

MINUTES
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, September 22, 2014
At the Meetinghouse

For review of the complete discussions and motions, please see the recording available at the Public Library or on our website at www.newgloucester.com

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Steven Libby, called the meeting to order at 7:03 p.m. Present were Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectmen, Nathaniel Berry and Joshua McHenry and Laura Sturgis; Town Manager, Paul First; and recorder, Sharlene Myers.

II. SCHEDULE NEXT MEETING:

Board of Selectmen – 7:00 p.m., Monday, October 20, 2014

A. Adjustments to the Agenda

None.

III PUBLIC PARTICIPATION

Sean Chayer, resident, spoke to the Board concerning the MSAD #15 upcoming referendum questions on the ballot.

Jean Couturier, resident, agreed with Mr. Chayer's comments. Mr. Couturier also wanted to say thank you to volunteers who donated their time; merchants and individuals who donated food and money/gift cards to the New Gloucester Fair Café. He said with their help, the New Gloucester Fair Café made a profit of \$1,657, which was turned over to the Community Fair Committee. He said he would also like to thank Spring Meadows for the use of a golf cart; and Nat Berry for the use of his trailer.

IV. SCHEDULED ITEMS

4.18 To See What Action the Board Wishes to take in Regard to MSAD #15 Election Warrant

Mr. McHenry asked what the consequences would be if the Board voted to not sign the MSAD #15 Election Warrant.

Mr. First said not signing would go against the advice of the Town Attorney.

Mr. Libby said it's up to the voters to attend the upcoming meetings to voice their opinion to those in attendance.

Ms. Sturgis moved and Ms. Chase seconded a motion to sign the MSAD #15 Election Warrant. The motion carried on a vote of 3-2, with Mr. Berry and Mr. Libby opposing.

Mr. Libby said he opposed due to lack of information.

Mr. Berry said he opposed due to lack of transparency.

4.19 To See What Action the Board Wishes to take in Regard to Outstanding Road Repair Issues:

- a. Bald Hill & Chandler Mill Road Costs**
- b. Morse Road/Pineland Campus Paving**
- c. Staff Recommendations**

Mr. First said the Town budgeted \$213,600 for paving Bald Hill and Chandler Mill Roads. He said Bald Hill Road costs were \$136,816.36 and F. R. Carroll is estimating the cost of Chandler Mill Road to be \$90,850. He said once both projects are completed, the paving budget would be over by \$14,066.36.

Mr. Libby asked what caused the overage.

Ted Shane, Public Works Director, said Budgets are created in October/November and paving bids are done in May. He said the cost of pavement was higher than the budgeted amount and the total tonnage of pavement increased. He said Bald Hill Road was budgeted using a ¾" shim coat but in order to get longevity on this heavily traveled road, an 1-1/4" shim coat was applied, which increased the tonnage of pavement used.

Mr. First said the original budget with the State was based on what they would pay if they did the job. He said he spoke with the MDOT engineer and once the agreements are signed, the budgeted monies are set aside. He said the State was lean on their tonnage estimates. Mr. First said staff is recommending deferral of striping of Bald Hill and Chandler Mill Roads until spring and using some of the striping budget to complete the paving of Chandler Mill Road.

Mr. Libby said paving is a separate warrant article at Town Meeting. He said an option is to pave as far as you have left in the budget or possibly decrease the thickness of the shim coat.

Mr. Shane said an option would be to put the shim coat down now and at next year's Town Meeting, ask for the remaining amount needed. He said any monies left would go back into reserve and be used next year. He said if only shim is to be done on Chandler Mill Road, he would like to put down a thicker coating, to protect the road until it is paved next year.

Mr. McHenry moved and Mr. Libby seconded a motion to direct staff to shim only Chandler Mill Road at a cost of approximately \$51,000 and the remaining balance go back to the paving reserve account for next year. The motion carried on a vote of 5-0.

Mr. First said the area of Morse Road by the Pineland Campus entrance is in poor condition and is in need of a shim coat. He said F. R. Carroll estimates the cost to be \$23,660 and this project would qualify for usage of TIF funds.

Mr. Libby said this section of road is part of Phase 3 of the Morse Road reconstruction project. He said if this area is shimmed this year, will it be dug up in two years during the Phase 3 reconstruction project.

Mr. Shane said it would not.

Mr. McHenry moved and Mr. Berry seconded a motion to authorize staff to expend up to \$25,000 from TIF to shim a section of Morse Road, from the Pineland Campus entrance to Route 231. The motion carried on a vote of 5-0.

4.20 To See What Action the Board Wishes to take in Regard to setting the FY16 Budget Parameters

Mr. Berry moved to set the FY16 Budget Parameters as follows:

- 1) *Budget built from bottom up without increase over last year, unless absolutely necessary, and based on a plan*
- 2) *No staffing increases*
- 3) *No cost of living increases*
- 4) *Up to a 3% merit increase*
- 5) *No excessive use of the Undesignated Fund Balance*
- 6) *Town Manager is to look for creative alternatives*
- 7) *No stipend increases*

Mr. McHenry proposed a friendly amendment to change the merit increase to 4%. Mr. Berry accepted the amendment.

Mr. McHenry moved to amend the prior motion to include "No stipend pay increases above 4% across the board.

There was no second. The amendment failed.

Mr. McHenry seconded the original motion.

The original motion to set the FY16 Budget Parameters as follows, carried on a vote of 4-1, with Mr. McHenry opposing.

- 1) *Budget built from bottom up without increase over last year, unless absolutely necessary, and based on a plan*
- 2) *No staffing increases*
- 3) *No cost of living increases*
- 4) *Up to a 4% merit increase*
- 5) *No excessive use of the Undesignated Fund Balance*
- 6) *Present Town Manager is to look for creative alternatives*
- 7) *No stipend pay increases*

4.21 To See What Action the Board Wishes to take in Regard to 2014 Selectmen's Activity List

The Board reviewed the 2014 Selectmen's Activity List:

1. Public Works Building

Mr. First said he is ready to schedule/notice a meeting with the Public Works Director, Fire/Rescue Chief, Town Planner and Mr. McHenry.

Completion Date: 11/1/14 Board Representative: Joshua McHenry

2. Assistant Planner

Mr. First said he is looking at a part-time planning/admin support assistant.

Completion Date: 1/1/15 Board Representative: none

3. Outlet Road Bridge

Mr. First said the engineering has been awarded and the Town Planner has contacted the agencies.

Completion Date: 11/15/14 Board Representative: Steven Libby

4. Coordination w/ DOT Rt 231 / Rt 100 Intersections

Mr. First said he spoke with MDOT and they believe cutting the hill is within the scope of the project use funds. He said MDOT is requesting a letter from the Town approving the spending of the funds, set aside for the Bennett Road intersection project, on the Route 231/Route 100 intersections and installation of flashers on Long Bennett Road. Mr. First said the letter must have specific language which he will draft for the Board for the next meeting.

Completion Date: none Board Representative: Nathaniel Berry

5. Personnel Policy Updates

Mr. McHenry said one more meeting will be necessary to finish the review of the policy.

Mr. First said once he review is complete, it will be presented to the Board. He said he will schedule/notice the next meeting.

Completion Date: 1/1/15 Board Representatives: Linda Chase
Joshua McHenry

6. TIF Document Updates

Mr. First said the next step is for him to meet with a Board representative to discuss the updates needed to the TIF document.

Completion Date: 12/1/14 Board Representative: Steven Libby

7. Barn

Mr. First said the demolition of the Fairgrounds Barn is done and came in under budget.

8. Communication Initiative

Mr. Libby asked Mr. First if he contacted neighboring Towns.

Mr. First said the deadline on this task is further out, therefore, has prioritized other tasks.

Completion Date: 12/1/14 Board Representative: Steven Libby
Laura Sturgis

9. Land Purchase

Mr. Libby said the meeting should be scheduled in the next week or two.

Completion Date: none Board Representative: Steven Libby

10. Cistern Location

Mr. Berry said discussion has taken place with a land owner, who is speaking with their attorney and have not heard back from them. He said there are also one or two more locations to be looked at.

Completion Date: 11/1/14 Board Representative: Nathaniel Berry

11. Employee Salary Review / Schedule

Mr. Libby said he is working with the data from MMA and it's about 75% complete.

Completion Date: 1/1/15 Board Representative: Steven Libby

12. Foreclosed Property

Mr. First said there are two areas to address. He said one is the foreclosure listing that went to Town Meeting and the other is Town titled foreclosed properties from past years. He said his recommendation would be for the Foreclosure Committee to meet, review the list, rank them using a matrix and forward the recommendations to the Board.

Completion Date: 11/15/14 Board Representative: Linda Chase
Steven Libby

13. NIMS Training

Mr. First said he has completed his NIMS training.

Ms. Sturgis said Mr. First printed information off and she has begun working on her certification.

Completion Date: 11/1/14 Board Representative: Laura Sturgis

14. Health Insurance Comparisons

Mr. First said he would like to remove the general liability and property/casualty from the comparisons. He said the Town has a tremendous level of service for the cost. He said the health insurance comparisons will be a big job. He said he would like to contact other Town's to see what they have and receive a copy of their RFP.

Completion Date: 11/1/14 Board Representative: none

15. Fire Ponds Maintenance Policy

Mr. First said he has reviewed the Stevens Brook policy. He said he has no further update on this.

Completion Date: 3/1/15 Board Representative: none

16. Access to Town Forest

Mr. Libby said there is no update on access to the Town forest.

Completion Date: 3/1/15 Board Representative: Steven Libby

17. Freedom of Access Training

Mr. Libby said the Freedom of Access Training has been completed.

Completion Date: 9/15/14 Board Representative: Laura Sturgis

18. UV Master Plan

Mr. First said this is a task for the Town Planner. He said the Planner is looking at both projects and the focus is currently on the new Public Works facility.

Completion Date: none Board Representative: none

19. Wharff Road Land Access

Mr. Libby said a meeting has been scheduled for Tuesday, September 30th, with the abutters.

Completion Date: 1/1/15 Board Representative: Steven Libby

20. Recreation Initiative w/ Gray SAD

Mr. Libby said they are hoping to have a meeting within the next couple of weeks with joint leaders to discuss the conceptual approach.

Completion Date: 1/1/15 Board Representative: Linda Chase
Steven Libby

21. Bear Brook

Mr. Libby said they need to schedule a meeting with MDOT, DEP, IFW, the abutters, Public Works Director and Fire/Rescue Chief to discuss a solution and make a recommendation.

Completion Date: 10/15/14 Board Representative: Steven Libby

22. Comp Plan Revision

Mr. First said there is no updated, no timeline for the comp plan revision

Completion Date: none Board Representative: none

23. Revaluation

Mr. First said he talked with the Assessor's Agent and also needs to speak with Mike O'Donnell.

Mr. McHenry asked to have them both come before the Board to discuss a revaluation.

Completion Date: 10/1/14 Board Representative: none

24. Policies and Ordinances on Website

Mr. First said additional web space is needed in order to list all Policies/Ordinances on the Website and it would cost approximately \$250-\$500 per year.

Mr. Libby said this should be brought before the Board on a future agenda with facts and recommendations.

Completion Date: 1/1/15 Board Representative: Joshua McHenry

25. Economic Development Committee

Mr. First said this is a Town Planner item and there is no update.

Completion Date: 3/1/15 Board Representative: none

26. Fairgrounds

Mr. First said the Fairgrounds barn has been torn down and debris removed. He said the Town Planner will be working with the Parks & Recreation Director on the vision for the Fairgrounds and this project will take time. He said they recently worked on signage for parking and restricted areas at the fairgrounds. He said an updated could be brought to the Board at the November 1st meeting.

Mr. Libby asked if the survey has been sent out.

Ms. Chase said the Parks & Recreation Committee has an upcoming meeting to finalize the survey.

Completion Date: 11/1/14 Board Representative: Linda Chase
Joshua McHenry

27. Staff Job Descriptions

Mr. First said he has no update on staff job descriptions.

Completion Date: 3/15/15 Board Representative: none

28. Organization Chart

Mr. Libby said he completed the organization chart and has forwarded it to Mr. First.

Completion Date: none Board Representative: Steven Libby

V. **APPROVE FY15 WARRANTS AND PAYROLLS #12**

Mr. McHenry moved and Mr. Berry seconded a motion to approve FY15 Warrants and Payrolls #12. The motion carried on a vote of 5-0.

VI. APPOINTMENTS

- A. Land Management Planning Committee – 2 3-year vacancies**
Donald Libby – would like to be appointed

Mr. Berry moved and Ms. Chase seconded a motion to appoint Donald Libby to the Land Management Planning Committee, for a three-year term. The motion carried on a vote of 4-0-1, with Mr. Libby abstaining.

VII. LEGAL

None.

VIII. WRITTEN COMMUNICATION

- A. Approve Minutes of the August 18, 2014, Board of Assessor's & Board of Selectmen's Meeting**

Ms. Chase moved and Mr. Berry seconded a motion to approve the Minutes of the August 18, 2014, Board of Assessor's & Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

- B. Approve Minutes of the September 2, 2014, Special Board of Selectmen's Meeting**

Ms. Sturgis said on page 2, under adjourn, it reads "Mr. Sturgis" and should be "Ms. Sturgis."

Mr. McHenry moved and Ms. Chase seconded a motion to approve the Minutes of the September 2, 2014, Special Board of Selectmen's Meeting, as amended. The motion carried on a vote of 5-0.

- C. Approve Minutes of the September 15, 2014, Board of Assessor's & Board of Selectmen's Meeting**

Ms. Chase moved and Mr. Berry seconded a motion to approve the Minutes of the September 15, 2014, Board of Assessor's & Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

IX. ORAL COMMUNICATION

A. Selectmen

Laura Sturgis – said she wanted to remind everyone to attend the MSAD #15 forum on the upcoming referendum vote, on October 6, 2014, at Memorial School, at 7:00 p.m.

