

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, September 18, 2017
At the Meetinghouse

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, Joseph Davis and Stephen Hathorne; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

Board of Selectmen Meeting – 7:00 p.m., Monday, October 2, 2017

A. Adjustments to the Agenda

Ms. Chase said she received an Application for a Committee member and will add it under Appointments.

IV. PUBLIC PARTICIPATION

A. PUBLIC HEARING – General Assistance Ordinance Appendices A-D

Ms. Chase opened the Public Hearing at 7:03 p.m. There were no public comments. Ms. Chase closed the Public Hearing at 7:03 p.m.

B. Other

Laura Sturgis, resident, addressed the Board and apologized for voting in favor of the Term Limits Ordinance. She said she truly is sorry that leadership will be lost.

Residents, Laura Sturgis, Debra Hall, Dennis McCann, Beverly Cadigan and Kathleen Potter all addressed the Board concerning the voting down of the Special Town Meeting Warrant at the August 21, 2017, Board of Selectmen's Meeting.

V. SCHEDULED ITEMS

4.17 To See What Action the Board Wishes to take in Regard to Adopting General Assistance Ordinance Appendices A-D

Mr. Libby moved and Mr. Hathorne seconded a motion to adopt the General Assistance Ordinance Appendices A-D, as presented. The motion carried on a vote of 5-0.

4.18 To See What Action the Board Wishes to take in Regard to Citizen's Petition

Mr. Hathorne moved and Ms. Conger seconded a motion to accept the Citizen's Petition. The motion carried on a vote of 5-0.

4.19 To See What Action the Board Wishes to take in Regard to Signing of Special Town Meeting Warrant

Mr. Libby moved and Mr. Hathorne seconded a motion to hold a Special Town Meeting on Monday, October 16, 2017, at 7:00p.m., at the Memorial School Gym. The motion carried on a vote of 5-0.

4.20 To See What Action the Board Wishes to take in Regard to Early Closing of Town Hall for Special Town Meeting

Mr. Libby moved and Mr. Hathorne seconded a motion to close Town Hall at 5:00p.m., Monday, October 16, 2017, to allow staff time to prepare for the Special Town Meeting that evening. The motion carried on a vote of 5-0.

4.21 To See What Action the Board Wishes to take in Regard to Confirming the Pavilion Bid Award

Ms. Castonguay said the first week of October, Parks and Recreation are hoping to hold a community build for the pavilion roof.

Mr. Libby moved and Ms. Conger seconded a motion to confirm the Pavilion Bid Award to Smiley Timberframes, of New Sharon. The motion carried on a vote of 4-1, with Ms. Chase opposing.

Ms. Chase said she opposed because she is not happy with the delay in building this project.

4.22 To See What Action the Board Wishes to take in Regard to Central Maine Power Pole Permit

Mr. Libby moved and Ms. Conger seconded a motion to approve the Pole Permit for Central Maine Power. The motion carried on a vote of 5-0.

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

The Board made the following changes to the Activity List:

- 1) change Board Rep from to "JD, SL"; change comment to "Special Town Meeting 10/16/17"
- 2) move this to "completed" list
- 3) change date to "10/16/17"
- 4) change Board Rep to "SL, SH"
- 5) remove the word "Location" from item name; change ongoing to "FY18"; remove "comment"
- 7) remove words "tax year 2014" from item name
- 8) remove "Lynn and Steve H" from item name; add "Joe Davis" to item name; change completion date to "Dec/2017"; change Board Rep to "LC, JD"; change comments to "Carrie look into online/WebEx training"
- 9) change completion date to "12/31/17"; change Board Rep to "LyC, LC); add comment "Infor for FY19 Budget Discussions"
- 12) add the word "implementation" to item name
- 14) remove "LS" from Board Rep; change comments to "Carrie to discuss with Superintendent"
- 17) change completion to "on hold"; change comment to "Website Memory Issue"
- 18) change Board Rep to "LC, JD"
- 19) move this to "completed" list
- 20) move this to "completed" list
- 21) move this to "completed" list
- 22) add to item name "34acres"; change comment to "Carrie to look into Project Canopy Grant"
- 23) add to item name "14acres"; change comment to "Carrie to look into Project Canopy Grant"
- 24) move this to "completed" list
- 26) add to item name "Wharff Road & Town Forest"; change comment to "Carrie to look into Project Canopy Grant"; move this item up with items 23 & 24
- 27) change comment to "Collections – Change of law"
- 28) "remove" this item
- 29) change completion date to "Ongoing"; add comment "Detailed Update/Software available?"
- 30) change completion date to "Ongoing"; change Board Rep to "SL"; change comment to "Plan of all facilities replacement schedule"
- 31) change completion date to "Ongoing"; change Board Rep to "ALL"
- 32) change Board Rep to "SH"
- 33) add new item "Chip Sealing Roads"; add completion date "Ongoing"; add Board Rep "SH"; add comment "Comparison of longevity to asphalt"
- Correct "numbering of items"
- Add "revision date"

No action required.

4.24 To See What Action the Board Wishes to take in Regard to Social Media Policy

Ms. Castonguay asked if it would be better to combined all four policies into one.

The Board made the following changes:

Social Media Policy:

- Under General Policy, #4, add “or designee” after Town Manager

Disaster Recovery Policy:

- Change title to “Cyber Disaster Recovery Policy”
- Under Disaster Recovery Team, change “The Computer Place” to “IT Contractor”
- Under Messages / Update, change “Facebook and Web” to “Social Media”

Password Management Policy:

- Under Authorized and Unauthorized usage, “BOLD” the third and fifth bullet items

Combine all four Policies and rename “Technology Procedures Policy”

Mr. Libby moved and Mr. Hathorne seconded a motion to make changes as discussed, and bring back to the Board at a future meeting.

Ms. Chase said she would like to see a “Sign-off” page and the Town Manager have meeting with Department Heads, who will forward the policies to their employees.

Mr. Libby and Mr. Hathorne rescinded their motion.

Mr. Libby moved and Mr. Hathorne seconded a motion to table this item, make changes as discussed and bring back to the Board at a future meeting. The motion carried on a vote 5-0.

4.25 To See What Action the Board Wishes to take in Regard to Acceptable Use Policy

Please see above.

4.26 To See What Action the Board Wishes to take in Regard to Disaster Recovery Policy

Please see above.

4.27 To See What Action the Board Wishes to take in Regard to Password Management Policy

Please see above.

4.28 To See What Action the Board Wishes to take in Regard to Building and Recreation Facilities Policy

Ms. Castonguay said the Town had two policies and it made sense to combine into one. She said she also added information about pets on Town property.

Ms. Chase asked if there will be signage in reference to the pet's portion of the policy.

Ms. Castonguay said yes, there will be signs, information placed on the website and in the next newsletter.

Mr. Libby moved and Ms. Conger seconded a motion to adopt the Building and Recreation Facilities Agreement and Policy; staff to notify residents of the pets policy change via newsletter and signage. The motion carried on a vote of 4-1, with Mr. Hathorne opposing.

VI. APPROVE FY18 WARRANTS AND PAYROLLS #9, #10 #11 & #12

Mr. Libby moved and Ms. Conger seconded a motion to approve FY18 Warrants and Payrolls #9, #10, #11 and #12. The motion carried on a vote of 5-0.

VII. APPOINTMENTS

Planning Board – (three three-year vacancies)

Jean Libby – would like to be appointed as an Alternate for a one-year term

Mr. Libby said currently there are four members on the Planning Board. He said there is a Public Hearing scheduled for Tuesday and one of the four members is out of Town. He said the Planning Board is a seven member board if quorum is four members. He said by appointing Ms. Libby as an alternate, it would help out with the quorum issue and the Planning Board could hold the Public Hearing and meeting, and vote as needed.

Mr. Libby moved and Ms. Conger seconded a motion to appoint Jean Libby, as an alternate member to the Planning Board, for a one-year term. The motion carried on a vote of 5-0.

VIII. LEGAL

None.

IX. WRITTEN COMMUNICATION

A. Approve Minutes of the August 21, 2017 Board of Selectmen's Meeting

Mr. Hathorne moved and Ms. Conger seconded a motion to approve the Minutes of the August 21, 2017, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

X. ORAL COMMUNICATION

A. Selectmen

Stephen Hathorne – no comments.

Joseph Davis – said there are a lot of openings on the Community Fair Committee. He said anyone wishing to join can fill out a Committee Application and submit it to the Town Office.

Lenora Conger – no comments.

Steven Libby – no comments.

Linda Chase – said the apples are ripe and the donuts are being made. She said it's a great time to support local agriculture.

B. Town Manager

Ms. Castonguay said the following:

- Recently learned that there are no set distance limits on growth operations near churches and schools.
- The blue stuff from the Porta Potty at the Recreation Field cannot be removed from the rocks. She said they tried chemical and pressure washing.
- Peacock Hill Road is being paved today.
- Morse Road is being paved Tuesday, weather dependent.
- The Code Enforcement Office and Town Manager's Office has swapped locations at Town Hall.
- Thanked Ruth York and the Sabbathday Lake Association for the cruise around the lake and the weather was perfect.
- Attended the Public Safety Committee Meeting and the discussion surrounding Opiate Issues. She said the presentation was excellent and informative.
- A resident asked about Jake Brake signs on Route 100. She said these signs are not supported by MDOT as Jake Brakes are a safety mechanism for heavy trucks.

C. Dept. Heads

D. Boards & Committees

XI. EXECUTIVE SESSION

- A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A.** Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons . . .
(Town Manager's review)

Mr. Libby moved and Mr. Hathorne seconded a motion to move into Executive Session Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A., Town Manager's Review, at 8:51 p.m. The motion carried on a vote of 5-0.

XII. RETURN TO OPEN SESSION

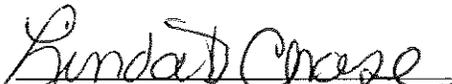
Mr. Hathorne moved and Ms. Chase seconded a motion to return to open session at 9:36 p.m. The motion carried on a vote of 5-0.

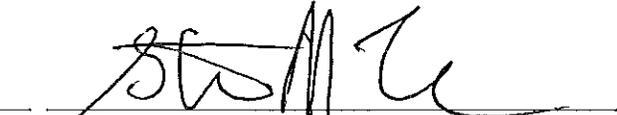
The Board had a brief discussion about the Annual Report Dedication and asked that Ms. Myers forward to Mr. Libby the list of deceased residents for the Fiscal Year 2017.

XIII. ADJOURN

Mr. Libby moved and Mr. Hathorne seconded a motion to adjourn at 9:42 p.m. The motion carried on a vote of 5-0.

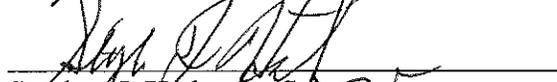
Approved October 2, 2017


Linda D. Chase, Chairman


Steven M. Libby, Vice-Chairman


Lenora R. Conger, Selectman


Joseph S. Davis, Selectman


Stephen J. Hathorne, Selectman