

**ANNOTATED AGENDA**  
**Town of New Gloucester**  
**BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Monday, May 18, 2020**  
**Via Zoom**

**BOARD OF ASSESSOR'S MEETING**

- I. CALL THE MEETING TO ORDER & ATTENDANCE**
- II. To See What Action the Board Wishes to take in Regard to Revaluation Update**

Please see attached paperwork.

- III. ADJOURN**

**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**
  - A. Dedication of the 224<sup>th</sup> Town of New Gloucester Annual Report**
  - B. Other**
- 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**
    - 5.45 To See What Action the Board Wishes to take in Regard to Introduction of New Town Manager**

**5.46 To See What Action the Board Wishes to take in Regard to Awarding of Bid for Public Works Tree Cutting RFP**

Please see attached paperwork.

**5.47 To See What Action the Board Wishes to take in Regard to Fire/Rescue Department Utility 1 Pick-Up**

Please see attached paperwork.

**5.48 To See What Action the Board Wishes to take in Regard to Spring Clean-up Week at the Transfer Station**

Jeff Pratt, Transfer Station Supervisor, and Ted Shane, Public Works Director, are recommending Spring Clean-up week be held June 9th through June 13<sup>th</sup>, during their regularly scheduled hours.

Please see attached paperwork.

**5.49 To See What Action the Board Wishes to take in Regard to Proclamation for National Public Works Week**

*“This year’s theme “The Rhythm of Public Works” challenges our workers and citizens to think about their community as a symphony of essential services, working in concert to create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life.”*

Please see attached paperwork.

**5.50 To See What Action the Board Wishes to take in Regard to Proclamation for Emergency Medical Services (EMS) Week**

*“This year’s theme “Ready Today. Preparing for Tomorrow” is particularly meaningful as we see the EMS community rallying to continue to support those affected by this crisis, all while still responding to the everyday emergencies that continue to occur in their communities, while dealing with various challenges. Now more than ever, it is important that we honor and celebrate our EMS professionals who are supporting the health and well-being of our community.*

Please see attached paperwork.

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

Please see attached paperwork.

**5.52 To See What Action the Board Wishes to take in Regard to First Review of the Annual Town Meeting Warrant**

Please see attached paperwork.

**5.53 To See What Action the Board Wishes to take in Regard to Approval of Election Clerks List**

Please see attached paperwork.

**5.54 To See What Action the Board Wishes to Take in Regard to Appointment of the June 11, 2019 Election Warden**

Please see attached paperwork.

**5.55 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #43, #44 and #45**

**5.56 To See What Action the Board Wishes to take in Regard to Approving Minutes of the May 4, 2020, Board of Selectmen's Meeting**

Please see attached paperwork.

**C. ADJOURN**



New Gloucester Board of Assessors Meeting  
May 18, 2020

2020 Equalization Timeline

August 17, 2020	Monday	Tax Commitment
July 20-24, 2020	Monday to Friday	Review Hearings
July 10, 2020	Friday	Send Value Notice Letters and Open Online Data
June 26, 2020	Friday	Assessor's Value Lists

Notes

Workshop on CAMA (computer assisted mass appraisal) Pricing

Format of Review Hearings

Real Estate Market Over-Time

Trio Conversion and Module Change

**John E. O'Donnell & Associates**  
632 Bald Hill Road New Gloucester, Maine 04260  
Phone: 207-926-4044 Email: john@jeodonnell.com  
Web site [www.jeodonnell.com](http://www.jeodonnell.com)

May 1, 2020

Board of Selectmen  
Town of New Gloucester  
PO Box 82  
New Gloucester, ME 04260

Dear Board Members,

We are pleased to report on our progress on the New Gloucester Revaluation Program.

We have visited and photographed over 95% of properties in New Gloucester. Picture naming, sketch creation, land data, and building data are data entry tasks. Data entry is over 95% complete.

Sales Analysis and Schedule Development will finish in May 2020. We would like the Board to be available for a meeting in May 2020. The meeting will cover property sales and proposed valuation schedules for land and buildings.

The updated work plan is below. It outlines revaluation functions, date ranges for completion, and current status. Please review the work plan and let us know if you see any problems.

### New Gloucester Revaluation Work Plan

Function	Dates	Status
Execute contract	2019-05-06	Complete
Field work	2019-05 through 2019-12	Complete
Data entry	2019-11 through 2020-05	Complete
Sales analysis	2019-12 through 2020-05	Complete
Schedule development	2019-12 through 2020-05	Complete
Schedule Approval	2020-05	Upcoming
Final reviews	2020-05	Upcoming
Notices sent	2020-06	Upcoming
Appts. scheduled	2020-06	Upcoming
Hearings	2020-06	Upcoming
Hearing reviews	2020-07	Upcoming
Project Delivery	2020-07-15	Upcoming

Table 1 outlines the major functions of the program by percentages related to the total contract amount.

Total Contract	\$220,000
Field work 40%	\$88,000
Data Entry 15%	\$33,000
Sales Analysis/Schedules 15%	\$33,000
Hearings 10%	\$22,000
Reviews 10%	\$22,000
Miscellaneous 10% monthly over 14 months	\$22,000

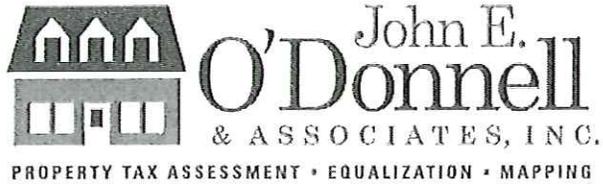
Table 2 outlines the work completed to date related to the respective amounts of the contract.

Field work 95% complete	\$83,600
Data Entry 95% complete	\$31,350
Sales Analysis/Schedules complete	\$33,000
Miscellaneous 12/14 months = 86% complete * \$22,000	\$18,920
Work completed to date	\$166,870
Less previous payment	-\$92,950
Balance Due	\$73,920

We enclose an invoice for \$73,920.00 that represents the work completed on the program. Please let us know if you have any questions.

Sincerely,

John E. O'Donnell III, President  
 John E. O'Donnell & Associates



# INVOICE

Voice: 207-926-4044

Invoice Number: 7073

Fax: 207-926-4037

Invoice Date: 5/1/20

Web: www.jeodonnell.com

Page: 1

**Bill To:**

Town of New Gloucester, Me  
 385 Intervale Road  
 New Gloucester, ME 04260-

Customer ID: NEWGLOUCES

Customer PO	Payment Terms	Sales Rep ID	Due Date
	Net 30 Days		May 31, 2020

Description	Amount
New Gloucester Equalization Program--work in progress (please refer to progress report)	73,920.00

Please make checks payable to:

Subtotal	73,920.00
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Sales Tax	
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<b>TOTAL</b>	<b>73,920.00</b>
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**John E. O'Donnell & Assoc., Inc**  
 632 Bald Hill Road  
 New Gloucester, ME 04260  
 USA

Customer ID:NEWGLOUCES

## Tree Cutting on Sunset Shores and Black Point Roads

Town Manager,

I have spoken with Chris Cote from Zip Line Tree Service who was the low bidder for the tree cutting bid dated 5/4/20.

Chris has agreed to do the job for \$21,000 with the Public Works Crew doing some work.

The Public Works Crew will cut and chip all small trees that are nowhere near power lines and Zip Line Tree will cut everything else that the Public Works Crew isn't comfortable with cutting.

The Public Works Crew will also assist if needed with traffic control.

We will work together with Zip Line Tree to get the job done.

I recommend to the Board that we award the Tree bid to Zip Line Tree from New Gloucester for \$21,000.00.

Thanks,

Ted Shane

Public Works Director

5/11/20

5.47



## *Town of New Gloucester*

385 Intervale Road  
New Gloucester, ME 04260

Tel: (207) 926-4126 ext. 5 Fax: (207) 926-4136  
Email: [townmanager@newgloucester.com](mailto:townmanager@newgloucester.com)

Date: 5/11/2020

Re: Chief's / Utility Vehicle

Board of Selectmen:

CIP denied the Chief's request for a new Chief's / Utility vehicle. The general sentiment was that given the uncertain financial times we need to determine a more cost effective alternative. You have all received a copy of the original CIP request.

Staff has come up with the following alternative for the Selectmen to consider:

1. Public Works H-4 a 2019 GMC 1500 ½ ton should be re-deployed to the Fire and Rescue Department as a Chief's / Utility vehicle. The installation of lights, radio, and the department logo will be paid for out of the Chief's current and FY'21 operating budget.
2. The Chief's current 2004 GMC Sierra should be re-deployed to the Public Works Department. The Public Works Department will manage the repairs of the vehicle for inspection, and it will be utilized as the H-4 buildings and grounds vehicle. Repair costs will be allocated from the current and FY'21 public works budget and are not expected to exceed \$4,000.

I have spoken with both the Fire Chief and the Public Works Director. They are both in agreement with regard to re-deploying the vehicles.

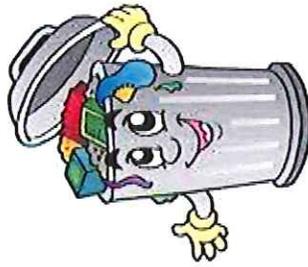
I ask for a vote from the Board of Selectmen to re-deploy both vehicles and to repair the 2004 Sierra for a cost not to exceed \$4,000.

Paul First  
Interim Town Manager

*Paul First, Interim Town Manager*

# New Gloucester Transfer Station

## SPRING CLEAN-UP WEEK



June 9th (9am – 7pm)

June 10th (9am – 7pm)

June 11th (9am – 2pm)

June 12th (9am – 5pm)

Spring Clean-up Week allows residents to bring Bulky Waste items to the Transfer Station at no charge (a bulky waste sticker is not necessary). **No Universal Waste Accepted at this time!**

**Stumps, leaves, pine needles, large drums or closed metal containers are not accepted at anytime.**

All types of oil including Clean Waste Oil, are accepted (year round).

*(Did you know when you recycle clean waste oil at the New Gloucester Transfer Station, the oil is being used to heat the Public Works Garage, saving taxpayers' dollars)*

## Public Works Week Proclamation

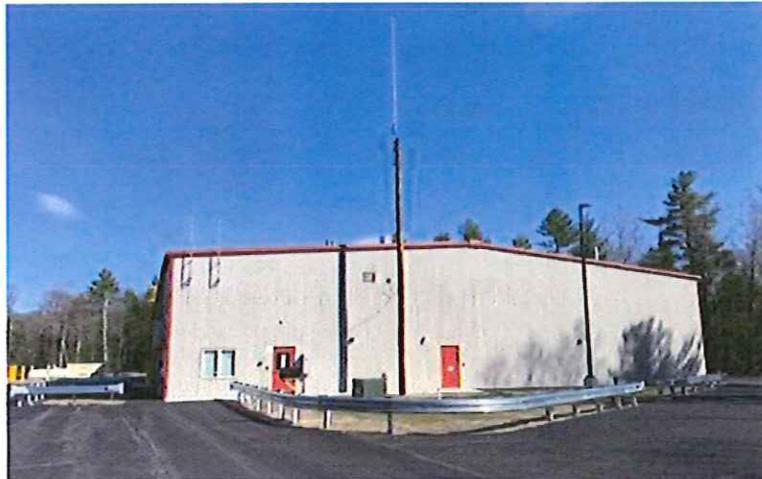
*To designate the Week of May 17-23, 2020, as National Public Works Week*

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as roads and bridges, public buildings; and

WHEREAS, the health; safety, and comfort of this community greatly depends on these facilities and services; and

*National  
Public  
Works  
Week*



*“The  
Rhythm  
of  
Public  
Works”*

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel, who staff public works departments, is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's theme speaks to the vital role Public Works plays in connecting us all together. We, the Town of New Gloucester, wish to recognize the contributions which Public Works officials make every day safe.

Now, therefore, on May 18, 2020, the Town of New Gloucester Board of Selectmen, in recognition of this event, does hereby proclaim the *week of May 17-23, 2020* as

**“National Public Works Week: The Rhythm of Public Works”**

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

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

\_\_\_\_\_  
George W. Colby, Selectman

\_\_\_\_\_  
Joseph S. Davis, Selectman

\_\_\_\_\_  
Tammy L. Donovan, Selectman

## EMS Week Proclamation

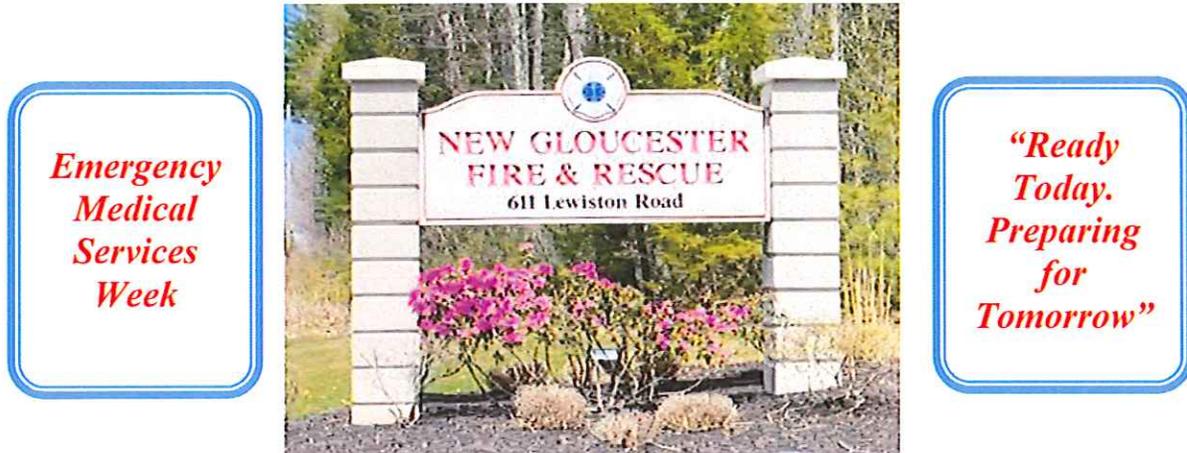
*To designate the Week of May 17-23, 2020, as Emergency Medical Services Week*

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and



WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, this year's theme is a tribute to all who serve the Town of New Gloucester on our Emergency Medical Team. We recognize the value and the accomplishments of our emergency medical services providers.

THEREFORE, on May 18, 2020, the Town of New Gloucester Board of Selectmen, in recognition of this event, do hereby proclaim the *week of May 17-23, 2020*, as

**“Emergency Medical Services Week: Ready Today. Preparing for Tomorrow”**

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

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

\_\_\_\_\_  
George W. Colby, Selectman

\_\_\_\_\_  
Joseph S. Davis, Selectman

\_\_\_\_\_  
Tammy L. Donovan, Selectman

**EXPENSE BUDGET**

FY 2021 Budget Worksheet

Date 13-May  
 Sel Rate 4.4%  
 BC Rate 4.9%

		FY 2021 Select Bd	FY 2021 Budget Com	Difference	Description
101	Selectmen	\$ 17,485	\$ 17,485	\$ -	
102	Administration	\$ 354,744	\$ 353,968	\$ (776)	1/2% wages
103	General Assistance	\$ 8,000	\$ 8,000	\$ -	
104	Buildings & Grounds	\$ 69,206	\$ 65,842	\$ (3,365)	1/2% wages, 4 hours cleaning PW Facility
105	Elections	\$ 14,800	\$ 14,800	\$ -	
106	Assessing	\$ 42,150	\$ 42,150	\$ -	
107	Code Enforcement	\$ 61,298	\$ 61,027	\$ (271)	1/2% wages
108	Legal	\$ 25,000	\$ 25,000	\$ -	
109	Insurance	\$ 430,650	\$ 430,650	\$ -	
112	Emergency Mgmt	\$ 2,275	\$ 2,275	\$ -	
113	NGTV3	\$ 13,935	\$ 13,935	\$ -	
114	Street Lights	\$ 7,000	\$ 7,000	\$ -	
115	Dispatch	\$ 41,953	\$ 41,953	\$ -	
116	Public Works	\$ 743,877	\$ 739,514	\$ (4,363)	1/2% wages, 2,750 fom supplies (3-01)
117	Rescue & Fire	\$ 645,484	\$ 645,149	\$ (335)	1/2% wages
120	Solid Waste	\$ 248,917	\$ 248,467	\$ (450)	1/2% wages
122	Planning	\$ 36,020	\$ 35,872	\$ (148)	1/2% wages
123	Library	\$ 76,894	\$ 91,140	\$ 14,247	1/2% wages, director at 36, assist at 24
125	Benefits	\$ 195,708	\$ 195,404	\$ (305)	SS up and retirement down (Library hours)
127	Capital Reserves	\$ 170,000	\$ 175,000	\$ 5,000	Sel cut 30K from Fire, B/C cut 25K from Transfer Sta
128	Capital Projects	\$ 60,000	\$ 60,000	\$ -	
	Stevens Brook Permits	\$ 11,000	\$ 11,000	\$ -	
130	Unbudgeted	\$ 15,000	\$ 15,000	\$ -	
131	Health Officer	\$ 500	\$ 500	\$ -	
132	Animal Control	\$ 16,925	\$ 16,896	\$ (29)	1/2% wages
133	Parks & Recreation	\$ 32,300	\$ 32,800	\$ 500	Halloween
135	Cemeteries	\$ 20,800	\$ 20,800	\$ -	
138	Fuel Overrun Allowance	\$ 2,475	\$ 2,475	\$ -	
139	Debt Service	\$ 366,482	\$ 366,482	\$ -	
140	County	\$ 420,000	\$ 420,000	\$ -	
141	School District	\$ 6,200,000	\$ 6,200,000	\$ -	
144	TIF District	\$ 290,000	\$ 290,000	\$ -	
145	Tax Abatement	\$ 20,000	\$ 20,000	\$ -	
146	Overlay	\$ 25,000	\$ 25,000	\$ -	
149	Paving	\$ 290,750	\$ 290,750	\$ -	
		\$ 10,976,628	\$ 10,986,334	\$ 9,706	

CIP, Pave, SAD, CC, TIF, Overlay \$ 7,455,750 \$ 7,460,750

## WARRANT FOR ANNUAL TOWN MEETING

**Town of New Gloucester**  
**June 15, 2020**

To: Sharlene Myers, a resident of the Town of New Gloucester, County of Cumberland, State of Maine.

## GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of New Gloucester, qualified to vote in town affairs, to assemble in the Memorial School Gymnasium, 86 Intervale Road, on Monday, the 15<sup>th</sup> day of June A.D. 2020 at 7:00 p.m., Daylight Savings Time, in the evening, then and there to act on **Articles 1 through 31.**

**Article 1.** To choose a *Moderator* to preside at said meeting.

**Article 2.** To see if the Town will vote to increase the property tax levy limit of **\$XXXX** established for New Gloucester by State law in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit. **(Note: Just a placeholder until Mike does his LD1 calculation)**

**OPERATIONS:**

**Article 3.** To see if the Town will vote to raise and appropriate **\$XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 3</b>		Selectmen	Budget Committee
101	Selectmen		
102	Administration		
105	Elections		
106	Assessing		
108	Legal		
130	Unbudgeted Expenses		
138	Fuel Overrun Allowance		

***The Budget Committee & Select Board recommends passage as presented.***

**Article 4.** To see if the Town will vote to raise and appropriate **§XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 4</b>		Selectmen	Budget Committee
103	General Assistance		
131	Health Officer		
132	Animal Control		
135	Cemeteries		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 5.** To see if the Town will vote to raise and appropriate **§XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 5</b>		Selectmen	Budget Committee
112	Emergency Management		
114	Street Lights		
115	Fire and Rescue Dispatch		
117	Fire and Rescue		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 6.** To see if the Town will vote to raise and appropriate **§XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 6</b>		Selectmen	Budget Committee
116	Public Works		
120	Solid Waste		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 7.** To see if the Town will vote to raise and appropriate **§XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 7</b>		Selectmen	Budget Committee
104	Buildings & Grounds		
113	Cable TV		
133	Parks & Recreation		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 8.** To see if the Town will vote to raise and appropriate **§XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 8</b>		Selectmen	Budget Committee
123	Library		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 9.** To see if the Town will vote to raise and appropriate **§XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 9</b>		Selectmen	Budget Committee
107	Code Enforcement		
122	Planning		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 10.** To see if the Town will vote to raise and appropriate **\$XXXX** from taxation and other sources for the ensuing year for the following:

<b>Article 10</b>		Selectmen	Budget Committee
109	Insurance		
125	Social Security/Retirement		
139	Debt Service		

*The Budget Committee & Select Board recommends passage as presented.*

**Article 11.** To see if the Town will vote to raise and appropriate **\$310,000** from taxation for the ensuing year for the following:

144	TIF District	\$ 290,000	(Estimated; determined when tax rate calculated)
145	Tax Abatements	\$ 20,000	
	<b>TOTAL</b>	<b>\$ 310,000</b>	

*The Select Board recommends passage as presented.*

### **CAPITAL PROJECTS & RESERVES:**

**Article 12.** Increasing the level at which capital expenditures shall undergo CIP review from \$7,500 to \$15,000.

**Article 13.** To see if the Town will vote to raise and appropriate **\$XXXX** from taxation for the **Public Works Capital Reserve Account** (G1-389-00 – **\$XXXX**) in the ensuing year.

Public Works Capital Reserve Account	<b>\$XXXX</b> Tax
<b>TOTAL</b>	<b>\$XXXX</b>

*The Select Board recommends passage.*



**Article 19.** To see if the Town will vote to accept and spend the following categories of **State and Federal Revenue funds** during the ensuing year:

1. Municipal Revenue Sharing
2. MDOT LRAP (Local Road Assistance Program)
3. MDOT MPI (Municipal Partnership Initiative)
4. Tree Growth Reimbursement
5. General Assistance Reimbursement
6. Veterans Exemption Reimbursement
7. Snowmobile Registration Funds
8. Public Library State Aid
9. Emergency Management Assistance/Homeland Security Grants
10. Other State Aid (*pass-through funds and property tax relief*)
11. State and Federal Grants or Other Funds (*not included in items 1 – 10 above.*)

*The Select Board recommend passage.*

**Article 20.** To see if the Town will vote to apply the following anticipated **Revenues** to reduce the tax commitment: Revenue amounts shown are estimates.

<b>Revenue</b>	
Building Inspection & Fees	
Transfer Station Permits	
Boat Excise Tax	
Auto Excise Tax	
Town Fees	
Recreation Program Fees	
Fines & Reimbursements	
Clerk Fees	
Rent Income	
Copy/Fax Fees	
Cable Franchise Fees	
Library Revenue	
Investment Income	
Capital Project Accounts Interest	
Animal Control	
Transfer Station Recycling	
Real Estate Tax Interest	
EMS Transport	
Capital Res. Funds (Contingent Art. 12-19)	
Undesignated Fund	
TIF (Public Works Annual Debt)	
<b>Total</b>	

*The Select Board recommend passage.*

**Article 21. DISPOSITION OF FORECLOSED PROPERTY**

To see if the Town will vote to authorize the Select Board to dispose of the following foreclosed properties in such manner and on such terms as the Select Board finds to be in the best interests of the Town except that the Municipal Officers shall use the special sale process required by 36 M.R.S. §943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

<b>MAP</b>	<b>LOT</b>	<b>LOCATION</b>	<b>LAND/BUILDINGS</b>
6	36-D	576 Snow Hill Rd	Land and Building

**Article 22. AUTHORITY TO ACCEPT REVENUE IN EXCESS OF AMOUNT BUDGETED**

To see if the Town will vote to authorize the Clerk/Treasurer to accept revenue in excess of amounts budgeted on behalf of the town.

**Article 23. AUTHORITY TO ACCEPT GRANTS**

To see if the Town will vote to authorize the Select Board to apply for and accept, on behalf of the Town, state and federal grants and grants from nonprofit organizations for municipal purposes, including when necessary, the authority to sign the grant contract and accept the conditions that accompany grant funds, and to appropriate and expend grant funds and matching funds required for the authorized purposes.

**Article 24. ACCEPTANCE OF GIFTS OF MONEY OR PERSONAL PROPERTY**

To see if the Town will vote to authorize the Select Board to accept gifts of money or personal property to the Town and to appropriate and expend such money for such public purposes as the Board deems to be in the interest of the Town.

**Article 25. ACCEPTANCE OF *CONDITIONAL* GIFTS OF MONEY AND PERSONAL PROPERTY**

To see if the Town will vote to authorize the Select Board to accept conditional gifts of money to the Town and to appropriate and expend the funds for the legal purposes for which the gift was made and in accordance with any conditions imposed by the donor and to accept conditional gifts of personal property to the Town and to use the property in the legal manner specified by the donor.

**Article 26. RETURNING UNEXPENDED CAPITAL IMPROVEMENT FUNDS TO CAPITAL RESERVE ACCOUNTS**

To see if the Town will vote to authorize the Select Board to return unexpended capital improvement funds to their corresponding capital reserve accounts.

**Article 27. ESTABLISHMENT OF INTEREST RATE FOR LATE TAX PAYMENTS**

To see if the Town will vote to fix a date and terms when taxes shall become due and payable, and set an interest rate of 9.00 percent per annum. The 9% interest rate is authorized under Title 36 M.R.S.A. Section 505.4.

**Recommendation:** that the first Friday of October and April, Friday, **October 2, 2020** and Friday, **April 2, 2021** be established as the dates taxes are due and payable, and that interest at the rate of nine percent (**9% per annum**) will be charged after such dates.

**Article 28. ESTABLISHMENT OF INTEREST RATE FOR ABATED TAXES**  
To see if the town will vote to set the interest rate at **four percent (4%)** per annum to be paid by the town on abated taxes pursuant to Title 36 M.R.S.A. Section 506-A.

**Article 29. ACCEPTANCE OF TAX PREPAYMENTS**  
To see if the Town will vote to authorize the Tax Collector or Treasurer to accept prepayments of taxes not yet committed, pursuant to Title 36 M.R.S.A. § 506.

**Article 30. DISPOSITION OF SURPLUS TOWN PROPERTY AND REAL PROPERTY**  
To see if the Town will vote to authorize the Select Board to sell and dispose of surplus town-owned personal and real property on such terms and conditions as the Select Board finds to be in the best interests of the Town and to deposit proceeds from such sales in the corresponding capital reserve accounts or Undesignated Fund.

**Article 31. USE OF GRANT FUNDS FROM TIME WARNER CABLE PER FRANCHISE AGREEMENT WITH THE TOWN FOR “PEG ACCESS EQUIPMENT AND FACILITIES”**  
To see if the Town will vote to approve the appropriation of \$5,000 from the Cable Grant Account (*G1-203* – **\$37,806**) for the ensuing year for the following: unanticipated maintenance of cable TV production and broadcast equipment. All unused funds will be returned to Cable Grant Account (*G1-203*) at the end of the ensuing year.

The Registrar of Voters hereby gives notice that voter registration will be accepted at the Town Office during regular office hours and at the meeting.

Dated in New Gloucester this \_\_\_\_\_ day of June, 2020, the same being at least ten (10) days before the time appointed for said meeting.

\_\_\_\_\_  
Linda Chase, Chairman

\_\_\_\_\_  
Karen Gilles, Vice Chairman

\_\_\_\_\_  
Tammy Donovan, Selectman

\_\_\_\_\_  
Joseph S. Davis, Selectman

\_\_\_\_\_  
George Colby, Selectman

A true copy of the Warrant,

Attested: \_\_\_\_\_ June XX, 2019  
XXXXXXXXXX, Town Clerk

## Election Clerks

- BONNIE (GAIL) JEFFERSON
- CLEO WERNER
- DEB PARKS LARRIVEE
- DEBORAH FRALICH
- HEATHER PLANTE
- KATHLEEN POTTER
- LAURA (JANE) STURGIS
- LINDA DOUGHTY
- LINDA STILLWELL
- MARY RICH
- PATTY MIKKELSON
- PENNY HILTON
- PHOEBE HARDESTY
- DONNA MCNALLY
- KIMBERLY GETCHELL
- SHARLENE MYERS

Tel: (207) 926-4126  
Fax: (207) 926-4136



*Town of New Gloucester*  
385 Intervale Road  
New Gloucester, ME 04260

Office of  
Selectmen

Municipality of New Gloucester  
County of Cumberland  
State of Maine  
Date: May 18, 2020

Pursuant to M.R.S.A. 21-A § 501 and 30-A § 2524 (2), the undersigned municipal officers of the  
Town of NEW GLOUCESTER, do hereby vote to appoint and confirm **Kimberly Getchell** as:

**Warden for the July 14, 2020 Election**

Given under our hand this 18th day of May, 2020

Selectmen

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Of

\_\_\_\_\_

New Gloucester

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**MINUTES**  
**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**

Chairman, Linda Chase, called the meeting to order at 6:01 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.

**III. SCHEDULE NEXT MEETING:**

**A. Adjustments to the Agenda**

None.

**IV. PUBLIC COMMENTS**

Ms. Chase said there would be no public comment on the proposed FY21 Budget at this meeting. She said there will be a Public Hearing on Tuesday, May 12<sup>th</sup>, where anyone who wishes to speak on the Budget may at that time. She said the Selectmen has received all comments emailed or mailed in and they will also be forward to the Budget Committee.

**V. OLD BUSINESS**

**A. Prior Meeting Update – Selectmen Chair**

None.

**B. Prior Meeting Update – Town Manager**

None.

**VI. NEW BUSINESS**

**A. Updates**

**a. Selectmen**

Karen Gilles – no comments.

Joseph Davis – no comments.

Tammy Donovan – said she is in hopes all will be up and running in the State soon.

George Colby – no comments.

Linda Chase – no comments.

**b. Town Manager**

Paul First, Interim Town Manager, said the following:

- 1) Management is working on the details of the Governor's new opening plan pertaining to bringing back services.
- 2) Transfer Station will be accepting recyclables and bulk waste beginning on Tuesday. No universal waste is allowed.
- 3) Extends his gratitude to the Fire and Rescue Department during this pandemic and thank you to the Chief, the Officers, the Per Diems and the membership.

**c. Dept. Heads**

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

- 1) The Department has received the Edward McDonald Safety Enhancement Grant, which is a 1/3 match of \$700. He said this match will be utilized for the purchase of accountability tags.
- 2) The Department held their first training session with other Departments via Zoom, which was hosted by the Gray Department.
- 3) There is a water main break on Morse Road, towards Pineland, and might take all evening to repair.
- 4) Utility 1 pickup is used by the department for wires down, mutual aid, towing of the trailer amongst other things. The hitch failed due to rust. It was brought to a local establishment and estimates of \$4,000-\$6,000 to repair for a sticker. Looking for guidance on what to do.

Mr. Colby said it is not worth putting the money into.

Mr. First said he will look into this further the next day.

Ted Shane, Public Works Director, said the following:

- 1) Due to the Morse Road water main break, the fire hydrants are not working in that area.
- 2) Supports the Fire Chief pertaining to the truck. The vehicle is not worth much and this should go back to CIP due to new information. Currently, Public Works leaves a truck at night and on the weekends and if the Fire Department needed a vehicle in an emergency, a Public Works could help with a vehicle, but unable to do this long term.
- 3) Street sweeping will be starting on Tuesday, May 5<sup>th</sup>.

**d. Boards & Committees**

Kathleen Potter, CIP Committee Member, said the department needs a vehicle and it should be replaced.

**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**

The following bids were received:

Sayward Tree Raymond, Maine	\$31,000
Tip Line Tree Service, Inc. New Gloucester, ME	\$30,000
Thomas Timber Harvesting & Trucking LLC Orford, NH	\$114,500

Mr. Shane said the budget is \$23,000 for tree cutting.

*Ms. Gilles moved and Mr. Colby seconded a motion to send the bids to staff for review and make their recommendations at a future meeting. The motion carried on a vote of 5-0.*

**5.39 To See What Action the Board Wishes to take in Regard to Charter Commission**

Ms. Chase said the John Salisbury sent an email requesting the Board to place a question on the November ballot, if the Town would like to create a Charter Commission.

*Mr. Davis moved and Ms. Donovan seconded a motion to place the question on the November 2020 ballot.*

Ms. Gilles and Ms. Chase both stated that the residents of the Town voted last year to not establish a Charter Commission and to place this again on the ballot would be over riding their vote.

*The motion carried on a vote of 1-4, with Ms. Chase, Mr. Colby, Ms. Donovan and Ms. Gilles opposing.*

**5.40 To See What Action the Board Wishes to take in Regard to Committee Meeting Zoom Guidance and Allowing Committees to Meet**

Mr. First said this is a memo to Boards and Committees with guidelines in order for them to begin meeting via Zoom. He said Ms. Myers will serve as the host of the meetings and would be the person the chairman should contact to set up a meeting date. He said if approved, this memo will be sent to all Board and Committee chairs.

*Mr. Colby moved and Ms. Gilles seconded a motion to accept the memo outlining the guidelines for Board and Committees to meet via Zoom. The motion carried on a vote of 5-0.*

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

Mr. First said some area Towns are opening up this week and is recommending the follow for Town Hall:

- 1) Plexi-glass shield covering the window opening
- 2) Hours of Town Hall are reduced during the soft opening
- 3) By appointment only – every ½ hour
- 4) Face masks must be worn

*Mr. Davis moved and Ms. Gilles seconded a motion to move ahead with the soft opening of Town Hall as stated. The motion carried on a vote of 5-0.*

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

*Mr. Colby moved and Ms. Donovan seconded a motion to sign the Quitclaim of Map 7 Lot 83. The motion carried on a vote of 5-0.*

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

*Ms. Donovan moved and Mr. Davis seconded a motion to approve the Minutes of the April 17, 2020 Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.*

**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**

*Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the April 22, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.*

**VII. ADJOURN**

*Mr. Colby moved and Ms. Donovan seconded a motion to adjourn at 6:50pm. The motion carried on a vote of 5-0.*

Approved May 18, 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

F.Y.I.

# THE SHAKER SOCIETY

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May 11, 2020

ATTN:

PAUL FIRST  
TOWN OF NEW GLOUCESTER SELETMEN  
TOWN OF NEW GLOUCESTER BUDGET COMMITTEE

Dear All,

As concerned citizens of the Town of New Gloucester we would like our voice to be heard on the issue of future library funding.

A library is one of those civic institutions that everyone says they want to support, but when finances are concerned many seem to question its value and importance.

Every town—and especially a rural one such as New Gloucester—needs public spaces where citizens of all backgrounds can meet and connect with each other. These places create vibrancy and a milieu that is sadly becoming increasingly rare in partisan times. Let us come together to protect spaces that encourage residents to connect.

The Sabbathday Lake Shakers and residents of Shaker Village wholeheartedly support maintaining the assistant librarian position and do hope you feel the same.

PEACE,

THE SABBATHDAY LAKE SHAKERS