

**ANNOTATED AGENDA**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, March 23, 2020**  
**At the Meetinghouse**

**BOARD OF SELECTMEN'S MEETING**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

**II. PLEDGE OF ALLEGIANCE**

**III. SCHEDULE NEXT MEETING:**

- **Board of Selectmen's Workshop** – 6:00 p.m., Monday, March 30, 2020, at the Meetinghouse
- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, April 6 2020 at the Meetinghouse

**A. Adjustments to the Agenda**

**IV. PUBLIC COMMENTS**

**V. OLD BUSINESS**

- A. Prior Meeting Update – Selectmen Chair**
- B. Prior Meeting Update – Town Manager**

**VI. NEW BUSINESS**

**A. Updates**

- a. Selectmen**
- b. Town Manager**
- c. Dept. Heads**
- d. Boards & Committees**

**B. Action Items**

- 5.20 To See What Action the Board Wishes to take in Regard to Placing Planning Board Proposed Ordinance Changes on the Annual Town Meeting Warrant**

Please see attached paperwork.

- 5.21 To See What Action the Board Wishes to take in Regard to Liquor License Renewal Application for The Black Tie Company @ Pineland Farms**

Please see attached paperwork.

5.22 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #37, #38 and #39

5.23 To See What Action the Board Wishes to take in Regard to Real Estate and Personal Property Tax Payments

Please see attached memo.

5.24 To See What Action the Board Wishes to take in Regard to Closure to Public of Municipal Buildings During the Civil Emergency

Please see attached memo.

5.25 To See What Action the Board Wishes to take in Regard to Warrants and Payrolls During Civil Emergency

Please see attached memo.

5.26 To See What Action the Board Wishes to take in Regard to Town Meeting Date

Please see attached memo.

5.27 To See What Action the Board Wishes to Take in Regard to Establishing the Last Day to Accept Warrant Articles by Petition for the Annual Town Meeting

Please see attached memo.

5.28 To See What Action the Board Wishes to take in Regard to FY21 Budget

Please see attached memo.

5.29 To See What Action the Board Wishes to take in Regard to Scheduling Second Selectmen's Meeting in April

5.30 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 2, 2020, Board of Selectmen's Meeting

Please see attached paperwork.

5.31 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 4, 2020, Special Board of Selectmen's Meeting

Please see attached paperwork.

**5.32 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 11, 2020, Special Board of Selectmen's Meeting**

Please see attached paperwork.

**5.33 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 17, 2020, Special Board of Selectmen's Meeting**

Please see attached paperwork.

**VII. ADJOURN**

**Sharlene Myers**

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IV.

**From:** Town Manager  
**Sent:** Wednesday, March 18, 2020 3:49 PM  
**To:** Sharlene Myers  
**Subject:** RE: Important Notice

Sharlene,

Please post to the website, include in the BOS packets, and forward to the press.

The Governor has prohibited public gatherings of more than 10 persons. We strongly discourage public attendance at the March 23<sup>rd</sup> Board of Selectmen's meeting. The meeting will be recorded and uploaded to the Town website the following day. Public comment will be accepted by email up until 5:00 pm on March 23<sup>rd</sup>. Comments should be directed to [townmanager@newgloucester.com](mailto:townmanager@newgloucester.com). Public comments may also be left in the drop box at Town Hall. Thank you for your help addressing this community public health concern.

-paul

Paul R. First  
Interim Town Manager  
Town of New Gloucester  
385 Intervale Road  
New Gloucester, Maine 04222

(207) 926-4126

**To: Town of New Gloucester – Town Council & Town Manager:**

**From:** John L. Kirby Jr. 295 Town Farm Road, New Gloucester, Maine

Dear Town Council Members & Town Manager:

Enclosed with this summary letter, you will find scanned copies of a petition that I created and hand-carried to approx. 50+ households of residents of Town Farm Rod and its side-roads, to obtain their signatures and support of this petition.

Its purpose is to call attention to the absolutely horrible condition of our street/road. This road have been significantly deteriorating over the past 2-3 years, and NOT being significantly restored by the annual Spring frost thawing. We strongly feel that any superficial patching, re-surfacing will NOT be enough to last for any significant period of time. There needs to be some “Base” rejuvenation to ensure any major long-term improvements.

Following, I have copied the “preamble” from the enclosed Petition:

We, the undersigned below, being residents (on or adjacent to Town Farm Road) and taxpayers of the Town of New Gloucester, Maine, do hereby request that the Town Manager, Town Council and Road Commissioner all seriously consider **significant improvements** to Town Farm Road here in New Gloucester. This road has become severely damaged and extremely difficult to travel on frequently, as we all must do, causing vehicle damage, and (in some cases personal injuries to pedestrians) within the past 1-2 years. (The first Signator below, while walking at dusk/dark has fallen face-first due to potholes and sustained at least three twisted ankles.

To fully understand our risks and concerns, we highly recommend that you all drive the length of Town Farm Road at least three times in the same day – you will then understand why this petition.

**PS:** If we see no appropriate response, all/some of us plan to nominate Town Farm Road into the upcoming “**Worst Road in Maine**” contest!

In case I (and other Signees) cannot be present at the upcoming March 23<sup>rd</sup> Council Meeting, to hand-off this petition and add verbal comments, here are a few comments we wish to provide:

- I have estimated the amount of Taxes income that we residents are providing to the Town coffers. I used MY annual Property Taxes and adjusted to a mean-average per household:  $\$3000 * 59 \text{ households} = \underline{\$177,000}$
- I also estimated the amount of Excise Taxes (autos, boats, campers, snowmobiles, etc.) again using a mean-average per household of  $\$600 * 59 \text{ households} = \underline{\$35,400}$ .
- Grand Total of Town Farm Road contribution to New Gloucester Town income = **\\$212,400**. We believe we deserve better than the existing road we endure for our contribution!
- Unless you live on Town Farm Road, you cannot imagine the frustration & auto damage we have endured the past few years. It is now so bad that we cannot even swerve road-side to side to avoid the horrible bumps and crevices. Many of us now “plan” our required trips to minimize the amount of damage & frustration.

We sincerely hope that you will research & consider moving needed road improvements to an earlier date. In the past few months we have heard/learned that our road is not on the planned improvement list until 8 then 6 then 4 years from now. Even four years would mean four more winters (2020 thru 2023) of buckboard rides! PLEASE give us due consideration.

Sincerely yours:

John L. Kirby Jr.

1

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NAME	ADDRESS	PHONE	EMAIL ADDRESS
1 John L Kirby Jr	1 295 Town Farm Rd	926-4896	jlkirby55@gmail.com
Alan Harris	2 3 Cottage Lane	602-0887	alquahicci@maine.rr.com
Robert K. Elliott	3 281 Town Farm Rd	207-926-3746 207-240-3772	dadsbgt@gmail.com
Michele Frey	4 266 Town Farm Rd	207-240-6060	Shel266@aol.com
Christopher B Kirby	295 Town Farm Rd	207-572-9210	kirbonzobgonzo37@aol.com
John Waterman	5 292 Town Farm Rd	410-746-9245	JPAZOMAN@GMAIL.COM
Jason Winslow	21 Starlight Dr	207-318-7486	Slow40@HotMail.com
KAGIE DAE FORD	21 Starlight Dr	207 576 1146	intheRennet.us
Jimmie	0 284 Town Farm Road	207-712-0450	jimmer jimmer745@yahoo.com
AMANDA WILSON Amanda Wilson	284 Town Farm Road	207-712-2748	wilsonadh@gmail.com
Kevin Bouchard	8 11 Romans Rd	207-577-6736	AKbouchard@TWC.com
Elizabeth C. Schron	9 21 Romans Rd.	926-4099	eschron@sjcme.edu
Elizabeth C. Schron	21 Romans Rd	650-7033	eschron@aol.com
Andrew Anketell	10 22 Romans Rd	207 713 6355	acanketell@maine.gov
Stephan Frey	266 Town Farm Rd	207 240 5706	MAINEFREY@aol.com
Adam Frey	266 Town Farm Rd	207 240 6060	avbaseball@aol.com
17 Britton Davis	266 Town Farm Rd	207 212 7616	davisbrittony9716@gmail.com

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NAME	ADDRESS	PHONE	EMAIL ADDRESS
18 Sandra Boland (11)	269 Town Farm Rd	207 838 6607	sboland@maine.com
John Boland	269 Town Farm Rd	207-712-0639	JBoland1@gmail.com
Colin Wacker (12)	293 TOWN FARM RD.	207 926-0811	col.wacker@maine.com
Maria Cuttler	293 Town Farm Rd	(207) 214-4636	maria.cuttler@maine.com
Chris Kirby	295 TOWN FARM RD.	(207) 232-6855	Chris.Kirby.Kirby@gmail.com
Darlene Quattici	3 Cottage Lane	(207) 607-0918	dquattici@maine.com
Faith Quattici	3 Cottage Lane	(207) 274-4910	Faithquattici@gmail.com
Dominic Quattici	3 Cottage Lane	(207) 602-0845	Dominic.Quattici@maine.com
Gabe Quattici	3 Cottage Lane	(207) 602-0883	gquattici@maine.com
Al Bergquist (13)	10 COTTAGE LANE	207 926-3799	
Gilbert Cyr (14)	6 Cottage Road	207-317-2617	gilbertcyr@gmail.com
Emily Cyr	6 Cottage Lane	207-240-0972	emilycyr@gmail.com
Eve Ladd (15)	239 TOWN FARM RD	207 926-5657	eveladd@yahoo.com
Peter Ladd	239 TOWN FARM RD	207-926-5657	
Francis A. Chambers (16)	16 Short Dirt Rd	207-712-4669	FPC 2247@yahoo.com
Kathleen Potter	16 Short Dirt	207-712-4138	meanglady@yahoo.com
34 Janet Clumans (17)	15 Short dirt	207-615-3332	j.clumans@gmail.com

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NAME	ADDRESS	PHONE	EMAIL ADDRESS
35 <u>Dan Strickler</u>	<sup>18</sup> 226 TOWN FARM RD New Gloucester	(207) 926-3535	DAN549@MAINE.RR.COM
<u>Mark Strickler</u>	226 Town Farm Road New Gloucester	(207) 926-3535	Markstrickler44@gmail.com
<u>Colleen Strickler</u>	226 Town Farm Rd	207 926 3535	ColleenStrickler@gncc.org
<u>Brian K Bartlett</u>	<sup>19</sup> 211 TOWN FARM RD	207-926-3749	N/A
<u>Susan L. Bartlett</u>	211 TOWN FARM RD	207-926-3749	SUSAN@MAINE-RR.COM
<u>Sherrie Ellis</u>	<sup>20</sup> 203 TOWN FARM RD	207-926-3597	SherrieEllis
<u>Maurice Ellis</u>	203 Town Farm Rd	207 926 3597	MauriceEllis
<u>Wendy D. Ordway</u>	<sup>21</sup> 191 TOWN FARM RD, NG	510-8444	WendyD@gncc.org
<u>Rick Ordway</u>	191 TOWN FARM RD NG	240-2401	RickOrdway
<u>Bob C</u>	<sup>22</sup> 41 a Tyler ave	207 502 2920	
<u>Maime Kirby</u>	295 Town Farm Rd	926-4896	
<u>Frank Owens</u>	<sup>23</sup> 21 Cottage Lane	360-480-4837	L3RANDON@WELSEGN.COM
<u>Nicole Carney</u>	<sup>24</sup> 19 Cottage Lane	207-330-9904	justnic@gncc.org
<u>Jan W. Carney</u>	19 Cottage Lane	330-9904	" "
<u>Katelyn Bennett</u>	<sup>25</sup> 283 Town Farm Rd	207-228-4052	
<u>William D. Gural</u>	<sup>26</sup> 191 TOWN FARM RD	207-699-9259	
51 <u>WAYNE HEATH</u>	<sup>27</sup> 184 TOWN FARM RD	207-926-4488	WHEATH@GNCC.ORG

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NAME	ADDRESS	PHONE	EMAIL ADDRESS
52 Cynthia Babbs	181 Town Farm Rd	207 756-5574	CJb222999@gmail.com
Liz Ball	181 Town Farm Rd	207-415-6015	lball@hokmail.com
Jesson Birmingham	15 Angelica Dr.	207-415-2604	JessonBirmingham@psn.com
ANN			
Hallie Birmingham	15 Angelica Dr.	207-699-9768	hallie.wheeler@yahoo
Taylor Heath	184 Town Farm Rd.	207-577-1482	taylortheath@gmail
Sam Howard	20 Perry Ln	207-664-8827	SamuelHoward80@gmail.com
Denise D'Ambrose	169 Town Farm Rd.	207-926-3764	denidambo@secure.us
Fred Nemets	139 Town Farm Rd	207-240-3450	frankseguy642@gmail.com
Frank Seguy	139 Town Farm Rd	207-240-3450	frankseguy642@gmail.com
Alvin P...	139 Town Farm Rd	207-740-7629	
Mikayla Trafford	111 Town Farm Rd	207-613-0771	mattrafford@gmail.com
Tyler Pelletier	111 Town Farm Rd	207-440-7033	tylerpelletier@yahoo.com
<del>Patrick Ouellet</del>	57 Town Farm	207-333-0698	poellettede@gmail.com
66 Mark Lowrey	129 Town Farm	207-329-9433	mlandry@name.rr.com
67 Terry Crider	20 Tyler Ave	207-272-2628	twocrider@gmail.com

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NAME	ADDRESS	PHONE	EMAIL ADDRESS
68 Whitney Bricchetto	<sup>37</sup> 30 Tyler Ave New Gloucester	653-1964	wbrichetto@yahoo.com
Jonathan Leighton	<sup>38</sup> 41 Tyler Ave New Gloucester	207 3171476	jleighton16@gmail.com
LINDA LEIGHTON	41 TYLER AVE., N.G.	207-233-5974	linda41snd@yahoo.com
Walter Foster	<sup>39</sup> 40 B Tyler		
Jared Rohrdanz	<sup>40</sup> 8 Pleasant Ln	603-303-9295	jared@rohrdanz.com
Gael Rohrdanz	8 Pleasant Ln	207-233-8107	gael.rohrdanz@gmail.com
Todd Sinclair Sr	<sup>41</sup> 10 Pleasant Ln	207-310-0397	ToddMSinclair@gmail.com
Heather Sinclair	10 Pleasant Ln	207-310-1436	mskilli3@aol.com
RICHARD VAN VANKENBURGH	<sup>42</sup> 12 Pleasant Ln	207 926 3528	
Vanessa Savranne	<sup>43</sup> 7 Terri Ln	207 899 5391	
Cole Jones	<sup>44</sup> 25 Terri Ln	207-400-960	
Alicia Blaik	<sup>45</sup> 35 Terri Lane	(207) 274-0880	
JOE Lepore	<sup>46</sup> 50 Town Farm	207-809-2336	
Shawn Armstrong	<sup>47</sup> 24 Anjelca Dr.	207 590-3566	
Laurie Smith	<sup>48</sup> 13 Town Farm Rd	207-926-4815	
Normand Bonville	13 Town Farm Rd	207-926-4815	
84 Melaney Frost	<sup>49</sup> 21A townfarm Rd.	207-632-3376	



## Assistant Librarian Duties

She is responsible for **Interlibrary Loans (ILLs)**. Nearly daily requests are made for items that NGPL does not have in its collection. These must be requested firstly through Portland Public Library; if not available there, then statewide through a site called MaineCat; if not available in state, then worldwide through WorldShare. Patrons can also place Subject Requests when they do not have a certain title in mind but want books, DVDs or articles on a subject at a particular reading level. Once the item is received it needs a brief cataloging, needs to be kept track of in the ILL database, then the patron is contacted to pick up the item. After return of the item, it is sent back to the loaning library. WorldShare items come through the US mail, PPL and MaineCat items through our statewide van courier service. She also loans books we have to other libraries requesting them. ILLs take several hours a week to place, process and track. Some patrons give her lists of items they want and these are used to keep the patron supplied with books. In fiscal year 2019, she borrowed 705 items from other libraries and loaned 188 items to other libraries. She also obtains approximately 408 books each year for book groups. We have several homeschooling families who take advantage of the ILL system.

She plans and hosts the yearly **Pet Show**. This July will mark NGPL's 18<sup>th Annual</sup> Pet Show. Some pet owners, a lot of them children, sign up ahead for this event but walk-ins are welcome. The gazebo is the venue for pet owners to show off their pets, speak about where they acquired them, and, hopefully, have their pets do tricks for the audience. She finds an entertainer to follow the showing of pets. We have had dog agility groups, search and rescue dogs, law enforcement dogs, a therapy cat, and others, usually free or for a nominal fee. A representative from Gray New Gloucester Animal Hospital attends each year with a presentation; this representative shows x-rays, porcupine quills, and items such as ringworms and other gross and fascinating things. The assistant librarian puts together prize packages which include a certificate of participation, along with small items like pet food, pet toys, pet themed pencils and bookmarks and the like for each pet and owner who take part. The Friends of NGPL underwrite all programming as there is no programming line in our budget.

