

ANNOTATED AGENDA
Town of New Gloucester
BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, September 21, 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 FY21 Abatements, Batch #1

Please see the attached paperwork.
- III. To See What Action the Board Wishes to take in Regard to the Website Assessing Information
- 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, October 5, 2020 via Zoom
 - A. Adjustments to the Agenda
- IV. PUBLIC COMMENTS
 - A. PUBLIC HEARING – General Assistance Ordinance Appendices A-H
 - B. Other
- V. OLD BUSINESS
 - A. Prior Meeting Update – Selectmen Chair
 - B. Prior Meeting Update – Town Manager
- VI. NEW BUSINESS
 - A. Updates
 - a. Selectmen
 - b. Town Manager
 1. Library Update
 - c. Dept. Heads
 - d. Boards & Committees

B. Action Items

- 1.57 To See What Action the Board Wishes to take in Regard to General Assistance Ordinance Appendices A-H

Please see attached paperwork.

- 1.58 To See What Action the Board Wishes to take in Regard to Road Name Approval Application for Ledgewood Drive

Please see attached paperwork.

- 1.59 To See What Action the Board Wishes to take in Regard to Liquor License Application for Nu Brewery, LLC

Please see attached paperwork.

- 1.60 To See What Action the Board Wishes to take in Regard to Purchasing Policy

Please see attached paperwork.

- 1.61 To See What Action the Board Wishes to take in Regard to Library Job Descriptions

- 1.62 To See What Action the Board Wishes to take in Regard to Property Tax Due Dates

- 1.63 To See What Action the Board Wishes to take in Regard to Closing Town Hall for November 3rd Election

- 1.64 To See What Action the Board Wishes to take in Regard to Accepting the Resignation of Allison Kostovick from the Library Board of Trustees

Please see attached paperwork.

- 1.65 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #8, #9, #10 and #11

- 1.66 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the August 3, 2020, Board of Selectmen's Meeting

Please see attached paperwork.

- 1.67 **To See What Action the Board Wishes to take in Regard to Approving the Minutes of the August 6, 2020, Emergency Board of Selectmen's Meeting**

Please see attached paperwork.

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

Please see attached paperwork.

- 1.69 **To See What Action the Board Wishes to take in Regard to Approving the Minutes of the August 20, 2020, Emergency Board of Selectmen's Meeting**

Please see attached paperwork.

- 1.70 **To See What Action the Board Wishes to take in Regard to Approving the Minutes of the August 25, 2020, Emergency Board of Selectmen's Meeting**

Please see attached paperwork.

VII. ADJOURN

TOWN OF NEW GLOUCESTER Assessing Office

385 Intervale Road, New Gloucester, Maine 04260

The following 6 abatements have been decided by the New Gloucester Board of Assessors.

Account Map/Lot	Owner1	Reason	Abated Tax	Abated Value	Tax Year
RE 3558 0012-0036-A	Deanna Reynolds & Travis Moreau	Lot was dissolved and land return to original lot to avoid creating an illegal lot.	\$823.18	\$52,100	2018-2019
RE 3561 0007-0035	Jeffrey C. Sr. & Joyce Hamilton	Homestead exemption was omitted from original commitment.	\$341.25	\$25,000	2020-2021
RE 3535 0010-0028-8	Jacob C. & Alicia M. Tripp	A home and site improvements were assessed to this lot in error.	\$1,847.98	\$135,383	2020-2021
RE 2278 0002-0048-C	Dennis Morelli & Melissa Andrews	The parcel has portions taxed in both Raymond and Gray. The revised value acknowledges these other assessments.	\$619.71	\$45,400	2020-2021
RE 843	Melissa & George True	The original assessment was for a second leasehold interest. Although the taxpayer has two cottages, there is only one leasehold interest. The revised assessment is adjusted accordingly and in the future there will be only one account.	\$940.49	\$68,900	2020-2021
PP 151	Lease Corporation of America	Lease Corporation of America did not own the equipment on April 1, 2020.	\$120.12	\$8,800	2020-2021
TOTAL			\$4,692.72		

Voted by the New Gloucester Assessors on: September 21, 2020.

BOA
H.A.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Lease Corporation of America
PO Box 1297
Troy, MI, 48099

Map - Lot Acct# PP 151

Dear Lease Corporation of America,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by \$8,800 and granted an abatement of \$ 120.12 for the 2020-2021 tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2020-2020	2020-2021 Revised	Change
Personal Property	\$8,800	\$ 0	\$8,800
Mil Rate	0.01365	0.01365	
Tax	\$ 120.12	\$ 0.00	-\$ 120.12

This abatement was granted on the following grounds:

Lease Corporation of America did not own the equipment on April 1, 2020.

If you are dissatisfied with the decision of the Assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Cumberland County Board of Assessment Review, c/o Administrative Assistant, 142 Federal Street, Portland, ME 04101

Voted by the New Gloucester Board of Assessors on _____.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Deanna Reynolds & Travis Moreau

Map - Lot 0012-0036-A

Acct# RE 3558

Dear Deanna Reynolds & Travis Moreau,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by 52,100 and granted an abatement of \$ 823.18 for the 2018-2019 tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2020-2021	2018-2019 Revised	Change
Land	52,100	0	
Building	0	0	
Exemption	0	0	
Taxable Total	52,100	0	-52,100
Mil Rate	0.01580	0.01580	
Tax	\$ 823.18	\$ 0.00	-\$ 823.18

This abatement was granted on the following grounds:

Lot was dissolved and land return to original lot to avoid creating an illegal lot.

If you are dissatisfied with the decision of the Assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Cumberland County Board of Assessment Review, c/o Administrative Assistant, 142 Federal Street, Portland, ME 04101

Voted by the New Gloucester Board of Assessors on _____.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Jeffrey C. Sr. & Joyce Hamilton
42 Church Road
New Gloucester, ME, 04260

Map - Lot 0007-0035 Acct# RE 3561

Dear Jeffrey C. Sr. & Joyce Hamilton,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by 25,000 and granted an abatement of \$ 341.25 for the 2020-2021 tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2020-2021	2020-2021 Revised	Change
Land	96,033	96,033	
Building	336,698	336,698	
Exemption	0	25,000	
Taxable Total	432,731	407,731	-25,000
Mil Rate	0.01365	0.01365	
Tax	\$5,906.78	\$5,565.53	-\$ 341.25

This abatement was granted on the following grounds:

Homestead exemption was omitted from original commitment.

If you are dissatisfied with the decision of the Assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Cumberland County Board of Assessment Review, c/o Administrative Assistant, 142 Federal Street, Portland, ME 04101

Voted by the New Gloucester Board of Assessors on _____.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Jacob C. & Alicia M. Tripp
180 Sawyer Road
New Gloucester, ME, 04260

Map - Lot 0010-0028-8

Acct# RE 3535

Dear Jacob C. & Alicia M. Tripp,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by 135,383 and granted an abatement of **\$1,847.98** for the **2020-2021** tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2020-2021	2020-2021 Revised	Change
Land	79,660	55,660	
Building	111,383	0	
Exemption	0	0	
Taxable Total	191,043	55,660	-135,383
Mil Rate	0.01365	0.01365	
Tax	\$2,607.74	\$ 759.76	-\$1,847.98

This abatement was granted on the following grounds:

A home and site improvements were assessed to this lot in error.

If you are dissatisfied with the decision of the Assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Cumberland County Board of Assessment Review, c/o Administrative Assistant, 142 Federal Street, Portland, ME 04101

Voted by the New Gloucester Board of Assessors on _____.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Dennis Morelli & Melissa Andrews
400 North Shore Drive
Gray, ME, 04039

Map - Lot 0002-0048-C Acct# RE 2278

Dear Dennis Morelli & Melissa Andrews,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by 45,400 and granted an abatement of \$ 619.71 for the 2020-2021 tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2020-2021	2020-2021 Revised	Change
Land	147,038	101,638	
Building	224,850	224,850	
Exemption	25,000	25,000	
Taxable Total	346,888	301,488	-45,400
Mil Rate	0.01365	0.01365	
Tax	\$4,735.02	\$4,115.31	-\$ 619.71

This abatement was granted on the following grounds:

The parcel has portions taxed in both Raymond and Gray. The revised value acknowledges these other assessments.

If you are dissatisfied with the decision of the Assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Cumberland County Board of Assessment Review, c/o Administrative Assistant, 142 Federal Street, Portland, ME 04101

Voted by the New Gloucester Board of Assessors on _____.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Melissa & George True
137 Outlet Road
New Gloucester, ME, 04260

Map - Lot 0005-0007-11

Acct# RE 843

Dear Melissa & George True,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by 68,900 and granted an abatement of \$ 940.49 for the 2020-2021 tax year. If you have paid your taxes in full, a refund will be mailed to you, if you have outstanding taxes, this amount will be removed from your total.

	2020-2021	2020-2021 Revised	Change
Land	80,700	11,800	
Building	66,642	66,642	
Exemption	0	0	
Taxable Total	147,342	78,442	-68,900
Mil Rate	0.01365	0.01365	
Tax	\$2,011.22	\$1,070.73	-\$ 940.49

This abatement was granted on the following grounds:

The original assessment was for a second leasehold interest. Although the taxpayer has two cottages, there is only one leasehold interest. The revised assessment is adjusted accordingly and in the future there will be only one account.

If you are dissatisfied with the decision of the Assessors and wish to appeal, you have 60 days from the date of this letter to appeal to the Cumberland County Board of Assessment Review, c/o Administrative Assistant, 142 Federal Street, Portland, ME 04101

Voted by the New Gloucester Board of Assessors on _____.



BOA
III.

632 Bald Hill Road
New Gloucester, ME 04260
Phone: 207-926-4044
Fax: 207-926-4037

September 17, 2020

New Gloucester Board of Assessors
385 Intervale Road
New Gloucester, ME 04260

Dear Board,

Since the review period of the equalization, we have had the New Gloucester assessment data online at www.jeodonnell.com. To continue to host the data, we charge an annual fee of **\$2,000**.

The online data eliminates the need for front office staff to make copies of property record cards. It eliminates much of the need for people to come to town hall to get copies of records. It also transfers a significant number of phone calls by taxpayers, realtors and appraisers directly to us. Although it is hard to measure the time saving for your office staff, we have had 6,457 page views thus far. I am confident that the online assessing is a cost effective option to provide public access to assessment data.

If New Gloucester chooses to stop the online data, we will return the property cards to the hallway and you can return to requiring all users to come to town hall to access the information.

Sincerely,

Michael O'Donnell

Town of New Gloucester
PUBLIC HEARING NOTICE
General Assistance Ordinance
Appendices (A - H) 2020-2021

The Town of New Gloucester will hold a Public Hearing for the 2020-2021 General Assistance Ordinance Appendices (A - H) at a regular Board of Selectmen's meeting at 7:00 p.m., Monday, September 21, 2020, via Zoom. Please contact Sharlene Myers via email smyers@newgloucester.com for sign on information for the Zoom meeting. The Board of Selectmen will consider adopting the appendices at the same meeting after the Public Hearing.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

1.57

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 3, 2020
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2020–September 30, 2021) “**General Assistance Ordinance Appendices**” (A – H).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (see “*Filing of GA Ordinance and/or Appendices*” below for further information).

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you have already adopted MMA’s model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices **after notice and hearing**. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2020-2021 GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

Appendix A

Effective: 10/01/20-09/30/21

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	918	980	1,212	1,539	1,720
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	649	710	831	1,119	1,200
Franklin County	683	729	837	1,102	1,480
Hancock County	836	871	1,047	1,319	1,445
Kennebec County	769	786	979	1,284	1,371
Knox County	792	795	979	1,291	1,390
Lincoln County	868	886	1,057	1,349	1,554
Oxford County	764	767	936	1,322	1,537
Piscataquis County	659	708	874	1,158	1,396
Somerset County	709	744	959	1,249	1,338
Waldo County	818	871	997	1,339	1,705
Washington County	710	713	926	1,160	1,254

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/20 to 09/30/21

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Note: For each additional person add \$153 per month.

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	504	141	606
1	123	528	154	663
2	139	599	180	776
3	195	840	246	1,057
4	200	859	262	1,126
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	538	149	640
1	127	547	159	682
2	141	605	182	782
3	191	823	242	1,040
4	265	1,139	327	1,406
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	682	182	783
1	159	682	188	809
2	186	801	227	975
3	238	1,022	287	1,235
4	251	1,079	312	1,342
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	615	167	716
1	143	615	168	724
2	170	733	211	907
3	230	987	279	1,200
4	234	1,005	295	1,268

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	148	638	172	739
1	148	638	172	739
2	170	733	211	907
3	231	994	281	1,207
4	238	1,024	299	1,287
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	166	714	190	815
1	166	714	192	824
2	189	811	229	985
3	245	1,052	294	1,265
4	276	1,188	337	1,451
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	142	610	165	711
1	142	610	165	711
2	160	690	201	864
3	238	1,025	288	1,238
4	272	1,171	333	1,434
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	116	501	142	609
1	119	512	152	652
2	146	627	189	811
3	200	862	253	1,086
4	241	1,037	305	1,312
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	555	153	656
1	129	555	159	682
2	166	713	206	887
3	221	952	271	1,165
4	226	972	287	1,235

Non-Metropolitan FMR Areas

<u>Waldo County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	154	664	178	765	
1	157	676	188	809	
2	175	751	215	925	
3	242	1,042	292	1,255	
4	311	1,339	373	1,602	

<u>Washington County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	129	556	153	657	
1	129	556	153	657	
2	158	680	199	854	
3	201	863	250	1,076	
4	206	888	268	1,151	

Metropolitan FMR Areas

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	144	621	168	722	
1	159	684	190	817	
2	202	870	243	1,044	
3	256	1,100	305	1,313	
4	370	1,590	431	1,853	

<u>Cumberland Cty. HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	170	729	193	830	
1	170	731	201	864	
2	221	951	262	1,125	
3	314	1,352	364	1,565	
4	353	1,516	414	1,779	

<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	137	587	160	688	
1	140	603	171	736	
2	181	779	222	953	
3	230	990	280	1,203	
4	295	1,267	356	1,530	

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	137	587	160	688	
1	137	587	160	688	
2	171	735	211	909	
3	217	932	266	1,145	
4	227	975	288	1,238	
<u>Portland HMFA</u>					
<u>Portland HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	238	1,025	262	1,126	
1	253	1,089	284	1,222	
2	331	1,422	371	1,596	
3	438	1,883	487	2,096	
4	532	2,288	593	2,551	
<u>Sagadahoc Cty. HMFA</u>					
<u>Sagadahoc Cty. HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	155	667	179	768	
1	172	738	203	871	
2	197	849	238	1,023	
3	268	1,152	317	1,365	
4	308	1,325	369	1,588	
<u>York Cty. HMFA</u>					
<u>York Cty. HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	178	764	201	865	
1	183	785	213	918	
2	225	966	265	1,140	
3	289	1,242	338	1,455	
4	315	1,354	376	1,617	
<u>York/Kittery/S. Berwick HMFA</u>					
<u>York/Kittery/S. Berwick HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	228	982	252	1,083	
1	228	982	257	1,103	
2	301	1,293	341	1,467	
3	379	1,629	428	1,842	
4	543	2,333	604	2,596	

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2020 to September 30, 2021.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<p>NOTE: For each additional person add \$75 per month.</p> <p>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</p>						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224
<p>NOTE: For each additional person add \$153 per month.</p>		

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
<p>(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</p>				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Appendix G

Effective: 10/01/20-9/30/21

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Appendix H

Effective: 10/01/20-9/30/21

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is \$1,475. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be \$1,025.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A-H
2020-2021**

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

Road Name Approval
Application

1.58

Applicant/Owner of Road (if private): Leava Leavitt

Map: 2013 Lot: 0020

Proposed Road Name: Ledgewood Drive

Location(street number at intersection) and Length of Road (left or right off existing road):

Approximately 630 Bold Hill Rd 608 foot road

Reason for Name: New road for 4 house lots

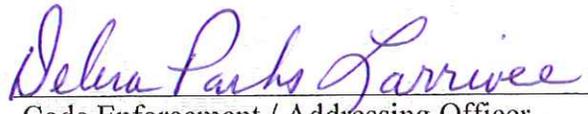
If this is a private road you will be responsible for maintaining a Road Sign at the intersection of your road and the public way, if the road sign is demolished or stolen it will have to be replaced within 30 days, after notification that the sign must be replaced you shall be liable for a civil penalty of no less than \$10.00 or no more than \$50.00 for each violation.


Signature of Applicant

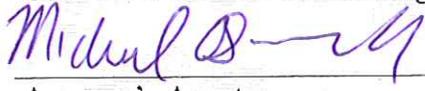
8/25/2020
Date

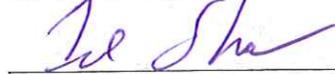
Office Use Only

 - Fire Chief
Public Safety


Code Enforcement / Addressing Officer


Town Planner


Assessor's Agent


Public Works

Comments:

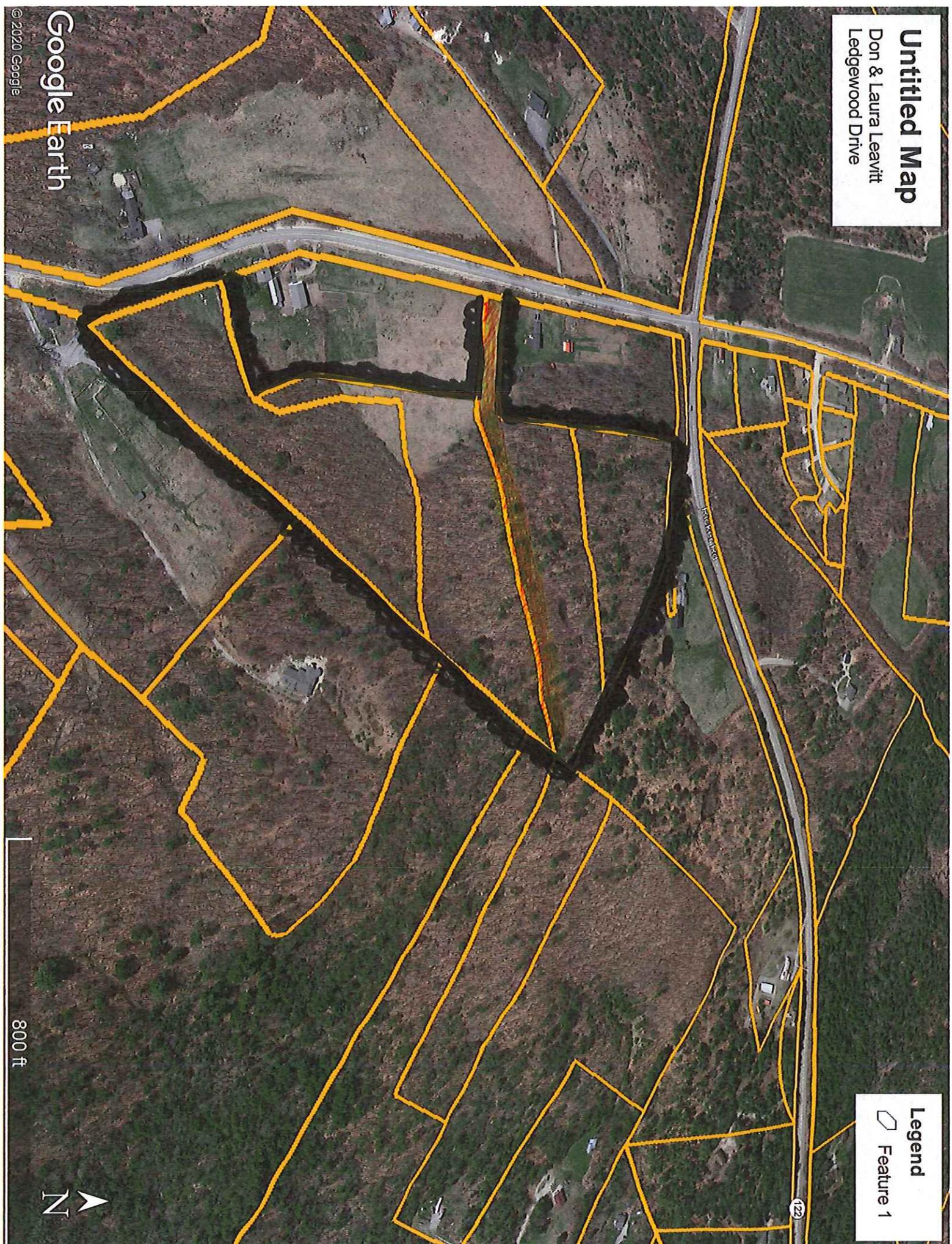
Leavitt is the only owner of parcels

Selectmen Approval:

Date: _____

Untitled Map
Don & Laura Leavitt
Ledgewood Drive

Legend
Feature 1



Google Earth

© 2020 Google

Memo

To: Town of New Gloucester Selectmen

From: Debra Parks Larrivee, Code Enforcement Officer

CC:

Date: 9/1/2020

Re: new road name for 4 existing parcels of land

These lots have been in existence for many years, they have recently been configured to support a right of way/ road.

Sincerely

Debra Parks Larrivee

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

437 Lewiston Rd. New Gloucester ME 04260

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
NU Brewery LLC	SMB-2019-11661	437 Lewiston Rd. New Gloucester ME 04260

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
NU Holding LLC	11/21/2017	MAINE
Russell Voss	08/04/1979	MICHIGAN
Residence address on all the above for previous 5 years		
Name NU Holding LLC	Address: 437 Lewiston Rd. New Gloucester ME 04260	
Name Russell Voss	Address: 58 Bluff Circle New Gloucester ME 04260	
Name	Address:	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

NU Property LLC 437 Lewiston Rd. New Gloucester ME 04260

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Table seating within main tasting room area of 1184 sq ft. and adjacent area labeled barrel room of 816 sq ft. see attached floor plan named NU Brewery Small Brewery License Floor Plan.

Also attached is the outside area identified for outside seating referenced in the attached drawing named NU Brewery Property Drawing with area labeled and red highlights.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: New Gloucester Bible Church

Distance: one (1) mile

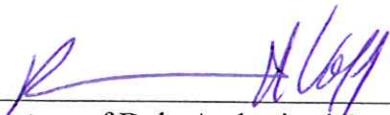
Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

August 28, 2020

Dated: _____



Signature of Duly Authorized Person

Signature of Duly Authorized Person

Russell Voss

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

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

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

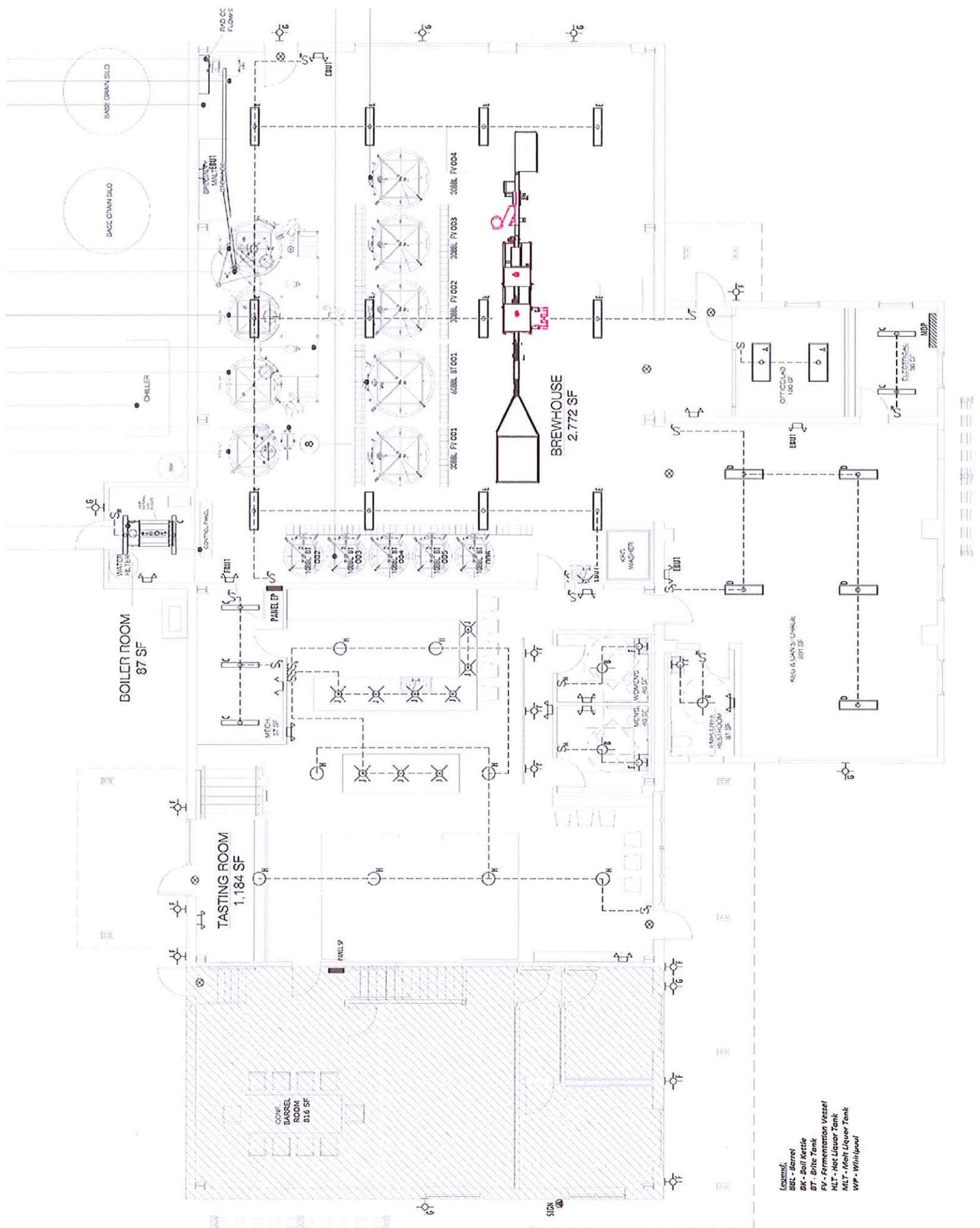
Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

See attached following this page



- Legend:**
- BSL - Barrel
 - BK - Bolt Kettle
 - BT - Brite Tank
 - FV - Fermentation Vessel
 - MLT - Malt Liquor Tank
 - WP - Whirlpool

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: NU Brewery LLC
2. Doing Business As, if any: NU Brewery
3. Date of filing with Secretary of State: 02/02/2017 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
NU Holding LLC	437 Lewiston Rd. New Gloucester ME 04260	11/21/2017	OWNER	100

(Ownership in non-publicly traded companies must add up to 100%.)

Memo

To: Town of New Gloucester Selectmen

From: Debra Parks Larrivee, Code Enforcement Officer

CC:

Date: 9/1/2020

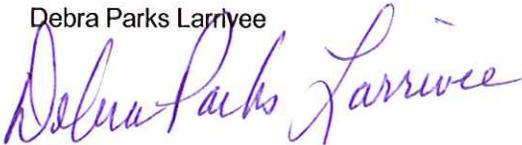
Re: Liquor License Application – Nu Brewery LLC 437 Lewiston Road, New Gloucester

No violations, no incidents have been reported.

Recommend approval

Sincerely

Debra Parks Larrivee



Town of New Gloucester Purchasing Policy

I. Purpose

The purpose of this policy is to establish purchasing procedures which are to be utilized by all Town Departments.

It is the responsibility of all Town employees to purchase goods or services that provide the best value consistent with the needs of the Town. The goods and services shall be purchased within the restrictions of the budgeted funds available. Unless otherwise provided by law, the Town shall make purchases of goods or services as stated in this policy.

II. Purchases, Bids, Awards, and Purchases and Contracts

A. Purchases for goods or services which involve expenditures of less than ~~\$1,000~~ 2,500 may be made after the Town Purchasing Agent (or Agent designee) has researched and shopped for the best price and quality of the product or service desired. The purchase must be approved by the appropriate Department Head ~~—and the Town Manager.~~ Board and committee purchases must be approved by the board or committee chairperson and the Town Manager.

~~B. Purchases from approved vendors "on account" must be approved in advance by the Purchasing Agent when the cumulative monthly total will exceed \$500.00.~~

~~C.B. Purchases for goods or services, which involve expenditures with a cumulative total of \$1,000-2,500 to \$5,000, may be made after at least three (3) recorded quotations are received and approved by the Department Head and the Town Manager. (See attached form.) The competitive bid process described below may also be used if the Town Manager or the Board of Selectmen determines that it is in the best interests of the Town for situations such as complex technical needs or services.~~

~~D.C. The Town may accept contract pricing for goods or services; however, it is not obligated to purchase from a vendor who guarantees a rate if a lower price is available.~~

~~E.D. The procurement of goods or services, which involve expenditures of more than \$5,000, must be made through a competitive bid process under the direction of the Purchasing Agent unless the Town wishes to utilize best low pricing from the established Preferred Vendor List.~~

~~F.E. Planning Board Peer Review Process. According to section 7.6, or the appropriate corresponding ordinance section of the New Gloucester zoning ordinance, "The Planning Board may, at any time, determine that it requires legal or technical assistance in addition to regular town staff for proper consideration of the application. The peer review process is not subject to the guidelines of this policy, as "the choice of personnel to provide such expertise shall lie entirely with the [Planning] Board, provided that such expertise is "deemed as competent."~~

III. Competitive Bid Process

A. The Town Manager shall ensure that a requesting department prepares the invitation to bid includes:

1. Specifications for the goods or services (The Board of Selectmen approves all specifications for items that go out for a sealed bid.)
2. Public notice given on the town web page and in local newspapers as determined by the ~~Town Manager~~ select board ~~Town Manager.~~
3. Statement that sealed bids will be accepted until a predetermined date and time.

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Town of New Gloucester Purchasing Policy

4. Statement of the time and location of the public bid opening.
- B. Bids may be awarded to the lowest bidder who meets the specifications and submits proper insurance requirements, if applicable. ~~However, if supporting information presented recommends another bid, the Board of Selectmen may award the bid to another bidder who better meets requirements. In any case, the Board of Selectmen shall make the final decision if supporting information justifies other than the low bid be awarded. The Board of Selectmen may reject any or all bids, if it deems it is in the best interest of the Town to do so. The Town of New Gloucester reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town. The Town may also seek to utilize the services from the Preferred Vendor List as established.~~
- C. The Board of Selectmen may waive the competitive bid process when:
1. Emergencies or justifiable special circumstances require the timely procurement of goods or services;
 2. There is only one source of supplier; or there is a local preferred Vendor on the approved "Preferred Vendor List"
 - 2.3. The service or products are received through the state or other joint bid processes or the state and/or other joint bid process pricing is matched.

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IV. Payment for Goods or Services

- A. Payment requests for any purchases of ~~\$1,000~~ \$2,500 to \$5,000 or *greater* must include:
1. Requisition/Invoice signed as approved by Department Head ~~and Town Manager;~~
 2. Department account to be charged written on the Requisition Form; warrant voucher and approved by the Town Manager.
 3. Invoice, packing slip, or receipt attached to the warrant voucher
- B. Payment requests for purchases *less* than ~~\$1,000~~ \$2,500 must include the Invoice with the account to be charged written on the invoice and signed as approved by the Department Head.

V. Accounting for Purchases

- A. Posting of purchases to the appropriate budget line is required. If the purchase will create an overdraft or negative balance in the budget line, the purchase must be approved in advance by the Town Manager. ~~The budget line is then frozen to any additional purchases.~~
- B. Any purchase that is required for the operation of the Town that will further overdraw a budget line MUST be approved in advance by the Town Manager.

VI. Amendments, State Laws and Limitations

- A. This policy may be changed by the Board of Selectmen at their discretion.

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**Town of New Gloucester
Purchasing Policy**

B. Any part of this policy is subject to present and future laws of the State of Maine which regulates municipal spending, any conflict between this policy and Maine law shall be superseded by Maine State law.

Signed and approved by the Board of Selectmen on _____.

Karen L. Gilles, Chairman

George W. Colby

Linda D. Chase, **Vice** Chairman

~~Joseph S. Davis Peter Bragdon~~

Tammy L. Donovan, Chairman

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VALLIN CREATIVE

August 24, 2020

To the Town of New Gloucester,

Effective immediately, I hereby submit my resignation as Trustee to the New Gloucester Public Library. It's a decision not easily made, and one that I have mulled over for quite some time. After much thought, I've come to the conclusion that the Library will be best served by someone else.

With that said, I do want to mention how much the library means to me, and as I'm sure you know, our community. 18 years ago, it was what made my husband and I fall immediately in love with New Gloucester and decide to make our home here to raise our family. It was where I had my first true taste of community, standing in line one cold February morning listening to folks swap Whoopie Pie recipes as they waited in line for the Book Sale. The library's value is priceless and I do hope it can stay a vital cog in the heart of our town.

I'd also like to commend Suzan Hawkins. I've had the good fortune to work for some of our top Maine companies over the past two decades, and during that time, many of those companies saw challenges that called on their employees to pivot and be as nimble and resourceful as possible. But never before have I seen such grace and openness, to move in whatever direction best needed at the moment, as with Suzan. Throughout my years of knowing her, she has been immediately on-board and supportive of any concept that would be beneficial to the library and community. Her attitude has remained steadfast, open and positive, no matter the situation. I value and appreciate Suzan's commitment and dedication to the library and our community.

And to my fellow Trustees, it has been an honor to sit side-by-side with each of you over all these years. Thank you each for your dedication and commitment to our library and town.

Thank you so much,
Allison Kostovick

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, August 3, 2020
Via Zoom

1.66

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 7:03 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon, George Colby, 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, August 17, 2020 via Zoom**

A. Adjustments to the Agenda

None.

IV. PUBLIC COMMENTS

Julie Fralich, resident, spoke to the Board about the Economic Development Committee.

Tim Terranova, Chairman of the Library Board of Trustees, spoke to the Board of Selectmen about the Library Budget and upcoming re-vote.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

No updates.

B. Prior Meeting Update – Town Manager

Ms. Fox-Howard said there is no additional pavement work needed on the Bennett Road, where it was chip-sealed. She also said residents of Black Point Road will be notified by door hangers for the next power outage scheduled for August 11th.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Tammy Donovan – no comments.

George Colby – no comments.

Linda Chase – said the summer reading program at the Library will begin soon and anyone interested should call 926-4840 for more information. She said the CDC has notified the Town of a rabid fox in the area of Sabbathday Road and residents to please be careful. Ms. Chase said the Board has been accused of not listening to the residents pertaining to the Library budget. She said they have heard/read the concerns of friends, trustees and residents.

Peter Bragdon – said he has received emails from residents concerning the new Town Hall hours, the budget and Transfer Station stickers.

Karen Gilles – said she wanted to wish Ms. Donovan a happy birthday, a belated birthday wish to Mr. Bragdon and to remind residents that the new Transfer Station stickers are available at the Town Office and Transfer Station and the cost is \$10 each.

b. Town Manager

Ms. Fox-Howard said the following:

- 1) Spoke with the Town Planner concerning the Economic Development Committee. He stated that the Committee will be needed with the future development of the Upper Village area but he also sees the practicality of placing this Committee on hold. He said the Committee is down on members and with possible cuts to the Planning Department, staff will be limited on time.
- 2) She has heard from many residents who would like to see the Library Assistant put back to 36hours.

c. Dept. Heads

Toby Martin, Fire/Rescue Chief, said the Department is preparing for Hurricane Isaias, which is scheduled to hit after 12pm Tuesday. He said the storm is fast moving and should be done by 2:00am.

d. Boards & Committees

B. Action Items

1.23 To See What Action the Board Wishes to take in Regard to Workshop Budget Numbers

Ms. Chase moved and Mr. Colby seconded a motion to confirm the numbers discussed during the Budget Workshop of 36 hours for the Librarian and 30 hours for the Assistance Librarian.

