

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, September 16, 2019
At the Meetinghouse

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:00 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Tammy Donovan and Joseph Davis; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. MOMENT OF SILENCE

Ms. Chase asked for a moment of silence for George Carman, Bill Waterman, John Whittier, and the Farmington Maine community.

IV. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting – 7:00 p.m., Monday, October 7, 2019 at the Meetinghouse**

A. Adjustments to the Agenda

None.

V. PUBLIC COMMENTS

A. Presentation on Solar – Revision Energy

This presentation took place later in the meeting due to technical difficulties.

B. Other

Frank Staton, spoke to the Board concerning the revaluation procedures, Freedom of Access emails and the last sheriff for the Town of New Gloucester.

VI. PRIOR MEETING UPDATE

- A. Selectmen Chair
- B. Town Manager

There were no updates.

VII. SCHEDULED ITEMS

4.29 To See What Action the Board Wishes to take in Regard to Library Deck Replacement Bid Recommendation

Ms. Chase said the Board received updated information from the bidder for the Library Deck Replacement. She said the bid was reduced to \$25,000 and listed detailed information with a completion date of December 1, 2019.

Ted Shane, Public Works Director, said the bidder received better pricing from his vendors, which allowed him to reduce the bid amounts.

Mr. Colby moved and Mr. Davis seconded a motion to award the bid for the Library Deck Replacement to Maine Highlands Contracting of Etna, Maine, for a not to exceed amount of \$25,000. The motion carried on a vote of 5-0.

4.30 To See What Action the Board Wishes to take in Regard to Loader Specs

The Board made the following changes to the specifications:

- Create a second spec for a 1.7 cubic yard wheel loader with changes to the weight, tires and engine size.
- Remove Loader models on the last page.
- Keep same bid by date of October 7, 2019.
- Contact bidders listed for email addresses.

Ms. Gilles moved and Mr. Davis seconded a motion to send the Wheel Loader Specifications out to bid with the changes, as discussed, and the bids due by October 7, 2019. The motion carried on a vote of 5-0.

Solar Energy Presentation

Nick Sampson, of Revision Energy, gave a presentation to the Board on Solar Energy and the financial savings to the Town for electricity. He said best location for the solar arrays would be the Fire Station and new Public Works Garage.

4.31 To See What Action the Board Wishes to take in Regard to Public Works Job Descriptions

The Board made the following changes to the job descriptions:

Public Works Director:

- Remove the words “illustrative only” from the title “Essential Duties and Responsibilities; and add new bullet point “Ability to establish and maintain effective working relationships with other employees, town departments and the general public; communicate with respect.”

- Under Required Minimum Qualifications, second sentence add “Associates or” to the beginning of sentence and add the word “civil” before the word engineering.
- Under Selection Guidelines, first paragraph, add sentence “Applicant will be required to take the Wonderlic Cognitive Test and the Caliper Assessment Test, with a positive recommendation from the assessment evaluator required.”

Ms. Gilles moved and Ms. Chase seconded a motion to approve the Public Works Director Job Description, as amended. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

Public Works Deputy Director:

- Remove the words “illustrative only” from the title “essential Duties and Responsibilities.
- Under Selection Guidelines, first paragraph, add sentence “Applicant will be required to take the Wonderlic Cognitive Test and the Caliper Assessment Test, with a positive recommendation from the assessment evaluator required.”

Ms. Gilles moved and Ms. Chase seconded a motion to approve the Public Works Deputy Director Job Description, as amended. The motion carried on a vote of 3-0-2, with Mr. Colby and Mr. Davis abstaining.

Public Works Employee:

- Add new bullet point “Ability to establish and maintain effective working relationships with other employees, town departments and the general public; communicate with respect.”

Ms. Gilles moved and Ms. Chase seconded a motion to approve the Public Works Employee Job Description, as amended. The motion carried on a vote of 5-0.

Public Works Mechanic:

- Remove the words “illustrative only” from the title “Essential Duties and Responsibilities; and add new bullet point “Ability to establish and maintain effective working relationships with other employees, town departments and the general public; communicate with respect.”
- Under Required Minimum Qualifications, bullet ASE and EVT Certified, remove the word “certified” and replace with “certification preferred.”

Ms. Gilles moved and Ms. Chase seconded a motion to approve the Public Works Mechanic Job Description, as amended. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

4.32 To See What Action the Board Wishes to take in Regard to Community Fair Committee Quorum

Ms. Chase said a quorum is based on the number of members appointed.

The Board, after discussion, took no action.

4.33 To See What Action the Board Wishes to take in Regard to Stop Sign at Pond and Sabbathday Road

Mr. Colby said he asked to have this on the agenda and would like to see an additional sign posted under the stop sign that says "Except Right Turn".

The Board, after discussion, took no action.

4.34 To See What Action the Board Wishes to take in Regard to Scheduling Selectmen's Workshop on Board and Committee Bylaws

Mr. Davis moved and Ms. Gilles seconded a motion to set a Selectmen's Workshop on Board and Committee Bylaws for Monday, September 23rd, at 6:30pm, at the Community Building. The motion carried on a vote of 5-0.

VIII. APPROVE FY20 WARRANTS AND PAYROLLS #9, #10, #11 and #12

Mr. Davis moved and Ms. Gilles seconded a motion to approve FY20 Warrants and Payrolls #9, #10 and #11. The motion carried on a vote of 5-0.

Ms. Donovan moved and Ms. Gilles seconded a motion to approve FY20 Warrants and Payrolls #12. The motion carried on a vote of 4-0-1, with Mr. Colby abstaining.

IX. APPOINTMENTS AND RESIGNATIONS

- A. Parks & Recreation – 1 three-year terms available
1 completion two-year term available**

Thomas Halstead – would like to be appointed

Mr. Davis moved and Ms. Gilles seconded a motion to appoint Thomas Halstead, to the Parks & Recreation Committee, for a three-year term. The motion carried on a vote of 5-0.

X. LEGAL

None.

XI. WRITTEN COMMUNICATION

A. Approve Minutes of the August 19, 2019, Board of Assessor's, Selectmen's Workshop and Board of Selectmen's Meeting

Ms. Donovan moved and Mr. Colby seconded a motion to approve the August 19, 2019, Board of Assessor's, Selectmen's Workshop and Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

XII. ORAL COMMUNICATION

A. Selectmen

George Colby – said he would like the Board to have a Purchasing Policy Workshop. He said he would like to see the newly chip sealed section of Bennett Road swept again.

Joseph Davis – no comments.

Karen Gilles – asked all to keep in their thoughts, the families of John Whittier, George Carman, Bill Waterman and the Farmington Community. She said she attended the funeral of John Whittier and it was beautiful; give thanks to Fire/Rescue Chief Toby Martin and his department.

Tammy Donovan – said the Economic Development Committee is compiling a list of businesses in the Town of New Gloucester, for the creation of a brochure.

Linda Chase – said the Board had a workshop to discuss the Public Works Job Descriptions, which were approved earlier in the meeting. She said she created a list of items in which she would like information and projections to June 2020, pertaining to the 116 Public Works and 117 Public Safety Department budgets.

B. Town Manager

Ms. Castonguay said the Royal River Conservation Trust is holding their second walk of the Lower Village property, recently acquired. She said the walk will be on Saturday, September 21st, at 9:00 am.

C. Dept. Heads

Toby Martin, Fire/Rescue Chief, said the following:

- The Public Safety Budget is currently at 17% and the normal for this time is 21%.
- He thought the Board discussed moving the Oral Communication section up further on the Agenda.
- Purchasing Policy. There are federal programs available to local government for large purchases such as vehicles and equipment. These programs have done the due diligence of the RFP process. He highly recommends the Town using these programs.

- George Carman Funeral. The funeral will be on September 21st, 11am, at the Fire Station and are expecting upwards of 500 people attending. There will be a small/private burial at the cemetery, after the funeral, in which the department will be participating as well as a reception at the station. The department will have coverage from other area stations from 7am until 5pm.

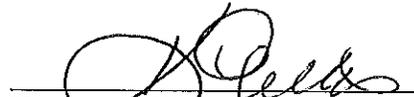
D. Boards & Committees

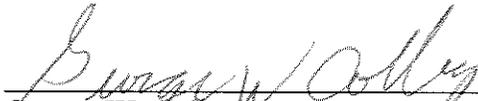
XIII. ADJOURN

Ms. Gilles moved and Mr. Davis seconded a motion to adjourn at 9:33pm. The motion carried on a vote of 5-0.

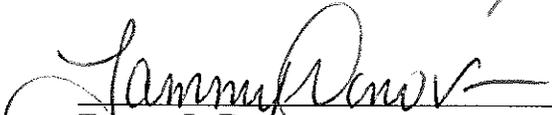
Approved October 7, 2019


Linda D. Chase, Chairman


Karen L. Gilles, Vice-Chairman


George W. Colby

Joseph S. Davis


Tammy L. Donovan