She provides **Readers' Advisory** on an ongoing basis. A patron might want a book set in a certain era, in a particular genre, with a certain type of protagonist, etc. She is familiar with the collection and websites to use to help patrons find what they are looking for. She knows what books certain patrons like and will often hold aside a book for someone just knowing he or she would enjoy it.

She **catalogs** new items to the collection and proofs the cataloging the Library Director does. New items come in all the time and they need to be properly cataloged for shelving and for purposes of searching the card catalog. She is also responsible for readying the items for the shelves which means a due date sticker, several markings, and clear, protective coverings for hardcover books.

She is called upon to help patrons with **computer questions**, from how do you turn this thing on to how do I find the forms I need to do my taxes, to why can't I make this page print out. Patrons ask for help with a multitude of tasks from signing up for a deer permit to enlarging a picture so that it will be the right size for their project.

She helps the library director with ongoing **weeding** of items in order to keep the collection timely and attractive and to clear room for new items. She also helps greatly with a once yearly inventory of the collection. Items remain on our shelves for many years before they are deaccessioned and sent to book sale. We employ a weeding method recommended by the American Library Association.

She facilitates the **First Thursday Book Club**, a book group that has been in existence since 2002 which retains some original members. A schedule is made up each year so that a different member chooses the book each month, and then she procures from other libraries enough copies of the book for each member. At the meeting, she provides discussion questions particular to the book and a biography of the author. There is a poetry session at the beginning of the meeting, light refreshments are enjoyed throughout, and socializing is a big part of this group. She makes certain that each member has the chance to speak his or her thoughts. There is also a second adult book group called The Ladies of the Evening for whom she obtains books.

She takes care of transactions at the **Circulation Desk**. These include items being checked in and out, renewals of items, reserves for items within our collection, requests for ILLs, taking in fines, taking fees for lost items, signing up new patrons, signing up patrons for Portland Public Library cards, making copies, placing outgoing Faxes, signing out passes supplied by the Friends of the Library (Maine Wildlife Park and several others) and the loaning out of canoes and kayaks, and pickleball equipment for the Parks and Rec department. Serving the patrons is job number one for librarians everywhere.

How does one quantify the value of a librarian finding just the right book, author, topic or genre to tempt a reluctant reader and turn him into a lifelong learner and lover of the written word? What is the dollar value of a new parent attending a Storytime where not only their child but they themselves can find a new local social group dealing with the same issues as they? What value is there to the comfort of the littlest visitors knowing they can wriggle on their bellies underneath the heavy batwing doors near the circulation desk and be welcomed to visit Miss Sue and Miss Carla in their work areas? How does one tabulate the social value of visiting a library where, much like Norm entering Cheers, everybody knows your name and often your library card number? What merit is there to a patron being asked; How is your Mom doing? How are you faring since your surgery? How was your trip? Have you got some new pictures of the grandchildren? How are you today? How does one attach a dollar value to friends, familiarity, comfort, acceptance and welcome? All of this at no cost to anyone who enters. I don't know the answer to these questions but I believe that, though one cannot neatly tabulate their worth in a column, they are invaluable. I hope that the Budget Committee and Selectboard will take into consideration what I have said here tonight.

Carla McAllister



## Town Manager

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**From:** Tony Trudy Hodgdon <tandt@maine.rr.com>  
**Sent:** Tuesday, February 25, 2020 2:44 PM  
**To:** Town Manager  
**Subject:** Selectmen's Proposed Budget Cuts for Town Library

People everywhere need access to a functioning library. The Selectmen's proposal to cut drastically the New Gloucester library budget would effectively render the library dysfunctional.

Volunteers assist in many ways, but they cannot replace a librarian. When the only librarian is suddenly ill or has a family emergency, the library will be closed unexpectedly leaving students and others with no place to conduct research. In this rapidly changing world, the internet is an essential tool for research. Please keep in mind that not all families in New Gloucester have access to high speed broadband internet other than at the town library.

If the library cannot show an established and published schedule, it could very well lose federal funding and inexpensive, \$100 per year, high speed internet.

The library needs two full-time employees with benefits. In summation the proposed budget cuts for the New Gloucester Library are foolish and extremely short sighted.

Tony and Trudy Hodgdon  
12 Autumn Lane

## Town Manager

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**From:** Lisa Marie Lindenschmidt <lmindenschmidt@gmail.com>  
**Sent:** Tuesday, February 25, 2020 4:11 PM  
**To:** Town Manager  
**Cc:** Carla McAllister  
**Subject:** Re: tonight's budget meeting

Good afternoon,

I will not be able to attend tonight's budget meeting, but wanted to let you know that I am in support of town monies to be used in keeping the current library hours and staffing.

The library is a valuable resource to me and my family. For example, as part of our daughter's homeschooling, we required one volunteer job a week and my daughter chose the library. Also, before I purchase a book, I'll often borrow it from the library to make sure it's worth owning. The library has saved me tons of money!

Reading is underrated in our culture and I want to do whatever I can to keep it alive. I also have very fond feelings about where the library is currently housed. Such a beautiful building and a great meeting space!

Sue and Carla are both incredibly kind and helpful and their skill sets cannot be underestimated. Keeping them both on board as they are ensures outstanding customer service and prevents staffing burn-out.

Please let me know if I can provide any other information or assistance.

Thank you!  
Lisa Marie Lindenschmidt  
416 Lewiston Road  
New Gloucester  
v: 207-975-2211

Paul First, Acting Town Manager  
Peter Bragdon, Budget Committee Chair  
New Gloucester, Maine

Dear Mr. First and Mr. Bragdon,

As New Gloucester residents, we wish we could attend the upcoming Budget Committee Public Hearing. We regret that we are unable to be there due to being out of state and are submitting these written comments instead.

**Angus King stated on 2/11/20: "In towns across Maine, the local library is a hub for education, entertainment, and community. Making sure these libraries have the tools they need to serve Maine people is vital, and I stand with them all the way."** In our opinion, Senator King's statement applies to our New Gloucester library and we are adamantly opposed to any cuts to the library's budget. In addition to lending books, our library hosts multiple book clubs plus handicrafts and cribbage nights, provides homebound delivery through the support of Friends of the Library, has story time for children, provides a place to check out kayaks and canoes as well as passes for several locations including Maine Wildlife Park and Shaker Village and more. It also provides free wifi access for community members who do not have internet at home. The library is an integral and essential part of our town. Currently the library is closed on Sunday and Monday and is open only a half day on Saturday. Any cut to the open hours or to its staff would make the library less accessible and would be highly detrimental to the Town of New Gloucester.

While we are aware that selectmen and the town manager work hard, we are surprised to see requests for increases for selectmen stipends and a \$29,000 increase in salary from \$72,000 to \$101,000 for the new town manager. It seems that some downward adjustment to those requests would remove some of the pressure for cuts to important services, including the library, in a tight budget year.

Sincerely,

Nancy Thomas and Thomas Shupp  
71B Black Point Road  
New Gloucester, ME 04260

## Town Manager

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**From:** Paulette <pmmcda@aol.com>  
**Sent:** Friday, February 14, 2020 11:23 AM  
**To:** Town Manager  
**Subject:** NG possible library budget cut

Dear Mr. First,

We, the Morin sisters, of Sabbathday Lake Outlet are members of Friends of the New Gloucester Library. As seasonal residents, during the summer and fall, we participate in many local activities and functions. We support the outstanding service which is provided by the excellent librarians. New Gloucester should be proud of their dedication to the community.

Regards,

Patricia Morin  
Paulette Morin McNally

## Town Manager

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**From:** marybethhj@aol.com  
**Sent:** Monday, February 24, 2020 1:51 PM  
**To:** Town Manager  
**Subject:** Attention Budget Committe

We have been residents of New Gloucester since August of 1971. Due to being out of state right now, we will not be able to be at the Budget Committee Meeting tonight.

For all of the decades that we have been in New Gloucester, we have been faithful patrons of the NGPL, which many say is "the heartbeat of our town." Increasingly, our library has reached out in many creative and useful ways to our community from story time, to sleepovers for young patrons, to pet shows, to book groups for different ages, to plays, Cabin Fever Book and Bake Sales, etc. etc. The list is endless! It is a safe place for students young and old to come to pursue their interests and assignments by using books, periodicals, and computers which might otherwise not be available to them.

We are strongly opposed to any cuts to the library budget! Rather than make the library less accessible, every effort should be made to keep our two outstanding librarians and the current hours of operation along with no cuts to their operating budget. It is unsettling and discouraging to see that while cuts to the library are being suggested, there are both an increase in stipends for the selectmen being requested as well as a salary increase from \$72,000 - \$100,000 for the incoming town manager. Sincerely, Tom and Mary Beth Johnson

Subject: Specific Line Item Recommendations on the Proposed New Gloucester Fiscal Year 2021 Budget

March 17, 2020

Memorandum For: New Gloucester Board of Selectmen  
 New Gloucester Budget Committee Members  
 New Gloucester Town Manager

During this National emergency, I applaud your efforts as our Town's leadership for acting responsibly to ensure that health, safety and support considerations are afforded to our fellow residents. You all play a vital role in establishing the guidelines and actions to protect us. Thank you!

I also understand the pressures you are under to comply with State and Local statutes to develop and propose a viable budget while under Federal and State directions to limit large gatherings (e.g., public hearings) to facilitate our annual Budget Process. Your openness to allowing New Gloucester's registered citizens to use electronic means to submit their comments and recommendations is evidence of your flexibility and transparency during these difficult times.

After reviewing the Proposed FY2021 Budget, I find that I generally agree with the recommendations made by the Budget Committee (BC) over those proposed by the Selectmen (SB) – not in all cases, but in most. Additionally, my views differ in funding specific line items in the FY2021 Budget, as shown below:

Line #	Account	Comments/Questions	Recommendations	Adjustment to BC Proposal
101	Selectmen	See Recommendation.	Support <u>Budget Committee (BC)</u> Recommendation.	0
102	Administration	Under <u>Prof. Services (2-03)</u> the FY2020 Approved Budget, <u>Technology Services</u> increased (+34%); For 2021, both SB & BC recommend a +42% increase with no notational justification for increase.	Reduce <u>Technology Support</u> line item to the 2020 level of \$8,475 for the 2021 Budget.	(4,025)
105	Elections	I oppose adding \$4,000 to the budget for Charter Votel. Voters rejected the charter during the previous election cycle. To include these funds in the 2021 Budget is <u>unwarranted</u> .	Reject \$4,000 proposed by SB & BC and reduce 2021 Budget Proposal.  <u>Reduce this line to \$ 0.</u>	(4,000)
107	Code Enforcement	Question: If the Code Enforcement Officer's (CEO) pay status is being changed from SALARY to HOURLY, then what policies will be put in place to prevent (or cap) overtime payments being added to CEO Wages (1-01)?	Support <u>Budget Committee (BC)</u> Recommendation.  Retain in salaried status as proposed for other employees.	0
108	Legal	See Recommendation.	Support <u>Budget Committee (BC)</u> Recommendation.	0
109	Insurance	See Recommendation.	Support <u>Budget Committee (BC)</u> Recommendation.	0
116	Public Works	Regarding Striping (116-2-39): In order to improve nighttime road visibility for safety considerations, NG should require contractor to start operations EARLIER in the year.	Support <u>Budget Committee (BC)</u> Recommendation.	0

Subject: Specific Line Item Comments on the Proposed New Gloucester Fiscal Year 2021 Budget  
(continued)

Line #	Account	Comments/Questions	Recommendations	Adjustment to BC Proposal
117	Fire & Rescue	Oppose eliminating Transport Services! Our citizens SHOULD NOT HAVE TO WAIT for this service to be provided only from contracted suppliers!  Question regarding Trainees qualifications: Do F&R Trainees need to meet CDL requirements in order to be drivers? Refer to 3/3/20 Board/Staff memo on Account 117-1-21 (question #3 regarding # of responders on typical EMS calls) and Maine Compliance Directive Number: 24-11, dated March 4, 2011 (Revised: 9/2013).	Support <u>Selectmen's Budget (SB)</u> Recommendation.  Retain funding for current Transport Services.  <i>If required, add CDL training funds for Trainees.</i>	195,484
122	Planning	See Recommendation.	Support <u>Budget Committee (BC)</u> Recommendation.	0
123	Library	Our Library is a KEY DEPARTMENT in NG that greatly serves our community. Reducing staff hours or eliminating services is a non-starter!	<u>Fully Fund the Library Budget for 2021 Budget, including retention of Library staffing hours.</u> Adjust Wages line to include a 2.5% increase.	5,589
125	Benefits	See Recommendation.	Support <u>Budget Committee (BC)</u> Recommendation.	0
127	Capital Reserves	See Recommendation.	Support <u>Budget Committee (BC)</u> Recommendation.	0
133	Parks & Recreation	Look for additional programs to eliminate. The number of participants do not justify the cost for keeping all these programs and don't make a real difference in revenue generated by these programs.	Reduce 2021 Budgeted amount by \$5,000.	(5,000)
Net Amount to be Added to 2021 BC Proposed Budget				188,048

Although it is not part of our Town's Budget consideration at this point, SAD-15's proposed FY2021 Budget of \$6.2 million is excessive. Especially, if it attempts to force NG residents to accept decreases our FY2021 Budget for those services we deem necessary to sustain us. Thus, I am opposed to the 6.4% increase recommended by SAD-15 for FY2021! This rate is almost double the percentage increase over the FY2019 spending level. If allowed to continue at this rate of increase, the SAD-15 Budget will far exceed our Town's ability to support it. I recommend we push back!

With the pending outcome of the revaluation of New Gloucester property and the expected change in our mil rate, there should be ample flexibility to fund the services and support we require.

I appreciate the opportunity to participate in the New Gloucester FY2021 Budget Process. If you have any questions regarding my comments or recommendations, please contact me.

Thank you.

Best regards,



R. Alan Gregory, 124 Gloucester Hill Road  
H: 926-1131 E: agreg47@maine.rr.com

February 20, 2020

Budget Committee  
Town of New Gloucester  
385 Intervale Road  
New Gloucester, ME 04260

RE: Town of New Gloucester Public Library Proposed Budget

Dear Chair Bragdon and members of the committee:

The Library Trustees are writing today to request the Budget Committee vote to place the budget proposal, as amended by the trustees, on the warrant for the 2020 town meeting.

The Selectmen's budget proposal would seek to completely eliminate one of two library positions, reduce library hours, and decimate the ability of the library to continue functioning as a resource in the town. This is an important decision and is best left to the voters and taxpayers of this town. The trustees are asking that the Budget Committee give the citizens of the town the ability to choose if they agree to accept reduced services.

According to the Maine State Library, a library must have, "an established and published schedule in which services of the staff are available to the public year round." Failure to have this would cause the library to become ineligible for federal Library School and Technology Act (LSTA) funds. With one employee, the library would not meet this requirement. When the employee is sick, at a conference, or on vacation, the library would be closed. In the case of illness this would be without warning.

This could lead to losing high speed internet service for our patrons. The library currently pays \$100 a year for high speed internet access because it qualifies for the program. Failure to maintain a regular schedule would threaten the ability to access the program. The cost to obtain the same type of service from a private provider is much more expensive.

In today's world, everyone must have access to the internet in order to complete common tasks. Unfortunately, not all our citizens have that ability. Reducing the hours of the library will also reduce the opportunity for citizens without internet access to have the access they need to do taxes, look for jobs, or do their homework.

The selectmen have indicated that volunteers could run the library when the librarian is not present. Volunteers are not the way to run a town department. Would the town use a volunteer to approve code requests, accept taxes and payments, run the transfer station or plow the roads? The thought of that is ridiculous and potentially dangerous. Why is it an acceptable risk for the library? What training would be acceptable to be a volunteer at the library? The American Library Association indicates the following legal issues should be considered before instituting a volunteer program.

- compensation for work-related injuries
- insurance coverage for risk and personal injury
- insurance coverage when operating a library vehicle
- procedures for reimbursing any work related expenses
- discrimination

- ADA compliance
- Confidentiality
- background checks

It is important to keep in mind that these are also concerns when volunteers are acting under the supervision of staff. What additional questions need to be asked when there is no supervision? Will volunteers be paid stipends like the volunteer firefighters? These are all questions that need to be thoughtfully answered.

Currently our two employees work together the majority of the time. This is for safety as well as organizational purposes.

Safety should be the town's first priority. The library is a place where the public are welcomed. Unfortunately, sometimes members of the public can be belligerent, or threatening. In addition, an emergency of any sort could happen. The library is often open when town hall is not and there are no other employees on the complex. Even if there are employees at town hall, if an emergency arises, with no other employee immediately available to help or report, the consequences could be disastrous.

Having two employees present allow for event planning, cataloging, ordering, shelving and a host of other day to day items that need to be done. If there is only one employee, that employee must stop what they are doing every time a patron enters and then restart it after they leave. The lack of continuity means these tasks will take longer and will be more prone to mistakes. The level of service provided by the library will suffer.

Having two employees also allows one staff member to run and oversee events without leaving the library unattended. A good example of this is the summer reading program events, where one employee is outside and another inside. One employee simply cannot be in two places at the same time.

Reducing the number of employees from two to one will have a further impact on the events and programming the library is able to offer, for the reason mentioned above, as well as for the lack of planning time. The library currently has an event budget of \$0. There has been history of town officials complaining about the lack of event programming at the library, but no budget is provided. In order to plan the events, staff often searches out grants, special offers, or organizations who will come for free. One employee will simply not have the time to put in the extra effort needed to provide programming.

People in town often talk about community. They come to New Gloucester because it is the type of community they desire. The town does not have a vibrant community or recreation center. Many of our families go to Gray for those services. What the town has is the library. The library is the public, town funded, community space that can be enjoyed by all. What will happen to the sense of community when that space is shuttered the majority of the time?

Let's look at some numbers that show the services provided by the library.

- The Maine State Library estimates that our library delivered \$241,708 worth of services to the residents of New Gloucester for the \$99,100 FY19 investment. The return on investment in the library is **\$142,608**.
- The library loans out an estimated **55** items per day open.

- The library saved residents **\$1,400** by providing passes to local attractions.
- The library placed approximately **\$18,200** worth of materials on the shelf with a **\$7,050** budget.

The trustees' initial request was that the library budget be increased from \$106,000 this fiscal year to \$116,112 for the upcoming budget. The requested increase was to raise the salaries of both employees. As discussed at one of the selectmen's budget workshops, the library employees are both at or towards the bottom of the pay scale in a job survey of towns in Maine. For an employee who has been with the town for 37 years to be at the bottom of the pay scale is disturbing.

However, the trustees understand that this will not happen and are submitting a revised budget request of \$102,564. This request, from an already bare bones budget, represents the willingness of the trustees to work with the selectmen and budget committee in creating a reasonable town budget.

Let me explain where the cuts would come from and the effects it will have on service.

- Funding for wages is kept at the same level as last fiscal year. Staff has agreed that they would be willing to accept no raise this coming year. As indicated above, the trustees do not believe this is a good solution.
- Funding for educational services has been cut. Meetings attended by staff often result in new ideas for programming and possible funding for that programming. In addition, the meetings keep staff up to date on their professional roles and responsibilities
- Funding for travel has been cut. With a reduction in education, not as much travel will be needed.
- Funding for periodicals has been cut by 1/3. The amount of periodicals the library offers patrons will be reduced by 1/3.
- The postage been has been reduced by \$800. This amount is the annual subscription fee to use a van service provided by the Maine State Library to deliver interlibrary loan materials. Service is currently provided twice a week. The reduction in service will result in service once a week. This means it will take patrons longer to receive their materials and they will not be able to keep the materials as long because they will need to be returned earlier.

Thank you for taking the time and effort to read this letter. The trustees believe this is an important issue and ask that you allow the citizens of the town to choose between this version of the budget and the selectmen's version. The trustees would also welcome the chance to discuss these concerns directly with the committee.

Sincerely,



Timothy Terranova, Chair  
Town of New Gloucester Library Trustees

FY 2020 Budget Worksheet

Library - 123

	FY 2019 Approved	FY 2020 Approved	FY 2021 Trustees	FY 2021 Trustees amendment	FY 2021 Budget Comm	FY 2021 Final
COMPENSATION						
1-01 Wages	\$ 76,290.00	\$ 78,517.00	\$ 90,500.00	\$ 78,517.00		
1-02 Professional Education						
Bangor Public Library Seminar	\$ 75.00	\$ 75.00	\$ 75.00	\$ -		
Bangor Public Library Seminar	\$ 120.00	\$ 120.00	\$ 120.00	\$ -		
Booklist	\$ 147.00	\$ 147.00	\$ 147.00	\$ 147.00		
Maine Librarian Membership	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00		
BPL - Annual Directors Inst	\$ 70.00					
PPL/SMILD meeting	\$ -	\$ 70.00	\$ 70.00			
Maine Library Conference/NE Lib Conf	\$ 150.00					
Trustee Fundraising Ed	\$ 200.00	\$ 200.00	\$ 200.00			
1-03 Mileage	\$ 400.00	\$ 400.00	\$ 400.00	\$ 200.00		
PROFESSIONAL SERVICES						
2-03 Computer						
Tiger Technology - Web Hosting	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00		
Computer Hardware & Atrium Software	\$ 1,000.00	\$ 4,717.00	\$ 1,500.00	\$ 1,500.00		
Follett Software - Support	\$ 50.00	\$ 60.00	\$ 60.00	\$ 60.00		
2-07 Equipment Maintenance						
IKON - copies	\$ 408.00	\$ 410.00	\$ 450.00	\$ 450.00		
SUPPLIES						
3-01 Operating	\$ 2,000.00	\$ 1,944.00	\$ 2,000.00	\$ 2,000.00		
3-42 Periodicals						
3-43 Audio/Visual	\$ 300.00	\$ 300.00	\$ 300.00	\$ 200.00		
3-44 Books	\$ 1,050.00	\$ 1,050.00	\$ 1,100.00	\$ 1,100.00		
TOWN EXPENSE						
5-01 Telephone	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00		
5-02 Electricity	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
5-03 Heating Cost (2300 gal @ \$3)	\$ 5,750.00	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00		
5-04 Postage	\$ 1,800.00	\$ 1,800.00	\$ 2,500.00	\$ 1,700.00		
TOTALS	\$ 99,100.00	\$ 106,000.00	\$ 116,112.00	\$ 102,564.00		

NOTES:  
See documentation provided by trustees

To whom it may concern,

I am writing to express my support of the before and after school program proposed by the recreation director. I feel that cutting it is very short sighted. The community room is more than ample to hold 10 children and a staff member. There is also space inside the garage connected to the community building which would make a great space to get energy out on days too cold to go outside. The proximity of the library and its outdoor area for "field trips" is also ideal. If 10 children sign up for the program at \$100 each for 40 weeks, we will have, not only recouped the \$30,000 budget expense, but made another \$10,000. Good, affordable, safe, before and after school care is in great demand. If it is marketed at the correct time of year -now and the next few months when people are planning for next school year-it could be a great asset to our town and a way to add revenue into the recreation budget making it more self supporting.

Sincerely,

Rebeca Norton

19 Lily Lane New Gloucester



## Memorandum

5.20

**To:** Board of Selectmen  
**From:** Planning Board  
**Date:** March 4, 2020  
**RE:** Recommendations on Proposed Ordinance Changes after March 3rd Public Hearing

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The Planning Board held public hearings on the proposed zoning changes addressing solar energy systems as previously discussed at the February 11, 2020 joint meeting of the LMPC, Planning Board and Selectboard. The public hearing was held in accordance with §3.3.1.C.4 of the zoning ordinance and Title 30-A M.R.S.A. 4352(9) of Maine state law on March 3, 2020. Based on these hearings the Planning Board makes the following recommendation the select board as required by §3.3.1.C.4.

**The Planning Board recommends that the proposed zoning ordinance changes addressing solar energy systems be placed on the town warrant.**

**BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS**  
**DIVISION OF LIQUOR LICENSING AND ENFORCEMENT**  
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008  
 10 WATER STREET, HALLOWELL, ME 04347  
 TEL: (207) 624-7220 FAX: (207) 287-3434  
 EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)

<b>DIVISION</b>	<b>5.21</b>
License No:	
Class:	
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application:  Yes  No

PRESENT LICENSE EXPIRES 4/30/20

INDICATE TYPE OF PRIVILEGE:  MALT  VINOUS  SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input type="checkbox"/> CLASS A LOUNGE (Class X)        |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV)      | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V)       |
| <input type="checkbox"/> CLUB w/o Catering (Class V)    | <input type="checkbox"/> CLUB with CATERING (Class I)     | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV)              | <input checked="" type="checkbox"/> QUALIFIED CATERING    | <input type="checkbox"/> OTHER: _____                    |

REFER TO PAGE 3 FOR FEE SCHEDULE

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <b>Black Tie Inc</b>		Business Name (D/B/A) <b>The Black Tie Company @ Pineland Farms</b>	
APPLICANT(S) –(Sole Proprietor) <b>Amy Collins</b>		Physical Location: <b>59 Pineland Dr</b>	
DOB: <b>5/12/81</b>		City/Town State Zip Code <b>New Gloucester ME 04260</b>	
Address <b>275 Maine St</b>		Mailing Address <b>275 Main St</b>	
City/Town <b>Yarmouth</b>	State <b>ME</b>	Zip Code <b>04074</b>	City/Town State Zip Code <b>Yarmouth ME 04096</b>
Telephone Number <b>207-239-0889</b>	Fax Number	Business Telephone Number <b>207-761-6665</b>	Fax Number
Federal I.D. # <b>01-0444-597</b>	Seller Certificate #: or Sales Tax #: <b>1144034</b>		
Email Address: Please Print <b>amycollins@theblacktieco.com</b>	Website: <b>theblacktieco.com</b>		

If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
- State amount of gross income from period of last license: ROOMS \$ n/a FOOD \$ 181,719.40 LIQUOR \$ 36,585.18
- Is applicant a corporation, limited liability company or limited partnership? YES  NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

- Do you permit dancing or entertainment on the licensed premises? YES  NO
- If manager is to be employed, give name: Amy Collins
- Business records are located at: 275 Main Street
- Is/are applicant(s) citizens of the United States? YES  NO
- Is/are applicant(s) residents of the State of Maine? YES  NO

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Amy Lynn Collins	5/12/81	New York
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Yarmouth, ME		
Gray, ME		

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

12. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

13. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) \_\_\_\_\_

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: \_\_\_\_\_

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.1 miles

Which of the above is nearest? school

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Portland, ME on March 4th, 20 20  
Town/City, State Date

**Please sign in blue ink**

*Amy Collins*  
 Signature of Applicant or Corporate Officer(s)  
Amy Collins  
 Print Name

\_\_\_\_\_  
 Signature of Applicant or Corporate Officer(s)  
 \_\_\_\_\_  
 Print Name

**FEE SCHEDULE**

<b>FILING FEE: (must be included on all applications)</b> .....	\$ 10.00
<b>Class I</b> Spirituous, Vinous and Malt .....	\$ 900.00
<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b> Spirituous Only .....	\$ 550.00
<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b> Vinous Only .....	\$ 220.00
<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b> Malt Liquor Only .....	\$ 220.00
<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge .....	\$2,200.00
<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for **NEW** or **RENEWAL** liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:  Municipal Officers  County Commissioners of the  
 City  Town  Plantation  Unincorporated Place of: \_\_\_\_\_, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE - SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an

amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][ 2003, c. 213, §1 (AMD) .]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD) .]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD) .]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]  
[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]  
[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

**Please be sure to include the following with your application:**

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.

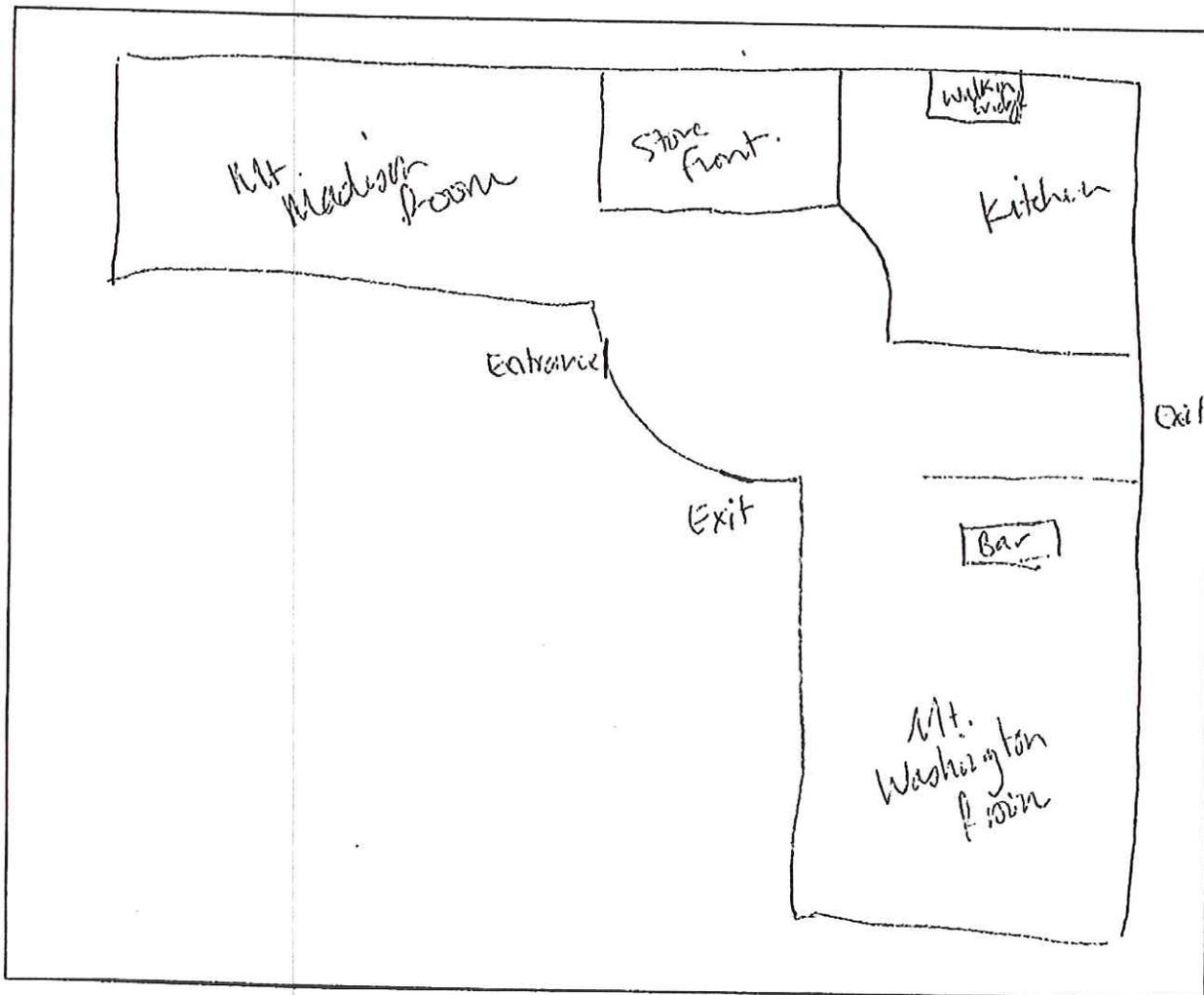
Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing & Enforcement  
8 State House Station, Augusta, ME 04333-0008  
10 Water Street, Hallowell, ME 04347 (overnight)  
Tel: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)



### ON PREMISE DIAGRAM (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.





Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

**Corporate Information Required for  
Business Entities Who Are Licensees**

<b>For Office Use Only:</b>	
License #:	_____
SOS Checked:	_____
100% Yes	<input type="checkbox"/> No <input type="checkbox"/>

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: Black Tie Inc.
- Doing Business As, if any: Black Tie Company @ Pineland Farms
- Date of filing with Secretary of State: 1/89 State in which you are formed: ME

4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Amy Collins	7 Pine Cove Rd. Gray ME	5/12/81	Predient	100%

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes  No  If Yes, Name: \_\_\_\_\_ Agency: \_\_\_\_\_

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes  No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

\_\_\_\_\_

Signature:

*Amy Collins* 3.4.2020  
Signature of Duly Authorized Person Date

Amy Collins  
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

# Memo

**To:** Town of New Gloucester Selectmen

**From:** Debra Parks Larrivee, Code Enforcement Officer

**CC:**

**Date:** 3/19/2020

**Re:** Liquor License Application – The Black Tie Company @ Pineland Farms

---

No violations, no incidents have been reported.

Recommend approval

Sincerely

Debra Parks Larrivee



Tel: (207) 926-4126 Ext 5  
Fax: (207) 926-4136  
email: townmanager@newgloucester.com

## Town of New Gloucester

385 Intervale Road  
New Gloucester, ME 04260

To: Board of Selectmen  
Date: 3/23/20  
Re: Meeting Agenda

5.23  
THRU  
5.28

### Memorandum

The following provides supplemental information on agenda items for the March 23, 2020 Board Meeting.

#### 5.23 Real estate and personal property tax payments

Tax payments are due on April 3<sup>rd</sup>, after which a late payment penalty begins accruing. The question is whether the board wishes to suspend the late payment penalty for late payments until close of business April 17, 2020 due to the civil emergency.

The Town of Gray is allowing tax payers an additional 14 days without penalty

#### 5.24 Closure to public of municipal buildings during civil emergency

Municipal buildings are currently closed to the public until Wednesday, April 1<sup>st</sup>. Included in your packet is a copy of the official notice. This step was taken by the Interim Manager and Selectboard Chairman to help reduce community transmission and protect employees. Municipal services are still available electronically and by calling Town Hall. If an extension of the closure is necessary, what procedure does the board wish to follow?

#### 5.25 Warrants and payrolls during the civil emergency

Reviewing the warrant and payrolls requires the selectmen to come into Town Hall and many people touching the same papers. Here are two options:

- 1) You can designate one board member to sign all warrants and payrolls
- 2) We can set up a special area in Town Hall for you all to review and sign

#### 5.26 Town meeting date

If the civil emergency were lifted tomorrow, we would not be on schedule to meet the May 4<sup>th</sup> Town Meeting date. While it's difficult with so many factors still unknown, I think it's important for us to set a new date that staff can plan toward. This will allow us to continue with the preparation of the budget and the warrant. So that when we're able to hold a town meeting, we'll be ready. At this time, our recommendation would be Monday, June 15<sup>th</sup>.

Please note that LD 2167 Part D does give the Town the authority to deem the prior year's budget as the basis of expenditure for the next fiscal year. It can also be used for tax commitment purposes. One of the challenges is that this would not allow for need capital projects, such as the reconstruction of the bridge and dam at Steven's Brook.

5.27 Last day to accept warrant articles by petition

This date should be in accordance with 5.26.

5.28 FY21 Budget

There is the question of disposition of the Budget Committee's Budget.

My suggestion would be for the Board of Selectmen to proceed with completing their budget recommendations at this time.

## Sharlene Myers

---

**From:** Maine Municipal Association <kdufour@memun.org>  
**Sent:** Wednesday, March 18, 2020 9:15 AM  
**To:** Sharlene Myers  
**Subject:** Legislative Update – Enactment of COVID-19 (Coronavirus) Legislation



### Legislative Update

To: MMA's Legislative Policy Committee  
Key Appointed & Elected Municipal Officials  
Legislative Bulletin Subscribers

From: Kate Dufour, Director of MMA's State and Federal Relations  
Department

Date: Wednesday, March 18, 2020

RE: Legislative Update – Enactment of COVID-19 (Coronavirus) Legislation

Yesterday, the Maine State Legislature met to enact several pieces of legislation providing the state and local governments with the authority necessary to address COVID-19 (coronavirus) related issues and then adjourned sine die (without another day).

What follows are descriptions of the more municipally significant legislation enacted by the Legislature and soon to be signed into law by Governor Mills. With the exception of the Highway Fund bond (LD 2134), these bills were enacted with emergency preambles, making the proposals effective upon the

signature of the Governor. The bond bill becomes effective in 90 days from March 17.

LD 2167, *An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency*, in part:

- **Municipal Budgets & Elections (Part D).** In the event that town meetings are postponed, allows municipalities to continue to fund government operations at the same budget levels approved for the previous year and authorizes the municipal treasurer to disburse funds on the authority of the warrant signed by the municipal officers outside of a public meeting. If the budget is not adopted and the assessor(s) need to commit taxes in a timely manner, the law allows the assessor(s) to commit taxes based on the previous year's budget levels. Allows municipal officers to postpone the date of a scheduled municipal secret ballot election by posting notice in a public location at least two days prior to the election and to use previously printed ballots. These provisions apply retroactively to March 1, 2020 and are repealed on Jan. 1, 2021.
- **Freedom of Access Act (Part G).** Up until 30 days after the termination of the emergency, allows entities subject to FOAA, including municipalities, to conduct public proceedings through telephonic, video, electronic or other similar means of communication as long as certain conditions are met, including: (1) providing notice of the means (e.g., telephone, video, electronic, etc.) by which the meeting will be held; (2) ensuring that members of the body can speak and be heard by other members of the body and members of the public can hear all participants in the meeting; and (3) taking all votes via roll call.

- **Licenses & Registrations (Part F).** (1) Extends until 30 days after the end of the public health emergency, registrations for motor vehicles, all-terrain vehicles (ATV), watercraft and dogs issued by the municipality. (2) Allows a municipality, without conducting a hearing, to grant a request for a renewal of a liquor license. (3) Requires the Secretary of State and the Department of Inland Fisheries and Wildlife to expand online access to licensing and registration systems (e.g., motor vehicle, trailer, ATV or watercraft registration, etc.), regardless of whether the municipality currently participates in the on-line service.
- **School Budget Meeting (Part E).** In the event that school board meetings are delayed, allows school administrative units to continue operations at the same budget levels approved for the previous year.
- **Emergency Management Act (Part H).** Provides the Governor additional powers under the Maine Emergency Management Act, including the ability to adjust timeframes and deadlines imposed by law for state, county or municipal governments when an adjustment is reasonably necessary to mitigate a substantial impact of the emergency.
- **Unemployment Insurance (Part B).** Revises certain unemployment insurance eligibility and benefit charging provisions under the Employment Security Law to protect public health during a declared public health emergency.

*LD 2126, An Act Making Supplemental Appropriations and Allocations for the Expenditures of State Government, General Fund and other Funds and Changing Certain Provisions of the Law Necessary to the Proper Operations of State Government for the Fiscal Years Ending June 30, 2020 and June 30, 2021*, provides funding for the following programs of direct municipal significance:

**Highway Fund Revenue.** Transfers from the General Fund to the Highway Fund \$10 million to support highways, bridges and multimodal transportation (e.g., transit, rails, aviation, ports, etc.) and to support initiatives that reduce greenhouse gas emissions.

**State Aid for K-12 Education.** Establishes at \$2.37 billion the total FY 2021 cost of K through 12 education, as calculated by the Essential Programs and Services model and including the normal cost of teacher retirement. The state's contribution to those costs is \$1.23 billion, accounting for 52% of total expenditures. The budget allocates an additional \$229 million as the state's share of the total unfunded actuarial liabilities (UAL) of the Maine Public Employees Retirement System that are attributable to teacher and retired teacher health and life insurance benefits. The UAL appropriation brings the total costs of K-12 education to \$2.60 billion, with the state's \$1.46 billion appropriation accounting for 56% of total expenditures. For FY 2021, the minimum local share of K-12 education expenditures is \$1.14 billion and the mil rate expectation is 8.18.

*LD 2134, An Act to Authorize a General Fund Bond Issue for Infrastructure To Improve Transportation and Internet Connections*, provides a bond issue of \$90 million for highway and bridge improvements, including the Madawaska International Bridge replacement project and for the Department of Transportation's municipal partnership initiative and \$15 million for multimodal facilities or equipment related to transit, rails, aviation, ports and marine

transportation to be matched by an estimated \$275 million in federal and other funding. Part B of the bond issue provides \$15 million to invest in high-speed internet infrastructure to be matched by up to \$30 million in federal, private, local or other funds.

LD 2163, *An Act To Address Funding Needs Related to COVID-19*, authorizes transfers of up to \$11 million from the Reserve for General Fund Operating Capital to a COVID-19 response fund in order to address funding needs associated with the public health emergency through January 15, 2021.

According to two memos to the members of the Legislature, one authored by Governor Mills and the other co-authored by Senate President Troy Jackson and Speaker Sara Gideon, the Legislature will be called back into a special session this year when it is safe and responsible to do so. When reconvened, the Legislature will address many of the bills that upon adjournment were left in committees, tabled in the House and Senate, or placed on the Appropriations and Financial Affairs Committee's table awaiting funding.

As result, until the Legislature is reconvened, the publication of the Legislative Bulletin and legislative updates will be suspended. If you have any questions about the legislative session, please do not hesitate to contact me at [kdufour@memun.org](mailto:kdufour@memun.org).

Also, MMA's Legal Services Department is working on a detailed description of the municipally related authorizations adopted in LD 2167, the Governor's COVID-19 omnibus bill. That notice will be posted on the Association's website later today (March 18, 2020). If you have questions about how the provisions adopted in LD 2167 will impact your community, please contact our Legal Services Department at [legal@memun.org](mailto:legal@memun.org).

Thank you.

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**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, March 2, 2020**  
**At the Meetinghouse**

**5.30**

**BOARD OF SELECTMEN'S MEETING**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

Chairman, Linda Chase, called the meeting to order at 7:00pm. 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:**

- **Special Board of Selectmen's Meeting** – 6:00 p.m., Wednesday, March 4, at the Meetinghouse
- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, March 23, 2020 at the Meetinghouse

**A. Adjustments to the Agenda**

None.

**IV. PUBLIC COMMENTS**

**A. Presentation – *Alan Stearns, Royal River Conservation Trust***

Alan Stearns, Executive Director of the Royal River Conservation Trust, spoke to the Board about a three-acre landlocked parcel of land the Town owns off Woodman Road, and if the Town would be willing to quitclaim it to the Trust.

Ms. Chase directed Mr. Stearns to get the information to the Interim Town Manager for the next Selectmen's meeting.

**B. PUBLIC HEARING – Junkyard Renewal License**

Ms. Chase read the Public Hearing Notice for the Junkyard Renewal Application.

Ms. Chase opened the Public Hearing at 7:09 pm.

There was no public comments.

Ms. Chase closed the Public Hearing at 7:10 pm.

### C. Other

Ms. Chase stated there would be no public comment allowed on the proposed FY21 Budget that evening. She said the Budget is still being discussed and Public Comment would be allowed at the Public Hearing on March 16<sup>th</sup> and at the Selectmen's meetings.

Mary Bickerstaff Whitney, resident, read a letter about her daughter and the she spent at the Library and its valuable asset to the community.

Ellie Fellers, resident and writer for the Lewiston Sun Journal, spoke to the Board about availability of information to the public.

## V. OLD BUSINESS

### A. Prior Meeting Update – Selectmen Chair

Ms. Chase had no comments from the prior meeting.

### B. Prior Meeting Update – Town Manager

Mr. First had no comments from the prior meeting,

## VI. NEW BUSINESS

### A. Updates

#### a. Selectmen

Joseph Davis said the following:

- 1) Library is holding a Flag Raising Ceremony to kick off the Maine Bicentennial Celebration, on Sunday, April 15<sup>th</sup>, at 1pm.

Tammy Donovan said the following:

- 1) Wishes the Board would have met with the Library Trustees and the Friends prior to the Budget discussions. This would have answered a lot of questions.

George Colby – no comments.

Karen Gilles – said the following:

- 1) Budget process is a difficult one.
- 2) Urged everyone to go vote on Tuesday. Polls will be open from 6am to 8pm, at the Fire Station, 611 Lewiston Road.
- 3) Thank the Department Heads for all their help with the Budget process.

Linda Chase – no comments.

**b. Town Manager**

Mr. First said the following:

- 1) Will be attending a GPCOG meeting this week with the Fire Chief on the Corona Virus.
- 2) State Presidential Primary and Referendum Voting is Tuesday, March 3<sup>rd</sup> at the New Gloucester Fire Station. Polls are open from 6am to 8pm.

**c. Dept. Heads**

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

- 1) Wanted to commend members of his Department and area departments who responded to a structure fire at 6 Rustic Way. The garage was 80% engulfed and they managed to save the house.
- 2) The Department took ownership of the Lucas 3 device and are being trained to use it. It should be ready for service within a couple days.

**d. Boards & Committees**

**B. Action Items**

**5.10 To See What Action the Board Wishes to take in Regard to Renewal of Junkyard License for Larry & Vicki Wedge Junkyard**

*Mr. Colby moved and Ms. Gilles seconded a motion to approve the Junkyard License Renewal for Larry & Vicki Wedge Junkyard and to note there are no outstanding violations and there will be new fencing installed out front in the spring. The motion carried on a vote of 5-0.*

**5.11 To See What Action the Board Wishes to take in Regard to Road Name Application for Webster Drive**

*Mr. Colby moved and Ms. Gilles seconded a motion to approve the Road Name Application for Webster Drive. The motion carried on a vote of 5-0.*

**5.12 To See What Action the Board Wishes to take in Regard to Scheduling a Purchasing Policy Workshop**

The Board set the date of March 11<sup>th</sup>, at 6:15pm, at the Meetinghouse, for a Purchasing Policy and Board and Committee Bylaws workshop.

**5.13 To See What Action the Board Wishes to take in Regard to Scheduling a Boards and Committee's Bylaws Workshop**

See above item.

5.14 To See What Action the Board Wishes to take in Regard to Scheduling a Comp Time, Wage and Salary Survey and Personnel Policy Workshop(s).

The Board set the date of March 30<sup>th</sup>, at 6:00pm, at the Meetinghouse, for a Comp Time, Wage and Salary Survey and Personnel Policy workshop.

5.15 To See What Action the Board Wishes to take in Regard to Accepting the Resignation of Tamilyn Wayboer from the Budget Committee

*Mr. Colby moved and Ms. Donovan seconded a motion to accept the resignation of Tamilyn Wayboer from the Budget Committee, with regret. The motion carried on a vote of 5-0.*

5.16 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #33, #34, #35 and #36

*Ms. Gilles moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #33, #34, #35 and #36. The motion carried on a vote of 5-0.*

5.17 To See What Action the Board Wishes to take in Regard to Approving Minutes of the February 3, 2020, Board of Assessor's & Board of Selectmen's Meeting

*Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Minutes of the February 3, 2020, Board of Assessor's & Board of Selectmen's Meeting. The motion carried on a vote of 5-0.*

5.18 To See What Action the Board Wishes to take in Regard to Approving Minutes of the February 12, 2020, Special Board of Selectmen's Meeting

*Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the February 12, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.*

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

*Mr. Colby moved and Ms. Donovan seconded a motion to approve the Minutes of the February 20, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.*

**VII. ADJOURN**

*Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 7:53 pm. The motion carried on a vote of 5-0.*

Approved March 23, 2020

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
Karen L. Gilles, Vice-Chairman

\_\_\_\_\_  
George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

DRAFT

**MINUTES**  
**Town of New Gloucester**  
**SPECIAL SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Thursday, March 4, 2020**  
**At the Meetinghouse**

**5.31**

**SPECIAL BOARD OF SELECTMEN'S MEETING**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

Chairman, Linda Chase, called the meeting to order at 5:56 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; and David Barrett, of MMA.

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**III. EXECUTIVE SESSION**

**A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A.** Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following condition: (1) an executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated; **and F.** Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute (*Town Manager Resume Review*)

*Ms. Gilles moved and Mr. Colby seconded a motion to enter into Executive Session Per M.R.S.A.31 Title 1, Chapter 13 § 405, 6. A, Town Manager Resume Review, at 5:57 pm. The motion carried on a vote of 5-0.*

**IV. RETURN TO OPEN SESSION**

The Board returned to open session at 8:58 pm.

**V. ADJOURN**

*Ms. Donovan moved and Mr. Colby seconded a motion to adjourn at 8:59 pm. The motion carried on a vote of 5-0.*

Approved March 23, 2020

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Linda D. Chase, Chairman

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Karen L. Gilles, Vice-Chairman

---

George W. Colby

---

Joseph S. Davis

---

Tammy L. Donovan

DRAFT

**MINUTES**  
**Town of New Gloucester**  
**SPECIAL SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Wednesday, March 11, 2020**  
**At the Meetinghouse**

5.32

**SPECIAL 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, George Colby, Joseph Davis and Tammy Donovan; and David Barrett, of MMA.

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**III. EXECUTIVE SESSION**

**A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A.** Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following condition: (1) an executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated; **and F.** Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute (*Town Manager Interviews*)

*Ms. Gilles moved and Ms. Donovan seconded a motion to enter into Executive Session Per M.R.S.A. 31, Title 1, Chapter 13 § 405.6.A, Town Manager Interviews, at 6:03 pm. The motion carried on a vote of 5-0.*

**IV. RETURN TO OPEN SESSION**

The Board returned to open session at 7:30 pm.

**V. ADJOURN**

*Ms. Gilles moved and Ms. Donovan seconded a motion to adjourn at 7:31 pm. The motion carried on a vote of 5-0.*

Approved March 23, 2020

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Linda D. Chase, Chairman

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Karen L. Gilles, Vice-Chairman

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George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

DRAFT

**MINUTES**  
**Town of New Gloucester**  
**SPECIAL SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Tuesday, March 17, 2020**  
**At the Meetinghouse**

**5.33**

**SPECIAL BOARD OF SELECTMEN'S MEETING**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

Chairman, Linda Chase, called the meeting to order at 5:59 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; and David Barrett, of MMA.

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**III. EXECUTIVE SESSION**

**A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A.** Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following condition: (1) an executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated; **and F.** Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute (*Town Manager Interviews*)

*Ms. Gilles moved and Mr. Colby seconded a motion to enter into Executive Session Per M.R.S.A. 31, Title 1, Chapter 13 § 405.6.A, Town Manager Interviews, at 6:00 pm. The motion carried on a vote of 5-0.*

**IV. RETURN TO OPEN SESSION**

The Board returned to open session at 8:28 pm.

**V. ADJOURN**

*Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 8:28 pm. The motion carried on a vote of 5-0.*

Approved March 23, 2020

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Linda D. Chase, Chairman

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Karen L. Gilles, Vice-Chairman

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George W. Colby

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Joseph S. Davis

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Tammy L. Donovan

DRAFT