

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, January 9, 2017**  
**At the Meetinghouse**

*For review of the complete discussions and motions, please see the recording available at the Public Library or on our website at [www.newgloucester.com](http://www.newgloucester.com)*

**BOARD OF SELECTMEN'S MEETING**

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

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

**II. SCHEDULE NEXT MEETING:**

**Board of Selectmen Meeting – 7:00 p.m., Monday, February 6, 2017**

**A. Adjustments to the Agenda**

Mr. Libby said there were two committee applications received and will be added under Appointments.

**III. PUBLIC PARTICIPATION**

- A. Paul First, Town Manager, said he wanted to convey that he has submitted his resignation to the Board of Selectmen and his last day would be April 4, 2017. He said he is leaving due to family commitments and has enjoyed the time he has worked in New Gloucester, as the Town Planner and Town Manager. He said he sincerely hopes the next Town Manager enjoys the experience of working in New Gloucester as much as he has.

*Mr. Libby moved and Ms. Sturgis seconded a motion to add Item 4.77, To See What Action the Board Wishes to take in Regard to Retaining Maine Municipal Association to Administer the Search for a New Town Manager. The motion carried on a vote of 5-0.*

#### IV. SCHEDULED ITEMS

**4.71 To See What Action the Board Wishes to take in Regard to EMS Billing Policy Revision**

Mr. First said there is a revision to page 9 of the EMS Billing Policy. He said Attachment C, page 9, #2, the word “net” should be removed and replaced with the word “gross”.

*Mr. Libby moved and Mr. Hathorne seconded a motion to amend the EMS Billing Policy as discussed. The motion carried on a vote of 5-0.*

**4.72 To See What Action the Board Wishes to take in Regard to 2017 Cumberland County Hazard Mitigation Plan**

Mr. First said Cumberland County updated the Hazard Mitigation Plan and is asking all Towns to accept the plan. He said the plan itself is many pages in length and is why it was not included in the packets but the web address was listed on the agenda for the Board to review.

*Mr. Libby moved and Mr. Hathorne seconded a motion to accept the plan. The motion carried on a vote of 5-0.*

**4.73 To See What Action the Board Wishes to take in Regard to Beano Application for Amvets Post #6**

*Mr. Hathorne moved and Mr. Libby seconded a motion to approve the Beano Application for Amvets Post #6 and to note there are no violations or complaints on file per the Code Enforcement Officer. The motion carried on a vote of 5-0.*

**4.74 To See What Action the Board Wishes to take in Regard to Quitclaim for Map 14 Lot 16-A**

*Mr. Libby moved and Mr. Hathorne seconded a motion to sign the Quitclaim Deed for Map 14 Lot 16-A. The motion carried on a vote of 5-0.*

**4.75 To See What Action the Board Wishes to take in Regard to Quitclaim for Map 6 Lot 36-A4**

*Mr. Libby moved and Mr. Hathorne seconded a motion to sign the Quitclaim Deed for Map 6 Lot 36-A4. The motion carried on a vote of 5-0.*

**4.76 To See What Action the Board Wishes to take in Regard to CIP Rankings**

Mr. First said he understands in the past that the Board of Selectmen has not formally approved the CIP Rankings before the Budget Process.

Mr. Libby said he wanted to thank everyone involved in the CIP process. He said a lot of good questions were asked and the presentations by the Department Heads were excellent. He said the rankings will be reviewed during the Selectmen's Budget Workshop and during the Budget Committee Meetings.

No action taken.

4.77 **To See What Action the Board Wishes to take in Regard to Retaining Maine Municipal Association (MMA) to Administer the Search for a New Town Manager**

Mr. Libby said the Board Chairman asked him to contact MMA. He said the contract has not changed. The cost, \$4,900, has not increased since the last time the Town searched for a Town Manager. He said MMA will handle all the advertising of the position, collect all the resumes, separate them into three categories and after the February 8<sup>th</sup> deadline, will mail all resumes to the Board for their review. He said the Board will determine who they would like to interview and MMA will handle the scheduling of the interviews. He said the Board will come up with a list of questions to ask and determine who they would like to have return for a second interview.

Mr. Hathorne said he would like to make sure the ad states the Town is looking for a Town Manager with full credentials.

Mr. Libby said the Town will receive resumes showing the person has full credentials and some that are less than that.

Mr. First said he emailed Mr. Libby prior to the meeting with a couple minor edits on the Town Manager ad pertaining to the number of citizens (5,600) and the number of FT and PT Employees (26).

*Mr. Libby moved and Ms. Conger seconded a motion to retain Maine Municipal Association (MMA) for the Town Manager search, for a cost of \$4,900, authorize the Chairman of the Board of Selectmen to sign the contract, and appoint Mr. Libby as a point of contact for MMA. The motion carried on a vote of 5-0.*

*Mr. Libby moved and Mr. Hathorne seconded a motion to advertise for the new Town Manager per the proposed advertisement with Mr. First's amendments; the ad be placed in the Lewiston Sun Journal and not to exceed \$300; the ad placed on the Town's website and all media outlets as recommended by MMA. The motion carried on a vote of 4-1, with Mr. Hathorne opposing.*

**V. APPROVE FY17 WARRANTS AND PAYROLLS #26, #27 & #28**

*Ms. Conger moved and Mr. Libby seconded a motion to approve FY17 Warrants and Payrolls #26, #27 and #28. The motion carried on a vote of 5-0.*

## VI. APPOINTMENTS

### A. Environmental Resources Committee – (five three-year vacancies)

*Trudy Hodgdon* – would like to be appointed

### B. Environmental Resources Committee – (five three-year vacancies)

*Anthony Hodgdon* – would like to be appointed

*Mr. Libby moved and Mr. Hathorne seconded a motion to appoint Trudy and Anthony Hodgdon to the Environmental Resources Committee, for three-year terms. The motion carried on a vote of 5-0.*

## VII. LEGAL

Mr. First said he forwarded the Term Limits Petition to the Town Attorney for review. He said the attorney stated it's not clear under case law if a Town without a charter can enact term limits. He said in the attorney's opinion that the law court would, however, move to facilitate the people's exercise of their power to legislate, per the written opinion provided to the board.

## VIII. WRITTEN COMMUNICATION

### A. **Approve Minutes of the December 19, 2016 Board of Selectmen's Meeting**

*Mr. Hathorne moved and Ms. Sturgis seconded a motion to approve the Minutes of the December 19, 2016, Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Libby abstaining.*

## IX. ORAL COMMUNICATION

### A. **Selectmen**

Stephen Hathorne – said to please be careful and stay off the ice.

Laura Sturgis – said the Public Library is holding a Cardboard Challenge on Saturday, January 28<sup>th</sup>. She said pre-registration is not required and all ages are welcome. She said she would also like to thank the Public Works Department for a job well done during the last storm.

Lenora Conger – no comments.

Steven Libby – no comments.

Linda Chase – no comments.

**B. Town Manager**

Mr. First said Sister Frances Carr, of the Shaker's, passed away. He said services were held on January 2, 2017 and was well attended.

Mr. First said he received a letter from the School District stating that the budget process will begin on January 11<sup>th</sup> and Board members are welcome to attend.

Ms. Conger said she will be able to attend.

Mr. First said the sale of the Old School House lot to the owners of the Village Store was completed in late December.

Mr. First said the Selectmen's Budget Books will be ready on Wednesday, January 11<sup>th</sup> and the first workshop will be held on Wednesday, January 18<sup>th</sup>, at 7:00p.m.

**C. Dept. Heads**

**D. Boards & Committees**

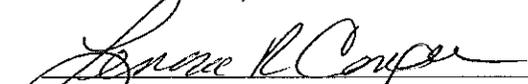
**X. ADJOURN**

*Mr. Libby moved and Mr. Hathorne seconded a motion to adjourn at 7:53 p.m. The motion carried on a vote of 5-0.*

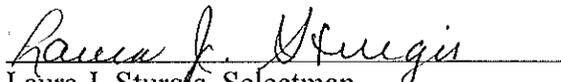
Approved February 6, 2017

  
Linda D. Chase, Chairman

  
Steven M. Libby, Vice-Chairman

  
Lenora R. Conger, Selectman

  
Stephen J. Hathorne, Selectman

  
Laura J. Sturgis, Selectman