Mr. Bragdon said he would like to see the hours both be set at 36 as it will make no difference in the mil rate.

The motion carried on a vote of 4-1, with Mr. Bragdon opposing.

1.24 To See What Action the Board Wishes to take in Regard to Setting an Election Date

Ms. Chase moved and Mr. Colby seconded a motion set the Special Election for Tuesday September 15, 2020. The motion carried on a vote of 5-0.

1.25 To See What Action the Board Wishes to take in Regard to Setting a Question and Answer Meeting

Ms. Chase moved and Mr. Colby seconded a motion to hold a Question and Answer Meeting via zoom on Wednesday, August 12, 2020, at 7pm. The motion carried on a vote of 5-0.

Ms. Gilles said if anyone has any questions they would like to ask, please forward them via email to Ms. Myers.

1.26 To See What Action the Board Wishes to take in Regard to Signing of Town Meeting Warrant for Election

Ms. Chase moved and Mr. Colby seconded a motion to sign the Special Town Meeting Warrant, as presented. The motion carried on a vote of 5-0.

1.27 To See What Action the Board Wishes to take in Regard to Fire Department Utility 1 Pick-up RFP

The Board made the following changes to the Utility 1 Pick-up RFP:

Page 1: remove the words “cab and chassis” from Title and first paragraph and replace with “3/4-ton Pick-up”.

Page 2: under Section I, remove “Line X” after bed liner.

under Section II, remove “Exhaust Brake”.

under Section III, remove all except “External transmission oil cooler”.

Page 3: under Section V, remove last line “Upgraded rear suspension – Shackles”.

under Section VI, change 3.73 to read “4.10”.

under Section IX, remove “(2) Climate Controls” and move rest of sentence up to first line.

The consensus of the Board was for the Fire/Rescue Chief, Public Works Director and Town Manager to look into the State Bid process and to report back to the Board at their next meeting.

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

Ms. Chase moved and Mr. Colby seconded a motion to sign the Pine Tree Telephone Pole Permit and to note approval from the Code Enforcement Office and Public Works Director. The motion carried on a vote of 5-0.

1.29 To See What Action the Board Wishes to take in Regard to Amvets Post #6 Application for Beano/Bingo

Ms. Chase moved and Mr. Colby seconded a motion to approve the Amvets Post #6 Application for Beano/Bingo and to note there have been no issues per the Code Enforcement Officer. The motion carried on a vote of 5-0.

1.30 To See What Action the Board Wishes to take in Regard to Adhoc Marijuana Committee

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

1.32 To See What Action the Board Wishes to take in Regard to Economic Development Committee

1.33 To See What Action the Board Wishes to take in Regard to Public Safety Committee

Ms. Chase moved and Mr. Colby seconded a motion for the Board Liaisons talk with the Adhoc Marijuana Committee, Community Fair Committee, Economic Development Committee and Public Safety Committee to hear their thoughts on moving forward.

Ms. Donovan said she would like the Town Manager to reach out to the staff person(s) assigned to these committees and to email the committees on their thoughts moving forward.

Ms. Chase said she would rescind her motion. Mr. Colby agreed.

Ms. Gilles tabled items 1.30, 1.31, 1.32 and 1.33.

1.34 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #3 and #4

Ms. Chase moved and Mr. Colby seconded a motion to sign FY21 Warrants and Payrolls #3 & #4. The motion carried on a vote of 5-0.

1.35 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the June 5, 2020, Special Board of Selectmen's Meeting

Ms. Chase moved and Mr. Colby seconded a motion to approve the Minutes of the June 5, 2020. Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Bragdon abstaining.

1.36 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the June 15, 2020, Special Board of Selectmen's Meeting

Ms. Chase moved and Ms. Donovan seconded a motion to approve the Minutes of the June 15, 2020. Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Bragdon abstaining.

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

Ms. Chase moved and Ms. Donovan seconded a motion to approve the Minutes of the June 22, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Bragdon abstaining.

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

Ms. Chase moved and Mr. Colby seconded a motion to approve the Minutes of the July 6, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Mr. Bragdon abstaining.

VII. ADJOURN

Ms. Chase moved and Mr. Colby seconded a motion to adjourn at 8:27pm. The motion carried on a vote of 5-0.

Approved September 21, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

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

EMERGENCY BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 7:07 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon and George Colby; Town Manager, Brenda Fox-Howard; and Recorder, Sharlene Myers. Selectman, Tammy Donovan, was absent.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. NEW BUSINESS

A. Action Items

1.39 To See What Action the Board Wishes to take in Regard to Fire Department Utility 1 Pick-up RFP

Ms. Fox-Howard said the Utility 1 Pick-up RFP has been updated per the Board's direction. She said with the help of Public Works Director, Ted Shane, a vehicle has been located in Vermont and it meets the specifications of the RFP..

Mr. Shane said O'Connor Trucks and Quirk are the two current State bid holders and Quirk has a Ford truck on the lot but it does not meet the specifications. He said O'Connor's will purchase the truck from the Vermont dealer and sell it to the Town of New Gloucester. He said the sticker price of the truck is \$53,000 and the Town can purchase it for \$43,400, government pricing, and it includes a sprayed bed liner and it is a diesel. He said he searched in a 300 mile radius for trucks and this one is the only one that meets the specs and has an 8' bed.

Ms. Gilles asked if the \$43,400 included the trade-in of the old truck.

Mr. Shane said yes and they are allowing \$3,500 for the trade-in.

Ms. Gilles said the truck is over the approved budgeted amount of \$42,000. She asked where the additional funds are coming from.

Mr. Shane said the Fire/Rescue Chief said the additional monies would come from the 117 Budget.

Ms. Chase moved and Mr. Colby seconded a motion to authorize the Town Manager to work with staff to purchase the vehicle and not exceed the cost of \$43,400. The motion carried on a vote of 4-0.

1.40 To See What Action the Board Wishes to take in Regard to Setting up a Parks & Recreation Enterprise Account

Ms. Fox-Howard said she has had discussions with Board members about the Parks & Recreation Department collaborating with the Town of Gray on a Kids Club program (child care) in New Gloucester. She said in order to make this work, the Town will need to set up an enterprise account in which the program fees will be deposited directly into this account. She said this will allow staff and program expenses to be paid directly from this account. She said the program is scheduled to start in two weeks and the Town of Gray is giving us what we need to get the program started. She said Gray does this program currently and they have had more sign-ups then they have room for.

Mr. Bragdon said he is not okay with a handshake agreement with the Town of Gray, what ages are we talking about and what happens if someone gets hurt.

Ms. Gilles asked if it was just the child care revenue going into this account or all programs.

Ms. Fox-Howard said for right now, it will be just the child care revenue but eventually, other programs will as well. She said a lot of Towns utilize enterprise accounts. She said if the program fails, it does not burden tax payers. Ms. Fox-Howard said as far as insurance, it is no difference then someone who might get hurt at the Fairgrounds. She said the age groups are older children and they will be a mix of Gray and New Gloucester students.

Mr. Bragdon said he would like to table this item.

Ms. Fox-Howard said if keep tabling, the program will never get started in time. She said there will be no more than 20 children in the Community Building and they are hoping to begin in two weeks.

Mr. Colby moved and Ms. Gilles seconded a motion to set up the Parks & Recreation enterprise account to utilize for the day care program. The motion carried on a vote of 4-0.

VI. ADJOURN

Mr. Colby moved and Ms. Chase seconded a motion to adjourn at 7:54pm. The motion carried on a vote of 4-0.

Approved September 21, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

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MINUTES
Town of New Gloucester
SPECIAL SELECTMEN'S MEETING
7:00 p.m.
Monday, August 17, 2020
Via Zoom

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 7:03 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon, George Colby, and Tammy Donovan; and Town Manager, Brenda Fox-Howard.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. EXECUTIVE SESSION

A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following condition: (1) an executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated; **and F.** Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute (*Town Manager Review*)

Ms. Chase moved and Ms. Donovan seconded a motion to enter into Executive Session per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A., Town Manager Review, at 7:05 pm. The motion carried on a vote of 5-0.

The Board returned to open session at 8:28 pm.

No action taken.

B. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following condition: (1) an executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated; **and F.** Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute (*Contract Negotiations*)

Ms. Chase moved and Mr. Colby seconded a motion to enter into Executive Session per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A., Contract Negotiations, at 8:29 pm. The motion carried on a vote of 5-0.

The Board returned to open session at 9:11 pm.

No action taken.

V. ADJOURN

Mr. Colby moved and Ms. Donovan seconded a motion to adjourn at 9:11 pm. The motion carried on a vote of 5-0.

Approved September 21, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

ANNOTATED AGENDA
Town of New Gloucester
EMERGENCY BOARD OF SELECTMEN'S MEETING
5:00 p.m.
Thursday, August 20, 2020
Via Zoom

EMERGENCY BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 5:04 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon, George Colby, and Tammy Donovan; Town Manager, Brenda Fox-Howard; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. NEW BUSINESS

A. Action Items

1.41 To See What Action the Board Wishes to take in Regard to Public Works 1-ton Truck RFP

Ted Shane, Public Works Director, said as we recently discussed with the Fire Department Utility 1 Pick-up Truck, the State bid will not go out until at least October and trucks will not be available until May or June next year. He said with the help of O'Connor's, he has located a truck that meets the specifications for a one-ton truck for the Public Works Department. He said the cost to the Town is \$60,750 and includes a dump body.

Ms. Gilles said the amount is over the approved budgeted amount of \$60,000.

Mr. Shane said the additional \$750 will come from his 116 budget. He said additional items include radio installation (\$150), Strobe Lights (\$300) and decals, which we already have.

Ms. Gilles asked if the truck is needed now or could wait until May or June of next year.

Mr. Shane said the current one-ton has engine issues and is not sure how long it will last. He said the new truck could be here on Monday.

Ms. Chase moved and Ms. Donovan seconded a motion to purchase the 2020 Chevrolet Silverado four wheel drive one-ton with dump body and the cost not to exceed \$60,750. The motion carried on a vote of 5-0.

Ms. Chase said before adjourning, she would like to set a date for a workshop to discuss the purchasing policy, as she is frustrated with purchasing items and not following the current policy.

The Board set a Purchasing Policy Workshop on Monday, August 31, 2020, at 6pm, at the Meetinghouse. They asked a copy of the current purchasing policy and amended policy be emailed to the Board.

VI. ADJOURN

Mr. Colby moved and Ms. Donovan seconded a motion to adjourn at 5:29pm. The motion carried on a vote of 5-0.

Approved September 21, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

MINUTES
Town of New Gloucester
EMERGENCY BOARD OF SELECTMEN'S MEETING
5:30 p.m.
Tuesday, August 25, 2020
Via Zoom

EMERGENCY BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 5:34 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon, George Colby, and Tammy Donovan; Town Manager, Brenda Fox-Howard; and Recorder, Sharlene Myers

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. NEW BUSINESS

A. Action Items

1.54 To See What Action the Board Wishes to take in Regard to Public Works Paving RFP

Mr. Colby moved and Ms. Chase seconded a motion to approve the Public Works Paving – Reclaim RFP and send out to the bidders list. The motion carried on a vote of 5-0.

VI. ADJOURN

Mr. Colby moved and Mr. Bragdon seconded a motion to adjourn at 5:38pm. The motion carried on a vote of 4-1, with Ms. Chase opposing.

Approved September 21, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan