

**ANNOTATED AGENDA**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Monday, May 4, 2020**  
**Via Zoom**

**BOARD OF SELECTMEN'S MEETING**

- I. CALL THE MEETING TO ORDER & ATTENDANCE**
- II. PLEDGE OF ALLEGIANCE**
- III. SCHEDULE NEXT MEETING:**
  - 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**
    - 5.38 To See What Action the Board Wishes to take in Regard to Bid Proposals for Public Works Tree Cutting RFP**

Bids are due by 5:00 p.m., Monday, and will be opened at the meeting. See the attached RFP.
    - 5.39 To See What Action the Board Wishes to take in Regard to Charter Commission**

Please see attached paperwork.
    - 5.40 To See What Action the Board Wishes to take in Regard to Committee Meeting Zoom Guidance and Allowing Committees to Meet**

Please see attached paperwork.

**5.41 To See What Action the Board Wishes to take in Regard to Soft Opening of Town Hall**

Staff recommends the following:

First Phase: Open May 6<sup>th</sup> by appointment only with mask mandate

**5.42 To See What Action the Board Wishes to take in Regard to Quitclaim of Map 7 Lot 83**

Please see attached paperwork.

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

Please see attached paperwork.

**5.44 To See What Action the Board Wishes to take in Regard to Approving Minutes of the April 22, 2020, Special Board of Selectmen's Meeting**

Please see attached paperwork.

**VII. ADJOURN**

5.38

**Town of New Gloucester  
Invitation to Bid  
Tree Cutting on Roadside within the Town Right of Way**

The Town of New Gloucester is requesting bids for Tree Cutting on Sunset Shores Road and Black Point Road in the Town of New Gloucester, Maine. Bid Packets may be obtained at the Town Office, 385 Intervale Road, New Gloucester, Maine, 04260 during regular business hours or by emailing [smyers@newgloucester.com](mailto:smyers@newgloucester.com), or by calling 207-926-4126 ext. 1.

Any questions on the Bid Packet should be directed to Public Works Director, Ted Shane, at 207-650-0286 during regular business hours, Monday through Thursday 7:00 A.M. to 4:00 P.M.

Bids must be submitted in a sealed envelope clearly marked on the exterior, "**Town of New Gloucester Tree Cutting Proposal**" to Paul First, Interim Town Manager by 5:00 p.m., Monday, May 4, 2020. The Board of Selectmen will open and read the bids at 7:00 p.m., Monday, May 4, 2020 at the New Gloucester Meetinghouse during their regularly scheduled meeting. The Town reserves the right to accept or reject any or all proposals.

## **Request for Proposals Spring 2020**

The Town of New Gloucester, Maine seeks proposals for:

### **Tree Cutting along the roadsides of Sunset Shores Road and Black Point Road New Gloucester, ME 04260**

The Town of New Gloucester is seeking proposals from qualified, licensed and insured contractors to cut premarked trees, (82 trees on Sunset Shores Road and 245 trees on Black Point Road).

**A copy of the Bid Packet may be obtained at the New Gloucester Town Office, 385 Intervale Road, New Gloucester, Maine during regular business hours.**

#### Scope of work:

Provide all necessary labor and equipment to complete the tree cutting and removal according to but not limited to the following scope:

- Cut and remove all trees that are premarked on the two given roads, contractor will leave all wood that is requested by the abutting landowner at a location on the landowner's property, and not within the towns right of way.
- Chip and remove all brush on a daily basis.
- Provide signs and traffic control for entire job when necessary.
- Contractor will notify all utilities for wire coverings if necessary and will also report any damaged wires to the appropriate company at the time of damage.
- Contractor will Immediately notify the Public Works Director of any road closures to do necessary work.
- Contractor shall keep work area neat at the end of each workday and contained through the duration of the job.

Proposals must comply with the following submission requirements:

1. Sealed proposals shall be submitted marked “**Town of New Gloucester Tree Cutting Proposal**” on the outside of the envelope, addressed to:

Paul First, Interim Town Manager  
Town of New Gloucester  
385 Intervale Road  
New Gloucester, ME 04260

2. Proposals will be accepted until **6:00 P.M., May 4, 2020**. Proposals received after this time will be returned unopened. Faxed proposals will not be accepted.
3. All work must be completed by **June 1, 2020**, unless agreed prior between the Contractor and the Town of New Gloucester.
4. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal unopened after it has been placed if such request is received in writing prior to the time specified for the opening of the proposals.
5. **SITE VISIT:** All prospective bidders may obtain a site visit by contacting Ted Shane, Public Works Director at (207) 650-0286, Monday through Thursday 7:00 A.M. to 4:00 P.M.
6. **RESERVATION OF RIGHTS:** The Town of New Gloucester reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.
7. **WARRANTY:** The contractor shall carry a (1) one-year warranty on all workmanship related to the job
8. **SEPARABILITY:** The Town of New Gloucester will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
9. A copy of applicable insurance certificate(s) must accompany bids. Minimum coverage is \$1,000,000 per occurrence, and Worker’s Compensation Coverage in compliance with State Law.

**Town of New Gloucester, Maine  
Request for Proposals**

**BID FORM**

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Printed Name of Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Bid Amount: \$ \_\_\_\_\_

Exclusions (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date submitted: \_\_\_\_\_

Town of New Gloucester Tree Cutting  
Bidder's List

Whitney Tree  
58 MacDonald Drive  
New Gloucester, ME 04260

Buzzell and Sons Tree Service  
87 Depot Rd.  
Gray, ME 04039

Marston's Tree Service  
212 Roosevelt Trail  
Naples, ME 04055

Q-Team Tree Service  
86 Casco Rd.  
Naples, ME 04055

Tip Line Tree Service  
Chris Cote  
33 Rockwood Drive  
New Gloucester, ME 04260

## Town Manager

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5.39

**From:** John Salisbury <jsalisbury@comcast.net>  
**Sent:** Tuesday, April 21, 2020 4:34 PM  
**To:** Linda Chase; George Colby; Joseph Davis; Tammy Donovan; Karen Gilles  
**Cc:** Town Manager  
**Subject:** Request to take action to order placing charter commission question on November 2020 ballot  
**Attachments:** Ltr to Bd of Selectmen 4-21-20.pdf

April 21, 2020

To: Members of the Board of Selectman  
Paul First, Town Manager

From: New Gloucester Citizens for a Town Charter

The corona virus has had a significant impact on many aspects of all of our lives. One of those has been the effect it is having on the Town of New Gloucester's governing process. Two examples are the Board of Selectmen holding virtual meetings and delaying the annual town meeting date to June 15, 2020 because of the need to minimize the risk of exposing voters to the COVID-19.

The New Gloucester Citizens for a Town Charter and their petitioners have also found it appropriate to minimize the risk of exposing NG voters to the virus. We have stopped contacting voters for petition signatures to place the question of whether or not the Town of New Gloucester voters want to create a charter commission on the November 2020 ballot. It has become increasingly clear to us that the COVID-19 risk is going to be here to some degree until a vaccine is available, likely in 2021. By statute we only have until June 27 to submit the petitions signed by 587 voters and notarized.

**For those reasons, we would like to request the Board of Selectmen take action to order placing the question on the November 2020 ballot of whether the Town of New Gloucester voters want to create a charter commission.**

In a memo sent to the Board of Selectmen and Town Manager, dated March 21<sup>st</sup>, we advised the Board of Selectmen that the petitioners and their designees had secured 307 voter signatures for placing the question of whether or not the Town of New Gloucester voters want to create a charter commission. That is more than 50% of the required number of signatures to get the question on the November ballot. At that time the petitioners believed they would be able to secure the required signatures should the issues with COVID-19 be resolved in a timely manner. This is no longer our view as the epidemiologist in our State Government is advising otherwise.

The New Gloucester Citizens for a Town Charter feel the November 2020 will have greater voter participation and will better reflect the views of the Town. Previously the question of creating a charter commission lost by only 4 votes. Less than 800 persons voted at that election.

We would appreciate having this letter read aloud at your special meeting tomorrow night.

Thank you,

John Salisbury  
On behalf of the New Gloucester Citizens for a Town Charter

5.40



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:** All Committee Chairs  
**From:** Paul First, Interim Town Manager  
**Date:** May 4, 2020  
**Re:** Using Zoom for Committee Meetings

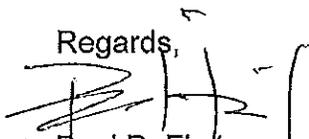
### MEMORANDUM

While at the moment in-person meetings are not allowed due to the civil emergency order, the town is allowing boards and committees to meet via Zoom. Below are a few simple guidelines to help ensure our compliance with state and local rules and regulations.

- Committee members must contact Sharlene Myers, Deputy Clerk, at least 10 days in advance, to set up the meeting. She will schedule the meeting in Zoom, properly notice it on the Town website, and share the login details with you. You will need to share the login details with your committee members.
- To help discourage Zoom Bombing, requests for login details from the public should be directed to Sharlene Myers. Please avoid publicly posting login details.
- Meetings will be recorded on Zoom for public record and/or rebroadcast on TV-3.
- An announcement must be made when the recording starts that states the date and name of the committee meeting. A sign may also be used.
- When voting on official committee business, state law requires a roll call vote. Please call the roll and ask for each member's vote.
- Public participation and comments may be allowed by the Chair. During conduct of business, members of the public in attendance may be muted.

Thank you for your assistance in promoting compliant, safe, and effective meetings.

Regards,



Paul R. First  
Interim Town Manager

MUNICIPAL QUITCLAIM DEED WITH COVENANT

5.42

THE INHABITANTS OF the Town of New Gloucester, a body corporate and politic, with its town offices located at 385 Intervale Road, New Gloucester, Cumberland County, State of Maine, for consideration on May 4, 2020, releases to Royal River Conservation Trust, P O Box 90, Yarmouth, ME, 04096, with Quitclaim Covenant, a certain lot or parcel of land with any buildings thereon located in the Town of New Gloucester, Cumberland County, State of Maine, more particularly described as follows:

Map 7, Lot 83, Intervale Road, on the Tax Maps of the Town of New Gloucester, prepared by John E. O'Donnell and Associates and dated April 1, 2018, on file in the Assessor's Office, Town of New Gloucester, Maine. The Town of New Gloucester has acquired its interest in said parcel through foreclosure and legislative body approval.

The Inhabitants of the Town of New Gloucester caused this instrument to be signed in its corporate name by: Linda D. Chase, George W. Colby, Joseph S. Davis, Tammy L. Donovan, and Karen L. Gilles, its Municipal Officers duly authorized.

Witness our hands and seals this 4th day of May, 2020.

WITNESS:

INHABITANTS OF THE TOWN OF NEW GLOUCESTER

Print Name:

Linda D. Chase, Chairman

Print Name:

George W. Colby

Print Name:

Joseph S. Davis

Print Name:

Tammy L. Donovan

Print Name:

Karen L. Gilles, Vice-Chairman

State of Maine  
County of Cumberland, ss

May 4, 2020

Then personally appeared the above named: Linda D. Chase, George W. Colby, Joseph S. Davis, Tammy L. Donovan, and Karen L. Gilles, Municipal Officers of the Town of New Gloucester and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of said Municipality.

Before me

Sharlene F. Myers, Notary Public  
Commission Expires April 27, 2023

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

**5.43**

**SPECIAL BOARD OF SELECTMEN'S MEETING**

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

Chairman, Linda Chase, called the meeting to order at 6:00 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan.

**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 Search*)

*Mr. Colby moved and Ms. Gilles seconded a motion to enter into Executive Session per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A., Town Manager Search, at 6:02 pm. The motion carried on a vote of 5-0.*

**IV. RETURN TO OPEN SESSION**

The Board came back to open session at 7:56 pm.

**V. ADJOURN**

*Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 7:57 pm. The motion carried on a vote of 5-0.*

Approved May 4, 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

**MINUTES**  
**Town of New Gloucester**  
**SPECIAL BOARD OF SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Wednesday, April 22, 2020**  
**Via Zoom**

5.44

**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; Town Manager, Paul First; and Recorder, Sharlene Myers.

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**II. SCHEDULE NEXT MEETING:**

- **Board of Selectmen's Meeting** – 6:00 p.m., Monday, May 4, 2020

**A. Adjustments to the Agenda**

**IV. PUBLIC COMMENTS**

Ms. Chase said the Board has received copies of all the letters/comments sent in. She said: this is the first online meeting so please bear with us; everyone will be muted except the Selectmen and staff; those who wish to speak will please raise their hand using the button on the bottom of the screen; Public Comment is limited to 3 minutes and please be respectful of others; everyone will be allowed to speak but if your information or concerns have been addressed by others, please allow others to participate; and personnel issues cannot be discussed.

Public Comments was received from those listed concerning the upcoming Budget and department cuts: Tim Terranova; Carla McAllister, Kathleen Potter, Carol Gillis, Laura Sturgis, Peter Bragdon, Debra Smith, Serenity Klotzle, Sarah Rodriguez and Emily Terranova.

**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 -- no comments.

Tammy Donovan -- no comments.

Joseph Davis -- said he hope everyone is okay, stay safe and we are all in this together.

Karen Gilles -- said she wanted to thank everyone who joined the meeting and spoke to the Board. She said it's a difficult year and we are all in this together.

Linda Chase -- said she wanted to thank EMS/Fire Fighters for all they are doing and to also thank all employees and volunteers for working together to get through this.

#### b. Town Manager

Paul First, Interim Town Manager, said the following:

- 1) Say thank you to everyone for joining tonight's meeting.
- 2) Gave a brief overview of the Budget and possible cuts being suggested to help the shortfall.

#### c. Dept. Heads

#### d. Boards & Committees

### B. Action Items

#### 5.34 To See What Action the Board Wishes to take in Regard to Public Works Tree Cutting

Ms. Chase said there has been a discussion about cutting trees on Sunset Shores and Black Point Road. She said last year, the bid was approved for chip sealing of those two roads along with two others. She said due to time constraints in the fall, the prep and chip sealing of these two roads was postponed until this spring. She said Ted Shane, Public Works Director has prepared an RFP for Tree Cutting of these two roads.

*Ms. Donovan moved and Mr. Colby seconded a motion to send the Tree Cutting RFP out to bid.*

Mr. Davis asked if the trees needed to be cut.

Mr. Shane said the trees do need to be cut. He said these roads are very shaded, receive very little sunlight, ice builds up on the roads in the winter and water seeps down into the cracks which causes failure of the roads.

*The motion carried on a vote of 5-0.*

Ms. Chase said the number listed in the RFP is for the Public Works Garage and asked if should be changed to the Public Works Directors number.

All agreed to this change.

**5.35 To See What Action the Board Wishes to take in Regard to Budget Process**

*Mr. Davis moved and Ms. Donovan seconded a motion to send the Selectmen's Budget back to the Budget Committee for discussion and completion of their process.*

Ms. Gilles and Mr. Colby said they would like to have one more Selectmen's workshop before the Budget Committee convenes.

Mr. First said Mr. Libby is not in favor of an additional workshop.

The Board all stated they were available for another Budget Workshop on Friday, April 24<sup>th</sup>, 6pm, via Zoom.

Ms. Chase said the Selectmen are having a regular meeting on May 4<sup>th</sup> at 6pm. She said the Budget Committee could meet at 7pm and the following week have their Public Hearing. She said this would still leave time for the Board to have a first review of the town meeting warrant and a second meeting to sign it.

*The motion carried on a vote of 5-0.*

**5.36 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #40, #41, and #42**

*Mr. Davis moved and Ms. Donovan seconded a motion to approve FY20 Warrants and Payrolls #40, #41 and #42. The motion carried on a vote of 3-0-2, with Mr. Colby and Ms. Gilles abstaining.*

**5.37 To See What Action the Board Wishes to take in Regard to Approving Minutes of the March 23, 2020, Board of Selectmen's Meeting**

*Ms. Donovan moved and Ms. Gilles seconded a motion to approve the Minutes of the March 23, 2020, Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.*

**VII. ADJOURN AND ENTER INTO WORKSHOP**

*Mr. Colby moved and Ms. Donovan seconded a motion to adjourn and enter into a workshop at 7:21 pm. The motion carried on a vote of 5-0.*

Approved May 4, 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