

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF ASSESSOR'S & BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, December 3, 2018**  
**At the Meetinghouse**

**BOARD OF ASSESSOR'S MEETING**

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

Chairman, Steven Libby, called the meeting to order at 7:06 p.m. Present were: Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectmen, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectman, Lenora Conger, was absent.

**II. To See What Action the Board Wishes to take in Regard to Opening of Bid Proposals for the Revaluation RFP**

Mr. Libby opened the following bid:

John O'Donnell and Associates      \$220,000  
New Gloucester, ME

**II. ADJOURN**

*Ms. Gilles moved and Mr. Davis seconded a motion to adjourn the Board of Assessor's Meeting at 7:09 p.m. The motion carried on a vote of 4-0.*

**BOARD OF SELECTMEN'S MEETING**

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

Chairman, Steven Libby, called the meeting to order at 7:09 p.m. Present were: Chairman, Steven Libby; Vice-Chairman, Linda Chase; Selectmen, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectman, 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, December 17, 2018 at the Meetinghouse

#### A. Adjustments to the Agenda

*Ms. Gilles moved and Mr. Davis seconded a motion to add Item 4.73, To See What Action the Board Wishes to take in Regard to Clarifying the Budget Process. The motion carried on a vote of 4-0.*

*Ms. Gilles moved and Mr. Davis seconded a motion to add Item 4.74, To See What Action the Board Wishes to take in Regard to Gloucester Hill Road Land. The motion carried on a vote of 4-0.*

### IV. PUBLIC PARTICIPATION

Patrick Gwinn, resident, spoke to the Board concerning the Property Sale and Bids for Map 12 Lot 38.

### V. SCHEDULED ITEMS

#### 4.66 Discussion: Property Sale Bids – Map 12 Lot 38

Mr. Libby said he was not in attendance at the last meeting when the three Bids were opened for Map 12 Lot 38 property.

Ms. Castonguay said there is no new information on this. She said she did not reach out to the highest bidder because a motion was made to award the bid at the meeting. She said any further action is at the Board's discretion.

Ms. Chase said the process could be considered flawed as the bid form was not posted with the ad on Craig's List or on the website. She said she is disappointed with the process and going forward, the Town needs to improve on this. She said she would not recommending mailing anything out to anyone and to treat everyone the same.

No action taken.

#### 4.67 To See What Action the Board Wishes to take in Regard to Bid Proposals for the Revaluation RFP

*Ms. Chase moved and Ms. Gilles seconded a motion for Staff to review the bid received and report back to the Board at their next meeting. The motion carried on a vote of 4-0.*

**4.68 To See What Action the Board Wishes to take in Regard to CIP Requests for Public Works, Transfer Station, Town Hall and Library**

Ms. Chase said she the requests for the Town Hall Complex Reserve, the Painting of Town Hall Exterior and Town Hall Heat Pump Reserve should be listed as Building and Grounds for the Department Name.

Mr. Libby asked if the dollar figure on the Stephens Brook Dam Request is the estimate received from the Engineer.

Mr. Shane said he has received no estimate as of yet.

Mr. Libby asked the Town Manager to please contact the engineer as the estimate is needed for the CIP process.

*Mr. Davis moved and Ms. Gilles seconded a motion to approve the CIP Requests from Public Works, Transfer Station, Building and Grounds and Library, as amended, and forward them to the CIP Committee. The motion carried on a vote of 3-1, with Ms. Chase opposing.*

**4.69 To See What Action the Board Wishes to take in Regard to CIP Requests for Parks & Recreation**

Mr. Davis said he recently spoke with someone from Patriot Soccer and they wanted to extend a Thank You to the Town for the use of the Fairgrounds for their program and possibly making a donation to the Town to help with field projects.

Ms. Chase said Parks & Recreation Committee had a meeting earlier that evening and one of the agenda items was a discussion about charging of fees to use the facility. She said there was also a discussion about CIP Requests and there is an additional one coming for the CIP process.

Mr. Libby said the additional request will go to the CIP Committee with a notation that the request was not seen or approved by the Selectmen.

*Ms. Gilles moved and Mr. Davis seconded a motion to approve the Parks & Recreation CIP Request for Reserve amount of \$40,000. The motion carried on a vote of 4-0.*

**4.70 To See What Action the Board Wishes to take in Regard to the December 24<sup>th</sup> Holiday**

Ms. Castonguay asked if the Board would consider closing of Town Facilities the morning of Monday, December 24<sup>th</sup>, Christmas Eve. She said the Board previously approved the closing at noon on that day. She said staff would use either vacation or personal time for the closure. She said State facilities are closed the 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>.

*Mr. Davis moved and Ms. Gilles seconded a motion for Staff to use either vacation or personal time on Monday, December 24<sup>th</sup>, from their starting time to noon. The motion carried on a vote of 3-1, with Ms. Chase opposing.*

**4.71 To See What Action the Board Wishes to take in Regard to 2019 Town Holiday Schedule**

*Ms. Gilles moved and Mr. Davis seconded a motion to approve the 2019 Town Holiday Schedule. The motion carried on a vote of 4-0.*

**4.72 To See What Action the Board Wishes to take in Regard to 2019 Selectmen's Meeting Schedule**

*Ms. Gilles moved and Mr. Davis seconded a motion to approve the 2019 Selectmen's Meeting Schedule, as a working document. The motion carried on a vote of 4-0.*

**4.73 To See What Action the Board Wishes to take in Regard to Clarifying the Budget Process**

Mr. Libby handed a document explaining the budget process from start to finish.

