

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S & BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, February 5, 2018
At the Meetinghouse

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:00 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Steven Libby; Selectmen, Joseph Davis and Stephen Hathorne; Town Manager, Carrie Castonguay; Assessor's Agent, Michael O'Donnell; and Recorder, Sharlene Myers. Selectman, Lenora Conger was absent.

II. To See What Action the Board Wishes to take in Regard to 2017-18 Abatements, Batch #2

Ms. Chase said there are fourteen personal property abatements on the list.

Mr. Libby said he is questioning those who have moved. He said they are still responsible for the taxes and should try and locate them. He said Med Tech has other locations and would like to see it removed from the abatement list and researched further.

Mr. O'Donnell said he has searched those and could not locate. He said he went through the list of outstanding personal property accounts and targeted these but there are others he has not worked with.

Mr. Libby moved and Mr. Hathorne seconded a motion to approve the 2017-18 Abatements Batch #2 as follows: Daryl D Gushee Rigging and Hauling; KBMT Enterprises, Inc.; Wallbows Yard Care; Echelon Corporation; Kilton's Auto Repair; Diesel Power Plus; European Advantage Plus; J D Sullivan & Sons Lumber; Pressure Washing Maine, LLC; Arnold Eldridge Excavation; Mario's; Hilltop Hair Care; and Cedar Mountain Cupolas, LLC. The motion carried on a vote of 4-0.

III. To See What Action the Board Wishes to take in Regard to 2017-18 Supplements, Batch #2

Mr. O'Donnell said the Supplements are due to an error. He said the property has been coded as exempt and should not have been. He said per the law, the Town can only abate back three years.

Mr. Libby said the Supplements read Opportunity Farm and asked if it should be Wayfinder Schools. He said the purchase was done approximately five years ago.

Mr. O'Donnell said he would research this to see how the deed reads.

Mr. Libby moved and Mr. Davis seconded a motion to Supplement Opportunity Farm/Wayfinder School for years 2015, 2016 and 2017 on Map 7 Lot 103 and Map 7 Lot 105, as outlined in the Supplement paperwork; direct Mr. O'Donnell to research the deeds on these properties; and the board sign the final paperwork in the Town Office. The motion carried on a vote of 4-0.

IV. ADJOURN

Mr. Hathorne moved and Mr. Davis seconded a motion to adjourn at 7:17 p.m. The motion carried on a vote of 4-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:18 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Steven Libby; Selectmen, 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's Meeting – 7:00 p.m., Monday, March 5, 2018

A. Adjustments to the Agenda

Ms. Chase said there is a resignation to add under Appointments.

IV. PUBLIC PARTICIPATION

Peter Bragdon, resident, spoke to Board concerning business permits for marijuana growing facilities in the Town.

V. SCHEDULED ITEMS

4.62 To See What Action the Board Wishes to take in Regard to Confirmation of Animal Control Officer, Richard Burton

Mr. Hathorne moved and Mr. Libby seconded a motion to confirm Richard Burton, as the Animal Control Officer for the Town of New Gloucester. The motion carried on a vote of 4-0.

4.63 To See What Action the Board Wishes to take in Regard to Posted Roads

Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Public Works 2018 listing of roads to be posted, as presented, beginning no sooner than March 5, 2018 through May 15, 2018, or sooner as deemed appropriate by the Public Works Director, with the following: the Public Works Director will utilize standard D.O.T. Signs; signs are to be signed by the Public Works Director and include the Public Works Garage phone number; and exemptions will not be charged a fee.

Ms. Chase said if the Public Works Director needs to post roads before March 5th, what happens.

Mr. Libby said he would rather have a special Selectmen's meeting to discuss it.

The motion carried on a vote of 5-0.

4.64 To See What Action the Board Wishes to take in Regard to Creation of Public Works Building Construction Committee

Ms. Castonguay said this committee would be comprised of five members plus the Public Works Director and herself. She said it would serve as advisory in nature; be held monthly or as needed, at the construction site during the day; the committee will be advisory to the Selectmen; and she will take minutes of the meetings.

Mr. Libby asked if it should be seven members and a Selectmen Liaison and all voting.

Ms. Castonguay said she would rather have five members, one being a liaison, plus two staff members.

Mr. Libby said four members plus the Liaison, all voting.

Mr. Hathorne asked if the Liaison would have the ability to vote.

Ms. Chase said yes, the Liaison was included in the five.

Mr. Libby moved and Mr. Davis seconded a motion to advertise for members for the Public Works Building Construction Committee; the Committee to be comprised of four citizens (voting), one Selectman Liaison (voting), the Public Works Director and Town Manager; the Committee will be advisory to the Board of Selectmen; meetings will be monthly or as needed; meetings to be held at the construction site, as necessary and on camera, if possible. The motion carried on a vote of 4-0.

4.65 To See What Action the Board Wishes to take in Regard to Morse Road Cistern RFP

Mr. Libby asked what determines the size and quality of the sign for the fire hydrant and the tank sign. He said the four corners of the work area should be well marked. He said there should be a mandatory site visit meeting with the Fire/Rescue Chief. He said all this information needs to be stated clearly in the RFP.

James Ladewig, Fire/Rescue Chief, said the signs are supplied by the Fire Department and installed by the contractor. He said the four corners are already marked in a 60x100 rectangle.

Mr. Libby moved and Mr. Davis seconded a motion to send the Morse Road Fire Protection Cistern RFP out to bid with amendments as discussed. The motion carried on a vote of 3-0-1, with Mr. Hathorne abstaining.

4.66 To See What Action the Board Wishes to take in Regard to Establishing Quorum for Comprehensive Plan Review Committee

Ms. Castonguay said the Comprehensive Plan Review Committee is a fifteen-member committee. She said normal quorum requirements would be at eight.

Mr. Libby said the Committee was questioning whether the quorum would be seated members where the Committee is large. He said that would be make the quorum a total of six.

Mr. Libby moved and Mr. Hathorne seconded a motion to establish a quorum for the Comprehensive Plan Review Committee to majority of seated members with a minimum of seven. The motion carried on a vote of 3-1, with Ms. Chase opposing.

Mr. Libby said another subject discussed at the Comprehensive Plan Review Committee was the budget dollars needed for this project. He said it was made clear that \$2,500 was not enough with the scope of work laid out to members.

Ms. Castonguay said she had talked with the Town Planner and he said is comfortable with what he budgeted and it would work. She said the members need to remember that they are updating the Comprehensive Plan. She said the Planner has done a lot of the work leading up to this project.

Ms. Chase said some are assuming the plan would be rewritten from the beginning. She said the Planner did a good job explaining his qualifications to the committee but unfortunately, some are listening but not hearing.

Mr. Libby said he would like the Town Manager and the Town Planner to meet and define what the scope of the project is and bring to the Selectmen at a future meeting.

4.67 To See What Action the Board Wishes to take in Regard to Fee Schedule for Catering Permits and Liquor Licenses

Mr. Hathorne said he was opposed to this when he first read it. He said he has had a change of mind and said this could bring in revenue to the Town.

Mr. Libby said we did not charge trash haulers in the past and does not believe we should charge for these permits.

Ms. Chase said she would like the Town Manager to check with the attorney on charging of fees and report back to the Selectmen.

No action taken.

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

Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Central Maine Power Pole Permit. The motion carried on a vote of 4-0.

4.69 To See What Action the Board Wishes to take in Regard to Game of Chance Tournament Application for Fraternal Order of Eagles #4131

Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Game of Chance Tournament Application for Fraternal Order of Eagles #4131 and to note there are no violations or complaints on file per the Code Enforcement Officer.

Mr. Hathorne said he and Mr. Davis are both members of the Eagles.

The motion carried on a vote of 4-0.

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

Mr. Libby moved and Mr. Hathorne seconded a motion to approve the Game of Chance Beano Application for Lunn Hunnewell Amvets Post #6 and to note there are no violations or complains on file per the Code Enforcement Officer. The motion carried on a vote of 4-0.

4.71 To See What Action the Board Wishes to take in Regard to First Review of Foreclosure Ordinance

Ms. Castonguay said she had discovered some issues with the current foreclosure ordinance, one being no payments can be accepted from the date of foreclosure until after the annual town meeting. She said she has reviewed the ordinance, suggested changes, and forwarded it to the Town Attorney, who has made changes to the ordinance, which are in blue.

Ms. Chase said if the account is paid in full the Town quitclaims it back to the owner. She said a property owners gets more than one notice and some of the

foreclosures are habitual offenders. She said maybe we can get the word out to residents that they can pay not only at the date due but throughout the year.

Mr. Libby said the time frame to accept payments could be extended closer to the town meeting. He said the intent is to receive the dollars owed, not to take someone's property. He said the Town Meeting gives the Board the authority to sell or not sell a property.

Ms. Castonguay said she will begin at the Town Meeting and work the time frame backwards to make redemption period longer.

Ms. Castonguay said we try make the residents aware that they can pay on their taxes throughout the year and not just when the payments are due.

No action taken.

VI. APPROVE FY18 WARRANTS AND PAYROLLS #25, #26, #27, #28, #29, #30, #31 & #32

Mr. Libby moved and Mr. Hathorne seconded a motion to approve FY18 Warrants and Payrolls #25, #26, #27, #28, #29, #30, #31 and #32. The motion carried on a vote of 4-0.

VII. APPOINTMENTS

A. Resignation of Michael Bardier from Community Fair Committee

Mr. Hathorne moved and Mr. Libby seconded a motion to accept the resignation of Michael Bardier from the Community Fair Committee, with regret.

Mr. Davis said Mr. Bardier did a great job as the Community Fair Chairman and he will be extremely missed.

The motion carried on a vote of 4-0.

B. Resignation of Rosemary Kulow from Budget Committee

Mr. Hathorne moved and Mr. Libby seconded a motion to accept the resignation of Rosemary Kulow from the Budget Committee, with regret. The motion carried on a vote of 4-0.

**C. Budget Committee – (one vacancy - 2019)
Peter Bragdon – would like to be appointed**

Mr. Hathorne moved and Mr. Libby seconded a motion to appoint Peter Bragdon to the Budget Committee. The motion carried on a vote of 4-0.

**D. Candidate/Referendum Issues Committee – (five vacancies)
Joanne Cole – would like to be appointed
Debra Smith – would like to be appointed**

Mr. Libby moved and Mr. Hathorne seconded a motion to appoint Joanne Cole and Debra Smith to the Candidate/Referendum Issues Committee. The motion carried on a vote of 4-0.

E. Resignation of John Shattuck from Comprehensive Plan Update Committee

Mr. Libby moved and Mr. Hathorne seconded a motion to accept the resignation of John Shattuck from the Comprehensive Plan Update Committee, with regret. The motion carried on a vote of 4-0.

VIII. LEGAL

None.

IX. WRITTEN COMMUNICATION

A. Approve Minutes of the December 11, 2017 Board of Assessor's & Board of Selectmen's Meeting

Mr. Hathorne moved and Mr. Libby seconded a motion to approve the Minutes of the December 11, 2017, Board of Assessor's & Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

X. ORAL COMMUNICATION

A. Selectmen

Joseph Davis – said the Library will be having their Cabin Fever Book and Bake Sale on Saturday, February 10th, from 8:00am to 12:00pm.

Stephen Hathorne – said he wanted to wish everyone a Happy Valentine's Day.

Steven Libby – said apparently there are some concerns from citizens and he wanted to explain that during the snow storm on Christmas morning, he offered to fill in and plow/sand the Public Works Director's roads, while he enjoyed Christmas with his family. He said he used his own equipment, is fully insured and did this on a volunteer basis, no compensation. He said he received a text from the Public Works Director, thanking him for doing this and it was the best Christmas present he could have received.

Linda Chase – no comments.

B. Town Manager

Ms. Castonguay said the following:

- 1) She has not received the veteran's parking spot signs as of yet but they have been made and are ready.
- 2) March 12th, at 6:00 p.m., is the re-scheduled training for NIMS.

- 3) She wanted to remind residents that it is illegal to plow snow into the roadways.
- 4) She wanted to acknowledge that Chandler Brothers has transferred 2,200 acres of property to the Maine Woodland Trust. She said this will protect that property from future development.

Mr. Libby asked Ms. Castonguay to please draft a letter from the Board, thanking them.

- 5) She said the Legislature approve a bill to change the number of days nomination papers are available. She said they will be available on Friday, March 2nd and due back on Friday, April 13th.

C. Dept. Heads

D. Boards & Committees

XI. EXECUTIVE SESSION

A. Per Title 31, Title 1, Chapter 13 § 405, 6. A.
(Personnel/Grievance Discussion)

Mr. Libby moved and Mr. Davis seconded a motion to enter into Executive Session per Title 31, Title 1, Chapter 13 § 405, 6. A., Personnel/Grievance Discussion, at 8:51 p.m. The motion carried at 4-0.

XII. RETURN TO OPEN SESSION

The Board returned to open session at 9:51 p.m.

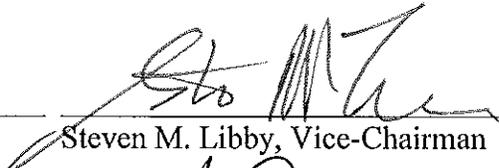
Mr. Libby moved and Mr. Hathorne seconded a motion to grant the grievance request as discussed in Executive Session. The motion carried on a vote of 3-1, with Mr. Hathorne opposing.

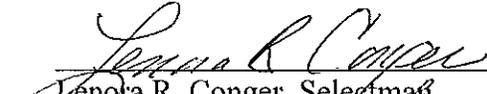
XIII. ADJOURN

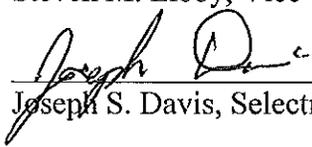
Mr. Libby moved and Mr. Davis seconded a motion to adjourn at 9:53 p.m. The motion carried on a vote of 4-0.

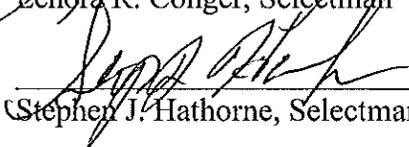
Approved March 5, 2018


 Linda D. Chase, Chairman


 Steven M. Libby, Vice-Chairman


 Lenora R. Conger, Selectman


 Joseph S. Davis, Selectman


 Stephen J. Hathorne, Selectman