ANNOTATED AGENDA
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, June 8, 2020
via Zoom

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:02 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; and Town Manager, Brenda Fox-Howard.

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, June 15, 2020 via Zoom

A. Adjustments to the Agenda

Mr. Davis moved and Ms. Donovan seconded a motion to add Item 5.76, To See What Action the Board Wishes to take in Regard to Revisiting Holding the Annual Town Meeting in Person. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

Stephen Hathorne, resident, spoke to the Board concerning the following: utilization of the new sign at the Transfer Station; chip seal on Bennett Road; holding in person Town Meeting; stop spending money on new vehicles and look into obtaining surplus vehicles; and holding Executive Sessions.

John Salisbury, resident, spoke to the Board concerning the Annual Town Meeting Warrant.

Peter Bragdon, resident, spoke to the Board concerning: agenda items 5.73 & 5.74 which will affect 5.75; supports keeping positions; and research options to hold Town Meeting in person.

Diana Dowd, resident, spoke to the Board concerning the budget reduction of the Assistant Librarian.

Julie Fralich, resident, spoke to the Board in support of reinstating the Town Planner to full time.

Ted Shane, Public Works Director, spoke to the Board concerning reduction of employees.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

No updates.

B. Prior Meeting Update – Town Manager

No updates.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Karen Gilles – said she wanted to thank the Fire Department and Public Works crews for all their work during the storm.

Joseph Davis – said he wanted to thank both departments as well.

Tammy Donovan – said she wanted to thank the Public Works and Fire Department crews for all their hard work during the storm and clean-up after. She also wanted to thank all those who have reached out to the Board with their concerns and discussions on the Budget.

George Colby – said he wanted to echo the comments of the fellow Board members.

Linda Chase - no comments.

b. Town Manager

Brenda Fox-Howard said the following:

1. Received a call concerning a drainage issue on a resident's property and checked it out with Public Works Director.
2. Received complaints concerning the Bennett Road chip seal. The contractor has been contacted and will be looking into the situation.
3. Appreciates the works the Town crews did during the storm and was in contact with the Public Works Director throughout the storm.
4. Received several emails and calls concerning the reduction of staff in the upcoming budget. She received the budget spreadsheets, which did not have formulas in them. There were errors in calculations.

c. Dept. Heads

Toby Martin, Fire-Rescue Chief, said the handling of the storm calls was well done with collaboration between departments. He said in March, several members of the department saved a residents life and he will be handing out commendations at a future membership meeting.

Ted Shane, Public Works Director, said he has contacted All States Asphalt, concerning the chip seal on Bennett Road, and they have looked at oil seeping up to the top and they are working on a solution.

d. Boards & Committees

No comments.

B. Action Items

5.71 To See What Action the Board Wishes to take in Regard to the *Community Fair*

Mr. Davis moved and Ms. Gilles seconded a motion to cancel the Community Fair. The motion carried on a vote of 5-0.

5.72 To See What Action the Board Wishes to take in Regard to *Town Hall Hours*

Ms. Fox-Howard said she would like to change the Town Hall hours to the following: Monday, 10am-7pm; Tuesday, 8am to 5pm; Wednesday, 8am to 5pm; Thursday, 7am to 4pm; and closed Fridays. She said these hours keep the late night on Monday but will also help residents who want to conduct Town business on their way to work. She said the office will not close during lunch and the counter staff will alternate their lunch breaks.

Mr. Davis moved and Ms. Chase seconded a motion to approve the Town Hall Hours as follows: Monday, 10am-7pm; Tuesday, 8am to 5pm; Wednesday, 8am to 5pm; Thursday, 7am to 4pm; and closed Fridays; affective Monday, June 29, 2020. The motion carried on a vote of 5-0.

5.73 To See What Action the Board Wishes to take in Regard to *Budget Changes*

Ms. Fox-Howard said she went over the budget and revenue numbers with the Finance Director and the revenue was grossly understated. She said she adjusted the following positions in the budget: Parks & Recreation Director (36hrs); Town Planner (36hrs); Librarian (36hrs); and Assistant Librarian (24hrs). She said with the additional revenue found, there will be no impact on the current mil rate. She said they worked on and review the numbers for three days and very confident with the calculations. She said she would like additional time to give the budget a good review before presenting it to the voters but that would depend on when the Town Meeting will be held.

Ms. Chase took Item 5.75 out of order.

5.75 To See What Action the Board Wishes to take in Regard to *Annual Town Meeting Warrant*

Mr. Davis moved and Mr. Colby seconded a motion have the Town Meeting in person with residents attending. The motion failed on a vote of 2-3, with Ms. Chase, Mr. Colby and Ms. Gilles opposing.

5.73 To See What Action the Board Wishes to take in Regard to *Budget Changes (cont'd)*

Mr. Davis moved and Ms. Donovan seconded a motion to approve the Town Manager's budget recommendations with the addition of the Public Works Employee (40hrs). The motion failed on a vote of 2-3, with Ms. Chase, Mr. Colby and Ms. Gilles opposing.

Mr. Davis asked how much time the Town Manager needed to review the numbers again.

Ms. Fox-Howard said she would need a full week.

Ms. Chase handed the gavel to Ms. Gilles.

Ms. Chase moved to add the following budget amounts: Librarian 36hrs with full benefits; Assistant Librarian 20hrs with no benefits; Town Planner 36hrs; and Parks & Recreation Director 36hrs with an addition $10,000 for programs.

The motion was not seconded.

The Board asked the Town Manager to review the numbers, add the staff back in with hours as stated including the Public Works Employee for 40hrs and bring back to the Board.

Mr. Colby moved and Ms. Gilles seconded a motion to table this and schedule a Special Selectmen's Meeting on Friday, June 5, at 5pm, via Zoom. The motion carried on a vote of 5-0.

5.74 To See What Action the Board Wishes to take in Regard to *Adding and Regrouping of Warrant Articles*

The Board discussed which Budgets to move to stand alone articles.

Ms. Gilles moved and Mr. Colby seconded a motion to move the following budgets to stand alone articles: 101 Selectmen; 102 Administration: 108 Insurance; 117 Fire & Rescue; 116 Public Works; 133 Parks & Recreation; and 122 Planning. The motion carried on a vote of 5-0.

5.76 To See What Action the Board Wishes to take in Regard to *Revisiting the Holding of an In Person Town Meeting*

Mr. Colby moved and Ms. Donovan seconded a motion to table this item. The motion carried on a vote of 5-0.

VII. ADJOURN

Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 9:38pm. The motion carried on a vote of 5-0.

Approved August 24, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan