

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S AND SELECTMEN'S MEETING
7:00 p.m.
Monday, February 3, 2020
At the Meetinghouse

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:04pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Interim Town Manager, Paul First; and Recorder, Sharlene Myers.

II. To See What Action the Board Wishes to take in Regard to Online Assessing

Mike O'Donnell, Assessor's Agent, said when the RFP went out to bid for the Revaluation, it included additional costs for items, one being online assessing. He said John O'Donnell and Associates has a number of Towns that use this online service and the associated cost is \$2,000. He said it will cut down on staff time of copying tax cards and maps as they will all be online and the Town will no longer need the Real Estate module in TRIO, which is another savings.

The Board asked if there was documentation on how many people use this online service.

Mr. O'Donnell said he will get the information and forward it to the Board.

III. ADJOURN

Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 7:27pm. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:28pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Interim Town Manager, Paul First; and Recorder, Sharlene Myers.

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, March 2, 2020 at the Meetinghouse

A. Adjustments to the Agenda

None.

IV. PUBLIC COMMENTS

A. Presentation – Brian Sites, Volunteers of America

Brian Sites, Volunteers of America member, said the organization is a social services agency focused on individuals in need. He said they help develop housing and programming that creates affordable, independent living for seniors, veteran housing and assistance, behavioral health group homes and supportive services and community-based correctional programs. He said there is no cost to the Town as funds are provided through a grant from CDBG.

B. Other

None.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

None.

B. Prior Meeting Update – Town Manager

None.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Joe Davis – said the Library is having their Cabin Fever Book and Bake Sale on Saturday, February 8, from 8:00am-12:00pm. He said he would like to add an item to next agenda for discussion on Comp Time for Salary Employees.

George Colby – no comments.

Karen Gilles – no comments.

Tammy Donovan – said she wanted to give a shout out to staff and committee members who have been working hard throughout the CIP and Budget process.

Linda Chase – no comments.

b. Interim Town Manager

Mr. First said the following:

- 1) Public Works Department has begun their move to the new building.
- 2) Fire Station water test came back with a level of concern for uranium. Estimates are being sought on a filtration system and the water outlets have been posted.
- 3) Community Building floors have been stripped and waxed.
- 4) Town Planner would like a joint meeting with Planning Board, LMPC and Selectmen on Tuesday, February 11th, at 6:30pm at the Meetinghouse.
- 5) Working on the Board and Committee by laws with Linda and it hopefully will come to the Board at the next meeting.

c. Dept. Heads

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

- 1) The warning lights on Route 100 are awaiting a radio controller to arrive.
- 2) The Department is collaborating with the Water District for a tentative training set up on March 9th to discuss suppression in the Upper Village and what the Department's needs are for water.
- 3) Pinning Ceremony is being held on Monday, February 10th, at 7:00pm, at the Fire Station for four members who have recently been promoted and also recognizing two lifetime members.

d. Boards & Committees

None.

B. Action Items

- 4.96 **To See What Action the Board Wishes to take in Regard to Acceptance of the Department of Agriculture, Conservation and Forestry Volunteer Fire Assistance Reimbursement Grant in the amount of \$3,603.88**

Mr. First said the Fire Department has received a grant for \$3,603.88, from the Department of Agriculture, Conservation and Forestry. He said the application was submitted under the previous manager and it's a 1:1 match reimbursement grant.

Ms. Gilles moved and Mr. Colby seconded a motion to accept the Department of Agriculture, Conservation and Forestry Volunteer Fire Assistance Reimbursement Grant in the amount of \$3,603.88. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Donovan opposing.

4.97 To See What Action the Board Wishes to take in Regard to the Bid Process for the Purchase of Forestry Fire Fighting Personal Protective Equipment

Mr. First said the Fire Chief has received three estimates for the cost of the equipment outlined in the grant (25 each of gloves/helmets/shirts/goggles). He said the Fire Chief has done his homework and doubts lower pricing would be received via the RFP process.

Mr. Colby moved and Ms. Gilles seconded a motion to wave the bid process and accept the low estimate received of \$6,563.95. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Donovan opposing.

4.98 To See What Action the Board Wishes to take in Regard to the Lucas 3 Device and CIP Process

Mr. First said the Lucas 3 Device has a total cost of \$17,000 and the department would like finance it as a lease purchase; \$13,000 has been received in donations to date. He said processing of paperwork is dependent on the Board's decision if the Lucas 3 must go through the CIP process because the total cost is over the \$7,500 threshold.

Ms. Donovan said it should go through the CIP process now because when replaced in the future, it will be over the threshold amount.

Mr. David moved and Ms. Gilles seconded a motion to table this discussion till later in the meeting. The motion carried on a vote of 5-0.

4.99 To See What Action the Board Wishes to take in Regard to 2020 Posted Roads List

Mr. Davis moved and Mr. Colby seconded a motion to approve the Public Works 2020 listing of roads to be posted as follows; beginning and ending dates to be determined by the Public Works Director, but ending no later than May 15, 2020, or sooner, with the following: the Public Works Director will utilize standard D.O.T. signs; signs are to be signed by the Public Works Director and include the Public Works Garage phone number; and exemptions will not be charged a fee. The motion carried on a vote of 5-0.

5.00 To See What Action the Board Wishes to take in Regard to CMP/Pine Tree Telephone Pole Permit Application

Mr. Colby moved and Ms. Gilles seconded a motion to approve the CMP/Pine Tree Telephone Pole Permit Application. The motion carried on a vote of 4-1, with Mr. Davis opposing.

5.01 To See What Action the Board Wishes to take in Regard to Game of Chance Beano Application for Amvets Post #6

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Game of Chance Bean Application for Amvets Post #6. The motion carried on a vote of 5-0.

5.02 To See What Action the Board Wishes to take in Regard to Amending the 2020 Town of New Gloucester Holiday Schedule

Ms. Chase said she did not agree with Public Works having Thursday off for their holiday where they work a four day week in the summer. She said that week the Department can work five days and have Friday off as others do.

Mr. Davis moved and Ms. Gilles seconded a motion to remove the July 2nd Holiday for Public Works, add Public Works to those Departments closed on July 3rd and accept as amended. The motion carried on a vote of 4-1, with Ms. Chase opposing.

5.03 To See What Action the Board Wishes to take in Regard to the Current Purchasing Policy

Ms. Donovan moved and Mr. Colby seconded a motion for the Selectmen Chair and Interim Town Manager schedule a date in March for a Purchasing Policy Workshop. The motion carried on a vote of 5-0.

5.04 To See What Action the Board Wishes to take in Regard to IRS Mileage Reimbursement Rate

Ms. Gilles moved and Mr. Davis seconded a motion to keep the IRS Mileage Reimbursement Rate as is, .545 per mile. The motion carried on a vote of 5-0.

5.05 To See What Action the Board Wishes to take in Regard to Appointing Kimberly Getchell as Election Warden for the March 3, 2020 Election

Ms. Gilles moved and Mr. Colby seconded a motion to appoint Kimberly Getchell, as Election Warden for the March 3, 2020, Election. The motion carried on a vote of 5-0.

5.06 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #29, #30, and #31

Ms. Gilles moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #29, #30 and #31. The motion carried on a vote of 5-0.

5.07 To See What Action the Board Wishes to take in Regard to Approving Minutes of the January 6, 2020, Board of Selectmen's Meeting

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Minutes of the January 6, 2020, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

5.08 To See What Action the Board Wishes to take in Regard to Approving Minutes of the January 27, 2020, Special Board of Selectmen's Meeting

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the January 27, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0

5.06 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #32

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY20 Warrants and Payrolls #32. The motion carried on a vote of 3-0-2, with Ms. Donovan and Mr. Colby abstaining.

4.98 To See What Action the Board Wishes to take in Regard to the Lucas 3 Device and CIP Process

Ms. Donovan said she is not in favor of approving this because it did not go through the CIP process and its adding to the fleet. She said it will need to be replaced eventually.

Mr. Martin said he truly doesn't understand the CIP process.

Mr. Davis moved and Ms. Gilles seconded a motion to not send the Lucas 3 purchase through the CIP Process until the next time one is purchased. The motion carried on a vote of 3-2, with Ms. Chase and Ms. Donovan opposing.

VII. ADJOURN

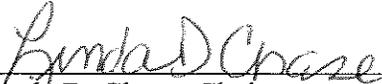
Ms. Gilles moved and Ms. Donovan seconded a motion to adjourn at 9:23pm. The motion failed on a vote of 2-3, with Ms. Chase, Mr. Colby and Mr. Davis opposing.

Ms. Chase said the second packet of Town Manager resumes has arrived and the Board needs to choose a date for resume reviews.

The Board decided to meet at 6:15pm, February 12th, at the Meetinghouse, Executive Session for Resume Review.

Mr. Davis moved and Mr. Colby seconded a motion to adjourn at 9:26pm. The motion carried on a vote of 4-1, with Ms. Gilles.

Approved March 2, 2020



Linda D. Chase, Chairman



Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis



Tammy L. Donovan