Ms. Gilles said the document clarifies the issue of different information being received by the Board and Budget Committee.

Ms. Castonguay said the process as explained in the document does not allow the department head to address the Budget Committee, which is different from past practice.

*Ms. Chase moved and Ms. Gilles seconded a motion to accept the Budget process as presented. The motion carried on a vote of 4-0.*

**4.74 To See What Action the Board Wishes to take in Regard to Gloucester Hill Road Land**

Mr. Libby said the property formerly owned by Wayfinders School, behind the barn on Gloucester Hill Road was sold. He said the buyer has decided he wants to sell the property and would like to sell it to someone who is going to preserve the property and not a developer. He said the property is approximately 20 acres and does not include the barn. He said when it first was for sale, there were some citizens who were interested in the property. He said anyone who wants more information, to please contact the Town Manager, who has the contact information.

No action taken.

**VI. APPROVE FY19 WARRANTS AND PAYROLLS #22 & #23**

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY19 Warrants and Payrolls #22 and #23. The motion carried on a vote of 4-0.

## VII. APPOINTMENTS

None.

## VIII. LEGAL

None.

## IX. WRITTEN COMMUNICATION

### A. Approve Minutes of the November 19, 2018, Board of Selectmen's Meeting

*Ms. Chase moved and Mr. Davis seconded a motion to approve the Minutes of the November 19, 2018, Board of Selectmen's Meeting. The motion carried on a vote of 3-0-1, with Mr. Libby abstaining.*

## X. ORAL COMMUNICATION

### A. Selectmen

Karen Gilles – no comments.

Joseph Davis – said he wanted to apologize to the Board members for not attending the joint meeting on Wednesday, November 28<sup>th</sup>.

Linda Chase – said there are four items from the joint meeting that will move to Town Meeting.

Mr. Libby said he believed they have to go to Public Hearing before they go to Town Meeting.

Steven Libby – said he was notified by a citizen that the street light on the corner of Morse Road and Lewiston Road is not working. He said that light is on the MDOT list of worse intersections. He asked the Town Manager to call CMP on this issue.

### B. Town Manager

Ms. Castonguay said the following:

- 1) Public Works Truck 502 has a cracked block on the motor. She said an estimate was received from Whited (Freightliner) is \$42,300, less a \$6,000 credit, for a net replacement cost of \$36,300. She said the Department is currently without a spare truck and asked the Board if they want to fix it and have a special town meeting or wait until the regular town meeting in case other budget lines go over due to winter costs.

Ms. Chase asked the cost of a new cab and chassis and is it possible to get a used engine.

Ted Shane, Public Works Director, said approximate cost of a cab and chassis is \$100,000. He said the truck will be ten years old next summer and the Town tries to get 15/16 years out of a truck before it becomes a spare for another two years. He said a new truck would be approximately \$180,000 – \$185,000. He said there are no used motors available.

Mr. Libby said he contacted Freightliner for additional information on this issue. He said he would like to the Board to receive all maintenance records on the truck so the citizens can understand the issue. He said he would also like to see the bid from 2008 on this truck. He said by replacing the motor, it is not extending the life of the vehicle. He said he would like to see if there are other options available and to get a cost benefit analysis. Mr. Libby said this could wait until the town meeting in May and maybe there will be other issues at that time. He said there is no time constraint on this which will allow time to go the best route.

Mr. Davis asked if the motor was still under warrantee, how this happened and are there rental trucks available.

Mr. Shane said no to all three questions. He said by not replacing the motor now, this will leave the department without a spare plow truck for the winter.

- 2) Twenty-three applications have been received for the Fire Chief position. She said she will start reviewing them December 21<sup>st</sup>.
- 3) Currently, there are thirteen 2017 Liens that will be headed for Foreclosure on December 19<sup>th</sup>.
- 4) The owners of the foreclosed property on Shaw Road have not met their payment agreement. A payment of \$400 was received on Monday for the December installment but is \$250 short. Also, a payment was received on the Estes Road property but did not pay in full. The balance is due by December 10<sup>th</sup>, 2018, per the agreement. Unfortunately, there was a miscommunication in the office with the property owner but a letter was sent out stating the balance due has to be paid by December 10<sup>th</sup>.

Ms. Chase asked for an update on both properties at the next meeting.

**C. Dept. Heads**

**D. Boards & Committees**

**XI. ADJOURN**

*Ms. Gilles moved and Ms. Conger seconded a motion to adjourn at 8:12 p.m. The motion carried on a vote of 3-1, with Mr. Davis opposing.*

Approved January 7, 2019

  
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Steven M. Libby, Chairman

  
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Linda D. Chase, Vice-Chairman

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Lenora R. Conger, Selectman

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Joseph S. Davis, Selectman

  
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Karen L. Gilles, Selectman