ANNOTATED AGENDA
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
6:00 p.m.
Monday, June 15, 2020
via Zoom

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. PLEDGE OF ALLEGIANCE

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, July 6, 2020 via Zoom

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

5.76 To See What Action the Board Wishes to take in Regard to *Pine Tree Telephone Pole Permit*

Please see attached paperwork.

5.77 To See What Action the Board Wishes to take in Regard to *Carryover*

Please see attached paperwork.

5.78 To See What Action the Board Wishes to take in Regard to *Town Facilities Observance of July 4th Holiday*

The new Town Hall hours of operation were approved to begin 6/29/2020. The July 4th Holiday is to be observed on Friday, July 3rd, as per the Personnel Policy. The new hours will include being closed on Fridays. The Town Manager recommendation is to observe this and any future "Friday Holidays" on the preceding Thursday so as not to interfere with Select Board meeting schedules and to keep the late Monday hours..

5.79 To See What Action the Board Wishes to Take in Regard to *Appointment of Town Auditors for completion of FY20 Audit*

5.80 To See What Action the Board Wishes to take in Regard to *SAD #15 Budget Validation Referendum Warrant*

Please see attached paperwork.

5.81 To See What Action the Board Wishes to take in Regard to *Town and SAD #15 Election Warrant*

Please see attached paperwork.

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

Please see attached paperwork.

5.83 To See What Action the Board Wishes to take in Regard to *Budget Changes*

Please see attached paperwork.

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

Please see attached paperwork.

5.85 To See What Action the Board Wishes to take in Regard to *Approving FY20 Warrants and Payrolls #49*

5.86 To See What Action the Board Wishes to take in Regard to *Approving the Minutes of the June 1, 2020, Board of Selectmen's Meeting*

Please see attached paperwork.

VII. ADJOURN

5.76

POLE LOCATION PERMIT

The Pine Tree Telephone LLC and Central Maine Power Company, corporations duly authorized to transmit intelligence and to transmit and distribute electricity in the town of New Gloucester, Maine hereby applies for permission, in accordance with the law, to construct and maintain poles together with attached facilities and appurtenances upon, along, or across certain roads in said town, as follows:

On Chandler Mill Road approximately 500 feet in a westerly direction from the junction with Lewiston Road, Hwy 202/4, Pine Tree Telephone LLC to place a new pole # 36 H.

Facilities are to consist of wood poles and appurtenances with a minimum clearance of wire and cable not less than 18 feet over the public highway, all in a manner to conform to the requirements of The National Electrical Safety Code.

PINE TREE TELEPHONE, LLC

Jim Taplin 06/9/2020
Fax # 207-657-9961

CENTRAL MAINE POWER CO.

6.2.2020
Name Date

TB
6-9-20

dpl
6-9-20

MUNICIPAL OFFICERS

_____
Name

_____
Name

_____
Name

_____
Name

_____
Name

_____
Name

_____, Maine

_____, 2020

Office of the _____

Received and Recorded in Book _____,

Page _____.

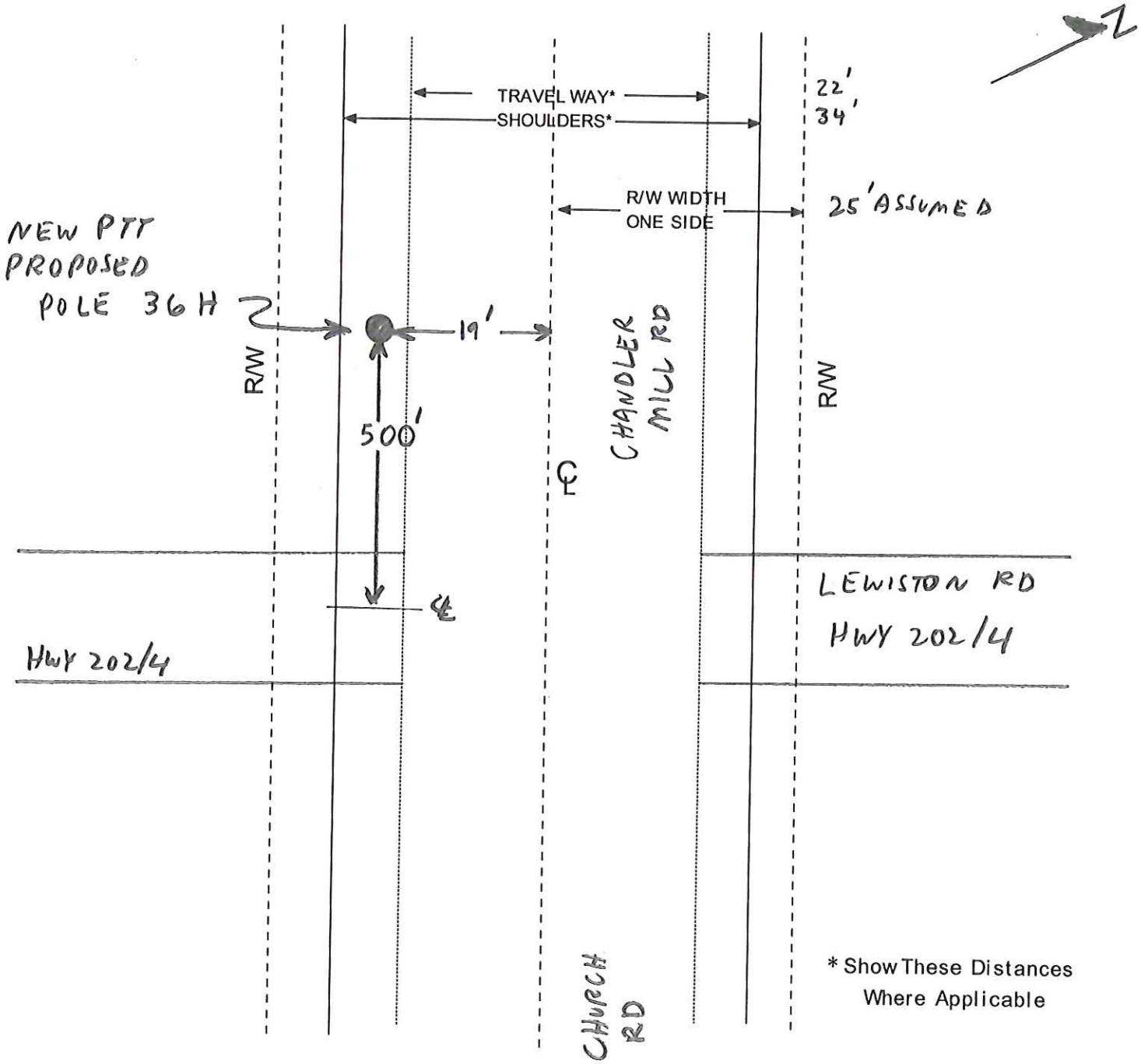
Attest _____ Clerk

Utility Location Permit Application

Utility Job/W.O. No..
PT20-0NG06

Utility: *Pine Tree Telephone, LLC* Town: *New Gloucester*

The purpose of this "Sketch Plan" is to show the location of the proposed facility in relation to the highway. This plan is not necessarily drawn to scale, however, all reference points, offset distances and lengths must be accurately indicated. Multiple utility pole installations associated with Maine DOT projects may indicate the first and last pole in relation to the reference point described on the first sheet (including the project stations) and then reference an attached pole list for all those in between.



Search...

N
MAY DR
CHANDLER MILL RD
WORK AREA
PINE TREE TEL
PY20-ON 606
NEW
PROPOSED
POLE 36H
100
LEWISTON RD
S ESTES RD
4
PHINNEY CIR
BRYANA WAY
202
Scale: 1:6543
400ft

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

5.77

Town of New Gloucester

385 Intervale Road
New Gloucester, ME 04260

Date: June 3, 2020

To: the Board of Selectmen

From: Lori-Anne Wilson, Finance Director

Re: Revaluation

Please vote and approve the following:

As of 6/30/20, we request that you carry the Revaluation account as a Contract payable of $53,130.

1. Account #128-4-36 Revaluation has $220,000 appropriated and $166,870 spent; leaving a balance as a contract payable of $53,130. The contract dated 5/6/19 between the Town and John E. O'Donnell & Associates for $220,000 states the remaining 10% is to be paid within 30 days of the completion date or by the 2020 Tax Commitment, whichever is later. This request is a formality for audit purposes as it extends over the FY20 into FY21. Mike O'Donnell stated that he expects the last billing to be finalized in September 2020.

5.78

2020
Town of New Gloucester
Holiday Schedule

January 1st	Wednesday	New Year's Day	All Facilities Closed
January 20th	Monday	Martin Luther King, Jr. Day	All Facilities Closed
February 17th	Monday	President's Day	All Facilities Closed
April 20th	Monday	Patriot's Day	All Facilities Closed
May 25th	Monday	Memorial Day	All Facilities Closed
July 3rd	Friday	Independence Day	Town Hall, Fire Dept. and Public Works
July 4th	Saturday	Independence Day	Library and Transfer Station Closed
September 7th	Monday	Labor Day	All Facilities Closed
October 12th	Monday	Indigenous Peoples Day (formerly: Columbus Day)	All Facilities Closed
November 11th	Wednesday	Veteran's Day	All Facilities Closed
November 26th	Thursday	Thanksgiving Day	All Facilities Closed
November 27th	Friday	Thanksgiving Day After	All Facilities Closed++
November 27th	**Friday**	**Transfer Station open normal hours ++**	
November 28th	**Saturday**	**Transfer Station and Library open normal hours**	
December 24th	Thursday	Christmas Eve	All Facilities Close at 12:00 p.m.
December 25th	Friday	Christmas	All Facilities Closed
December 31st	Thursday	New Year's Eve	All Facilities Close at 12:00 p.m.
January 1st (2021)	Friday	New Year's Day	All Facilities Closed

Amended by the Board of Selectmen
02/03/2020

5.80

WARRANT AND NOTICE OF ELECTION
CALLING MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 15
BUDGET REFERENDUM

(20-A M.R.S. §§ 1486 & 1501; Executive Order #56 FY 19/20)

TO: Margaret Humphrey, a resident Maine School Administrative District No. 15 (the "District") composed of the Towns of Gray and New Gloucester, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely, the Towns of Gray and New Gloucester, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

TOWN OF NEW GLOUCESTER
DISTRICT BUDGET REFERENDUM
WARRANT AND NOTICE OF ELECTION

Cumberland County, ss. State of Maine

TO: Brenda Fox-Howard, Municipal Clerk of New Gloucester: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF NEW GLOUCESTER: You are hereby notified that a District Budget Referendum election will be held at the New Gloucester Fire Station at 611 Lewiston Road in the Town of New Gloucester on Tuesday, July 14, 2020 for the purpose of determining the following question(s):

Question 1: **School Budget**. Shall Maine School Administrative District No. 15 appropriate the sum of **$28,245,284.00** and raise the sum of **$16,038,481.38** for the 2020-2021 school budget?
School Board Recommends a "Yes" Vote.

VOTER INFORMATION FOR QUESTION 1

The Maine School Administrative District No. 15 school budget submitted in this Question 1 totals **$28,245,284.00**. It includes locally raised funds in the amount of **$16,038,481.38**, to be assessed in shares to member municipalities in accordance with the District's cost sharing formula and state law. The locally raised amount exceeds the State's Essential Programs and Services funding model by **$3,374,650.72**. This budget includes these cost centers and amounts:

Cost Center	Amount Appropriated
Regular Instruction	$ 11,327,144
Special Education	$ 5,628,984
Career and Technical Education	$ 0
Other Instruction	$ 850,192
Student and Staff Support	$ 2,749,242
System Administration	$ 829,550
School Administration	$ 1,513,960
Transportation and Buses	$ 1,800,944
Facilities Maintenance	$ 2,885,860
Debt Service and Other Commitments	$ 629,408
All Other Expenditures	$ 30,000
Summary of Total Authorized School Budget Expenditures:	**$ 28,245,284.00**

Question 2: **District Adult Ed Program.** Shall the District be authorized to appropriate **$195,076** for adult education and raise **$73,000** as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program?
School Board Recommends a "Yes" Vote.

The polls must be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated as of this June 10, 2020.

Meagher Jenney

Amy Stone

Dorothy D. Barton

A majority of the School Board of Maine School Administrative District No. 15

A true copy of the Warrant and Notice of Election, attest:

Margaret Humphrey
Resident of
Maine School Administrative District No. 15

Countersigned this _____ day of _____, 2020 at New Gloucester, Maine.

_____ _____

_____ _____

_____

A majority of the Municipal Officers of New Gloucester, Maine

A true copy of the Warrant and Notice of Election, attest:

Brenda Fox-Howard, Municipal Clerk
New Gloucester, Maine

RETURN

Cumberland County, ss. State of Maine

TO: The School Board of Maine School Administrative District No. 15
_____, 2020

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of New Gloucester, an attested copy of this warrant and notice of election, directing the Municipal Officers of said municipality to call a Maine School Administrative District No. 15 Budget Referendum at said time and place and for the purposes therein stated.

_____
Margaret Humphrey
Resident of
Maine School Administrative District No. 15

RETURN

Cumberland County, ss. State of Maine

TO: The Municipal Officers of the Town of New Gloucester

I certify that I have notified the voters of the Town of New Gloucester of the time and place of the Maine School Administrative District No. 15 Budget Referendum by posting an attested copy of the within warrant and notice of election as follows:

DATE	TIME	LOCATION OF POSTING

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at New Gloucester, Maine: _____, 2020

_____
Sharlene F. Myers, Municipal Clerk
New Gloucester, Maine

5.81

TOWN OF NEW GLOUCESTER
TOWN AND S.A.D. #15 ELECTION WARRANT
July 14, 2020

To Sharlene F. 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 the inhabitants of the Town of New Gloucester, qualified to vote in town affairs, to assemble at New Gloucester Fire Station on Tuesday July 14, 2019 at 6:00 a.m. Daylight Savings Time in the forenoon, then and there to act on Articles 1 through 3.

Article 1. To elect a Moderator to preside at meeting.

Article 2. To elect one (1) Selectmen, Assessor and Overseer of the Poor for a (3) three year term, by secret ballot.

Article 3. To elect one (1) Director for School Administrative District #15 for a three (3) year term, by secret ballot.

The polls shall be open at 6:00 a.m. and close at 8:00 PM.

The Registrar of Voters hereby gives notice: voter registration will be accepted at the Town Office during normal working hours and at the polls.

Dated at New Gloucester this 15th day of June, 2020, the same being at least seven (7) days before the time appointed for the said election.

_____
Linda D. Chase, Chairman

_____
Karen L. Gilles, Vice-Chairman

_____
George W. Colby

_____
Joseph S. Davis

_____
Tammy L. Donovan

Town of New Gloucester
Board of Selectmen

Absentee Ballots will be processed July 13, 2020 at 10:00 AM, at the New Gloucester Town Hall.

RETURN OF WARRANT

By virtue of written warrant, to me directed, I have notified and warned the inhabitants of the Town of New Gloucester, qualified to vote in Town affairs, to assemble at the time and place and for the purpose of the aforesaid by posting the Warrant at the following places:

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

The same being public and conspicuous places within the said Town on the _____ day of _____, 2020, being at least seven (7) days prior to the time for said meeting.

Dated at New Gloucester this _____ day of _____, two thousand and twenty.

_____
Sharlene F. Myers, Resident

5.82

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 is permitted.
- Competitions, scrimmages and game play is 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.

TENNIS PLAY
GUIDELINES

Singles play ONLY unless playing with individuals within the same household.

Use 2 sets of tennis balls, one for each server.

Maintain at least six feet apart from other players at all times, including when changing ends.

Avoid using hands to retrieve balls between points. Please use the foot and raquet technique.

Wash your hands thoroughly or use a hand sanitizer before, during, and after play.

No social gathering or congregation after playing.

Do not play if you are exhibiting any signs or symptoms.

NEW GLOUCESTER, MAINE
PARKS & RECREATION DEPARTMENT

WWW.NGRECREATION.COM // PH: 207-926-4126

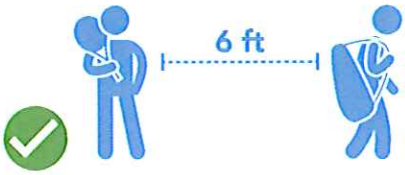
Made with PosterMyWall.com

COVID-19

PLAYING TENNIS SAFELY

PLAYER TIPS AND RECOMMENDATIONS

WHEN PLAYING, PRACTICE THESE SAFETY GUIDELINES:



Try to stay at least six feet apart from other players.

Do not make physical contact with them (such as shaking hands or a high five).

When playing doubles, coordinate with your partner to maintain physical distancing.

Use Four Balls or Six Balls

Although unlikely, it's possible that a tennis ball can transmit the COVID-19 virus, as virtually any hard surface can transmit the disease. So here is an extra precaution you can take to keep safe when playing tennis:

Open two cans of tennis balls that do not share the same number on the ball.

Take one set of numbered balls, and have your playing partner take a set of balls from the other can.

Proceed with play, making sure to pick up your set of numbered balls only. Should a ball with the other number wind up on your side of the court, do not touch the ball with your hands. Use your racquet head or feet to advance the ball to the other side of the court.

Between points, use your racquet and foot to pick up balls and hit them to your opponent.

Avoid using your hands also when returning balls to another court.

Wash your hands thoroughly or use a hand sanitizer before, during, and after play.

Maintain physical distancing if changing ends of the court.

Clean and wipe down your equipment, including racquets and water bottles.

Use new balls and a new grip, if possible.

Avoid touching your face after handling a ball, racquet or other equipment.

Wash your hands promptly if you have touched your eyes, nose or mouth.

Use only your own towels and water bottles.

Avoid sharing food and touching common surfaces such as court gates, fences, benches, etc.

To see the USTA's full list of guidelines and recommendations, visit:

usta.com/playersafety

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COVID-19

PLAYING TENNIS SAFELY

PLAYER TIPS AND RECOMMENDATIONS

The USTA recognizes that the coronavirus has been affecting different parts of the country in different ways and with different timing. We therefore believe it will be possible for people to return to playing tennis safely in some cities and states sooner than in others.

The Federal Government issued guidelines on April 16 for "Opening Up America Again" at WhiteHouse.gov/OpeningAmerica. By following these guidelines as well as those of local governments and health agencies, facilities and players will be able to make informed decisions as to when play can recommence.

If you live in a community where stay-at-home or shelter-in-place orders have been lifted or modified, and if your locality meets the standards in the Federal Guidelines, then tennis, if played properly, can be a great opportunity for you to relieve stress, socialize with others and provide much-needed exercise. Of primary importance is taking every precaution to help keep all participants safe.

Because tennis does not require any direct person-to-person contact, players can enjoy the many physical and mental benefits that tennis offers so long as you practice physical distancing by keeping six feet apart from other players to ensure you are in a safe exercise environment and follow other safety recommendations included here.

Although there is no specific evidence that tennis balls can spread COVID-19, we know that contamination by respiratory droplets from an infected person can potentially survive on hard surfaces up to three days. If you choose to play tennis, be sure to practice these safety tips and recommendations.

BEFORE YOU PLAY

- Make sure that your state and region allow tennis play, satisfy the Federal Government's gating criteria (as outlined in the "Opening Up America Again" guidelines) and has been designated an essential business and/or has entered Phase One of the Phased Comeback.
- States and regions with no evidence of a rebound and that satisfy the gating criteria a second time may proceed to Phase Two of the Phased Comeback, in which all individuals, when in public recreation areas, should maximize physical distance from others.
- Be aware that although restrictions are eased when your state and region move from Phase One to Phase Two or Phase Three of the Phased Comeback, safety precautions must remain in place until there is a universal vaccine or effective treatment for the coronavirus.
- The USTA Medical Advisory Group highly recommends competitive players ease their way back into play prior to competition. Given the layoff from competing, players will be more susceptible to under-training, over-use and other injuries. The USTA strongly recommends at least three weeks of on court and off court conditioning before competition begins.
- Arrange to play only with family members or others who live in your household or with individuals who are considered to be low risk.
- Do not play if any of you:
  - Are exhibiting any symptoms of the coronavirus. According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - Have been in contact with someone with COVID-19 in the last 14 days.
  - Are a vulnerable individual and your state and region is in Phase One or Phase Two. A vulnerable individual is an elderly individual and/or an individual with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy. (For states and regions in Phase Three, a vulnerable individual can resume public interactions, including playing tennis, but should practice physical distancing.)

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COVID-19
PLAYING TENNIS SAFELY
PLAYER TIPS AND RECOMMENDATIONS

PREPARING TO PLAY

- Protect against infections:
  - Wash your hands with a disinfectant soap and water (for 20 seconds or longer), or use a hand sanitizer if soap and water are not readily available, before going to the court.
  - Clean and wipe down your equipment, including racquets and water bottles. Do not share racquets or any other equipment such as wristbands, grips, hats and towels.
  - Bring a full water bottle to avoid touching a tap or water fountain handle.
  - Use new balls and a new grip, if possible.
  - Consider taking extra precautions such as wearing gloves.
  - If you need to sneeze or cough, do so into a tissue or upper sleeve.
  - Arrive as close as possible to when you need to be there.
  - Avoid touching court gates, fences, benches, etc. if you can.

WHEN PLAYING

- Try to stay at least six feet apart from other players. Do not make physical contact with them (such as shaking hands or a high five).
- When playing doubles, coordinate with your partner to maintain physical distancing.
- Avoid touching your face after handling a ball, racquet or other equipment. Wash your hands promptly if you have touched your eyes, nose or mouth.
- Avoid sharing food, drinks or towels.
- Use your racquet/foot to pick up balls and hit them to your opponent. Avoid using your hands to pick up the balls.
- Maintain physical distancing if changing ends of the court.
- Remain apart from other players when taking a break.
- If a ball from another court comes to you, send it back with a kick or with your racquet.

AFTER PLAYING

- Leave the court as soon as reasonably possible.
- Wash your hands thoroughly or use a hand sanitizer after coming off the court.
- Do not use the locker room or changing area. Shower at home.
- No extra-curricular or social activity should take place. No congregation after playing.
- All players should leave the facility immediately after play.

USE FOUR BALLS OR SIX BALLS

Although unlikely, it's possible that a tennis ball can transmit the COVID-19 virus, as virtually any hard surface can transmit the disease. So here is an extra precaution you can take to keep safe when playing tennis:

- Open two cans of tennis balls that do not share the same number on the ball.
- Take one set of numbered balls, and have your playing partner take a set of balls from the other can.
- Proceed with play, making sure to pick up your set of numbered balls only. Should a ball with the other number wind up on your side of the court, do not touch the ball with your hands. Use your racquet head or feet to advance the ball to the other side of the court.

5.84

WARRANT FOR ANNUAL TOWN MEETING

Town of New Gloucester
July 14, 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, in said county and state, qualified by law to vote in Town affairs, to assemble at New Gloucester Fire Station, 611 Lewiston Road, New Gloucester, Maine on Tuesday, the 14th day of July A.D. 2020 at 5:45 a.m., Daylight Savings Time, then and there to act upon Article 1 and by secret ballot on Articles 2 through 32, as set out below (Polls shall be open from 6:00 a.m. to 8:00 p.m.):

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	$ 338,968	$ 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
		$ 455,878	**$ 470,878**

The Budget Committee recommends passage at $470,878.
The Select Board recommends passage at $455,878.

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	$ 20,000
	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 13. To see if the Town will vote to raise and appropriate ***$100,000*** from taxation for the ***Fire and Rescue Capital Reserve Account*** (G1-388-00 – $492,324*)* in the ensuing year.

Account 127

Fire and Rescue Capital Reserve Account	$100,000 Tax
TOTAL	**$100,000**

The Select Board and Budget Committee recommends passage.

Article 14. To see if the Town will vote to raise and appropriate ***$50,000*** from taxation for the ***Transfer Station Capital Reserve Account*** (G1-391-00 – $151,050*)* in the ensuing year.

Account 127

Transfer Station Capital Reserve Account	$50,000 Tax
TOTAL	**$50,000**

The Budget Committee recommends $25,000.
The Select Board recommends $50,000..

Article 15. To see if the Town will vote to raise and appropriate ***$290,750*** from taxation for the ensuing year for ***Municipal Paving Projects***.

Account 149

Paving	$290,750 Tax
TOTAL	**$290,750**

The Select Board and Budget Committee recommends passage.

Article 16. To see if the Town will vote to appropriate ***$60,000*** from Public Works Capital Reserve Account (G1-389-00 - $175,672) for the purchase of ***H-3 One-ton Dump Truck.***

Account 128

H-3 Public Works One-ton Dump Truck	$60,000 CR
TOTAL	**$60,000**

The Select Board recommends passage.

Article 17. To see if the Town will vote to appropriate ***$42,000*** from Fire Department Capital Reserve Account (G1-389-00 - $492,324) for the purchase of ***Utility 1 Pick-up Truck***

Account 128

Utility 1 Fire Department Pick-up Truck	$42,000 CR
TOTAL	**$42,000**

The Select Board recommends passage.

Article 18. To see if the Town will vote to raise and appropriate ***$11,000*** from taxation and other sources for the ensuing year for ***Steven's Brook Permitting***. These funds are for permitting costs related to testing and engineering services and are required to ensure that the project is shovel ready next spring.

Account 128

Stevens Brook Permits	$11,000 Tax
TOTAL	**$11,000**

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.

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 15th 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 15, 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	A Buddy's Store
Pineland Market	

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

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

_____
Sharlene F. Myers, Resident

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
6:00 p.m.
Monday, June 1, 2020
Via Zoom

5.86

BOARD OF SELECTMEN'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; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

II. SCHEDULE NEXT MEETING:

A. Adjustments to the Agenda

Mr. Colby moved and Ms. Donovan seconded a motion to add Item 5.69, To See What Action the Board Wishes to take in Regard to Future Board of Selectmen's Meetings. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

Stephen Hathorne, Peter Bragdon, Julie Fralich and Kathleen Potter spoke to Board concerning various items.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

None.

B. Prior Meeting Update – Town Manager

None.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Joseph Davis said he following:

1) Wanted to thank all the Military for their service to our country.

DRAFT

2) Memorial Day was not the same without the annual parade in the Upper Village.

Tammy Donovan said the following:

1) Received an email from Beth Blakeman-Pohl resigning from the Economic Development Committee.
2) Received an email from an elderly citizen concerning the proposed reduction of services.

George Colby said the following:

1) Echoed Mr. Davis' comments.

Karen Gilles – no comments.

Linda Chase said the following:

1) There have been reports of roadside dumping in the Town. Clean-up week at the Transfer Station is June 9th thru 13th and no bulky waste stickers are needed for that week. For more information, please check the Town website or call the Transfer Station.
2) Committees are wanting to meet again and reminded them that the Board passed a policy that all meetings are to be held via Zoom. All Boards and Committees must submit their Agendas/Minutes as well as date(s) of your meeting to Ms. Myers so she can place the information on the calendar and website.
3) In response to a concern during the public comments, the Board discussed in Executive Session to bring back Mr. First as the Interim Town Manager and all voted in the affirmative; the Board voted as whole on the Town Manager's contract, in Executive Session; and the closing of Town Hall was a decision by the Town Manager following the Governor's Executive Order.

b. Town Manager

Brenda Fox-Howard said the following:

1) Received many calls concerning dumping of trash in many areas of Town and has brought it to the Selectmen's attention.
2) Received calls concerning the Town Halls hours.
3) Library will remain closed for the time being until she has made a plan to open it safely. Concerns for not only the employees but the residents as well.

c. Dept. Heads

Toby Martin, Fire/Rescue Chief, said as Emergency Management Director, he has concerns with reopening in Town. He said the number of cases in Androscoggin County are increasing and he asks that the Town of New Gloucester transitions slowly.

DRAFT

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*

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Liquor License Application for Fraternal Order of Eagles #4131 and to note per the Code Enforcement Officer there have been no issues or violations. The motion carried on a vote of 5-0.

5.59 To See What Action the Board Wishes to take in Regard to *Carryovers*

Ms. Chase said the Town Manager is asking to carry over the following funds:

1) Comp Plan Budget of $8,813.03
2) Paving $94,192.48
3) Approve returning of $100,000 to Transfer Station Capital Reserves, which was not used to purchase a loader

Mr. Colby moved and Ms. Gilles seconded a motion to approve all carryovers as recommended. The motion carried on a vote of 4-1, with Mr. Davis opposing.

5.60 To See What Action the Board Wishes to take in Regard to *New Hours for Town Hall*

Ms. Fox-Howard said she is proposing changing the Town Hall hours to Monday thru Thursday, 8am to 5pm, and closed on Friday. She said opening at 8am, half hour earlier than current schedule) will help the working people. She said in the winter months, the Friday closure will also help Public Works during storms.

Ms. Donovan said she would like to see the office open one or two evenings until 7pm.

The Board was in agreement with at least one night until 7pm.

The Board asked the Town Manager and staff to further discuss and look at history of transactions and bring back at the next meeting.

No action taken.

5.61 To See What Action the Board Wishes to take in Regard to *Opening of Town Hall following the Governor's Executive Order*

DRAFT

Ms. Fox-Howard said she would like to open Town Hall to the public beginning on Monday, June 8th, for normal hours. She said to incorporate the six-foot social distancing requirement, the maximum amount of patrons in Town Hall would be limited to eight and entering/exiting would be via the back door of Town Hall. She said currently, appointments are needed to do a transaction and though it was beneficial, it was also a hindrance.

Ms. Gilles moved and Mr. Colby seconded a motion to open Town Hall, no appointments needed, on June 8th, normal hours, and maximum amount of patrons would be capped at eight.

Mr. Davis asked if plexiglass was going to installed and hand sanitizer available.

Ms. Fox-Howard said plexiglass has been installed, hand sanitizer will be available and ask those entering to please wear masks.

Ms. Gilles moved and Mr. Colby seconded a motion to reopen Town Hall on Monday, June 8th and returning to normal hours. The motion carried on a vote of 5-0.

5.62 To See What Action the Board Wishes to take in Regard to *Annual Town Meeting*

Ms. Chase said we had reserved a date set of June 15th or June 29th to hold the Annual Town Meeting at Memorial School. She said the school has contacted the Town with concerns of holding the meeting following the guidelines of the Governor's Executive Order.

Ms. Fox-Howard said she looked into holding it at the New Gloucester Fairgrounds but the costs associated with renting a tent, police, chairs, video equipment, parking, speakers and keeping public safety in mind, logistically, it is not feasible.

Ms. Donovan moved and Ms. Gilles seconded a motion to hold the Annual Town Meeting in person at the New Gloucester Fairgrounds on June 29th.

Mr. Colby said there are two options, in person or by ballot.

Mr. Martin said the Board has to keep in the mind the safety and health risk of staff and 5,700 residents of New Gloucester.

The motion failed on a vote of 1-4, with Ms. Chase, Mr. Colby, Mr. Davis and Ms. Gilles opposing.

Ms. Gilles moved and Mr. Colby seconded a motion to place the Annual Town Meeting Warrant on the ballot for July 14, 2020.

Mr. Davis asked if the meeting could be via Zoom.

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Ms. Chase said per Maine Municipal Association, using Zoom for the Annual Town Meeting is not allowed.

The motion carried on a vote of 4-1, with Ms. Donovan opposing.

Ms. Gilles said asked staff to look into holding a question and answer session via Zoom, to give everyone a chance to speak on the budget if they wish.

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

Ms. Donovan asked by the 102 Administration wage line is not being reduced by $27,000, as mentioned by Mr. Bragdon.

Ms. Chase said the Town Manager's contract is for one year and will end before the next fiscal year begins.

Ms. Fox-Howard said she does not agree with the Budget as it stands. She said the Town should not be cutting positions and says she would like time to review the budget to see if it is possible to retain positions.

Mr. Davis moved and Ms. Donovan seconded a motion to eliminate Article 16, Replacement of H3 One-ton Dump Truck for Public Works.

Mr. Davis said this has no effect on the tax rate but does not see the need for a new vehicle.

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

Ms. Donovan moved and Mr. Davis seconded a motion to reduce the 102-1-01 Administration Wage line by $15,000, (338,968). The motion carried on a vote of 4-1, with Mr. Colby opposing.

Ms. Gilles moved and Mr. Davis seconded a motion to put the Town Planner back full-time in the 122 Planning Budget.

Ms. Fox-Howard said the Town Planner is vital to the Town and the Board needs to look at the big picture of what this Town is striving for in the future. She said she would like the chance to review the budget before the warrant is signed.

Ms. Gilles and Mr. Davis withdrew their motion.

Mr. Davis moved and Ms. Donovan seconded a motion for the Town Manager to review the budget numbers to see if the positions currently being cut can be put back in and cuts made elsewhere. The motion carried on a vote of 5-0.

The Board tabled Item 5.63.

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

Ms. Chase said due to the warrant being placed on the ballot, these ballots will need to hand counted and staff is asking to close Town Hall for the following:

Monday, July 13th, close early at 4pm
Tuesday, July 14th, closed
Wednesday, July 15th, closed

Mr. Colby moved and Ms. Donovan seconded a motion to close Town Hall as discussed. The motion carried on a vote of 5-0.

5.65 To See What Action the Board Wishes to take in Regard to *<u>Community Fair</u>*

Ms. Chase said at a previous meeting there was discussion to cancel the Community Fair but no definite decision or motion.

Mr. Bragdon, Community Fair Committee Chairman, said the State says no to large gatherings and the though the Committee is disappointed, we must follow the guidelines and cancel the Fair.

Mr. Colby said the fair is scheduled for August 15th and would like to see it happen.

Mr. Davis said he would like to hold off until July 1st in case the Governor opens up the State.

Ms. Gilles asked if the refunds need to be in this fiscal year.

The Board tabled this item until the next meeting so clarification can sought if refunds will need to be done this fiscal year.

5.66 To See What Action the Board Wishes to take in Regard to *<u>Opening of Fairgrounds and Rowe Station Facilities</u>*

Mr. Colby moved and Ms. Gilles seconded a motion to open up the Fairground and Rowe Station Road Facilities.

Mr. Martin said he is not in favor of opening up those two facilities. He said thought has to be given to the Executive Orders and risking those utilizing the facilities.

Ms. Gilles said she sees no issues with teams wanting to hold skills and drills practices but no scrimmages/games taking place.

Morgan Rocheleau said he brought this to the Town Manager as he was receiving many calls about utilizing the fields and is trying to have guidelines in place for July 1st, in case he is not here.

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Mr. Davis said he has concern with trash, using the woods for a bathroom and no water available.

The motion failed on a vote of 2-3, with Ms. Chase, Ms. Donovan and Mr. Davis opposing.

The Board asked for this to be revisited on the next agenda.

5.67 To See What Action the Board Wishes to take in Regard to *Approving FY20 Warrants and Payrolls #46, #47 and #48*

Ms. Donovan moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #46, #47 and #48. The motion carried on a vote of 4-0-1, with Ms. Gilles abstaining.

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*

Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Minutes of the May 18, 2020, Board of Assessor's and Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

5.69 To See What Action the Board Wishes to take in Regard to *Future Board of Selectmen's Meeting Being Held in Person*

Mr. Colby moved and Ms. Donovan seconded a motion to hold Board of Selectmen's Meeting in person. The motion carried on a vote of 5-0.

5.70 To See What Action the Board Wishes to take in Regard to *Closing Town Hall on Tuesday, June 30th, to close out the Fiscal Year*

Ms. Donovan moved and Ms. Gilles seconded a motion to close the Town Hall as 12:00pm on Tuesday, June 30th, to close out the Fiscal Year Books. The motion carried on vote of 4-1, with Mr. Davis opposing.

C. ADJOURN

Ms. Donovan moved and Mr. Colby seconded a motion to adjourn at 8:57pm. The motion carried on a vote of 3-2, with Ms. Chase and Mr. Davis opposing.

Approved June 15, 2020

Linda D. Chase, Chairman	Karen L. Gilles, Vice-Chairman
George W. Colby	Joseph S. Davis
Tammy L. Donovan	

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