial broker for an estimated sale price for the Public Works Garage. She said she did contact St. Laurent & Sons and the cost for demolishing the building can vary from \$75,000 upwards, depending on variables such as debris, contamination, etc. She said she has not found any grants for such a project.

C. Dept. Heads

D. Boards & Committees

XII. ADJOURN

Ms. Gilles moved and Mr. Davis seconded a motion to adjourn at 9:22 p.m. The motion carried on a vote of 4-0.

Approved August 5, 2019

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan