

ANNOTATED AGENDA
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
6:00 p.m.
Monday, June 1, 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**
 - 5.58 To See What Action the Board Wishes to take in Regard to Liquor License Application for Fraternal Order of Eagles #4131**

Please see attached paperwork.
 - 5.59 To See What Action the Board Wishes to take in Regard to Carryovers**

Please see attached paperwork.
 - 5.60 To See What Action the Board Wishes to take in Regard to New Hours for Town Hall**
 - 5.61 To See What Action the Board Wishes to take in Regard to Opening of Town Hall following the Governor's Executive Order**
 - 5.62 To See What Action the Board Wishes to take in Regard to Annual Town Meeting**

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

Please see attached paperwork.

5.64 To See What Action the Board Wishes to take in Regard to Closing Town Hall on Tuesday, July 14, 2020, for Election Day

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

5.66 To See What Action the Board Wishes to take in Regard to Opening of Fairgrounds and Rowe Station Facilities

Please see attached paperwork.

5.67 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #46, #47 and #48

5.68 To See What Action the Board Wishes to take in Regard to Approving Minutes of the May 18, 2020, Board of Assessor's and Board of Selectmen's Meeting

Please see attached paperwork.

C. ADJOURN

5.58

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

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS w/ DBA:	<input type="checkbox"/> Yes <input type="checkbox"/> No

CLUB APPLICATION

NEW application: Yes No Business hours: _____
If business is NEW or under new ownership,
indicate starting date: _____
Requested inspection (New Licensees/ Ownership Changes Only) Date: _____

PRESENT LICENSE EXPIRES 7/6/2020

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE: \$10.00 Filing Fee (must be included on all applications)

\$495.00 Club w/o Catering (Class V – Malt, Vinous & Spirituous)

Club with Catering : Malt, Vinous, & Spirituous-Class I (\$900.00) Spirituous Only-Class II (\$550.00)
 Vinous Only-Class III (\$220.00) Malt Only-Class IV (\$220.00)
 Malt & Vinous Only-Class III & IV Combination (\$440.00)

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Fraternal Order of Eagles #4131</u>			Business Name (D/B/A) <u>Fraternal Order of Eagles #4131</u>		
APPLICANT(S) –(Sole Proprietor)		DOB:	Physical Location: <u>354 Sabbathday Rd</u>		
		DOB:	City/Town	State	Zip Code
			<u>New Gloucester</u>	<u>ME</u>	<u>04260</u>
Address <u>354 Sabbathday Rd.</u>			Mailing Address <u>P.O. Box 1138</u>		
City/Town	State	Zip Code	City/Town	State	Zip Code
<u>New Gloucester</u>	<u>ME</u>	<u>04260</u>	<u>Gray</u>	<u>ME</u>	<u>04039</u>
Telephone Number <u>207-926-3808</u>		Fax Number		Business Telephone Number <u>207-926-4996</u>	
Federal I.D. # <u>01-0413112</u>		Seller Certificate #: or Sales Tax #: <u>0229802</u>			
Email Address: Please Print <u>tfrechette86@gmail.com</u>			Website:		

1. State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 4915.72 LIQUOR \$ 253,708.50
2. 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.
3. Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License # _____ Name of Business _____

Physical Location _____

City / Town _____

4. Do you permit dancing or entertainment on the licensed premises? YES NO

5. If manager is to be employed, give name: _____

6. Business records are located at: 354 Sabbathday Rd., New Gloucester, ME 04260

7. Is/are applicant(s) citizens of the United States? YES NO

7. Is/are applicant(s) residents of the State of Maine? YES NO

8. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Tammy Frechette (Liberty)	7/27/68	Portland, ME

9. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: <u>Tammy Frechette</u>	City: <u>Sabbathus</u>	State: <u>ME</u>
Name: _____	City: _____	State: _____
Name: _____	City: _____	State: _____

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 directly 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: (Diagram Required) Large wooden structure, approx 60' x 35', 2nd flr - small lounge, office 20' x 15'. 1st flr 4 bathrooms, kitchen, social room

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? 3 miles

Which of the above is nearest? Church

19. 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: New Gloucester, ME on May 21, 20 20
Town/City, State Date

Tammy Frechette
Signature of Applicant or Corporate Officer(s)
Tammy Frechette
Print Name

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Print Name

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. Please 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 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town County

On: _____
Date

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

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) .]

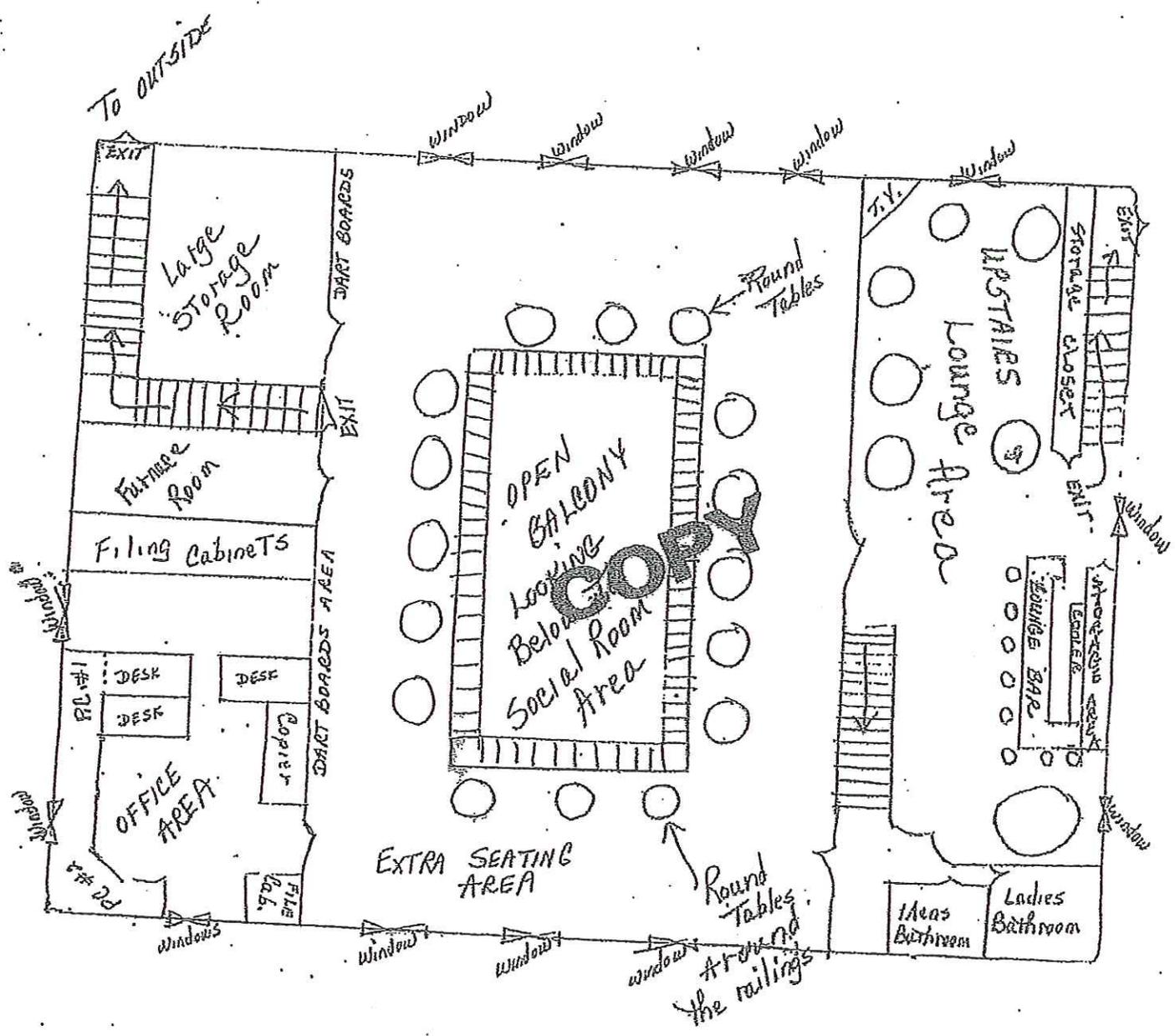
B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]
[1995, c. 140, §6 (AMD) .]

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.

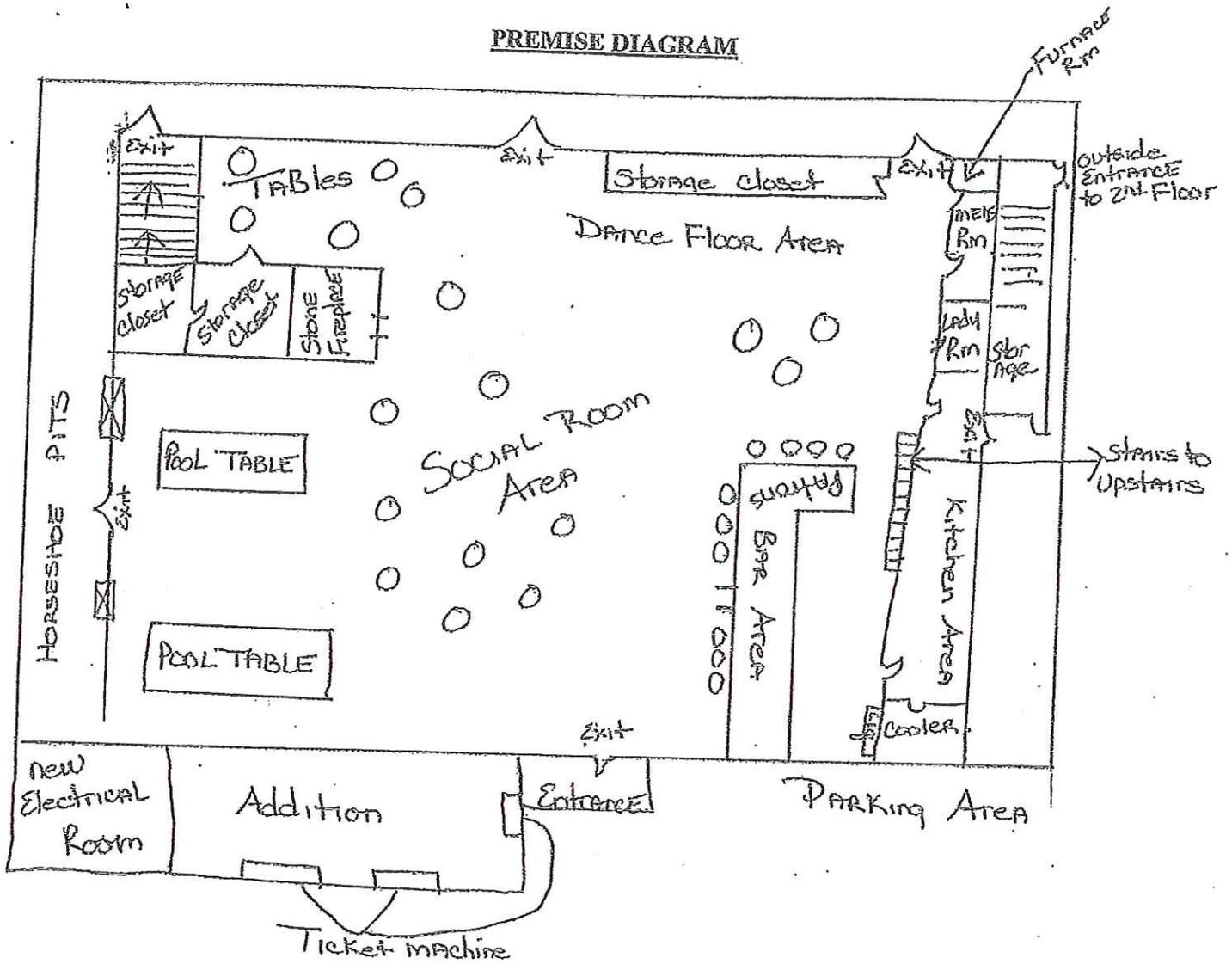
An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

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



2nd Floor

PREMISE DIAGRAM



1ST FLOOR

**Bureau of Alcoholic Beverages
 Division of Liquor Licensing & Enforcement
 8 State House Station
 Augusta, ME 04333-0008
 Tel: (207) 624-7220 Fax: (207) 387-3434**

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Legal Club Name: Fraternal Order of Eagles #4131

2. D/B/A Name: Same

3. Complete Title, name, date of birth and telephone number for each principal officer of the club:

Title	Name	Birth Date	Telephone
President	Karen Trafford	12-19-66	576-0956
V. President	Lillian Strait	12-30-52	632-4068
Secretary	Trina Demerchant	10-17-67	576-9786
Treasurer	Roxame Stokes	7-28-69	233-1846

4. Date Club was incorporated: 1986

5. Purpose of Club: Social Recreational Patriotic Fraternal

6. Date regular meetings are held: 2nd + 4th Thursday every month

7. Date of election of Club Officers: Last Thursday, month of May

8. Date elected officers are installed: Prior to second Thursday in June

9. Total Membership: 759 Annual Dues: 30.00 Payable When: 5/31 each year

10. Does the Club cater to the public or to groups of non-members on the premises? Yes No

11. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes No

12. If a manager or steward is employed, complete the following:

Name: _____ Date of Birth: _____

Trina DeMerchant Worthy Secretary **Sign in blue ink**
 Signature & Title of Club Officer

5-26-20
 Date

Trina DeMerchant Worthy Secretary
 Print Name & Title of Club Officer

Memo

To: Selectmen

From: Debra Parks Larrivee, Code Enforcement Officer, Town of New Gloucester

Date: 5-27-20

Re: Liquor License Application for the Fraternal Order of Eagles #4131
341 Sabbathday Road New Gloucester, Maine
Map 2 Lot 26-C

There are no outstanding violations.



Tel: (207) 926-4126 ext 7
Fax: (207) 926-4136
email: lwilson@newgloucester.com

Town of New Gloucester

385 Intervale Road
New Gloucester, ME 04260

5.59

Date: May 27, 2020

To: the Board of Selectmen

From: Lori-Anne Wilson, Finance Director

Re: Carryovers

We request that you vote and approve the following:

As of 6/30/20, we request that you carry forward or approve transfer of the following accounts from FY20 to FY21:

1. Carryover of \$8,813.03 (amount as of 5/27/20) for the Comprehensive Plan at 6/30/20 #E-122-9-12. See the explanation below from Scott Hastings, Planner. The Comprehensive Plan account should be carried over into the new fiscal year as expenses will occur after 6/30/20. COVID 19 has directly slowed the progress of the Plan.
2. Any remaining Paving account monies left at 6/30/20; #E-149-3-54, amount TBD. The current amount left in the account is \$94,192.48. Bills will be paid thru 6/30/20 and any remaining amount will be used for the completion of Sunset Shores and Black Point Road per Ted Shane, Public Works Director.
3. Transfer of funds in the amount of \$100,000 from the line #E-128-4-44 Transfer Station Loader to the Capital reserve account G1-391-00 Transfer Station Capital Reserves as per Town meeting warrant articles approved on a yearly basis. This approval is a formality to signify that the Appropriation was not used in the FY20.

From an email by Scott Hastings, Planner:

The largest planned expenditure for the comprehensive plan line is town wide mailings and events for public outreach around the draft of the plan. I was expecting at least one mailing in this fiscal year but the committee has not met since February due to the virus so we did not get to that point. Should that line be carried over it will be with the intention to cover 2 mailings, minor expenses around an in-person event to gather feedback and reactions to the plan, newspaper ads required by the state for the formal public hearing, and if any money is left a small quality print run of the final plan. I believe that at least one mailing is required to meet state public outreach requirements for the adoption of the plan. If no money is put in that line and no money is carried over I am not sure if the town will be able to complete the comprehensive planning process.

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 15th 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 32.

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

OPERATIONS:

Article 2. To see if the Town will vote to raise and appropriate \$470,878 from taxation and other sources for the ensuing year for the following:

Article 2		Selectmen	Budget Committee
101	Selectmen	\$ 17,485	\$ 17,485
102	Administration	\$ 353,968	\$ 353,968
105	Elections	\$ 14,800	\$ 14,800
106	Assessing	\$ 42,150	\$ 42,150
108	Legal	\$ 25,000	\$ 25,000
130	Unbudgeted Expenses	\$ 15,000	\$ 15,000
138	Fuel Overrun Allowance	\$ 2,475	\$ 2,475
		\$ 470,878	\$ 470,878

The Budget Committee & Select Board recommends passage as presented.

Article 3. To see if the Town will vote to raise and appropriate \$46,196 from taxation and other sources for the ensuing year for the following:

Article 3		Selectmen	Budget Committee
103	General Assistance	\$ 8,000	\$ 8,000
131	Health Officer	\$ 500	\$ 500
132	Animal Control	\$ 16,896	\$ 16,896
135	Cemeteries	\$ 20,800	\$ 20,800
		\$ 46,196	\$ 46,196

The Budget Committee & Select Board recommends passage as presented.

Article 4. To see if the Town will vote to raise and appropriate \$696,377 from taxation and other sources for the ensuing year for the following:

Article 4		Selectmen	Budget Committee
112	Emergency Management	\$ 2,275	\$ 2,275
114	Street Lights	\$ 7,000	\$ 7,000
115	Cumberland County Dispatch	\$ 41,953	\$ 41,953
117	Fire and Rescue	\$ 645,149	\$ 645,149
		\$ 696,377	\$ 696,377

The Budget Committee & Select Board recommends passage as presented.

Article 5. To see if the Town will vote to raise and appropriate \$987,981 from taxation and other sources for the ensuing year for the following:

Article 5		Selectmen	Budget Committee
116	Public Works	\$ 739,514	\$ 739,514
120	Solid Waste	\$ 248,467	\$ 248,467
		\$ 987,981	\$ 987,981

The Budget Committee & Select Board recommends passage as presented.

Article 6. To see if the Town will vote to raise and appropriate \$112,538 from taxation and other sources for the ensuing year for the following:

Article 6		Selectmen	Budget Committee
104	Buildings & Grounds	\$ 65,803	\$ 65,803
113	Cable TV	\$ 13,935	\$ 13,935
133	Parks & Recreation	\$ 32,300	\$ 32,800
		\$ 112,038	\$ 112,538

The Budget Committee recommends \$112,538.

The Select Board recommends \$112,038.

Article 7. To see if the Town will vote to raise and appropriate \$91,140 from taxation and other sources for the ensuing year for the following:

Article 7		Selectmen	Budget Committee
123	Library	\$ 76,645	\$ 91,140
		\$ 76,645	\$ 91,140

The Budget Committee recommends \$91,140.

The Select Board recommends \$76,645.

Article 8. To see if the Town will vote to raise and appropriate \$96,899 from taxation and other sources for the ensuing year for the following:

Article 8		Selectmen	Budget Committee
107	Code Enforcement	\$ 61,027	\$ 61,027
122	Planning	\$ 35,872	\$ 35,872
		\$ 96,899	\$ 96,899

The Budget Committee & Select Board recommends passage as presented.

Article 9. To see if the Town will vote to raise and appropriate \$992,536 from taxation and other sources for the ensuing year for the following:

Article 9		Selectmen	Budget Committee
109	Insurance	\$ 430,650	\$ 430,650
125	Social Security/Retirement	\$ 194,835	\$ 195,404
139	Debt Service	\$ 366,482	\$ 366,482
		\$ 991,967	\$ 992,536

The Budget Committee recommends \$992,536.

The Select Board recommends \$991,967.

Article 10. 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	<u>\$ 20,000</u>
	TOTAL	\$ 310,000

The Select Board recommends passage as presented.

CAPITAL PROJECTS & RESERVES:

Article 11. To see if the Town will vote to increase the level at which capital expenditures shall undergo Capital Improvement Program (CIP) review from \$7,500 to \$15,000.

Article 12. To see if the Town will vote to raise and appropriate \$50,000 from taxation for the Public Works Capital Reserve Account (G1-389-00 – \$175,672) in the ensuing year.

Account 127

Public Works Capital Reserve Account	\$50,000 Tax
TOTAL	\$50,000

The Select Board and Budget Committee recommends 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.

Revenue	
Building Inspection & Fees	\$ 40,000
Transfer Station Permits	\$ 2,400
Boat Excise Tax	\$ 7,000
Auto Excise Tax	\$ 850,000
Town Fees	\$ 19,000
Recreation Program Fees	\$ 15,600
Fines & Reimbursements	\$ 4,000
Clerk Fees	\$ 5,500
Rent Income	\$ 1
Copy/Fax Fees	\$ 125
Cable Franchise Fees	\$ 28,000
Library Revenue	\$ 1,000
Investment Income	\$ 20,000
Capital Project Accounts Interest	\$ 10,000
Animal Control	\$ 1,750
Transfer Station Recycling	\$ 20,000
Transfer Station Stickers (750 @ 10)	\$ 7,500
Real Estate Tax Interest	\$ 21,000
EMS Transport	\$ 120,000
Capital Res. Funds (Contingent Articles 11-18)	\$ 102,000
Undesignated Fund	\$ 250,000
TIF (Public Works Annual Debt)	\$ 72,500
TIF (Pineland Admin)	\$ 10,000
PW Building Interest Income	\$ 75,000
TOTAL	\$1,682,376

The Select Board recommends 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).

MAP	LOT	LOCATION	LAND/BUILDINGS
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 \$11,000 from the Cable Grant Account (G1-203 – \$45,847) 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.

Article 32. Proposed Zoning Ordinance Changes Concerning Solar Energy Systems.
The following changes are being proposed to expand options in energy sources by providing standards for Solar Energy Systems. The Solar Energy System provisions set forth in this ordinance are intended to protect the public health and safety, promote the general welfare of the community, to conserve the environment, wildlife habitat, fisheries and unique natural areas, and to fit Solar Energy Systems harmoniously into the fabric of the community by assuring the following standards are accomplished with the least possible regulation.

The following revisions are proposed:

Under Article 2 *Definitions*, add the following language:

Solar Energy System – A device or structural design feature principally used to capture solar energy and convert it to electrical or thermal power. A Solar Energy System consists of one or more free-standing ground mounted, or building mounted, solar arrays or modules, or solar related equipment.

- **Solar Energy System, Ground-Mounted** – A Solar Energy System that is structurally mounted to the ground and is not attached to a permitted building.
- **Solar Energy System, Building-Mounted** – A Solar Energy System that is mounted to the roof or sides of a building.

Under Article 4 Zoning Districts:

In the following sections:

- §4.4.1.B Residential C District Permitted Uses, The following uses are permitted
- §4.4.2.B Village District Permitted Uses, The following uses are permitted
- §4.4.3.B Rural Residential District Permitted Uses, The following uses are permitted
- §4.4.4.B Farm and Forest District Permitted Uses, The following uses are permitted
- §4.4.5.C.2 Limited Residential Shoreland Permitted Uses, The following uses are permitted subject to a permit issued by the Code Enforcement Officer
- §4.4.7.B Residential B District Permitted Uses, The following uses are permitted
- §4.4.11.C The following uses are permitted in PDDA
- §4.4.11.C The following uses are permitted in PDDB
- §4.4.11.C The following uses are permitted in PDDC
- §4.4.14.B Upper Village District Permitted Uses, The following uses are permitted

Add the following as additional enumerated uses:

Building Mounted Solar Energy Systems

Ground Mounted Solar Energy Systems with a physical size based on projected total airspace over the ground of less than 1,500 square feet, subject to the performance standards herein.

In the following sections:

- §4.4.1.B Residential C District Permitted Uses, The following uses are permitted subject to site plan review:
- §4.4.2.B Village District Permitted Uses, The following uses are permitted subject to site plan review
- §4.4.3.B Rural Residential District Permitted Uses, The following uses are permitted subject to site plan review
- §4.4.4.B Farm and Forest District Permitted Uses, The following uses are permitted subject to site plan review
- §4.4.5.C.3 Limited Residential Shoreland Permitted Uses, The following uses are permitted subject to site plan review
- §4.4.7.B Residential B District Permitted Uses, The following uses are permitted subject to site plan review
- §4.4.11.C The following uses are permitted subject to site plan review in PDDA
- §4.4.11.C The following uses are permitted subject to site plan review in PDDB
- §4.4.11.C The following uses are permitted subject to site plan review in PDDC
- §4.4.14.B Upper Village District Permitted Uses, The following uses are permitted subject to site plan review:

Add the following as an additional enumerated use:

Ground Mounted Solar Energy Systems, either as a principle or accessory use, with a physical size based on projected total airspace over the ground of 1,500 square feet or greater, subject to the performance standards herein

In the section §4.4.9 Historic Resource Overlay District, Uses, change language as follows:

Minor additions up to 200 square feet and Building Mounted Solar Energy Systems shall be allowed without site plan approval upon review and approval by the Code Enforcement Officer if the expansion or Building Mounted Solar Energy System is not visible from the road and such expansion or Building Mounted Solar Energy System otherwise meets dimensional and other ordinance requirements. [Amended 5/1/2017 5/X/2020 Town Meeting]

In the section §4.4.6.C.2 Resource Protection District Permitted Uses, The following uses are permitted subject to a permit issued by the Code Enforcement Officer, add the following as an additional enumerated use

Building Mounted Solar Energy Systems on permitted structures subject to the performance standards herein.

In the section §4.4.6.C.3 Resource Protection District Permitted Uses, The following uses are permitted subject to site plan review, add the following an additional enumerated use

Ground Mounted Solar Energy Systems accessory to permitted structures with a physical size based on projected total airspace over the ground of less than 1,500 square feet subject to the performance standards herein

Under Article 5 *Performance Standards*

In the section §5.1.7.A.2 Open Space Subdivisions, Purposes add the following language

- k. Provision of shared Solar Energy Systems serving the lots in the subdivision in the most suitable locations for use consistent with the other purposes of this performance standard.

In the section §5.1.7.D.1 Open Space Subdivisions, Open Space Requirements, change language as follows

- e. If the open space is to be devoted, at least in part, to a shared Solar Energy System the developer shall submit a plan that shows how it will be implemented. If it is to be built by or on behalf of the developer as part of the development of the subdivision a full site plan application must be submitted to the board for concurrent review.

e. f. The use of any open space may be limited by the Planning Board at the time of final plan approval where the Board deems it necessary to protect adjacent properties or uses, or to protect sensitive natural features or resources. A proposed change in use of open space land, other than that specified at the time of plan approval, shall be reviewed by the Planning Board as an amendment to the approved plan.

f. g. Further subdivision of open space or its use for other than agriculture, forestry, recreation, Solar Energy Systems, or conservation, except for easements for underground utilities, shall be prohibited and shall be so stated by deed restrictions except as provided in subparagraph D.3. below. Structures and buildings accessory to agriculture, recreation, Solar Energy Systems, or conservation uses may be erected on open space, subject to Planning Board approval under the site plan review provisions of Article 7 of this Zoning Ordinance and this performance standard.

Add the following section:

§5.1.37 Solar Energy Systems

A. Submission Requirements

In addition to the submission requirements of §7.3.2.A all Solar Energy Systems subject to site plan review must submit materials as outlined below:

1. Plan and elevation depictions of a typical panel and mounting and any other structures proposed as part of the Solar Energy System.
2. General specifications of the system including dimensions and number of panels, estimated power generation, description of mountings, and any other information needed to evaluate compliance with this ordinance.
3. Certification that the Solar Energy System is compliant with the National Electrical Code and State Electrical Code as applicable.
4. A site plan that meets the requirements of §7.3.2 of the Zoning Ordinance with the added requirement of:
 - a. The location of the proposed Solar Energy System and any, fencing, screening, access roads and turnout locations, substations(s), accessory equipment to the system, and all electrical cabling from the system to other structures, substations, or utility grid connections
5. The applicant shall provide a copy of the site plan review application to the Fire Chief for review and comment. The Fire Chief shall base any recommendation for approval or denial of the application upon review of the fire safety of the proposed system. Upon request, the owner or operator shall cooperate with the Fire Department in developing an emergency response plan.
6. Any other approvals from local, regional, State, or Federal agencies that may be required. Letters, permits, or approvals from these agencies shall be included as a part of the application and/or review. The Planning Board may choose to accept copies of applications awaiting approval. In this case any local approval granted by the planning board shall be conditioned such that no permits will be issued until all outstanding approvals have been granted.
7. Ground Mounted Solar Energy Systems with a physical size based on projected total airspace over the ground that is greater than 10,000 square feet shall also submit a decommissioning plan including an estimated cost and a guarantee suitable to ensure decommissioning consistent with §5.1.37.D of this ordinance. The Planning Board may waive this requirement.

B. Required Notification

1. All Solar Energy Systems located within 2 miles of the Auburn Lewiston Municipal Airport must notify the airport via certified mail that an application has been submitted to the town. This notification must include the location and size of the proposed system.

2. All Ground Mounted Solar Energy Systems with a physical size based on projected total airspace over the ground that is greater than 10,000 square feet shall notify abutters in accordance with the requirements of §7.3.4.

C. Visual Impact Assessment

When necessary in light of the size, location, surrounding uses, or other characteristics of the proposed use or site the Planning Board may require submittal of a Visual Impact Assessment. The study shall be prepared by a Maine licensed landscape architect or other professional with experience with visual impact Assessments. The Visual Impact Assessment shall at minimum include the following elements:

1. A visual description of the project covering all physical elements that may be visible from public viewpoints.
2. Identification and characterization of publicly accessible scenic resources near or potentially impacted by the proposed project. This should include any resources of local, state or national significance.
3. Determination of the type and extent of any impact on the identified scenic resources. If a project is deemed to be visible from a scenic resource the Planning Board may require a visualization of the project from a representative point within the resource.
4. Description of any proposed mitigation measures such as berms, landscaping screens and buffers, or low visibility materials that may be used to minimize potential visual impacts from the project.

D. Dimensional Standards

1. Height

- a. Building Mounted Solar Energy Systems shall not be considered as contributing to building height provided that they are erected only to such height as reasonably necessary.
- b. Ground Mounted Solar Energy Systems shall not exceed the maximum building height restrictions for the zone in which they are located.

2. Setbacks

Solar Energy Systems shall meet the structure setbacks of the zone in which they are located except when no other appropriate place on the site exists for the Solar Energy System to operate as determined by the Planning Board. If no other appropriate place on the site for the system exists setbacks shall be:

- a. 5 feet from a side or rear lot line shared with a right of way or utility corridor provided the system will not impact visibility along a travelway or;
- b. Half the required setback in that zone

3. Impervious surface

All structures, roads, and other impervious surfaces associated with a Solar Energy System shall count towards the maximum lot coverage of the zone in which the system is located. Building Mounted Solar Energy panels do not change the impervious surface of the building to which they are attached.

Ground Mounted Solar Panels will not be considered impervious surface provided that they meet the following criteria:

- a. Panels must be positioned to allow water to run off their surfaces.
- b. Soil with adequate vegetative cover must be maintained under and around the panels.
- c. The area around the panels must be adequate to ensure proper vegetative growth under and around the panels.

E. Performance standards

1. A licensed electrician shall connect Solar Energy Systems to transmission lines, electrical equipment, or any residence or other structure to which power is being provided.
2. Solar Energy Systems must meet all applicable Building and Fire Codes.
3. Solar panels are designed to absorb (not reflect) sunlight; and, as such, solar panels are generally less reflective than other varnished or glass exterior housing pieces. However, Solar Energy System design and placement should be prioritized to minimize or negate any solar glare onto nearby properties, roadways, or flightpaths to the extent practical.
4. Exterior lighting shall be shielded so as not to contribute to light pollution.
5. For Ground Mounted Solar Energy Systems, all on-site electrical wires connecting the system to other structures or to utility connections shall be installed underground except for 'tie-ins' to public utility company transmission poles, towers and lines. This standard may be modified by the Planning Board during site plan review if the project terrain is determined to be unsuitable due to reasons of need such as excessive excavation, grading or similar factors.
6. For Ground Mounted Solar Energy Systems all means of shutting down the system shall be clearly marked. The owner or operator shall provide to the Code Enforcement Officer and the Fire Department the name and contact information of a responsible person for public inquiries throughout the life of the installation. The owner or operator shall cooperate with the Fire Department to ensure there is safe emergency access to the site.

F. Decommissioning and Abandonment

1. A Ground Mounted Solar Energy System with a physical size based on projected total airspace over the ground that is greater than 10,000 square feet, that has reached the end of its useful life or has been abandoned consistent with this ordinance shall be removed. The owner or operator shall physically remove the installation no more than 180 days after the date of discontinued operations. The owner or operator shall notify the Code Enforcement Officer by certified mail of the proposed date of discontinued operations and plans for removal. The Code Enforcement Officer may grant a one-time extension of up to an additional 180 days at the request of the owner or operator of the system. Decommissioning shall consist of:
 - a. Physical removal of all Solar Energy Systems, structures, equipment, security barriers, and transmission lines from the site that will not be used by other approved uses on the site.

- b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - c. Stabilization and/or re-vegetation of the site as necessary to minimize erosion. The Code Enforcement Officer may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.
2. A Ground Mounted Solar Energy System with a physical size based on projected total airspace over the ground that is greater than 10,000 square feet shall be considered abandoned when it fails to operate for more than one year. The Planning Board may extend this initial period for an additional twenty-four (24) months at the request of the owner of the system and with consent of the land owner and/or operator, if different from the system owner.
 3. Unless waived by the Planning Board as allowed under §5.1.37.A.7, an applicant for Site Plan Review of a Ground Mounted Solar Energy System with a physical size based on projected total airspace over the ground is greater than 10,000 square feet shall submit a method for ensuring the decommissioning of the system. This may take one of the following forms:
 - (1) A performance guarantee in the amount of 125% of the expected decommissioning costs, including inflation over the expected life of the system, in the form of a certified check payable to the Town of New Gloucester, a performance bond running to the Town of New Gloucester, an irrevocable letter of credit in the name of the Town of New Gloucester, or some other form of surety that is acceptable to the Town Manager.
 - (2) A binding, contractual guarantee such as in a lease agreement between a system owner and land owner which requires that the Solar Energy System be decommissioned in accordance with this ordinance and identifies a party responsible for the decommissioning.
 - (3) Other legally enforceable agreement acceptable to the Planning Board.
 4. If the owner or operator of the Solar Energy System fails to remove the installation in accordance with the requirements of this section within 180 days of abandonment or the proposed date of decommissioning as approved by the Code Enforcement Officer, the Town retains the right to use the performance guarantee or other available means to cause an abandoned, hazardous, or decommissioned Ground Mounted Solar Energy System to be removed.

Under Article 7 Site Plan Review

In section §7.4.1.E.3 Review Procedure, Expedited Review, Eligible Activities add the following language

b. Historic Resource Overlay District

i. Small addition, enclosure or deck (attached to rear of building), or accessory structure, of 200 square feet or less

ii. Accessory Ground Mounted Solar Energy Systems with a physical size based on projected total airspace over the ground of less than 1,500 square feet

iii. Building Mounted Solar Energy Systems that are visible from the road

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 1 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

George Colby, Selectman

Joseph S. Davis, Selectman

Tammy L. Donovan, Selectman

A true copy of the Warrant,

Attested: _____ June 1, 2020
Brenda Fox-Howard, Town Clerk

**TOWN OF NEW GLOUCESTER
BOARD OF SELECTMEN**

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of the Town of New Gloucester, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said Warrant at the following places:

New Gloucester Town Hall	New Gloucester Post Office
New Gloucester Public Library	Link's Variety
The Village Store	Buddy's Store
Pineland Market	

The same being posted in public and conspicuous places within the said Town on the _____ day of June, 2020, being at least seven (7) days before said meeting.

Dated at New Gloucester this _____ day of June, Two Thousand and Twenty (2020).

Sharlene F. Myers, Resident

Field Rental Conditions of Usage
Towns of New Gloucester and Gray

In order to access recreation spaces in a safe manner and mitigate the risk of COVID-19, the following conditions of use have been established for organized field usage on Town property effective June 1st. These conditions are subject to change with new direction from State and local health officials.

Organizers are expected to meet or follow all guidelines and recommendations set by the State of Maine and CDC. As well as the following;

- Organizer must submit organization and sport specific COVID 19 Mitigation Plan.
- Maintain a record of users for contact tracing for all activity within the space. (Name/Guardian, DOB, Phone, Address, email)
- Organizer must ensure applicable state [reopening checklists](#) are followed.
- Organizer is responsible for enforcement of COVID-19 Mitigation Plan.
- Participants must be from Gray/New Gloucester.
- Skills, drills and instructional practice where social distancing of at least 6ft can be maintained are permitted.
- Competitions, scrimmages and game play are prohibited until guidelines from State and local health officials recommend such activity.
- Athletes/participants are prohibited from wearing a face covering during physical activity.
- Athletes/participants MUST maintain social distancing of at least 6ft when not wearing a face covering.
 - During non-aerobic activities such as coaching/strategy sessions it is acceptable to wear a face covering if 6ft of social distancing is not possible.
 - If social distancing is not possible all individuals must wear a face covering.
- Visual indicators of appropriate spacing must be used
- Sanitation supplies must be supplied by the organizer.

There is a ZERO tolerance policy with infractions of these or any guidelines set forth by the State of Maine or CDC. If there is evidence that any of these restrictions are compromised or not enforced by the organization, the rental agreement will be terminated immediately.

MINUTES
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

Chairman, Linda Chase, called the meeting to order at 6:04 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Town Manager, Brenda Fox-Howard; Assessor's Agent, Mike O'Donnell; and Recorder, Sharlene Myers.

II. To See What Action the Board Wishes to take in Regard to Revaluation Update

Mike O'Donnell, Assessor's Agent, gave an overview of the revaluation and the upcoming timeline as it nears completion. He said to establish a timeline, it's easier to work backwards from the commitment, as he outlined below and dates could be adjusted if needed:

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

Mr. O'Donnell said the following items need to be finalized:

Workshop on CAMA program and pricing:

The next step will be to schedule a workshop with the Board to discuss CAMA program and the costs associated with it.

Review Hearings:

The format of Review Hearings needs to be set. He said once the letters are mailed, the review hearings are the next step and wanted direction on how to handle the hearings due to COVID-19 restrictions. He can schedule appointments and meet in person but would need a venue large enough to incorporate social distancing. Another option is appointments via phone.

Real Estate Market Over-Time:

Normally, we look backwards and use value we know from the last two years. This is the best way and option.

Trio Conversion and Module Change:

Many towns have changed to the Trio SQL and understand New Gloucester is doing the conversion after July 1st. Recommendation is to use O'Donnell's software and they will handle the conversion.

Mr. Colby said he would like to see the workshop held in person at the Meetinghouse.

Ms. Chase asked Ms. Myers to schedule the workshop with the Board and Town Manager.

Ms. Myers suggested utilizing the Community Building and the Meetinghouse to hold the review hearings.

Mr. O'Donnell said this would work and it would allow enough area for social distancing.

The Board asked Mr. O'Donnell to work with Ms. Myers to coordinate the time, dates and meeting space.

III. ADJOURN

Ms. Gilles moved and Mr. Colby seconded a motion to adjourn the Board of Assessor's Meeting at 6:38 pm. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 6:38 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Town Manager, Brenda Fox-Howard; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

A. Adjustments to the Agenda

Ms. Gilles moved and Ms. Donovan seconded a motion to add Item 5.57, To See What Action the Board Wishes to take in Regard to Appointment of Brenda Fox-Howard, Town Manager, as Tax Collector, Town Clerk, Road Commissioner, Welfare Director, Freedom of Access Act (FOAA) Officer. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

A. Dedication of the 224th Town of New Gloucester Annual Report

Ms. Gilles said the 224th Edition of the Town of New Gloucester Annual Report is dedicated to Jeff Hamilton, and read the dedication from the report.

Mr. Hamilton said he was speechless and appreciated the gesture. He said he loves the community and thanked everyone.

B. Other

Stephen Hathorne, resident, spoke to the Board about the following: Budget Committee budget recommendation for a \$40,000 truck for the Fire Department; tree cutting on Sunset Shores and Black Point Road; new signs in the parking lot of Town Hall; and the re-seeding of the lawns at the Town complex.

Peter Bragdon, Budget Committee Member, said there is an error on the Budget sheet included in the packets. He said the Budget Committee recommendation for the Fire Department CIP Truck Request was for \$40,000, not the \$60,000 as stated.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

Ms. Chase said she wanted to thank all those who sent comments and thank the Budget Committee for all their work.

B. Prior Meeting Update – Town Manager

Mr. First said he had no comments from the previous meeting.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Joseph Davis – said he wanted to congratulate Jeff Hamilton.

George Colby – said he wanted to thank Jeff Hamilton for his dedication to the Town.

Tammy Donovan – said she wanted to thank Jeff Hamilton and said it was a touching moment to see his reaction to the dedication.

Karen Gilles – said she wanted to thank Jeff Hamilton for all he has done for the community and the appreciation she feels towards him. She said she wanted to welcome the new Town Manager aboard.

Linda Chase – said she wanted to thank Jeff Hamilton. She said the US Census is arriving in your mailbox and to please fill it out as this data will help states and counties.

b. Town Manager

Paul First, Interim Town Manager, said the following:

1. Thanked Jeff Hamilton for all his work and dedication to the Community.
2. The Governor’s new Executive Order states all vehicles must be registered by June 12th.

3. Received a letter on March 27th from the Maine Town and City Clerk's Association, congratulating Deputy Clerk, Sharlene Myers, on receiving her certification of Certified Clerk of Maine. Many hours of classes and dedicated service to the Town was invested in this certification. Sharlene will be receiving her certificate at the MTCCA Annual Meeting on September 20th in Waterville. Congratulations Sharlene!
4. His contract expires on March 15th and he has enjoyed the experience. Welcomes Brenda aboard and wishes her success.

c. Dept. Heads

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

1. All the Departments vehicles are due for inspection in the Month of May. There is one left to be inspected, the ambulance, and its scheduled for May 21st.
2. Thank all for the Proclamation for National EMS Week.
3. Flags are to flown at half-staff for the upcoming Memorial Day weekend.
4. His role as Emergency Management Director, is to discuss activities and events, one being the Community Fair. All agricultural fairs have been cancelled through the end of August and the decision needs to be made sooner than later on the New Gloucester Community Fair. The State social distancing guidelines mandates maximum number of people at an event is 50.

d. Boards & Committees

Peter Bragdon, Community Fair Committee Chairman, said the Committee was going to make a decision by the end of May.

B. Action Items

5.45 To See What Action the Board Wishes to take in Regard to Introduction of New Town Manager

Mr. Colby moved and Mr. Davis seconded a motion to confirm Brenda Fox-Howard, as Town Manager of New Gloucester. The motion carried on a vote of 5-0.

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

Ms. Chase said the Board received a memo in their packets from Ted Shane, Public Works Director. She said in the memo, Mr. Shane spoke with the low bidder and they were willing to reduce their bid amount to \$21,000, which is below the budget, and Public Works will do some of the

work. She said he recommends awarding the bid to Tip Line Tree Service of New Gloucester.

Ms. Donovan moved and Mr. Colby seconded a motion to award the Tree Cutting Bid to Tip Line Tree Service, of New Gloucester, for a bid amount of \$21,000.

Mr. Davis asked why the trees need to be cut.

Mr. Shane said it will allow more room for snow removal and allow the sunlight on the road to help with melting.

The motion carried on a vote of 5-0.

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

Ms. Chase said the Board received in their packet a memo from the Town Manager concerning the Fire/Rescue Department Utility 1 pick-up truck and the amount of work needed to pass inspection. She said the suggestion after discussions with Public Works Director, is to swap vehicles, H4 for Utility 1.

The Board agreed they did not want to spend additional monies repairing Utility 1.

Ms. Chase said you can't take from one department to give to another. She said if Utility 1 is not okay for the Fire/Rescue Department, then why is it okay for the Public Works Department to use. She said Public Works needs a dependable vehicle also.

Mr. Martin said he would like a ¾ ton pick-up to utilize hauling of hoses and a 300-gallon water tank. He said he has looked at used pick-up trucks but the costs are the same if not more than the estimates he received for a new one.

Ms. Gilles moved and Mr. Colby seconded a motion to approve CIP Request for \$42,000 for a new Utility 1 Pick-up Truck from the Fire Department Capital Reserve. The motion carried on a vote of 4-1, with Mr. Davis opposing.

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

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Transfer Station Spring Clean-up week be held June 9th through June 13th, during their regularly scheduled hours. The motion carried on a vote of 5-0.

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

Ms. Gilles moved and Ms. Donovan seconded a motion to Proclaim the week of May 17th to 23rd, as National Public Works Week. The motion carried on a vote of 5-0.

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

Ms. Gilles moved and Ms. Donovan seconded a motion to Proclaim the week of May 17th to 23rd, as National Emergency Medical Services Week. The motion carried on a vote of 5-0.

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

Ms. Gilles moved and Ms. Chase seconded a motion to agree with the Budget Committee to reduce the wage increase in all budgets to maximum 2.5%. The motion carried on a vote of 4-1, with Mr. Colby opposing.

Mr. Davis moved and Ms. Gilles seconded a motion to match the Budget Committee in 104 Buildings and Grounds Budget for total of \$65,842, removing four hours for cleaning of Public Works Garage. The motion carried on a vote of 3-2, with Ms. Chase and Ms. Gilles opposing.

Mr. Davis moved and Ms. Gilles seconded a motion to match the Budget Committee in 116 Public Works Budget for total of \$739,514, removing \$2,750 from Operating Supplies. The motion carried on a vote of 5-0.

Ms. Donovan moved and Mr. Colby seconded a motion to match the Budget Committee in 123 Library Budget for total of \$91,140, with Librarian at 36 hours and Assistant Librarian at 24 hours. The motion failed on a vote of 2-3, with Mr. Davis, Ms. Chase and Ms. Gilles opposing.

Ms. Donovan moved and Ms. Gilles seconded a motion to match the Budget Committee on 127 Capital Reserves Budget with \$100,000 going into Fire Department Capital Reserve. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Chase opposing.

Mr. Davis moved and Ms. Gilles seconded a motion to match the Budget Committee on 127 Capital Reserve Budget with \$25,000 going into Transfer Station Capital Reserve. The motion failed on a vote of 1-4, with Ms. Gilles, Mr. Colby, Ms. Donovan and Ms. Chase opposing.

Mr. Davis moved and Mr. Colby seconded a motion to set 133 Parks & Recreation Budget at \$32,300, a different of \$500 from Budget Committee Budget. The motion carried on a vote of 4-1, with Ms. Gilles opposing.

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

Ms. Chase said the yellow highlights will be filled in with numbers after tonight's budget discussion.

Mr. First said Article 2 could be removed depending on the Budget numbers from the Assessor's Agent.

Mr. Davis said he received an email from the Cable TV Committee asking if the dollar amount on Article 31, could be increased to \$11,000, which would allow for replacement of the video server.

Ms. Chase asked for the email to be forwarded to the Town Manager.

Ms. Myers said she believed there was an article to be added from the Planning Department on Solar.

Ms. Chase said to add that article.

No action taken.

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

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Elections Clerks List. The motion carried on a vote of 5-0.

5.54 To See What Action the Board Wishes to Take in Regard to Appointment of the July 14, 2020 Election Warden

Ms. Donovan moved and Mr. Colby seconded a motion to appoint Kimberly Getchell, as Election Warden of the July 14 2020 Election. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Ms. Donovan seconded a motion to approve FY21 Warrants and Payrolls #43, #44 and #45. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

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

Mr. Davis moved and Ms. Donovan seconded a motion to approve the Minutes of the May 4, 2020, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

5.57 To See What Action the Board Wishes to take in Regard to Appointment of Brenda Fox-Howard, Town Manager, as Tax Collector, Town Clerk, Road Commissioner, Welfare Director, Freedom of Access Act (FOAA) Officer

Mr. Colby moved and Mr. Davis seconded a motion to appoint Brenda Fox-Howard, Town Manager, as Tax Collector, Town Clerk, Road Commissioner, Welfare Director and Freedom of Access Act (FOAA) Officer. The motion carried on a vote of 5-0.

C. ADJOURN

Mr. Colby moved and Ms. Chase seconded a motion to adjourn at 8:40pm. The motion failed on a vote of 1-4, with Ms. Donovan, Mr. Davis, Ms. Gilles and Ms. Chase opposing.

The Board thanked Paul First and Steven Libby for all their work on the FY21 Budget.

Ms. Gilles moved and Ms. Donovan seconded motion to adjourn at 8:45pm. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Chase opposing.

Approved June 1, 2020

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

DRAFT