Joshua McHenry – said he attended the last MSAD #15 School Board meeting and a group of Middle School students are going on a trip to Baxter State Park in October to climb Mount Katahdin.

Mr. McHenry said the New Gloucester Library is holding a Fall Festival Book, Bake and Plant Sale the first weekend in October. He said the First Dibs Kids Book Sale is Friday evening, October 3rd, 5:30 p.m. - 7:30 p.m., and the Book, Bake and Plant Sale is Saturday, October 4th, 8:00 a.m. – 12:00 p.m.

Nathaniel Berry – said he wanted to thank Jean Couturier for all his work at the Community Fair. He said more volunteers are needed like Mr. Couturier.

Linda Chase – no comments.

Steven Libby – no comments.

B. Town Manager

Mr. First said Tiny Timber II, a 6' Colorado Spruce, has been planted in the ground, replacing the former tree that was dying.

Mr. First said the Historical Society is holding their Annual Apple Pie Sale on Friday, September 26th. He said they are taking pre-orders until Tuesday, September 23rd and the number to call is (207) 926-4561.

Mr. First said Friday, September 26th, at 7:00 p.m., the State Senate Candidates Forum will be held at the Meetinghouse and televised live by New Gloucester Cable TV – Channel 3 and they are still accepting candidate questions. He said the State Representatives Forum will be Thursday, October 9th, at 7:00 pm, at the Meetinghouse. He said that forum will also be televised live.

Mr. First said Allen Road/Freeport Road is now open.

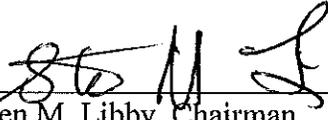
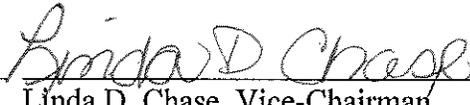
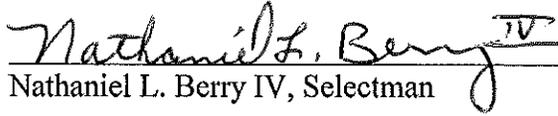
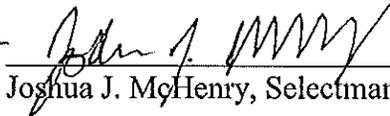
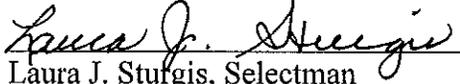
Mr. First said the Public Works Director and himself have interviewed and made an offer for the new Public Works employee. He said background checks and physical exams are being done and the new person should be on the job shortly.

C. Boards & Committees

X. ADJOURN

Mr. Berry moved and Mr. McHenry seconded a motion to adjourn at 9:15 p.m. The motion carried on a vote of 5-0.

Approved October 20, 2014

 _____ Steven M. Libby, Chairman	 _____ Linda D. Chase, Vice-Chairman
 _____ Nathaniel L. Berry IV, Selectman	 _____ Joshua J. McHenry, Selectman
 _____ Laura J. Sturgis, Selectman	

2014 Selectmen's Activity List				
	Action Items	Completion	Board Rep	Completed
1	Public Works Building	11/1/2014	JM	
2	Assistant Planner / TH Staff Structure	1/1/2015	none	
3	Outlet Road Bridge	11/15/2014	SL	
4	Coordination w/ DOT Rt 231 / Rt 100 Intersection	none	NB	
5	Personnel Policy Updates	1/1/2015	LC, JM	
6	TIF Document Updates	12/1/2014	SL	
7	Fairgrounds Barn	none	none	Done
8	Communication Initiative	12/1/2014	SL, LS	
9	Land Purchase	none	SL	
10	Cistern Location	11/1/2014	NB	
11	Employee Salary Review / Schedule	1/1/2015	SL	
12	Foreclosed Property	11/15/2014	LC, SL	
13	NIMS Training (Jane)	11/1/2014	LS	
14	Health Insurance Comparisons	11/1/2014	none	
15	Fire Ponds Maintenance Policy	3/1/2015	none	
16	Access to Town Forest	3/1/2015	SL	
17	Freedom of Access Training (Updates, Jane)	9/15/2014	LS	Done
18	UV Master Plan	none	none	
19	Wharff Road Land Access	1/1/2015	SL	
20	Recreation Initiative w/ Gray SAD	1/1/2015	LC, SL	
21	Bear Brook	10/15/2014	SL	
22	Comp Plan Revision	none	none	
23	Revaluation	10/1/2014	none	
24	Policies/Ordinances on Website	1/1/2015	JM	
25	Economic Development Committee	3/1/2015	none	
26	Fairgrounds	11/1/2014	LC, JM	
27	Staff Job Descriptions	3/15/2015	none	
28	Organization Chart	none	SL	
		created 7/7/14		
		revised 9/22/14		