

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, October 5, 2015
At the Meetinghouse

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Joshua McHenry, called the meeting to order at 7:00 p.m. Present were Chairman, Joshua McHenry; Vice-Chairman, Linda Chase; Selectmen, Stephen Hathorne, Steven Libby and Laura Sturgis; Town Manager, Paul First; and Recorder, Sharlene Myers.

II. SCHEDULE NEXT MEETING:

Board of Selectmen's Meeting-- 7:00 p.m., Monday, October 19, 2015

A. Adjustments to the Agenda

None.

III. PUBLIC PARTICIPATION

Ellie Espling, State Representative, presented a Legislative sentiment to Avis Ford, for her 40-years of service to the New Gloucester Fire/Rescue Department.

Tina Martel, MSAD #15 School Board Chairman, talked about the school district's Strategic Planning Survey. She said the survey is available until October 15th, on the Town and School's websites, as well as both Town Halls. Ms. Martel said she also wanted to commend the Town on the Fall Edition of the Town Newsletter.

IV. SCHEDULED ITEMS

4.28 To See What Action the Board Wishes to take in Regard to Update on Outstanding Code Violations:

Debra Parks Larrivee, Code Enforcement Officer (CEO), said she wanted to update the Board on two Outstanding Code Violations, 13 Outlet Road and 42 Church Road.

13 Outlet Road:

Ms. Parks Larrivee said she has been in contact with the Attorney, Personal Representative and stepdaughter of the property owner. She said the stepdaughter is awaiting the courts to grant power of attorney and once that happens, her plans are to demolish the building and sell the property. Ms. Parks Larrivee said she spoke with the Attorney on September 25th, 2015, and stated something needed to be done to secure the foundation hole, which has since been secured to her satisfaction. She said she spoke with the stepdaughter earlier that day and a court day has been set for December 9th, 2015. Ms. Parks Larrivee said there is not much we can do until that date but will send a letter out the following day.

42 Church Road:

Ms. Parks Larrivee said when she visited the property she discovered an old well hole that was covered by rotted boards and asked the property owners to correct this issue right away. She said the property owner has assured her something will be done to correct this issue, but it has not been taken care of yet. She said several loads of fill have been hauled in by the State ditching in the area. She said there is very little progress on the property, other than the fill. Ms. Parks Larrivee said DEP received a complaint from a neighbor who was concerned with what might go into the hole under the fill. She said she tried contacting DEP but the representative was out of the office.

Kristen Searles, property owner of 42 Church Road, said her step-father is renting a bulldozer on September 29th, to fill in the hole. She said the well hole was covered/secured the previous day.

Mr. First said the Town has been chasing these issues for quite some time. He said he would like to see the Board convey that something needs to be done or there will be consequences.

Mr. Libby moved and Mr. Hathorne seconded a motion to take no action and the Code Enforcement Officer is to report back to the Board on November 2nd with an update on the 42 Church Road property. The motion carried on a vote of 5-0.

4.29 To See What Action the Board Wishes to take in Regard to Tax Acquired Property at 328B Sabbathday Road

Mr. First said a bill of sale has been issued for the mobile in exchange for removal from the site by October 16, 2015. He said the following needs to be done on the property before it can be placed out to bid: 1) removal of the mobile home; 2) dumpsters needed for the debris; 3) use of the loader; and 4) contaminated soil to be dug and removed. He said he has spoken with the Public Works Director and this could be completed by the end of October and could go out to bid in November. He said back taxes on this property are in excess of \$6,000 plus costs of cleanup. He said the property does have a shared driveway, well and possibly a septic.

Ms. Chase moved and Mr. Libby seconded a motion to direct the Town Manager to place the property out to bid, once cleanup is complete, with a minimum bid of \$10,000 and bids due by 6:00 p.m., Monday, December 7, 2015. The motion carried on a vote of 5-0.

4.30 To See What Action the Board Wishes to take in Regard to FY17 Budget Parameters

Mr. Libby asked the Town Manager if he preferred cost of living or merit increases.

Mr. First said a 100% merit increase puts the emphasis on employee performance, varies per employee and is not guaranteed. He said a cost of living increase is received by every employee. He said one option would be a combination cost of living and merit increase. He said he is fine however with either solely merit increases or a combination of merit and cost of living.

Mr. Libby said the intent previously was merit increases, which gives the manager the flexibility per employee.

