MINUTES
Town of New Gloucester

BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, October 7, 2019
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, Karen Gilles; Selectmen, George Colby and Tammy Donovan; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Selectman, Joseph Davis, was absent.

II. To See What Action the Board Wishes to take in Regard to *FY20 Abatements, Batch #1*

Ms. Chase read the list of FY20 Abatements, Batch #1.

Mike O'Donnell, Assessor's Agent, explained the reasons for the abatements.

Ms. Gilles moved and Ms. Donovan seconded a motion to approve FY20 Abatements, Batch #1.

Mr. Colby said he was abstaining from the voting.

The motion carried on a vote of 4-0-1, with Mr. Colby abstaining.

III. To See What Action the Board Wishes to take in Regard to *FY20 Supplements, Batch #1*

Ms. Chase read the list of FY20 Supplements, Batch #1.

Mr. O'Donnell explained the reasons for the supplements.

Ms. Gilles moved and Mr. Colby seconded a motion to approve FY20 Supplements, Batch #1. The motion carried on a vote of 4-0.

IV. DISCUSSION ITEM

A. Revaluation Update

Mr. O'Donnell gave a brief update on the revaluation. He said they have visited about 1,200 properties and there are approximately 3,000 properties in the Town. He said for the most part they have been warmly received and are hoping by winter, all properties will be done and they will complete the rest of the work in the office.

V. ADJOURN

Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 7:28 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 7:29 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby and Tammy Donovan; 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 Workshop** – 6:00 p.m., Thursday, October 17, 2019 at the Community Building
- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, October 21, 2019 at the Meetinghouse

A. Adjustments to the Agenda

None.

IV. PUBLIC COMMENTS

A. PUBLIC HEARING – General Assistance Ordinance Appendices A-F & H

Ms. Chase read the Public Hearing notice and opened the hearing at 7:30 p.m. There were no public comments. Ms. Chase closed the Public Hearing at 7:31 p.m.

B. Other

Peter Bragdon, resident, spoke to the Board about the following; Community Fair Committee; Boards and Committees Bylaws; Adhoc Marijuana Committee and moratorium; and Combining of funds for Fire/Rescue Department and Ordinance.

V. PRIOR MEETING UPDATE

A. Selectmen Chair
B. Town Manager

There were no updates.

VI. ORAL COMMUNICATION

A. Selectmen

George Colby – no comments.

Karen Gilles – said she would like to see more members for the Community Fair Committee and that is why the discussion at the last meeting to table the quorum agenda item. She said the Board is still working on the Boards and Committees Bylaws and she said the Marijuana Ordinance is on the Board's radar for future discussion.

Tammy Donovan – said she would like to see a shortened version of the Personnel Policy that would be geared for part-time and per diem employees.

Linda Chase – said the Board signed a letter, which she read aloud, that is going to all employees stating that all job descriptions within the Town will be reviewed and revised, if needed. She said she received a call from a citizen pertaining to an article in the Lewiston Sun Journal about the State of Maine looking to reduce local call coverage to all counties and asked the Town Manager to look into this and how it will affect the Town of New Gloucester. She said personnel from John O'Donnell Associates, that are visiting homes for the revaluation, are not doing anything wrong by looking in windows of homes. She said she received information from the Town Manager and the fourth amendment does allow some leeway and it has provisions for assessing personnel to do what is necessary, such as looking into windows.

B. Town Manager

Ms. Castonguay said the following:

1. Tuesday the Cable TV Committee will be joining her in Bridgton for a meeting/discussions on the Cable TV Franchise Agreement, which is in the processed of being renegotiated.
2. The construction crew started Monday on the Library deck replacement.
3. New Public Works Facility base paving would begin this week.

   Ms. Chase asked if the completion date is still targeted for November and if provisions are in place for delayed completion.

   Ms. Castonguay said the delays were due to subcontractors work schedules and will be receiving a new completion date soon. She said there are provisions in the contractor for delayed completion.

C. Dept. Heads

Toby Martin, Fire-Rescue Chief, said there will be a flyer going out in mail via Every Door Direct Mail, pertaining to the Lucas 3 device and recruitment of Call Members, Fire Police and Junior Firefighters for the department.

D. Boards & Committees

VII. SCHEDULED ITEMS

4.35 To See What Action the Board Wishes to take in Regard to *Transfer Station 1.3 Wheel Loader and 1.7 Wheel Loader Bid Proposals*

The following bids were opened for a 1.3 yard Wheel Loader:

Milton Cat, Scarborough, Maine — Cat 908M Model

Base:	$131,000
Trade-in:	$ 17,000
Cost w/warranties:	$114,000

Chadwick-Baross, Inc., Westbrook, Maine — Volvo

Base:	$ 95,000
Trade-in:	$ 12,800
Cost w/warranties:	$105,180

Beauregard Equipment, Inc., Scarborough, Maine — Case 321F Model

Base:	$ 90,000
Trade-in:	$ 18,250
Cost w/warranties	$ 71,750

Northland JCB, Concord, New Hampshire — JCB 409T4 Model

Base:	$106,038
Trade-in:	$ 20,000
Cost w/warranties	$ 86,038

The following bids were opened for a 1.7 yard Wheel Loader:

Milton Cat, Scarborough, Maine — Cat 910M Model

Base:	$144,500
Trade-in:	$ 17,000
Cost w/warranties:	$127,500

Chadwick-Baross, Inc., Westbrook, Maine — Volvo

Base:	$122,500
Trade-in:	$ 12,800
Cost w/warranties:	$133,500

United Rentals, Westbrook Maine — Takeuchi TW952HS Model

Base:	$132,775

Northland JCB, Concord, New Hampshire — JCB 411HTT4F Model

Base:	$158,380
Trade-in:	$ 20,000
Cost w/warranties	$138,380

Ms. Gilles moved and Ms. Donovan seconded a motion for staff to review and bring their recommendation back to the Board at the October 21st meeting. The motion carried on a vote of 4-0.

4.36 To See What Action the Board Wishes to take in Regard to <u>General Assistance Ordinance Appendices A-F & H</u>

Ms. Gilles moved and Ms. Donovan seconded a motion to approve the General Assistance Ordinance Appendices A-F & H. The motion carried on a vote of 3-0-1, with Mr. Colby abstaining.

4.37 To See What Action the Board Wishes to take in Regard to *<u>Timesheets</u>*

Ms. Chase said currently hourly employees complete a time sheet and the Board would like to see all employees, hourly and salary, fill one out, to keep better track of time for everyone.

Ms. Gilles moved and Ms. Donovan seconded a motion for exempt staff submit time sheets to the Town Manager to review and sign; the Selectmen Chair or Vice-Chair in Chair's absence, sign off on the Town Manager; time sheets to include time in and out, including breaks; and this to begin on October 21st. The motion carried on a vote of 4-0.

4.38 To See What Action the Board Wishes to take in Regard to *<u>Setting of Budget Parameters</u>*

Ms. Gilles moved and Mr. Colby seconded a motion to set the FY21 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.

Ms. Chase asked the Town Manager to add to the next agenda an item for discussion of the Budget Process.

VIII. APPROVE FY20 WARRANTS AND PAYROLLS #13, #14 and #15

Mr. Colby moved and Ms. Gilles seconded a motion to sign FY20 Warrants and Payrolls #13, #14 and #15. The motion carried on a vote of 4-0.

IX. APPOINTMENTS AND RESIGNATIONS

None.

X. LEGAL

None.

XI. WRITTEN COMMUNICATION

A. Approve Minutes of the September 16, 2019, Board of Selectmen's Meeting

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the September 16, 209, Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

XII. ADJOURN

Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 8:20 p.m. The motion carried on a vote of 4-0.

Approved October 21, 2019

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan