

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, August 6, 2018
At the Meetinghouse

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Steven Libby, called the meeting to order at 7:01 p.m. Present were Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectmen, Lenora Conger, and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectman, Joseph Davis, was absent.

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, September 17, 2018 at Meetinghouse

A. Adjustments to the Agenda

Mr. Davis said he would like to see the Board not add items to the agenda the night of a meeting if item is intended to be moved on that evening. He said the agendas are posted prior to the meetings and the public has no chance for public comment if an item is added and moved on in the same evening.

Mr. Libby said if an item can wait, it can wait but if an item is important, it needs to be added.

IV. PUBLIC PARTICIPATION

None.

V. SCHEDULED ITEMS

4.13 To See What Action the Board Wishes to take in Regard to *Bid Proposals for Public Works Dump Truck*

4.14 To See What Action the Board Wishes to take in Regard to *Bid Proposals for Public Works Combination Dump Body/Sand Spreader and Plow Gear*

Mr. Libby said the Board will discuss Items 4.13 and 4.14 together. He said the bids opened at the July 2nd meeting came in all over budget. He said the Board directed the Town Manager and Public Works Director to create a list of items to be bid separately and ask all bidders to resubmit. The following bids were opened for the Cab & Chassis and Combinations Dump Body / Sand Spreader and Plow Gear:

Freightliner of Maine, Inc., Westbrook, Maine

Make:	Western Star – Demo #WS4303	
Model:	4700SF	\$166,205.00
Year:	2019	
5-year Warranty:	\$ 6,655.00	
7-year Warranty:	\$10,462.00	
Spare Front Tire/Rim:	\$ 1,047.33	
Spare Rear Tire/Rim:	\$ 829.47	
Trade-in Allowance:	\$17,000.00	

O'Connor Motor Company, Portland, Maine

Make:	Western Star	
Model:	4700SF	
Year:	2020	
5-year Warranty:	\$ 7,607.00	
7-year Warranty:	\$ 9,242.00	
Spare Front Tire/Rim:	\$ 865.39	
Spare Rear Tire/Rim:	\$ 538.15	
Trade-in Allowance:	\$12,700.00	

Freightliner of Maine, Inc., Westbrook, Maine

Make:	Freightliner (chassis only)	
Model:	108SD	\$85,235.00
Year:	2019	
5-year Warranty:	\$ 6,655.00	
7-year Warranty:	\$10,462.00	
Spare Front Tire/Rim:	\$ 1,314.00	
Spare Rear Tire/Rim:	\$ 1,016.00	
Trade-in Allowance:	\$17,000.00	

Morrison & Sylvester, Inc., Auburn, Maine

Make:	International	
Model:	HV507	\$89,450.00
Year:	2019	
5-year Warranty:	\$ 4,958.00	
7-year Warranty:	\$ 9,785.00	
Spare Front Tire/Rim:	\$ 760.00	
Spare Rear Tire/Rim:	\$ 900.00	
Trade-in Allowance:	\$14,000.00	

Viking-Cives USA, Lewiston Maine

Comb Dump Body/Sand Spreader and Plow Gear	\$70,470.00
---	-------------

Mr. Davis moved and Ms. Conger seconded a motion to table items 4.13 & 4.14; and staff to review the bid proposals and make their recommendation at the next Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

4.15 To See What Action the Board Wishes to take in Regard to Library Egress RFP

Ted Shane, Public Works Director, said this item has been before the Planning Board and received approval.

Ms. Gilles moved and Ms. Conger seconded a motion to approve the site improvement plans for Library Egress to the Basement prepared by Dick Reid. The motion carried on a vote of 5-0.

Mr. Libby said looking at the RFP, he would suggest the pre-bid meeting be mandatory or a one on one meeting with Mr. Shane. He asked if the November 30th date is doable.

Mr. Shane said he will reword the RFP and make the Pre-bid Meeting Mandatory. He said the date is good. He also said he wouldn't mind if the seeding of the grass and hot top was completed in the spring, giving time for everything to settle.

Ms. Chase moved and Mr. Davis seconded a motion approve the RFP with amendments as discussed; the bidders have the option to seed and hot top in the spring; and the RFP be posted on the Maine Municipal Association (MMA) website, the Town's website and mailed to the contractors per the bidders list. The motion carried on a vote of 5-0.

4.16 To See What Action the Board Wishes to take in Regard to Gloucester Hill Road Bridge/Dam Engineering RFP

Mr. Libby said on page 2, #4, it should read "Engineer will obtain necessary permits for construction"; and add #8 "Engineer awarded contract shall oversee construction pre-bid meeting and review construction proposals with Town staff".

Ms. Chase moved and Ms. Conger seconded a motion to approve the Gloucester Hill Road Bridge/Dam Engineering RFP with amendments, as discussed; and the RFP be posted on the Maine Municipal Association website, the Town's website and mailed per the bidder's list. The motion carried on a vote of 5-0.

4.17 To See What Action the Board Wishes to take in Regard to Tax Acquired Properties

Ms. Castonguay said Account #3283, Donna Dionisio, has had no change in status. She said Kevin Gullage came and spoke to her about the account, particularly section 8, Default and Cure. She said there is a Land Purchase Contract signed on May 22, 2018.

Ms. Chase moved and Ms. Gilles seconded a motion that Map 7 Lot 114-B, property owned by Donna Dionisio, continue with the Land Purchase Contract; if the existing taxes and the 2019 taxes are not paid by October 5, 2018, at the end of the business day, the Town Manager is authorized to sell the property with the assistance of a licensed broker, for fair market value, and any profit from the sale is split 50/50 between the property owner and the Town, with the Town's portion being placed into the Future Land Purchase Account. The motion carried on a vote of 5-0.

Ms. Chase moved and Ms. Gilles seconded a motion to authorize the Town Manager to solicit Real Estate Brokers; and the Selectmen Liaison will review the Brokers with the Town Manager. The motion carried on a vote of 5-0.

Ms. Gilles moved and Mr. Libby seconded a motion for Ms. Chase to serve as the Selectmen Liaison to work with the Town Manager and Real Estate Broker. The motion carried on a vote of 4-0-1, with Ms. Chase abstaining.

Mr. Libby said Account #933, Randy Drouin, is paid in full.

Mr. Libby said Account #2820, Michael Francis, is paid in full.

Mr. Libby said Account #599, Ethan Peters, does have a signed Land Purchase Contract. He said he spoke with Mr. Peters and they are fairly new property owners and was not aware of any issues with back taxes. He said he also did not receive the tax bill in the sale process.

Ms. Chase moved and Mr. Davis seconded a motion that Map 9 Lot 93-J, property owned by Ethan Peters/Lelia Hoffman, to be given additional time to pay all existing and 2019 taxes in full by April 5, 2019, by the end of the business day; a new Land Purchase Contract be signed; if all taxes are not paid by April 5, 2019, the Town Manager is authorized to sell the property with the assistance of a licensed broker, for fair market value, and any profit from the sale is split 50/50 between the property owner and the Town, with the Town's portion being placed into the Future Land Purchase Account. The motion carried on a vote of 5-0.

Mr. Libby said Account #1082, Richard & Randi Lavigne, has no signed Land Purchase Contract. He said the Town has had title interest in this property since 1999 and the account has never been up to date on payment of taxes. He said he spoke with Ms. Lavigne last week and they stated they are not avoiding the process but are working on getting the account caught up to date. He said he advised her to talk with the Town Manager. He said Ms. Lavigne sent a letter to the Board stating she can get the account paid up by December 10, 2018.

Ms. Castonguay said she also spoke with Ms. Lavigne late Friday which is when she dropped off the letter, and made her aware the property cannot be quitclaimed back to them until all taxes are paid, including 2019.

Mr. Davis moved and Ms. Gilles seconded a motion to give Richard & Randi Lavigne until December 10, 2018, to pay the account in full, amount owed on account plus 2019; if not paid in full on December 10, 2018, the Town Manager is authorized on December 11, 2018, to sell the property with the assistance of a licensed broker, for fair market value, and any profit from the sale is split 50/50 between the property owner and the Town, with the Town's portion being placed into the Future Land Purchase Account.

Ms. Chase said she will be voting against this motion because she does not agree with turning over 50% of the profit to them. She said the property owners have had since 1999 to pay this account in full and has not.

The motion carried on a vote of 4-1, with Ms. Chase opposing.

Mr. Libby said Account #950 and #3304, Douglas McAtee, has signed Land Purchase Contracts on both accounts. He said the balance due on each account is the upcoming 2019 taxes.

Ms. Castonguay said Mr. McAtee spoke with her earlier and he currently has a parcel of land for sale in another town and will use the proceeds of the sale to pay the FY19 taxes on both accounts.

Ms. Chase moved and Mr. Libby seconded a motion on Account #950, Map 6 Lot 39, Douglas McAtee, to continue with the Land Purchase Contract; and if the FY19 taxes are not paid in full by October 5, 2018, the Town Manager is authorized on October 6, 2018, to sell the property with the assistance of a licensed broker, for fair market value, and any profit from the sale is split 50/50 between the property owner and the Town, with the Town's portion being placed into the Future Land Purchase Account.

Mr. Davis said he would like to see the date extended to April 5, 2019, when the second payment of FY19 taxes are due.

Ms. Chase said this property is land only and wants to keep the October date.

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

Mr. Davis moved and Ms. Chase seconded a motion on Account #3304, Map 1 Lot 17-2, Douglas & Michelle McAtee, to give him until April 5, 2019, to pay the FY19 taxes in full, extending the date of the Land Purchase Contract; and if the FY19 taxes are not paid in full by April 5, 2018, the Town Manager is authorized on April 6, 2019, to sell the property with the assistance of a licensed broker, for fair market value, and any profit from the sale is split 50/50 between the property owner and the Town, with the Town's portion being placed into the Future Land Purchase Account.

Ms. Chase asked if extending the date on the Land Purchase Contract, will give him an additional 45 days.