Ms. Sturgis said a merit increase is a fine motivator for an employee.

Mr. Libby moved and Ms. Chase seconded a motion to set the FY17 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 cost of living increases*
- 3) Up to a 3% merit increase*
- 4) No excessive use of the Undesignated Fund Balance*
- 5) Present Town Manager is to look for creative alternatives to balance budget*
- 6) Any proposed staff increases be justified in writing*

The motion carried on a vote of 4-1, with Mr. McHenry opposing.

4.31 To See What Action the Board Wishes to take in Regard to Questions for a Special Town Meeting Warrant

Will Johnston, Town Planner, said the Land Management Planning Committee (LMPC) at its September 9th meeting, voted to recommend that the Board of Selectmen place on the warrant for a Special Town Meeting, an article that includes zoning amendments relating to the Upper Village area as well as several housekeeping changes. He said the Committee believes there is some urgency in approving these amendments as an interim approach in fostering a village-oriented development pattern. He said along with the zoning changes, they are recommending inclusion of a resolution asking residents to confirm their general support for zoning revisions and other action consistent with the Town's Upper Village master planning efforts.

Mr. Libby moved and Ms. Sturgis seconded a motion to direct the Town Manager to provide a draft warrant for the next Selectmen's meeting with the following articles:

Article 2:

Be it resolved that we, the citizens of New Gloucester, support the Town's efforts to promote a village concept in the Upper Village by revision of zoning standards and the implementation of strategies consistent with a master planning effort for the area.

Article 3:

To see if the Town will vote to amend the New Gloucester Zoning Ordinance to include a new Upper Village Zoning District and additional housekeeping changes per the attached text.

The motion carried on a vote of 5-0.

Mr. First said a couple years ago, the Board approved sending a request to Town Meeting to change the CIP minimum request amount from \$7,500 to \$15,000. He said this request was overlooked and never made it to a Town Meeting Warrant. He said CIP is part of the Comp Plan and any changes to the Comp Plan requires a public hearing with 30 days in advance notice. He said the original motion by the Board also stated "annual Town Meeting".

Ms. Chase said based on timing and notice procedure, this should be tabled for the annual Town Meeting warrant.

Mr. Hathorne moved and Mr. Libby seconded a motion to table this request until the annual Town Meeting warrant in May. The motion carried on a vote of 5-0.

Mr. McHenry said he is proposing to place on the warrant an Employee Political Activity Ordinance for Town approval. He said he has believed from day 1 that the Political Activity Section of the Personnel Policy should have gone before the residents at a Town Meeting for approval.

Mr. Hathorne said he is in favor of placing this on the Special Town Meeting warrant for the voters to decide.

Mr. Libby and Ms. Sturgis both said they thought this discussion was done with approval of the Personnel Policy.

Ms. Chase said she just received the information at the meeting and has not had sufficient time to review it.

Mr. Hathorne moved and Mr. McHenry seconded a motion to place the Employee Political Activity Ordinance on the Special Town Meeting Warrant, once it has gone to legal for review. The motion failed on a vote of 2-2-1, with Mr. Libby and Ms. Sturgis opposing and Ms. Chase abstaining.

Mr. Hathorne moved and Ms. Sturgis seconded a motion to recommend Saturday verses Monday Town Meetings.

Mr. Libby said it should be worded so it is not a straw poll.

Mr. Hathorne rescinded his motion and Ms. Sturgis agreed.

Mr. Libby moved and Mr. Hathorne seconded a motion to add a warrant article to be drafted by the Town Manager with intent for voters to determine if they support changing to a Saturday, 9:00 a.m., Town Meeting. The motion carried on a vote of 5-0.

Mr. Hathorne moved and Mr. McHenry seconded a motion to direct the Town Manager to draft a warrant article to change the format to open ended warrant articles. The motion failed on a vote of 2-3, with Ms. Chase, Mr. Libby and Ms. Sturgis opposing.

4.32 To See What Action the Board Wishes to take in Regard to Appointment of Selectmen Representative for the Fire and Rescue Chief Search

Mr. First said the Town Manager has the authority to hire personnel but can seek advice of other leadership and department heads. He said he plans to engage an advisory group to assist in the hiring process composed of himself, one Board representative, one Fire representative and one Rescue representative. He said interview times will be scheduled, during normal business hours, the last week of October and the first week of November.

Mr. Hathorne moved and Ms. Chase seconded a motion to appoint Steven Libby as the Board of Selectmen representative on the Fire/Rescue Chief search advisory group.

Ms. Chase asked if there should be a citizen-at-large in the advisory group.

Mr. First said there could be but he would like to keep the group fairly small. He said he would give some thought to it.

The motion carried on a vote of 4-0-1, with Mr. Libby abstaining.

V. APPROVE FY16 WARRANTS AND PAYROLLS #13 & #14

Mr. Libby moved and Mr. Hathorne seconded a motion to approve FY16 Warrants and Payrolls #13 & #14. The motion carried on a vote of 5-0.

VI. APPOINTMENTS

A. Resignation

Stephanie Pedersen, Animal Control Officer

Mr. Libby moved and Mr. Hathorne seconded a motion to accept the resignation of Stephanie Pedersen, as Animal Control Officer, with regret. The motion carried on a vote of 5-0.

B. Appointment

Karen Flick, Interim Animal Control Officer

Mr. Libby moved and Mr. Hathorne seconded a motion to appoint Karen Flick, Interim Animal Control Officer. The motion carried on a vote of 5-0.

VII. LEGAL

Mr. First said there was an accident claim back in 2013 involving a Public Works employee. He said a tentative settlement has been reached in the case.

VIII. WRITTEN COMMUNICATION

A. Approve Minutes of the September 21, 2015, Board of Selectmen's Meeting

Ms. Chase moved and Mr. Hathorne seconded a motion to approve the Minutes of the September 21, 2015, Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Libby opposing.

IX. ORAL COMMUNICATION

A. Selectmen

Stephen Hathorne – no comments.

Laura Sturgis – no comments.

Linda Chase – no comments.

Steven Libby – no comments.

Joshua McHenry – said he had a chance to visit the Library Book/Bake sale on Saturday. He said he wanted to thank the volunteers and staff for a successful fundraiser. He said he and Ms. Chase attended the Joint Leaders meeting. He said the school resource officer is being partially funded by a \$125,000 grant, awarded over a three-year period. He said there was also a guest speaker who spoke about a conservation grant for a parcel of land in Gray that involved the School District and Town of Gray. He said an update from the Capital Improvement Committee that a bond, similar to the one a year ago for ballfields, will come back before the voters in June. He said the second School Board each month is a workshop and the next one is October 21st, at the GNG High School.

Mr. Hathorne said there is an Open House at the New Gloucester Fire Department on Wednesday, October 7th, from 5:00-7:00 p.m.

B. Town Manager

Mr. First said his weekly updates are on the Town Manager's page on the Town's website – www.newgloucester.com.

Mr. First said the Town has received two canoes and two kayaks, donated by L. L. Bean.

Mr. First said he will be attending the Maine Municipal Association Convention on Wednesday and Thursday, October 7th & 8th. He said he could be reached by cell, if needed.

C. Dept. Heads

None.

D. Boards & Committees

None.

X. EXECUTIVE SESSION

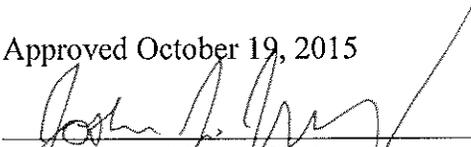
None.

XI. ADJOURN SELECTMEN'S MEETING

Mr. Hathorne moved and Ms. Sturgis seconded a motion to adjourn the Board of Selectmen's Meeting at 9:19 p.m., and enter into the Selectmen's Workshop. The motion carried on a vote of 5-0.

XII. ENTER INTO SELECTMEN'S WORKSHOP

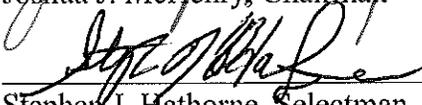
Approved October 19, 2015



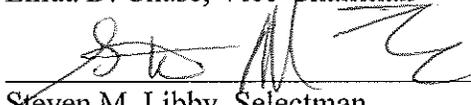
Joshua J. McHenry, Chairman



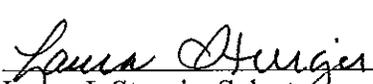
Linda D. Chase, Vice-Chairman



Stephen J. Hathorne, Selectman



Steven M. Libby, Selectman



Laura J. Sturgis, Selectman