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

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Steve Libby, called the meeting to order at 7:00 p.m. Present were: Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectman, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectmen, Lenora Conger, was absent.

II. To See What Action the Board Wishes to take in Regard to 2018-19 *Abatements, Batch #2*

Mr. Libby said he was going to turn the meeting over to Ms. Chase, as he was one of the residents listed for an abatement.

Ms. Chase read the abatements.

Ms. Gilles moved and Mr. Davis seconded a motion to approve 2018-2019 Abatements, Batch #2. The motion carried on a vote of 3-0-1, with Mr. Libby abstaining.

III. To See What Action the Board Wishes to take in Regard to 2018-19 *Supplements, Batch #1*

Ms. Chase read the supplements.

Ms. Gilles moved and Mr. Davis seconded a motion to approve 2018-2019 Supplements, Batch #1. The motion carried on a vote of 3-0-1, with Mr. Libby abstaining.

VI. ADJOURN

Ms. Gilles moved and Mr. Davis seconded a motion to adjourn at 8:08 p.m. The motion carried on a vote of 4-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Steve Libby, called the meeting to order at 8:08 p.m. Present were: Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectman, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectmen, Lenora Conger, 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, November 19, 2018 at Meetinghouse

A. Adjustments to the Agenda

None.

IV. PUBLIC PARTICIPATION

A. Public Hearing – Junkyard License Renewal

Mr. Libby read the Public Hearing Notice for the Junkyard License Renewal. He opened the Public Hearing at 7:11 p.m. There were no public comments. He closed the Public Hearing at 7:11 p.m.

B. Other

None.

V. SCHEDULED ITEMS

4.49 To See What Action the Board Wishes to take in Regard to *Change Order #1 from Ganneston Construction*

Mr. Davis moved and Ms. Gilles seconded a motion to authorize the Town Manger to sign Change Orders #1 and #2 from Ganneston Construction. The motion carried on a vote of 4-0.

Ms. Castonguay said they will break ground on Tuesday, November 6th.

Mr. Libby asked Ms. Castonguay to contact Ganneston Construction and ask them to delay breaking ground due to Election Day and voting near the site.

4.50 To See What Action the Board Wishes to take in Regard to *Change Order #2 from Ganneston Construction*

See above motion.

4.51 To See What Action the Board Wishes to take in Regard to *Junkyard License Renewal Application for Larry & Vicki Wedge*

Ms. Parks said all was in order except for one piece of fence post that Mr. Wedge promised he would re-install.

Ms. Chase moved and Ms. Gilles seconded a motion to grant the Junkyard License Renewal Application for Larry & Vicki Wedge; and the fence to be in place before November 30, 2018. The motion carried on a vote of 4-0.

4.52 To See What Action the Board Wishes to take in Regard to *Road Name Application for Long and Winding Road*

Ms. Parks said all residents on the road have signed off on the name change.

Ms. Chase moved and Mr. Davis seconded a motion to approve the Road Name Application for Long and Winding Road and all residents on the road have approved and signed the name change. The motion carried on a vote of 4-0.

4.53 To See What Action the Board Wishes to take in Regard to *Drug and Alcohol Policy*

Ms. Castonguay said this policy desperately needed updating.

The Board recommended the following changes:

Page 2 Change "GC/MS" to "LC/MS" and the word "Gas" to "Liquid"
Find out: If the list of Substances and Concentration is CDL Standards.
Find out: if the Town could require pre-employment drug testing.
Find out: What is a non-mandated benefit (under Scope of Testing).

Page 3 Second Paragraph, last sentence should read "Employees required to maintain a CDL, will be tested under Federal DOT rules."
Fourth paragraph, second sentence, find out proper verbiage to explain the word prior.
Under Consequences of Testing, the second bullet point, move up to the second sentence.

Page 4 Under Testing Procedures, the first sentence should read "The Town of New Gloucester contracts with a laboratory which is licensed by the Maine Department of Health and Human Services." and remove the Concentra information.
Under Sample Collection, second paragraph, type in first sentence, should read "of the testing".
The third paragraph, the word "made" should read "performed".

Page 5 Under Chain of Custody, the fourth paragraph should read ""The Town of New Gloucester contracts with a laboratory which is licensed by the Maine Department of Health and Human Services." and remove the Drugscan information.

Page 7 Last sentence on page, remove the word "one" and change the word "test" to "tests".

Page 9 The sentence at the top of the page, please clarify the sentence pertaining to the Exposure Control Plan, as this is the same name of a Federal Policy.

Mr. Libby said the Town Manager would make the changes and report back to the Board at a future meeting.

4.54 To See What Action the Board Wishes to take in Regard to *Setting Budget Parameters*

Ms. Chase moved and Mr. Davis seconded a motion to set the FY20 Budget Parameters as follows:

1) *Budget built from bottom up without increase over last year, unless absolutely necessary, and based on a plan with written explanation*
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 4-0.

4.55 To See What Action the Board Wishes to take in Regard to *FY20 Budget Schedule*

Ms. Gilles moved and Ms. Chase seconded a motion to approve the FY20 Budget Schedule as a working document.

Ms. Gilles and Ms. Chase asked to withdraw the motion.

Ms. Chase moved and Mr. Davis seconded a motion to table this item until the next the meeting. The motion carried on a vote of 4-0.

VI. APPROVE FY19 WARRANTS AND PAYROLLS #17, #18 & #19

Ms. Chase moved and Ms. Gilles seconded a motion to approve FY19 Warrants and Payrolls #17, #18 and #19. The motion carried on a vote of 4-0.

VII. APPOINTMENTS

None.

VIII. LEGAL

None.

IX. WRITTEN COMMUNICATION

A. Approve Minutes of the October 15, 2018, Board of Selectmen's Meeting

Ms. Chase moved and Ms. Gilles seconded a motion to approve the minutes of the October 15, 2018, Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

X. ORAL COMMUNICATION

A. Selectmen

Karen Gilles – said she would like to remind people to get out and vote on Tuesday.

Joseph Davis – said he wanted to wish those who are running office on Tuesday good luck. He said the Memorial School is having a craft fair on Saturday, November 10th.

Linda Chase – said there have been several incidents across the United States with people passing stopped school buses. She asked everyone to please use caution and stop when displaying red lights.

Steven Libby – said he would like to remind people to get out and vote on Tuesday.

B. Town Manager

Ms. Castonguay said the following:

1. Nineteen Foreclosure letters are being sent out this week.
2. The contract for the Library Egress was signed last week with 1st Construction, for a total of $28,700.
3. The Fire Department is holding a training that evening for the new SCBA equipment.
4. Foreclosure sales. 22 Shaw Road missed the payment date and they have until 11/15. Letters have been sent regular and certified mail.

   Mr. Libby said he wanted an update for the Board at the November 19th meeting with a listing of verbal and written attempts to collect the taxes.

   Estes Road property is due December 10th. Notices have been send regular and certified mail.

C. Dept. Heads

D. Boards & Committees

XI. ADJOURN

Mr. Davis moved and Ms. Gilles seconded a motion to adjourn at 8:14 p.m. The motion carried on a vote of 3-1, with Ms. Chase opposing.

Approved November 19, 2018

Steven M. Libby, Chairman

Linda D. Chase, Vice-Chairman

Lenora R. Conger, Selectman

Joseph S. Davis, Selectman

Karen L. Gilles, Selectman