

**Board of Assessor's and Board of Selectmen's Meeting
August 24, 2020**

Karen,

Please add the following to tonight's Agenda:

1.52 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the July 20, 2020, Board of Selectmen's Meeting

Please see attached documents.

1.53 To See What Action the Board Wishes to take in Regard to Charter Petition

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, July 20, 2020
via Zoom

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 6:02 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, Peter Bragdon, George Colby, and Tammy Donovan; Town Manager, Brenda Fox-Howard; 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, August 3, 2020 via Zoom

A. Adjustments to the Agenda

Mr. Colby moved and Ms. Donovan seconded a motion to add Item 1.20, To See What Action the Board Wishes to take in Regard to Fire Department Pick-up Truck. The motion carried on a vote of 5-0.

Ms. Donovan moved and Mr. Colby seconded a motion to add Item 1.21, To See What Action the Board Wishes to take in Regard to Holding Meetings in Person. The motion carried on a vote of 5-0.

Mr. Bragdon moved and Ms. Donovan seconded a motion to add Item 1.22, To See What Action the Board Wishes to take in Regard to Charter Petition. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

A. Presentation - Wright-Pierce Engineering on Stevens Brook

Stephanie Hubbard and Jamie Wallace, of Wright-Pierce Engineering, spoke to the Board on the options for Stevens Brook.

B. Other

Stephen Hathorne, resident, spoke to the Board concerning: Stevens Brook; thanked staff who counted ballots; posting of Gloucester Hill Road; purchase of forklift; chip seal on Bennett Road; former Fire Department Utility 1 pick-up truck and trade-in; and the voting numbers.

Kathleen Potter, resident, spoke to the Board concerning the number of voters at the Polls; and to thank Ms. Fox-Howard for presenting all options on the Budget.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

None.

B. Prior Meeting Update – Town Manager

None.

VI. NEW BUSINESS

A. Updates

a. Selectmen

George Colby – said he received an email about taxes increasing and recommended they contact Mike O'Donnell, the Assessor's Agent.

Tammy Donovan – said she wanted to welcome Peter Bragdon to the Board and looked forward to working with him.

Karen Gilles – said she wanted to wish resident, Bea Chamberlain, a Happy 100th Birthday; thank you to all the employees and volunteers who worked the elections, a great job done; and congratulations and welcome to Peter Bragdon, the Town's new Selectman.

Peter Bragdon – said he has received emails concerning the hours of the transfer station; and run-off issues on gravel roads.

Linda Chase – said the Library is holding a mini summer ready program and those interested to please call the Library at (207) 926-4850; welcome to Peter Bragdon as Selectman; wanted to give a shout out to staff for all their hard work for the Elections and days following; and also thank you to all the volunteers who helped.

b. Town Manager

Brenda Fox-Howard said the following:

- 1) Tree work was beginning on Black Point Road and hang tags were hung on all properties on that road.
- 2) Thank the entire staff and fire department for all their work during the elections. She enlisted help from the Town of Gray for counting and wanted to thank them.

c. Dept. Heads

d. Boards & Committees

B. Action Items

1.08 To See What Action the Board Wishes to take in Regard to Electing a Chairman of the Board

Mr. Colby moved and Ms. Donovan seconded a motion to nominate Ms. Gilles as Chairman of the Board of Selectmen. The motion carried on a vote of 4-0-1, with Ms. Gilles abstaining.

1.09 To See What Action the Board Wishes to take in Regard to Electing a Vice-Chairman of the Board

Mr. Bragdon moved and Ms. Gilles seconded a motion to nominate Ms. Donovan as Vice-Chairman of the Board of Selectmen. The motion failed on a vote of 2-2-1, with Mr. Colby and Ms. Gilles opposing and Ms. Donovan abstaining.

Mr. Colby moved and Ms. Gilles seconded a motion to nominate Ms. Chase as Vice-Chairman of the Board of Selectmen. The motion carried on a vote of 4-0-1 with Ms. Chase abstaining.

Ms. Gilles took over as Chairman of the Board.

1.10 To See What Action the Board Wishes to take in Regard to Public Works New Building Purchase of Hydraulic Fork Lift (for 2nd Story Storage Bay Area)

Mr. Colby said of the three bids received, he recommended W. D. Matthews, in which the brand is well known as well as the business. He said the lowest bidder is neither a large company nor well known,

Ted Shane, Public Works Director, said a forklift is needed in order to utilize the mezzanine storage area. He said when the building was built, the storage room was designed with a smaller door, in which a forklift would fit through it. The Public Works and Transfer Station loaders will not fit through the door. He said he is okay with Mr. Colby's recommendation.

Mr. Colby moved and Ms. Donovan seconded a motion to accept the forklift quote from W. D. Matthews. The motion failed on a vote of 2-2-1, with Ms. Chase and Ms. Gilles opposing and Mr. Bragdon abstaining.

1.11 To See What Action the Board Wishes to take in Regard to Posted Weight Restrictions on Gloucester Hill Road Due to Crumbling Bridge

Ms. Fox-Howard said Gloucester Hill Road bridge/culvert/dam is in need of repair and until then, would like to post the road to weight restrictions.

Mr. Shane said once posted, if someone still uses the road, it covers the Town if an issue arises. He said the Town's plow trucks weight 6,800 lbs.

He said the Fire Department can utilize Church Road and Short Bennett Road.

Ms. Donovan moved and Mr. Bragdon seconded a motion to post Gloucester Hill Road for weight restrictions of 10-ton or less. The motion carried on a vote of 5-0.

Mr. Shane said he will post the road as soon as he receives the signs, approximately two weeks.

1.12 To See What Action the Board Wishes to take in Regard to Town Hall Ramp

Ms. Fox-Howard said the ramps to the Community Building and Town Hall need to be repaired, as they are not safe. She said she received an estimate of \$5,000 for the Community Building and \$15,000 for Town Hall, for cement ramps.

Ms. Chase said to check with the Code Enforcement Officer where town hall is an historical building.

Ms. Donovan moved and Mr. Colby seconded a motion to direct the Town Manager to draft RFP for ramps for both buildings and to check with Code Enforcement on historical buildings. The motion carried on a vote of 5-0.

1.13 To See What Action the Board Wishes to take in Regard to Scheduling a Joint Meeting with the Budget Committee

Ms. Fox-Howard said two articles failed on the ballot, 122 Planning and 123 Library. She said a resolution needs to be found and suggests scheduling a joint meeting with the Budget Committee on how to proceed.

Ms. Gilles said she is hearing the Planning Budget failed because the numbers between the Selectmen and Budget Committee were largely different.

Mr. Colby moved and Ms. Donovan seconded a motion to set up a joint meeting in person with the Budget Committee to discuss the failed articles for 122 planning and 123 Library Budgets. The motion carried on a vote of 3-2, with Ms. Chase and Ms. Gilles opposing.

Ms. Donovan moved and Mr. Colby seconded a motion to reconsider the first motion. The motion carried on a vote of 5-0.

Ms. Donovan moved and Ms. Chase seconded a motion to schedule immediately a joint meeting with the Budget Committee to discuss the failed articles for 122 Planning and 123 Library Budgets. The motion carried on a vote of 4-1, with Mr. Colby opposing.

1.14 To See What Action the Board Wishes to take in Regard to Opening of Public Library

Ms. Fox-Howard said before the doors open to the public at the Library, she said the building needs to be looked at to make sure it's structurally sound; the interior is cleaned up as addressed; and that we can comply with all restrictions and guidelines set forth by the State to keep everyone safe.

No action taken.

1.15 To See What Action the Board Wishes to take in Regard to Election Results

This was discussed under Item 1.13.

No action taken.

1.16 To See What Action the Board Wishes to take in Regard to Affirmation of Animal Control Officers

Ms. Fox-Howard said she has hired two animal control officers and both ladies are going through the training. She said background checks have been done and one of them owns a rescue league which is licensed by the State.

No action taken.

1.17 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #1 and #2

Ms. Chase moved and Ms. Donovan seconded a motion to approve FY21 Warrants and Payrolls #1 and #2. The motion carried on a vote of 4-0-1, with Mr. Bragdon abstaining.

1.18 To See What Action the Board Wishes to take in Regard to Appointment of Town Positions for the following for FY21:

a) Animal Control Officers

Natasha Adams - will serve in this position

Nicole Griffith – will serve in this position

b) Tree Warden

Rob Cotiaux – currently serves in this position

Ms. Chase moved and Ms. Donovan seconded a motion to appoint Natasha Adams and Nicole Griffith as Animal Control Officers

and Rob Cotiaux as Tree Warden. The motion carried on a vote of 5-0.

1.19 To See What Action the Board Wishes to take in Regard to Selectmen Liaisons to Boards & Committees

1. **Adhoc Retail Marijuana Committee (non-voting)**
Peter Bragdon
2. **Budget Committee (non-voting)**
Linda Chase and Karen Gilles
3. **Business Communications**
Chandler Brothers – George Colby
Pineland Farms – Karen Gilles
Shakers – Linda Chase
4. **Cable TV Committee (non-voting)**
George Colby
5. **CDBG Municipal Oversight Committee (voting)**
None
6. **CIP Committee (voting)**
Karen Gilles
7. **Candidates/Referendum Issues Committee (voting)**
Linda Chase
8. **Community Fair Committee (voting)**
Tammy Donovan
9. **Comprehensive Plan Update Committee (voting)**
Peter Bragdon
10. **Cumberland County Finance Committee (voting)**
None
12. **Economic Development Committee (non-voting)**
Peter Bragdon
13. **Environmental Resources Committee (voting)**
Linda Chase
14. **Foreclosure Committee (voting)**
Linda Chase and Tammy Donovan
15. **GNG Joint Leaders**
Linda Chase and Karen Gilles
16. **Land Management Planning Committee (voting)**
George Colby
17. **Library Board of Trustees (non-voting)**
Linda Chase
18. **MMWAC Executive Committee Member & Alternate (voting)**
Ted Shane and Karen Gilles
19. **Parks & Recreation Committee (voting)**
Linda Chase
20. **Public Safety Committee (voting)**
Tammy Donovan
21. **School Board (non-voting)**
Tammy Donovan
22. **Water District (non-voting)**
George Colby

Ms. Chase moved and Mr. Bragdon seconded a motion to accept the changes to the Board and Committee Liaisons, as discussed. The motion carried on a vote of 4-0-1, with Mr. Colby abstaining.

1.20 To See What Action the Board Wishes to take in Regard to Fire Department Pick-up Truck

Ms. Chase said she would like to table this item. She said just receiving the information did not allow time for review it, there is currently no FY21 budget and we need to look into the State Bid.

Ms. Chase moved and Mr. Colby seconded a motion to table this item until the August 3rd meeting. The motion carried on a vote of 4-1, with Mr. Colby opposing.

1.21 To See What Action the Board Wishes to take in Regard to Holding Meetings in Person

Ms. Donovan said she would like to hold meetings in person.

Mr. Bragdon said it could be held in person and residents could call in via zoom.

Ms. Gilles said there is legal challenge to do a meeting in person and zoom at same time.

No action taken.

1.22 To See What Action the Board Wishes to take in Regard to Charter Petition

Ms. Chase said the petition needs to be vetted by legal.

Ms. Chase moved and Ms. Donovan seconded a motion to send the Charter Petition to legal for review. The motion carried on a vote of 5-0.

C. Updates

c. Dept. Heads

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

- 1) An Eagle Scout, Jake, from Troop 135, dropped off to the Fire Department a flag drop off box he made for worn or tattered flags. He said flags can be dropped off at the fire station and will be placed in the box.
- 2) Wants to give kudos to a Public Works Employee. He said on July 10th, Public Works crews were hanging door tags on homes on Black Point Road. He said, Dan MacCracken, noticed a strong propane smell as had was placing a tag on the door. He said the Fire Department and resident was notified of the issues. He said the Department is awarding Mr. MacCracken with a gift card to Links. Job well done.

Ms. Fox-Howard said the Board needs to schedule a date to review the Purchasing and Personnel Policies.

Ms. Chase said let's get the Budget out of the way first before tackling these two policies.

VII. ADJOURN

Ms. Chase moved and Ms. Donovan seconded a motion to adjourn at 9:39 pm. The motion carried on a vote of 4-0-1, with Mr. Colby abstaining.

Approved August 24, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

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