Ms. Castonguay said yes it would. She said the date could be backed up account for the 45 days.

Mr. Davis and Ms. Chase rescinded their motion.

Mr. David moved and Ms. Chase seconded a motion on Account #3304, Map 1 Lot 17-2, Douglas & Michelle McAtee, that half of the FY19 taxes be paid on 10/5/2018 and the remaining balance to be paid by April 5, 2019, at the close of business; and if the FY19 taxes are not paid in full by April 5, 2019, the Town Manager is authorized on April 6, 2019, to sell the property with the assistance of a licensed broker, for fair market value, and any profit from the sale is split 50/50 between the property owner and the Town, with the Town's portion being placed into the Future Land Purchase Account.

Mr. McAtee asked if the property would be quitclaimed back to him.

Ms. Castonguay said after the FY19 Taxes are paid in full by April 5, 2019, the Town will quitclaim the property back to him.

The motion carried on a vote of 5-0.

Mr. Libby said Account #947, Rocky Thurlow is paid in full.

VI. APPROVE FY19 WARRANTS AND PAYROLLS #2, #3, #4 #5 & #6

Ms. Conger moved and Ms. Gilles seconded a motion to approve FY19 Warrants and Payrolls #2, #3, #4, #5 and #6. The motion carried on a vote of 5-0.

VII. APPOINTMENTS

A. Community Fair Committee (no maximum number of members) (1 (one) – completion of 2020 term)

Jen McNelly – would like to be appointed.

Ms. Castonguay said she would like to see this appointment tabled until the Board makes a decision on the Community Fair. She said currently it's a committee of two, they have not met to appoint a chairman, what would be considered a quorum, what number of members would make the committee viable, and should this committee be rolled into a sub-committee of the Parks & Recreation Committee.

Mr. Libby said he would like to see input from the Parks & Recreation Committee, from the current Community Fair members and Liaison and put together for a future meeting.

Mr. Davis moved and Ms. Gilles seconded a motion to table this appointment until after the community fair discussion. The motion carried on a vote of 5-0.

Ms. Chase asked the Town Manager to reach out to Jen McNelly explaining the delay in appointment.

B. CIP Committee – (1 (one) – vacancy)
Peter Bragdon – would like to be appointed

Ms. Chase asked how many Committee's Mr. Bragdon currently is a member of.

Ms. Myers said four.

Ms. Chase said she would like to table this appointment until the discussion is held on the Community Fair due to time commitment.

Ms. Conger moved and Ms. Gilles seconded a motion to table this appointment until after the Community Fair discussion. The motion carried on a vote of 5-0.

VIII. LEGAL

None.

IX. WRITTEN COMMUNICATION

A. Approve Minutes of the July 2, 2018, Board of Selectmen's Meeting

Ms. Chase moved and Ms. Conger seconded a motion to approve the Minutes of the July 2, 2018, Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

X. ORAL COMMUNICATION

A. Selectmen

Karen Gilles – said the Public Safety Committee has asked to remind everyone to please have your house properly numbered to help emergency personnel find you in case they are needed. She said also, if your street is missing a road sign to please contact the Public Works Department and let them know.

Joseph Davis – said he wants to remind everyone to please drink plenty of water during these high temperature/humidity days. He said the Library has a couple upcoming events: August 14th, is the Library Players Play beginning at 6:30pm in the Gazebo; and August 15th, is a Science Fair in the Gazebo beginning at 6:00pm.

Lenora Conger – said she wanted to thank the Public Works Department on the good job they are doing on the roads.

Linda Chase – no comment.

Steven Libby – no comment.

B. Town Manager

- 1) The Public Works crew is cutting trees on Mayall Road and soon on Bennett Road
- 2) If anyone is looking for a cooling center, please dial 211 for information on the closest one
- 3) The amount of outstanding real estate taxes as of Monday morning was \$100,690.14.
- 4) The new Public Works Garage is going before the Planning Board on Tuesday evening, August 14th.
- 5) The email link for the New Gloucester Community Fair is working and located on the Town of New Gloucester website. She said she was asked to look into leftover funds from the last fair. She said all funds were turned over to the Town in November of 2014 and the entity "Friends of New Gloucester Fair" has been dissolved per the State's website.

- 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)*

Ms. Gilles moved and Ms. Conger seconded a motion to enter into Executive Session per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A., Town Manager's review, at 8:39 p.m. The motion carried on a vote of 5-0.

XII. RETURN TO OPEN SESSION

The Board returned to open session at 9:28 p.m.

XIII. ADJOURN

Ms. Conger moved and Ms. Chase seconded a motion to adjourn at 9:28 p.m. The motion carried on a vote of 5-0.

Approved August 6, 2018

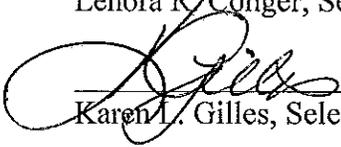
Steven M. Libby, Chairman



Linda D. Chase, Vice-Chairman

Lenora R. Conger, Selectman

Joseph S. Davis, Selectman



Karen L. Gilles, Selectman