ANNOTATED AGENDA
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, August 24, 2020
Via Zoom

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. To See What Action the Board Wishes to take in Regard to Establishing the *Mil Rate for FY21 Taxes*

Please see the attached paperwork.

III. To See What Action the Board Wishes to take in Regard to the *FY21 Tax Commitment*

Please see the attached paperwork.

V. ADJOURN

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, September 21, 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
Discussion of Parks & Rec Enterprise Account
c. Dept. Heads
d. Boards & Committees

B. Action Items

1.42 To See What Action the Board Wishes to take in Regard to *Appointment of the September 15, 2020 Election Warden*

Please see attached paperwork.

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

Please see attached paperwork.

1.44 To See What Action the Board Wishes to take in Regard to *Closing Town Hall on Election Day – September 15, 2020*

1.45 To See What Action the Board Wishes to take in Regard to *Quitclaim for Map 6 Lot 36-D*

Please see attached paperwork.

1.46 To See What Action the Board Wishes to take in Regard to *Approving FY21 Warrants and Payrolls #5, #6 and #7*

1.47 To See What Action the Board Wishes to take in Regard to *Approving the Minutes of the June 8, 2020, Special Board of Selectmen's Meeting*

Please see attached paperwork.

1.48 To See What Action the Board Wishes to take in Regard to *Approving the Minutes of the July 6, 2020, Board of Selectmen's Meeting*

Please see attached paperwork

1.49 To See What Action the Board Wishes to take in Regard to *FY21 Paving*

Please see attached paperwork.

1.50 To See What Action the Board Wishes to take in Regard to *FY21 Public Works Sand & Gravel*

Please see attached paperwork.

1.51 To See What Action the Board Wishes to take in Regard to *Public Works Forklift*

Please see attached paperwork.

VII. ADJOURN

0.01355

BOA II.

MAINE REVENUE SERVICES - 2020 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: New Gloucester

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	595,290,779 (must match MVR Page 1, line 6)		
2. Total taxable valuation of personal property	2	7,084,596 (must match MVR Page 1, line10)		
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)			3	602,375,375 (must match MVR Page 1, line 11)
4. (a) Total exempt value for all homestead exemptions granted	4(a)	34,005,082 (must match MVR Page 1, line 14f)		
(b) Homestead exemption reimbursement value	4(b)	23,803,557 **(Line 4(a) multiplied by 0.7)**		
5. (a) Total exempt value of all BETE qualified property	5(a)	6,182,688 (must match MVR Page 2, line 15c)		
(b) Enhanced BETE exemption reimbursement value	5(b)	4,949,090		
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))			6	631,128,022
ASSESSMENTS				
7. County tax	7	392,664.00		
8. Municipal appropriation	8	4,272,984.00		
9. TIF Financing plan amount	9	290,000.00 (must match MVR Page 2, line 16c + 16d)		
10. Local education appropriation (local share/contribution) (Adjusted to municipal fiscal year)	10	5,698,997.00		
11. Total assessments (Add lines 7 through 10)			11	10,654,645.00
ALLOWABLE DEDUCTIONS				
12. Anticipated state municipal revenue sharing	12	320,000.00		
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)	13	1,943,326.00		
14. Total deductions (Line 12 plus line 13)			14	2,263,326.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)			15	8,391,319.00

16.	8,391,319.00 (Amount from line 15)	X	1.05	=	8,810,884.95	Maximum Allowable Tax
17.	8,391,319.00 (Amount from line 15)	/	631,128,022 (Amount from line 6)	=	0.013296	Minimum Tax Rate
18.	8,810,884.95 (Amount from line 16)	/	631,128,022 (Amount from line 6)	=	0.013960	Maximum Tax Rate
19.	602,375,375 (Amount from line 3)	X	0.013550 (Selected Rate)	=	8,162,186.33 (Enter on MVR Page 1, line 13)	Tax for Commitment
20.	8,391,319.00 (Amount from line 15)	X	0.05	=	419,565.95	Maximum Overlay
21.	23,803,557 (Amount from line 4b)	X	0.013550 (Selected Rate)	=	322,538.20 (Enter on line 8, Assessment Warrant)	Homestead Reimbursement
22.	4,949,090 (Amount from line 5b)	X	0.013550 (Selected Rate)	=	67,060.17 (Enter on line 9, Assessment Warrant)	BETE Reimbursement
23.	8,551,784.70 (Line 19 plus lines 21 and 22)	-	8,391,319.00 (Amount from line 15)	=	160,465.70 (Enter on line 5, Assessment Warrant)	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

0.01360

MAINE REVENUE SERVICES - 2020 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: New Gloucester

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	595,290,779 (must match MVR Page 1, line 6)			
2. Total taxable valuation of personal property	2	7,084,596 (must match MVR Page 1, line10)			
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)			3	602,375,375 (must match MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	34,005,082 (must match MVR Page 1, line 14f)			
(b) Homestead exemption reimbursement value	4(b)	23,803,557 **(Line 4(a) multiplied by 0.7)**			
5. (a) Total exempt value of all BETE qualified property	5(a)	6,182,688 (must match MVR Page 2, line 15c)			
(b) Enhanced BETE exemption reimbursement value	5(b)	4,949,090			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))			6	631,128,022	
ASSESSMENTS					
7. County tax	7	392,664.00			
8. Municipal appropriation	8	4,272,984.00			
9. TIF Financing plan amount	9	290,000.00 (must match MVR Page 2, line 16c + 16d)			
10. Local education appropriation (Adjusted to municipal fiscal year) (local share/contribution)	10	5,698,997.00			
11. Total assessments (Add lines 7 through 10)			11	10,654,645.00	
ALLOWABLE DEDUCTIONS					
12. Anticipated state municipal revenue sharing	12	320,000.00			
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)	13	1,943,326.00			
14. Total deductions (Line 12 plus line 13)			14	2,263,326.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)			15	8,391,319.00	

16.	8,391,319.00 (Amount from line 15)	X	1.05	=	8,810,884.95	Maximum Allowable Tax
17.	8,391,319.00 (Amount from line 15)	/	631,128,022 (Amount from line 6)	=	0.013296	Minimum Tax Rate
18.	8,810,884.95 (Amount from line 16)	/	631,128,022 (Amount from line 6)	=	0.013960	Maximum Tax Rate
19.	602,375,375 (Amount from line 3)	X	0.0136 (Selected Rate)	=	8,192,305.10 (Enter on MVR Page 1, line 13)	Tax for Commitment
20.	8,391,319.00 (Amount from line 15)	X	0.05	=	419,565.95	Maximum Overlay
21.	23,803,557 (Amount from line 4b)	X	0.0136 (Selected Rate)	=	323,728.38 (Enter on line 8, Assessment Warrant)	Homestead Reimbursement
22.	4,949,090 (Amount from line 5b)	X	0.0136 (Selected Rate)	=	67,307.62 (Enter on line 9, Assessment Warrant)	BETE Reimbursement
23.	8,583,341.10 (Line 19 plus lines 21 and 22)	-	8,391,319.00 (Amount from line 15)	=	192,022.10 (Enter on line 5, Assessment Warrant)	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

0.01365

MAINE REVENUE SERVICES - 2020 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: New Gloucester

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	595,290,779 (must match MVR Page 1, line 6)		
2. Total taxable valuation of personal property	2	7,084,596 (must match MVR Page 1, line10)		
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)			3	602,375,375 (must match MVR Page 1, line 11)
4. (a) Total exempt value for all homestead exemptions granted	4(a)	34,005,082 (must match MVR Page 1, line 14f)		
(b) Homestead exemption reimbursement value	4(b)	23,803,557 **(Line 4(a) multiplied by 0.7)**		
5. (a) Total exempt value of all BETE qualified property	5(a)	6,182,688 (must match MVR Page 2, line 15c)		
(b) Enhanced BETE exemption reimbursement value	5(b)	4,949,090		
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))			6	631,128,022
ASSESSMENTS				
7. County tax	7	392,664.00		
8. Municipal appropriation	8	4,272,984.00		
9. TIF Financing plan amount	9	290,000.00 (must match MVR Page 2, line 16c + 16d)		
10. Local education appropriation (Adjusted to municipal fiscal year) (local share/contribution)	10	5,698,997.00		
11. Total assessments (Add lines 7 through 10)			11	10,654,645.00
ALLOWABLE DEDUCTIONS				
12. Anticipated state municipal revenue sharing	12	320,000.00		
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)	13	1,943,326.00		
14. Total deductions (Line 12 plus line 13)			14	2,263,326.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)			15	8,391,319.00

16.	8,391,319.00 (Amount from line 15)	X	1.05	=	8,810,884.95	Maximum Allowable Tax
17.	8,391,319.00 (Amount from line 15)	/	631,128,022 (Amount from line 6)	=	0.013296	Minimum Tax Rate
18.	8,810,884.95 (Amount from line 16)	/	631,128,022 (Amount from line 6)	=	0.013960	Maximum Tax Rate
19.	602,375,375 (Amount from line 3)	X	0.013650 (Selected Rate)	=	8,222,423.87 (Enter on MVR Page 1, line 13)	Tax for Commitment
20.	8,391,319.00 (Amount from line 15)	X	0.05	=	419,565.95	Maximum Overlay
21.	23,803,557 (Amount from line 4b)	X	0.013650 (Selected Rate)	=	324,918.55 (Enter on line 8, Assessment Warrant)	Homestead Reimbursement
22.	4,949,090 (Amount from line 5b)	X	0.013650 (Selected Rate)	=	67,555.08 (Enter on line 9, Assessment Warrant)	BETE Reimbursement
23.	8,614,897.50 (Line 19 plus lines 21 and 22)	-	8,391,319.00 (Amount from line 15)	=	223,578.50 (Enter on line 5, Assessment Warrant)	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

VI. b. A.

Notes: Board Meeting 8/24/20

To the Board of Selectman

There are several ways to set up the Kids Club Enterprise fund. The easiest way will be to set the accounts in the general ledger as it minimizes the use of extra accounts such as "Due-To" and "Due-From" accounts; This will simplify the use of the input of revenue at the front desk and the expense input either by payroll or accounts warrant thru TRIO.

The accounting of this fund is no different than any other general ledger account.

The Town of Raymond has used this same method to account for their Beach Enterprise account and Food Truck activities. As their former auditor, Lori-Ann found it was easiest to audit and reduce their audit costs because of the simplistic structure of accounts. When turnover occurred at the Town of Raymond, no special instructions were needed to understand the account. It is common for towns and cities to utilize these enterprise funds. It may be new to New Gloucester but it is definitely not unusual and is standard practice in most towns.

The Kids Club mock-up of accounts attached show only a few accounts with random dollar values used to show the numeric flow, these are not "real numbers" yet; The accounts are set-up but no activity. This was to show you how the accounts look and function within the budget. When you request reports, this will show as a sub-category within the General Government Budget. This data can be run together along with the regular reports and all values will be included in Town bottom lines. However, if a detailed view of only the Enterprise Fund is required, that activity can be pulled out separately. Once Morgan has decided what expenses he will utilize, these accounts will be added as we go through the year.

TOWN OF GRAY
Department(s): RECREATION ENTERPRISE
PROFIT & LOSS
FY 2020 Through 6/30/2020

ACCOUNT	FY 2020	FY 2019	FY 2018	FY 2017
ADMINISTRATION				
Payroll				
Full-Time Personnel	(170,745.76)	(136,794.06)	(124,068.62)	(103,807.96)
Part-Time Personnel	(300.32)	-	(18,298.80)	(11,440.95)
Per Diem Personnel	-	-	-	(4,183.45)
Wilkies Beach Attendents	(7,979.75)	(7,093.88)	(6,063.25)	(2,816.25)
Overtime	(1,593.01)	(674.25)	(1,689.96)	(3,991.44)
FICA/Medicare	(12,815.28)	(9,774.31)	(11,346.79)	(10,546.63)
Retirement	(7,779.86)	(6,583.69)	(8,203.84)	(12,383.61)
Total Payroll	**(201,213.98)**	**(160,920.19)**	**(169,691.26)**	**(149,170.29)**
Grants				
Lakes Environmental Association	-	-		1,300.00
CBI Cost Share Grant	325.00	875.00	1,625.00	
Total Grants	**325.00**	**875.00**	**1,625.00**	**1,300.00**
TOTAL ADMINISTRATION	**(200,888.98)**	**(160,045.19)**	**(168,066.26)**	**(147,870.29)**
PROGRAMS				
Operations				
Transfer from General Fund	-	-	(60,000.00)	
Cell Phone	(681.57)	(676.24)	(607.55)	(446.00)
Administrative Fees	5,667.10	6,246.77	6,354.25	2,380.27
Total Operations	**4,985.53**	**5,570.53**	**(54,253.30)**	**1,934.27**
Supplies & Equipment				
Brochures/Flyers	(61.92)		(48.94)	(130.32)
Equipment	(29.95)	(10,329.17)	(405.31)	(11,089.95)
Software	(4,590.00)		(4,040.00)	(4,940.00)
Total Supplies & Equipment	**(4,681.87)**	**(10,329.17)**	**(4,494.25)**	**(16,160.27)**
Adult Fitness				
Adult Bball	(1,178.81)	407.05	1,034.96	2,376.00
BarreAbove			40.00	-
Country Heat				623.43
Pickleball		110.02	(354.14)	-
FitAfter50			(109.80)	-
BodyShred		643.60	231.40	-
Total Body Conditioning		(8.62)	897.00	736.36
Zumba	1,416.54	883.64	727.69	1,086.00
Total Adult Fitness	**237.73**	**2,035.69**	**2,467.11**	**4,821.79**
Adult Classes				
Photography	(1.60)			487.00
Total Adult Classes	**(1.60)**	**-**	**-**	**487.00**
Adult Day Trips				
Day Trips		239.15		239.15
Total Adult Day Trips	**-**	**239.15**	**-**	**239.15**
Youth Fitness				
Fall Soccer	4,295.39	625.62	715.64	4,790.68
Footskillz		-	59.00	356.00
Golf		-		167.20
Gymnastics	4,072.71	5,659.44	5,076.23	1,246.56
Junior BBall	2,862.72	2,722.56	3,460.53	3,087.62
Junior Soccer	2,285.35	1,220.15	2,950.00	844.00
Lacrosse	76.00	407.66	640.35	734.82
MiniHoops	702.75	-	-	263.48
NerfNight		-	290.23	184.00
Skiing	-	-		258.59
Taekwondo	-	-	220.80	-
Track & Field	2.97	1,014.57	746.43	2,316.29
Travel Field Hockey	-	-	288.00	-
Cardio Sport Spark	(51.68)	57.00	-	-
Total Youth Fitness	**14,246.21**	**11,707.00**	**14,447.21**	**14,249.24**
Youth Classes				
ARC Babysitting	1,206.90	571.77	634.51	783.64
Broadway for Beginners	2,507.80	3,842.24	1,955.20	1,627.36
Home Alone		42.00	92.23	(68.41)
Ukulele Lessons		862.50	(6.00)	-
Happy Hands Playgroup	10.00	122.50	44.53	170.00
Little Songbirds		-	310.80	-
Mad Science			1,519.00	928.00
Music and Movement	43.65	254.39	-	-
Total Youth Classes	**3,768.35**	**5,695.40**	**4,550.27**	**3,440.59**
Child Care Services				
Day Camp	66,111.85	32,979.12	40,507.61	44,846.35
Day Camp Trips	343.38	5,711.00	(1,003.90)	3,991.62
In-Service Days		2,643.77	817.85	845.30
Kids Club	109,872.04	91,850.42	89,756.22	111,141.55
LIT Camp	12,875.22	3,333.74	8,708.89	3,948.56
Parent's Night Out	1,614.09	1,007.57	708.24	790.61
Snack Shack	778.17	1,618.37	326.11	864.01
Vacation Camp	11,206.29	10,440.94	8,615.47	9,177.29
Total Child Care Services	**202,801.04**	**149,589.93**	**148,436.49**	**175,605.29**
Camps/Clinics				
Family Pickup Basetball & Open Gym	474.80	(290.28)	127.69	448.00
Field Hockey	600.70	186.70	398.83	1,124.21
Lacrosse		-	289.00	-
Mad Science	671.17	1,191.00	99.00	673.00
Soccer		(347.00)	(629.50)	900.00
Theater Camp		(196.30)	692.00	-
Family Yoga		(120.00)	178.00	-
Speed, Agility	-	-		80.00
Volleyball	206.85	815.00	1,402.16	2,698.79
Total Camps/Clinics	**1,953.52**	**1,239.12**	**2,557.18**	**5,924.00**
Rentals				
Newbegin & Grounds	4,416.65	3,844.25	1,315.59	3,905.14
Total Rentals	**4,416.65**	**3,844.25**	**1,315.59**	**3,905.14**
Special Events				
Play Pass	881.75		-	
Christmas/Tree Lighting		(175.31)	-	(355.89)
Halloween	(1,369.26)	(526.54)	(676.97)	(189.07)
Ice Rink				69.50
Birthday Parties	116.40			
Miscellaneous	(241.24)	(1,751.40)	(1,106.46)	(1,193.25)
Total Special Events	**(612.35)**	**(2,453.25)**	**(1,783.43)**	**(1,673.71)**
TOTAL PROGRAMS	**227,113.21**	**167,138.65**	**113,242.87**	**192,533.34**
TOTALS	**26,224.23**	**7,093.46**	**(54,823.39)**	**44,663.05**

THIS IS A MOCK UP OIF THE ACCOUNTS FOR THE KIDS CLUB PROGRAM

New Gloucester
8:52 AM

General Ledger Detail Report

Accounts: G 1-700-00 - G 1-795-00
ALL Months

08/19/2020
Page 1

Trans Date	Per	RCB/ Type	Jrnl	Description---	Wrnt	Check#	Vendor------	Debits	Credits	Balance Debit	Credit
1 - GEN'L GOV.										0.00	
710-00 KCLUB REVENU										**0.00**	
750-00 KCLUB WAGES										**0.00**	
760-00 KCLUB OP SUP										**0.00**	
765-00 KCLUB PROG E										**0.00**	
795-00 KCLUB FUND B										**0.00**	
				Fund.....							**0.00**
Final Totals										**0.00**	**0.00**

THIS IS AN EXAMPLE OF POSTINGS; MONEY TAKEN OVER THE COUNTER ENTERED IN TRIO BY KEY METHOD
WAGES AND EXPENSES PAID BY EITHER PAYROLL OR ACCOUNTS PAYABLE WARRANT

Trans Date	Per	RCB/ Type	Jrnl	Description---	Wrnt	Check#	Vendor------	Debits	Credits	Balance Debit	Credit
1 - GEN'L GOV.										**0.00**	
710-00 KCLUB REVENU											**50,000.00**
750-00 KCLUB WAGES										**20,000.00**	
760-00 KCLUB OP SUP										**1,000.00**	
765-00 KCLUB PROG E										**2,000.00**	
795-00 KCLUB FUND B										**0.00**	
				Fund.....							**0.00**
Final Totals										**23000.00**	**50000.00**

AT YEAR END; REVENUES MINUS EXPENSES ARE POSTED AS A NET FUND BALANCE

THIS EXAMPLE IS $50,000 MINUS $23,000 WILL YIELD $$27,000 AS A CARRY OVER FUND BALANCE FROM 6/30/21
TO 7/1/21

Trans Date	Per	RCB/ Type	Jrnl	Description---	Wrnt	Check#	Vendor------	Debits	Credits	Balance Debit	Credit
1 - GEN'L GOV.										**0.00**	
710-00 KCLUB REVENU											**0.00**
750-00 KCLUB WAGES										**0.00**	
760-00 KCLUB OP SUP										**0.00**	
765-00 KCLUB PROG E										**0.00**	
795-00 KCLUB FUND B											**27,000.00**
				Fund.....							**0.00**
Final Totals										0.00	**27000.00**

1.42

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

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

Office of
Selectmen

Municipality of New Gloucester

County of Cumberland

State of Maine

Date: August 24, 2020

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

Warden for the September 15, 2020 Election

Given under our hand this 24th day of August, 2020

Selectmen

Of

New Gloucester

_____

_____

_____

_____

_____

1.43

Ballot Clerks
September 15, 2020 Election

- CLEO WERNER
- DEBBY PARKS LARRIVEE
- HEATHER PLANTE
- KATHLEEN POTTER
- LAURA (JANE) STURGIS
- LINDA STILLWELL
- MARY RICH
- PATTY MIKKELSON
- PENNY HILTON
- PHOEBE HARDESTY
- DONNA MCNALLY
- KATE HUTCHINSON
- BARBARA SEAVER
- HOLLY ROBINSON
- KIMBERLY GETCHELL
- SHARLENE MYERS

MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

1.46

THE INHABITANTS OF the Town of New Gloucester, a body corporate and politic, with its town offices located at 385 Intervale Road, New Gloucester, Cumberland County, State of Maine, for consideration paid August 18, 2020, releases to **Andrew S Ash**, P O Box 752, Rangeley, ME 04970, a certain lot or parcel of land with any buildings thereon located in the Town of New Gloucester, Cumberland County, State of Maine, more particularly described as follows:

Map 6, Lot 36-D, 576 Snow Hill Road, on the Tax Maps of the Town of New Gloucester, prepared by John E. O'Donnell and Associates and dated April 1, 2019, on file in the Assessor's Office, Town of New Gloucester, Maine. The Town of New Gloucester has acquired its interest in said parcel through automatic foreclosure of tax liens recorded in the Cumberland County Registry of Deeds at: Book 36814 Lot 307, tax year 2020; Book 35719 Lot 225, tax year 2019; and Book 34905 Page 346, tax year 2018.

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

Witness our hands and seals this 24th day of August, 2020.

WITNESS:	**INHABITANTS OF THE TOWN OF NEW GLOUCESTER**
Sharlene F. Myers	**Karen l. Gilles, Chairman**
Sharlene F. Myers	**Linda D. Chase, Vice-Chairman**
Sharlene F. Myers	**Peter R. Bragdon, Selectman**
Sharlene F. Myers	**George W, Colby, Selectman**
Sharlene F. Myers	**Tammy L. Donovan, Selectman**

State of Maine
County of Cumberland, ss

August 24, 2020

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

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

1.47

ANNOTATED AGENDA
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, June 8, 2020
via Zoom

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:02 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; and Town Manager, Brenda Fox-Howard.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, June 15, 2020 via Zoom

A. Adjustments to the Agenda

Mr. Davis moved and Ms. Donovan seconded a motion to add Item 5.76, To See What Action the Board Wishes to take in Regard to Revisiting Holding the Annual Town Meeting in Person. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

Stephen Hathorne, resident, spoke to the Board concerning the following: utilization of the new sign at the Transfer Station; chip seal on Bennett Road; holding in person Town Meeting; stop spending money on new vehicles and look into obtaining surplus vehicles; and holding Executive Sessions.

John Salisbury, resident, spoke to the Board concerning the Annual Town Meeting Warrant.

Peter Bragdon, resident, spoke to the Board concerning: agenda items 5.73 & 5.74 which will affect 5.75; supports keeping positions; and research options to hold Town Meeting in person.

Diana Dowd, resident, spoke to the Board concerning the budget reduction of the Assistant Librarian.

Julie Fralich, resident, spoke to the Board in support of reinstating the Town Planner to full time.

Ted Shane, Public Works Director, spoke to the Board concerning reduction of employees.

DRAFT

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

No updates.

B. Prior Meeting Update – Town Manager

No updates.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Karen Gilles – said she wanted to thank the Fire Department and Public Works crews for all their work during the storm.

Joseph Davis – said he wanted to thank both departments as well.

Tammy Donovan – said she wanted to thank the Public Works and Fire Department crews for all their hard work during the storm and clean-up after. She also wanted to thank all those who have reached out to the Board with their concerns and discussions on the Budget.

George Colby – said he wanted to echo the comments of the fellow Board members.

Linda Chase - no comments.

b. Town Manager

Brenda Fox-Howard said the following:

1. Received a call concerning a drainage issue on a resident's property and checked it out with Public Works Director.
2. Received complaints concerning the Bennett Road chip seal. The contractor has been contacted and will be looking into the situation.
3. Appreciates the works the Town crews did during the storm and was in contact with the Public Works Director throughout the storm.
4. Received several emails and calls concerning the reduction of staff in the upcoming budget. She received the budget spreadsheets, which did not have formulas in them. There were errors in calculations.

c. Dept. Heads

Toby Martin, Fire-Rescue Chief, said the handling of the storm calls was well done with collaboration between departments. He said in March, several members of the department saved a residents life and he will be handing out commendations at a future membership meeting.

DRAFT

Ted Shane, Public Works Director, said he has contacted All States Asphalt, concerning the chip seal on Bennett Road, and they have looked at oil seeping up to the top and they are working on a solution.

d. Boards & Committees

No comments.

B. Action Items

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

Mr. Davis moved and Ms. Gilles seconded a motion to cancel the Community Fair. The motion carried on a vote of 5-0.

5.72 To See What Action the Board Wishes to take in Regard to *Town Hall Hours*

Ms. Fox-Howard said she would like to change the Town Hall hours to the following: Monday, 10am-7pm; Tuesday, 8am to 5pm; Wednesday, 8am to 5pm; Thursday, 7am to 4pm; and closed Fridays. She said these hours keep the late night on Monday but will also help residents who want to conduct Town business on their way to work. She said the office will not close during lunch and the counter staff will alternate their lunch breaks.

Mr. Davis moved and Ms. Chase seconded a motion to approve the Town Hall Hours as follows: Monday, 10am-7pm; Tuesday, 8am to 5pm; Wednesday, 8am to 5pm; Thursday, 7am to 4pm; and closed Fridays; affective Monday, June 29, 2020. The motion carried on a vote of 5-0.

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

Ms. Fox-Howard said she went over the budget and revenue numbers with the Finance Director and the revenue was grossly understated. She said she adjusted the following positions in the budget: Parks & Recreation Director (36hrs); Town Planner (36hrs); Librarian (36hrs); and Assistant Librarian (24hrs). She said with the additional revenue found, there will be no impact on the current mil rate. She said they worked on and review the numbers for three days and very confident with the calculations. She said she would like additional time to give the budget a good review before presenting it to the voters but that would depend on when the Town Meeting will be held.

Ms. Chase took Item 5.75 out of order.

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

Mr. Davis moved and Mr. Colby seconded a motion have the Town Meeting in person with residents attending. The motion failed on a vote of 2-3, with Ms. Chase, Mr. Colby and Ms. Gilles opposing.

DRAFT

5.73 To See What Action the Board Wishes to take in Regard to *Budget Changes (cont'd)*

Mr. Davis moved and Ms. Donovan seconded a motion to approve the Town Manager's budget recommendations with the addition of the Public Works Employee (40hrs). The motion failed on a vote of 2-3, with Ms. Chase, Mr. Colby and Ms. Gilles opposing.

Mr. Davis asked how much time the Town Manager needed to review the numbers again.

Ms. Fox-Howard said she would need a full week.

Ms. Chase handed the gavel to Ms. Gilles.

Ms. Chase moved to add the following budget amounts: Librarian 36hrs with full benefits; Assistant Librarian 20hrs with no benefits; Town Planner 36hrs; and Parks & Recreation Director 36hrs with an addition $10,000 for programs.

The motion was not seconded.

The Board asked the Town Manager to review the numbers, add the staff back in with hours as stated including the Public Works Employee for 40hrs and bring back to the Board.

Mr. Colby moved and Ms. Gilles seconded a motion to table this and schedule a Special Selectmen's Meeting on Friday, June 5, at 5pm, via Zoom. The motion carried on a vote of 5-0.

5.74 To See What Action the Board Wishes to take in Regard to *Adding and Regrouping of Warrant Articles*

The Board discussed which Budgets to move to stand alone articles.

Ms. Gilles moved and Mr. Colby seconded a motion to move the following budgets to stand alone articles: 101 Selectmen; 102 Administration: 108 Insurance; 117 Fire & Rescue; 116 Public Works; 133 Parks & Recreation; and 122 Planning. The motion carried on a vote of 5-0.

5.76 To See What Action the Board Wishes to take in Regard to *Revisiting the Holding of an In Person Town Meeting*

Mr. Colby moved and Ms. Donovan seconded a motion to table this item. The motion carried on a vote of 5-0.

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VII. ADJOURN

Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 9:38pm. The motion carried on a vote of 5-0.

Approved August 24, 2020

Linda D. Chase, Chairman	Karen L. Gilles, Vice-Chairman
Peter R. Bragdon	George W. Colby
Tammy L. Donovan	

DRAFT

1.48

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, July 6, 2020
Via Zoom

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:01 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:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, July 20, 2020 via Zoom

A. Adjustments to the Agenda

Mr. Colby moved and Mr. Davis seconded a motion to add Item 1.07, To See What Action the Board Wishes to take in Regard to Closing Town Hall at 12pm on Monday, July 13, 2020, for Election Preparation. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

Penny Hilton, resident, said the Candidates Referendum Issues Committee is holding a Candidates Forum via Zoom, and anyone who would like to attend, to please send an email to Sharlene Myers for the zoom information.

Stephen Hathorne, resident, spoke to the Board concerning the following: committee application included in packet; purchase of a forklift for Public Works; purchase of wheel lifts for Public Works; and the Fire Department Utility 1 pickup.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

None.

B. Prior Meeting Update – Town Manager

None.

DRAFT

VI. NEW BUSINESS

A. Updates

a. Selectmen

Tammy Donovan – said the election is next week and urged everyone to go out and vote, either by absentee or in person.

Joseph Davis – said he has one week serving as a Selectmen for New Gloucester and he wanted to thank everyone for the opportunity. He said he might serve again in the future and wanted to wish the Selectmen Candidates in the upcoming election, good luck.

Karen Gilles – said she wanted to thank Joe for his service to the Town.

George Colby – said he wanted to thank Joe for his service to the Town.

Linda Chase – said she wanted to urge everyone to get out and vote. She said she wanted to thank Joe and enjoyed working with him as he brought different views to the conversations.

b. Town Manager

Brenda Fox-Howard said she is still working on getting the final numbers for year end.

c. Dept. Heads

d. Boards & Committees

B. Action Items

1.00 To See What Action the Board Wishes to take in Regard to *Public Works New Building Purchase of Hydraulic Fork Lift (for 2nd Story Storage Bay Area)*

Ted Shane, Public Works Director, said during the construction meetings, it was discussed about needing a forklift for mezzanine storage area of the Public Works Garage, and the cost would come out of the Town's portion of purchases. He said used forklifts are available but do not come with a warrantee and are about $17,000. He said the quotes he received are government pricing and are for a new forklift, with warrantee.

Ms. Chase said she did not receive all three quotes and would like to see this go through CIP, as it's an addition to the fleet.

Ms. Donovan moved and Mr. Colby seconded a motion to table until the next meeting. The motion carried on a vote of 5-0.

1.01 To See What Action the Board Wishes to take in Regard to *Public Works New Building Purchase of Hydraulic Wheel Lifts (for the servicing of the Trucks)*

DRAFT

Mr. Shane said there was one quote for the wheel lifts through the State Bid Process. He said these are used when working on the big trucks – one lift for each side of the axle and can be used on Public Works and Fire Department Vehicles.

Mr. Colby moved and Ms. Chase seconded a motion to approve the purchase for the wheel lifts from Stertil-Koni per the quote for $73,098.05. The motion carried on a vote of 5-0.

1.02 To See What Action the Board Wishes to take in Regard to *Public Library Building Hole in Wall*

Ms. Fox-Howard said there it was discovered by Buildings and Grounds that there is a hole in wall on the Library above the new exit, where water got behind the siding and rotted the boards, before the new roof was in place. She said the hole is being repaired now by a local vendor who has done previous work at the Library.

Mr. Davis moved and Mr. Colby seconded a motion to approve the repair of the Library and the cost not to exceed $5,000 with notification to the Town Manager. The motion carried on a vote of 5-0.

1.03 To See What Action the Board Wishes to Take in Regard to *Signing of Warrants and Payrolls by the Board*

Ms. Chase said before COVID, a minimum of three Board members went into the Town Office to sign the warrants in order for checks to be mailed. She said during COVID, a motion was made that either Karen or she would go in to approve the warrants. She said where Town Office is back open to the public, does the Board wish to go back to needing three signatures to approve the warrant and mail checks or keep it one signature.

Mr. Colby moved and Mr. Davis seconded a motion to go back to the minimum of three signatures. The motion carried on a vote of 5-0.

1.04 To See What Action the Board Wishes to take in Regard to *Approving FY20 Warrants and Payrolls #50, #51, #52, #53 and #54*

Mr. Colby moved and Ms. Donovan seconded a motion to approve FY20 Warrants and Payrolls #50, #51 and #52. The motion carried on a vote of 5-0.

Ms. Donovan moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #53. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

Ms. Donovan moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #54. The motion carried on a vote of 3-0-2, with Ms. Gilles and Mr. Davis abstaining.

1.05 To See What Action the Board Wishes to take in Regard to *Appointments to Various Boards and Committees for the following:*

a) ***Budget Committee*** *– 1 two-year and 1 three-year terms available*
Jean Couturier – would like to be re-appointed

Steven Libby – would like to be appointed

Ms. Donovan moved and Mr. Davis seconded a motion to appoint Jean Couturier to a 2yr term and Steven Libby to a 3yr term on the Budget Committee. The motion carried on a vote of 4-1, with Mr. Davis opposing.

b) ***CIP Committee*** *– 1 three-year terms available*
Jean Libby – would like to be re-appointed

Ms. Gilles moved and Mr. Colby seconded a motion to appoint Jean Libby to the CIP Committee for a 3yr term. The motion carried on a vote of 5-0.

c) ***Candidate/Referendum Issues Committee*** *– 3 three-year terms available*
Joanne Cole – would like to be re-appointed
Penny Hilton – would like to be re-appointed
Debra Smith – would like to be re-appointed

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Joanne Cole, Penny Hilton and Debra Smith to the Candidate Referendum Issues Committee for 3yr terms. The motion carried on a vote of 5-0.

d) ***Community Fair Committee*** *– 4 three-year terms available*
Jessica Farwell – would like to be re-appointed

Ms. Gilles moved and Mr. Davis seconded a motion to appoint Jessica Farwell to the Community Fair Committee for a 3yr term. The motion carried on a vote of 5-0.

e) ***Economic Development Committee*** *– 1 one-year and 3 three-year terms available*
Sarah Pierce – would like to be re-appointed
Gina Sawin – would like to be re-appointed

Mr. Davis moved and Ms. Donovan seconded a motion to appoint Sarah Pierce and Gina Sawin to the Economic Development Committee for 3yr terms. The motion carried on a vote of 5-0.

DRAFT

f) ***Environmental Resources Committee*** *- 2 three-year terms available*

Douglas Smith – would like to be re-appointed

Alicia Howes – would like to be appointed

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint Douglas Smith and Alicia Howes to the Environmental resources Committee for a 3yr terms. The motion carried on a vote of 5-0.

g) ***Land Management Planning Committee*** *– 1 one-year and 4 three-year terms available*

Jean Libby – would like to be re-appointed
Donald Libby – would like to be re-appointed
Brian Shedlarski – would like to be re-appointed

Ms. Donovan moved and Ms. Gilles seconded a motion to appoint Jean Libby, Donald Libby and Brian Shedlarski to the Land Management Planning Committee for 3yr terms. The motion carried on a vote of 5-0.

h) ***Library Board of Trustees*** – 1 *three-year terms available*

Paul Morin – would like to be re-appointed

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint Paul Morin to the Library Board of Trustees for a 3yr term. The motion carried on a vote of 5-0.

i) ***Parks & Recreation Committee*** *– 3 three-year terms available*

Kimberly Brusseau – would like to be re-appointed

Ms. Gilles moved and Mr. Davis seconded a motion to appoint Kimberly Brusseau, Rebecca Klotzle and Laura Sturgis to the Parks & Recreation Committee for 3yr terms. The motion carried on a vote of 5-0.

j) ***Planning Board*** *– 2 three-year terms available*

Ben Tettlebaum – would like to be re-appointed

Steven Libby *– would like to be appointed*

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint Ben Tettlebaum and Steven Libby to the Planning Board for 3yr terms. The motion carried on a vote of 5-0.

DRAFT

k) ***Public Safety Committee*** *– 1 one-year and 3 three-year terms available*

Richard Maguire – would like to be re-appointed

Ms. Gilles moved and Mr. Davis seconded a motion to appoint Richard Maguire to the Public Safety Committee for a 3yr term. The motion carried on a vote of 5-0.

1.06 To See What Action the Board Wishes to take in Regard to *Appointment of Town Positions for the following for FY21:*

a) ***Tax Collector, Town Clerk, Road Commissioner, Welfare Director, Freedom of Access Act (FOAA) Officer***

Brenda Fox-Howard – currently serves in these positions

Mr. Davis moved and Mr. Colby seconded a motion to appoint Brenda Fox-Howard 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.

b) ***Treasurer***

Lori Anne Wilson - currently serves in this position

Ms. Donovan moved and Mr. Colby seconded a motion to appoint Lori-Anne Wilson as Treasurer. The motion carried on a vote of 5-0.

c) ***Acting Town Manager in the Absence of the Town Manager***

Sharlene Myers - currently serves in this position

Mr. Colby moved and Ms. Gilles seconded a motion to appoint Sharlene Myers as Acting Town Manager in the Absence of the Town Manager. The motion carried on a vote of 5-0.

d) ***Code Enforcement Officer//Local Plumbing Inspector/Public Health Officer***

Debra Parks Larrivee - currently serves in these positions

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Debra Parks Larrivee as Code Enforcement Officer, Local Plumbing Inspector and Health Officer. The motion carried on a vote of 5-0.

e) ***Emergency Management Director***

Toby Martin - currently serves in this position

Mr. Colby moved and Mr. Davis seconded a motion to appoint Toby Martin as Emergency Management Director. The motion carried on a vote of 5-0.

DRAFT

f) Fence Viewer

Douglas Bowie - currently serves in this position

Mr. Davis moved and Ms. Donovan seconded a motion to appoint Douglas Bowie as Fence Viewer. The motion carried on a vote of 5-0.

1.07 To See What Action the Board Wishes to take in Regard to *Closing Town Hall at 12pm on Monday, July 13, 2020, for Election Preparation*

Ms. Gilles moved and Mr. Colby seconded a motion to close Town Hall at 12:00pm on Monday, July 13, 2020, for Election Preparation. The motion carried on a vote of 5-0.

VII. ADJOURN

Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 8:12pm. The motion failed on a vote of 2-3, with Ms. Chase, Ms. Donovan and Ms. Gilles opposing.

Ms. Donovan said she has enjoyed serving with Mr. Davis and wished him well.

Ms. Fox-Howard said she has enjoyed working with Mr. Davis.

Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 8:17pm. The motion carried on a vote of 4-1, with Mr. Davis opposing.

Approved August 24, 2020

Linda D. Chase, Chairman	Karen L. Gilles, Vice-Chairman
Peter R. Bragdon	George W. Colby
Tammy L. Donovan	

DRAFT

1.49

Sharlene Myers

From: Ted Shane
Sent: Thursday, August 20, 2020 8:18 AM
To: Town Manager
Cc: Sharlene Myers
Subject: Emailing: Pike Quote FY21
Attachments: Pike Quote FY21.pdf; FY21 Paving.doc; New Gloucester 20 Winter Sand.pdf; Paving Gravel Sand Comparison FY21.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Brenda,

We have talked about this for a while now and because the Selectman's Agendas have been full lately these prices have never gotten to them for approval. You asked me to get pricing from last year's vendors as a preferred Vendor.

Pike has been our bid award winner for gravel for many years and I will say that they do provide us a very good quality gravel for a low price.

Portland Sand has been our winter sand provider for many years and has the best winter sand in our area.

All States Asphalt was our bid winner last year, even though some weren't happy with chip seal it was worth a try. However this years projects does not have chip seal involved, but the paving price is less than last years.

I would like approval on all of these from the Selectman on Monday.

I hope this all makes sense, if you have any questions please don't hesitate to ask.

Sharlene, make sure Brenda is OK with this before it goes on the Agenda.

Thanks,
Ted

Gravel/Sand Comparison

Paving Comparison

	FY20	FY21
Gravel from Pike Industries		
Sub-Base (3" crushed)	$7.00	$5.50
Base (2" crushed)	$7.00	$6.50
Surface (1.5" crushed)	$14.00	$10.50
6" Rip Rap	$19.00	$18.05
Winter Sand (Portland Sand)	$6.00	$6.00
Paving (All States Asphalt)	$73.10	$72.00

All States Asphalt, Inc.

PO Box 91, Sunderland, MA 01375 • 413.665.7021

PROPOSAL - QUOTE

Buyer						
Company	Town of New Gloucester				Contact	Ted Shane
Address	385 Intervale Road				Telephone	207-926-4574
					Facsimile	
City	New Gloucester	State	ME	Zip 04260	Email	tshane@newgloucester.com

Project						
Description	HMA Shim & Chip Seal		Proposal No		Contract No	
Location	North Pownal Road & Cobbs Bridge Road		Date	7/22/2020	May be withdrawn after	Days

We are pleased to propose the following:

Description/Materials	Estimated Quantity	Unit	Price	Estimated Total
North Pownal Road and Cobbs Bridge Road - Place a 1-inch shim full width and then place a 1-inch overlay on both roads using approximately 3,800 total tons of 9.5mm Hot Mix Asphalt.	3800	Ton	$72.00	$273,600.00

Note – Fixed Cost, No Asphalt Escalation with this quote.

MOBILIZATIONS: Prices are based on 1 Mobilization. Additional mobilizations which become necessary will be subject to a charge of $1,500.00 each.

BUYER-PROVIDED SERVICES: The services marked below are to be provided by Buyer:

Dig Safe Permit	Remove Excess Material	Trucking	Covers/ Masking	Addition of Material	Sweeping	Dust Control	Traffic Control	Fine Grading	Engineering	Grades/ Layouts	Adjust Structures	Saw cutting	Roll/ Compact

STANDARD CONDITIONS:

- All fees, permits, and engineering will be the responsibility of the Buyer unless otherwise noted above. No bonds will be supplied.
- Above quantities are estimates only and are subject to adjustment determined by Field Measure unless otherwise noted above.
- Contractor will commence and complete its work within a mutually agreed schedule and will not be responsible for delays caused by weather, or by *force majeure*, work strikes or stoppages, or other causes beyond its direct control. Buyer will pay for work completed based upon Field Measure at the above prices.
- Buyer agrees to indemnify and hold harmless Contractor from and against any claims, demands, actions or suits arising out of Buyer's handling, use, or misuse of goods purchased under this Contract, or any third-party claims arising from this sale of goods. Buyer shall not be entitled to recover incidental, special, punitive, or consequential damages arising out of Contractor's performance under this Contract.
- Waiver of, or failure to enforce, any rights under this Contract by Contractor or Buyer shall not be considered a continuing waiver or a waiver of other rights. If any portion of this Contract is determined to be unenforceable, the remainder of the Contract shall remain in full force and effect.
- Payment terms are net 30 days, without retainage permitted, unless otherwise stated above, and subject to Contractor's credit approval. Contractor may set off past due balances against any amount due or which becomes due to the Buyer by Contractor or any of its affiliates or subsidiaries. Balances not paid within terms are subject to default interest at 1.5% monthly percentage rate. In the event the account is overdue, or Buyer is otherwise in breach, placed for collection, Buyer agrees to reimburse Contractor all collection costs including reasonable attorney's fees, disbursements, default interest and court costs. Contractor reserves all rights to file lawfully permitted liens and other remedies.
- To the extent allowed by law, title to goods sold and all risks pass to the Buyer when goods are tendered to it. Contractor warrants good title prior to the sale and that its goods and services conform to industry standards, but **expressly disclaims all implied warranties of merchantability or fitness for a particular use.**

This Contract constitutes the entire agreement between the Contractor and Buyer and may only be modified by a written amendment executed by both parties. This Proposal may become a binding Contract only upon signing by both parties, and Contractor's credit approval of Buyer. **ALL PARTIES WAIVE TRIAL BY JURY.** Massachusetts laws shall apply, and Massachusetts courts shall have exclusive jurisdiction over any disputes.

BUYER **CONTRACTOR**

All States Asphalt, Inc.

PO Box 91, Sunderland, MA 01375 • 413.665.7021

PROPOSAL - QUOTE

Signature _____

Name _____

Title _____

Date _____

Signature Jerry Douglass

Name Jerry Douglass

Phone 504-2234

Date _____

1.50

Sharlene Myers

From:	Ted Shane
Sent:	Thursday, August 20, 2020 8:18 AM
To:	Town Manager
Cc:	Sharlene Myers
Subject:	Emailing: Pike Quote FY21
Attachments:	Pike Quote FY21.pdf; FY21 Paving.doc; New Gloucester 20 Winter Sand.pdf; Paving Gravel Sand Comparison FY21.docx
Follow Up Flag:	Follow up
Flag Status:	Flagged

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Sharlene, make sure Brenda is OK with this before it goes on the Agenda.

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Gravel/Sand Comparison

Paving Comparison

	FY20	FY21
Gravel from Pike Industries		
Sub-Base (3" crushed)	$7.00	$5.50
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6" Rip Rap	$19.00	$18.05
Winter Sand (Portland Sand)	$6.00	$6.00
Paving (All States Asphalt)	$73.10	$72.00

PLANT SITE
MAYALL ROAD, GRAY

To: Town of New Gloucester

Attn: Ted Shane

Below is the "at pit" price for winter sand, per yard, from Portland Sand & Gravel. If you have any questions, please feel free to call us.

	At Pit
Winter Sand	$6/yd

Sincerely,

Anthony Mancini

Portland Sand & Gravel, Inc.

PORTLAND
SAND & GRAVEL
INC.

61 ROSE DR CUMBERLAND ME 04021
207-829-3488 207-657-3226

Please Return contract to our area office:

Pike Industries, Inc.
Westbrook, ME
Phone
Fax:
Attention: Tim Eisenhart

PIKE INDUSTRIES
A CRH COMPANY

Office Use Only
Contract #
Customer # 1467
Account Terms: N30

Established 1872

Customer PO:

7/13/2020

Aggregate Quote/Contract

Customer Information

Submitted To: Town of New Gloucester, ME
Contact Name: Ted Shane
Address: 385 Intervale Road
New Gloucester, ME 04260

Contact Phone:

Contact Fax:
Email: tshane@newgloucester.com

Project Information

Project Name: Town of New Gloucester, 2020 Sand and Gravel
Project Address: New Gloucester, ME

Tax Exempt Yes
Note: If purchase is exempt, please provide certificate
Bid Date: 7/7/2020
Project Completion Date: 6/30/2021

Location	Product Code	Material	Estimated Units	U/M	$/Unit	Extension
Stone - Poland, ME	6343	Sub Base-3" Crushed Stone Base	1,500	TON	$5.50	$8,250.00
Stone - Poland, ME	6331	Base-2" Crushed Stone Base	1,500	TON	$6.50	$9,750.00
Stone - Poland, ME	6342	Surface-1 1/2" Crushed Stone Base-Type A	9,000	TON	$10.50	$94,500.00
Stone - Poland, ME	6102	Rip Rap	1,000	TON	$18.05	$18,050.00

Estimated Total: $146,050.00

Terms and Conditions
- Quote is valid until 8/6/2020 unless signed by both parties.
- Pike reserves the right to adjust pricing based on total amounts awarded
- All products are subject to availability.
- Verification and in place calculations are the responsibility of the purchaser.
- Prices are for material only unless otherwise noted.
- A finance charge of 1% per month will be charged on all accounts over 30 days. Any legal fees incurred to collect overdue balances will be the sole responsibility of the customer.
- Please provide advance notice of your schedule for these products so we can insure adequate inventory.

Acceptance of Contract

The foregoing terms, Specifications and conditions are satisfactory, and the same are hereby accepted and agreed to pending credit approval.

Customer: Town of New Gloucester, ME

Signature: _____
Name: _____
Title: _____
Date: _____

Pike Industries, Inc.

Signature: _____
Name: Tim Eisenhart
Title: Commercial Sales Estimator
Date: 7/13/2020

Pike is an AA/EEO employer
Please Sign and Return One Copy to our office

Contractor's Exempt Purchase Certificate

I hereby certify: That I am engaged in the performance of a construction contract with the following named exempt government agency or exempt organization:

_____

Full name of agency or organization

_____

Address of agency or organization

_____

Location and nature of project

_____

Exemption Certificate Number of Contractor, Agency or Organization if any

The above agency, entity or organization either holds an exemption certificate issued by the state or is to the best of my knowledge and belief exempt from the sales and use tax because it is an agency of the federal government, the state or a political subdivision of the state; or involved in an otherwise sales tax exempt activity.

That this certificate is issued to cover purchases of materials that will be permanently incorporated into real property for sale to the exempt organization, entity or government agency indicated above.

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

_____

Signature

_____

Printed Name & Title

_____

Date

The contractor must maintain adequate records to support the use of exempt purchase certificates and to show the disposition of all materials purchased.

1.51

Sharlene Myers

From:	Ted Shane
Sent:	Thursday, August 20, 2020 9:16 AM
To:	Town Manager
Cc:	Sharlene Myers
Subject:	fork lift
Attachments:	Maine Material Handling Fork Lift.odt; Butch Criag Fork Lift.pdf; W.D. Matthews Fork Lift.pdf

Brenda,

Is the forklift coming up for discussion again on Monday? If so here is the up to date quotes. I recommend Butch Craig and Sons (low bidder) with the battery operated pallet jack for $22,300.

Ted

Maine Material Handling

1554 Hammond Street, Bangor, ME 04401
P 207-942-2042 / F 207-942-9205

August 6, 2020

Town of New Gloucester, Public Works
1036 Lewiston Rd.
New Gloucester, ME

Ted,

Good morning. I am following up on our conversation about a new Hyundai forklift, model 25L-7A. I am pleased to provide you the following quote.

The highlight of specs would be as follows:

*Hyundai 5000#, Propane forklift
*185", 3 stage, full free lift mast with 86" overall lowered height
*42" Forks
*Side shifter
*3 function hydraulics
*Solid tires (to eliminate flat tires and provide longer service life)
*Rear flood light
*Rear handle with horn button
*Internal, wet disc brakes
*Strobe light
*OPSS (Operator Presence Sensing System): enhanced safety system
*Full suspension seat
3 year/4000 hour warranty

The cost of the forklift, as listed above, would be $26,086.43, plus tax if applicable.

Please note; The price does include delivery and this quote is valid for 30 days.

If you have any questions, please contact me at 942-2042.

Thank you,

Joe Davis
Maine Material Handling Inc.

Butch Craig & Son Inc.
295 Rodman Road
P.O. Box 1447
Auburn, Maine 04211
Tel. 800-310-9794

August 6, 2020

To: New Gloucester Public Works
1036 Lewiston Road
New Gloucester, Maine 04260

Attn: Ted Shane

Tel: 207-650-0286

Email: tshane@newgloucester.com

Re: Forklift

We propose to furnish the equipment described here in and in accordance with the specifications, terms and conditions outlined here in after.

	Heli Forklift
Year:	2020
Model:	CPYD25-KU1H
Base Capacity:	5000 lbs. operating capacity
Engine:	Kubota Engine
Fuel:	LPG
Mast:	185" TSU
Hydraulic:	IHR3 TSU Internal Hosing
Carriage:	Side Shifter
Forks:	42"Std. Taper
Tires:	Solid Pneumatic
Options:	Full Light Package, LED Rotating Light
	Back Up Handle with Horn
	Speed Control
	Full set of Manuals on Disc

PRICE **$22300.00**

Which would include a 3000LBS electric pallet jack at no extra cost: Or you can deduct $500.00 off the cost of the fork lift.

$ 21800.00

Sales Tax not included:

Warranty: **24 months / 4,000 hours Full Machine** **36 months / 6,000 hours Power Train**

Quotes valid for 30 days

Delivery: **1st of September**

ACCEPTED AS CONTRACT OF SALE

Submitted By: **Brian Craig** **Date 8-6-2020**

Accepted By: _____ **Date** _____

Title: _____

Customer PO# _____

Butch Craig & Son Inc.
295 Rodman Road
P.O. Box 1447
Auburn, Maine 04211
Tel. 800-310-9794

August 6, 2020

To: New Gloucester Public Works
1036 Lewiston Road
New Gloucester, Maine 04260

Attn: Ted Shane

Tel: 207-650-0286

Email: tshane@newgloucester.com

Re: Forklift

We propose to furnish the equipment described here in and in accordance with the specifications, terms and conditions outlined here in after.

INVOIC- 1- CPYD25-RU1H 20950
CBD15J-L12 1,350
$22300

1- CPYD25-RU1H -$21800.00

	Heli Forklift
Year:	2020
Model:	CPYD25-M1H
Base Capacity:	5000 lbs. operating capacity
Engine:	2.4L Mitsubishi Engine
Fuel:	LPG
Mast:	185" TSU
Hydraulic:	IHR3 TSU Internal Hosing
Carriage:	Side Shifter
Forks:	42"Std. Taper
Tires:	Solid Pneumatic
Options:	Full Light Package, LED Rotating Light
	Back Up Handle with Horn
	Speed Control
	Full set of Manuals on Disc

PRICE **$22300.00**

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Quotes valid for 30 days

Delivery: **1st of September**

ACCEPTED AS CONTRACT OF SALE

Submitted By: **Brian Craig** **Date 8-6-2020**

Accepted By: _____ **Date** _____

Title: _____

Customer PO# _____

WD MATTHEWS MACHINERY COMPANY

901 Center St
Auburn, ME
800.341.6702
207.784.9311

309 Sheep Davis Rd
Concord, NH
800.341.6702
603.225.1171

297 Hartford Pike
Shrewsbury, MA
800.341.6702
508.798.3411

TO : **New Gloucester Public Works**
611 A Lewiston Road
New Gloucester, ME 04260

Telephone : 207-926-4574
Attention : Ted Shane
Email: tshane@newgloucester.com

Date : 8/6/2020
Quotation : **18558R**
Prepared By : Tom Olko
FOB : Delivered: New Gloucester, ME

I am pleased to submit the following quotation for your consideration

(1) Doosan G25N-7 LP Nissan 2.5L Engine 5000# Capacity, I. C. Pneumatic Tire Forklift

Configured Options

UL Rating	UL Rated Type LP
Brakes	Oil-Cooled Disc Brakes
Tires	Single Solid Soft-Ride 7.00-15 Drive / 6.50-10 Steer
Mast	3-Stage Full Free Triple High Visibility MFH 189" OAL 86" FFH 60"
Tilt Cylinders	6° Forward / 5°Back
Sideshifter	Hang-On 43" Wide - Class II
Carriage	Hook Type 43" Wide - High Visibility - Class II
Load Backrest	44" Wide x 47" High
Overhead Guard	Standard Height - 86"
Hydraulic Lines	3-Way for Sideshifter
Hydraulic Control Valve	3 Section with 3 Levers
Mirrors	Large Rear View Mirrors
Seat	Vinyl Suspension Seat
Seat Belt	Orange
Direction Control	Standard - Lever Direction Control
Grab Bar	Rear Grab Bar with Horn Button
LP Tank Cradle	Standard Mounting
Warning Device	Back-Up Alarm
Front Work Lights	(2) Front Flood Lights - LED
Rear Work Lights	(1) Rear Floodlight - LED
Warranty	Doosan Assurance - Standard 2 Year / 3,000 Hour, Powertrain 3 Year / 6,000 Hour, OCDB 5 Year / 10,000 Hour

WD MATTHEWS MACHINERY COMPANY

901 Center St
Auburn, ME 04210
800.341.6702
207.784.9311

309 Sheep Davis Rd
Concord, NH 03301
800.341.6702
603.225.1171

297 Hartford Turnpike
Shrewsbury, MA 01545
800.341.6702
508.798.3411

Standard Equipment
Nissan 2.5L Engine
Power Shift Transmission
Oil Cooled Disc Brakes
Power Steering
Tiltable Steering Column
Engine Shutdown
Dual Element Air Cleaner
LP Tank Mounting
Tilt Cylinder Covers
Counterweight

Other Equipment & Accessories
LP Tank
Amber Strobe Light
Pair of 42" Forks CL2 Std Taper

Sell Price **$24,991.00**

Note: Unit In Stock

Proposal Authorization:

Signed and accepted on behalf of:
New Gloucester Public Works

Signature

Ted Shane
Printed Name

Title

Date

Signed and accepted on behalf of:
W. D. Matthews Machinery Co.

Signature

Tom Olko
Printed Name

Territory Manager
Title

Date