

ANNOTATED AGENDA
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday October 19, 2020
Via Zoom

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. PLEDGE OF ALLEGIANCE

III. SCHEDULE NEXT MEETING:

- Board of Selectmen's Meeting – 7:00 p.m., Monday, November 9, 2020 via Zoom

A. Adjustments to the Agenda

IV. PUBLIC COMMENTS

V. OLD BUSINESS

- A. Prior Meeting Update – Selectmen Chair**
- B. Prior Meeting Update – Town Manager**

VI. NEW BUSINESS

A. Updates

- a. Selectmen**
- b. Town Manager**
- c. Dept. Heads**
- d. Boards & Committees**

B. Action Items

- 1.83 To See What Action the Board Wishes to take in Regard to Library Budget**

Please see attached paperwork.

- 1.84 To See What Action the Board Wishes to take in Regard to Setting an Election Date**

- 1.85 To See What Action the Board Wishes to take in Regard to Setting a Date for Question and Answer Meeting**

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

Please see attached paperwork.

1.87 To See What Action the Board Wishes to take in Regard to Signing of Charter Election Warrant

Please see attached paperwork.

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

Please see attached paperwork.

1.89 To See What Action the Board Wishes to take in Regard to Appointment of the November 3, 2020 Election Warden

Please see attached paperwork.

1.90 To See What Action the Board Wishes to take in Regard to Library Board of Trustees Applications for the following (one – completion of 2022 term available)

Hannah Deem – would like to be appointed

Elizabeth Klotzle – would like to be appointed

Colleen Strickler – would like to be appointed

Please see attached paperwork.

1.91 To See What Action the Board Wishes to take in Regard to Setting of FY22 Budget Parameters

Please see attached paperwork.

1.92 To See What Action the Board Wishes to take in Regard to FY22 Budget Process

Please see attached paperwork.

1.93 To See What Action the Board Wishes to take in Regard to Purchasing Policy Appendix A – Preferred Bidder's List

Please see attached paperwork.

1.94 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #14 and #15

1.95 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the September 21, 2020, Board of Assessor's and Board of Selectmen's Meeting

Please see attached paperwork.

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

Please see attached paperwork.

- 1.97 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the October 5, 2020, Board of Selectmen's Meeting

Please see attached paperwork.

VII. ADJOURN

1.83

**LIBRARY
DEPT 123**

		LIBRARIAN 36 HR ASSISTANT=20 HR	LIBRARIAN 36 HR ASSISTANT=24 HR	LIBRARIAN 36 HR ASSISTANT=30 HR	BOTH 36 HR	LIBRARIAN=40 ASSISTANT= 36
COMP	ASSISTANT					
	1-01	\$ 16,331.00	\$ 19,597.00	\$ 24,496.68	\$ 29,396.00	\$ 29,396.00
	1-01	\$ 45,917.00	\$ 45,917.00	\$ 45,917.00	\$ 45,917.00	\$ 51,019.00
		\$ 62,248.00	\$ 65,514.00	\$ 70,413.68	\$ 75,313.00	\$ 80,415.00
	1-02	\$ 717.00	\$ 717.00	\$ 717.00	\$ 717.00	\$ 717.00
	1-03	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
PROF						
	2-03	\$ 1,645.00	\$ 1,645.00	\$ 1,645.00	\$ 1,645.00	\$ 1,645.00
	2-07	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
SUPP						
	3-1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	3-42	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
	3-43	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
	3-44	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
TOWN EXP						
	5-1	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
	5-2	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	5-3	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00
	5-4	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
		\$ 87,860.00	\$ 91,126.00	\$ 96,025.68	\$ 100,925.00	\$ 106,027.00
Adjustment From Annual Wages					\$	\$ 1,108.00

ART #13

Final Total

\$ 102,033.00 New Warrant

1.86

WARRANT FOR TOWN MEETING

Town of New Gloucester

December 15, 2020

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

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the Inhabitants of the Town of New Gloucester, in said county and state, qualified by law to vote in Town affairs, to assemble at New Gloucester Fire Station, 611 Lewiston Road, New Gloucester, Maine on Tuesday, the 15th day of December A.D. 2020 at 7:45 a.m., then and there to act upon Article 1 and by secret ballot on Article 2, as set out below (Polls shall be open from 8:00 a.m. to 8:00 p.m.):

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

OPERATIONS:

Article 2. To see if the Town will vote to raise and appropriate \$102,033 from taxation and other sources for the ensuing year for the following:

Article 2		Selectmen	Budget Committee
123	Library	\$ 102,033	\$ 102,033
		\$ 102,033	\$ 102,033

The Select Board and Budget Committee recommends \$102,033.

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

Dated in New Gloucester this 19th day of October, 2020, the same being at least ten (10) days before the time appointed for said meeting.

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon, Selectman

George W. Colby, Selectman

Tammy L. Donoyan, Selectman

A true copy of the Warrant,

Attested: _____ October 19, 2020
Brenda Fox-Howard, Town Clerk

**TOWN OF NEW GLOUCESTER
BOARD OF SELECTMEN**

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

New Gloucester Town Hall
Link's Variety
Pineland Market

New Gloucester Post Office
The Village Store
A Buddy's Store

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

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

Sharlene F. Myers, Resident

TOWN OF NEW GLOUCESTER
WARRANT
November 3, 2020

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

GREETINGS:

In the name of the State of Maine you are hereby required to notify the inhabitants of the Town of New Gloucester, qualified to vote in town affairs, to assemble at New Gloucester Fire Station, 611 Lewiston Road, on Tuesday November 3, 2020 at 6:00 a.m., then and there to act on Articles 1 through 2.

- Article 1. To elect a Moderator to preside at meeting.
- Article 2. To proceed with voting, by secret ballot, on the following question:
Shall a Charter Commission be established for the purpose of preparing a New Municipal Charter?

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

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

Dated at New Gloucester this 19th day of October, 2020.

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

Town of New Gloucester
Board of Selectmen

Absentee Ballots will be processed October 30th and November 1st, at 10am, at Town Hall; and November 3rd, Election Day, at 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00 PM, 7:00 PM & 8:00 PM at the Fire Station.

RETURN OF WARRANT

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

New Gloucester Town Hall
Link's Variety
Pineland Market

New Gloucester Post Office
Village Store
A Buddy's Store

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

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

Sharlene F. Myers, Resident

Election Clerks
NOVEMBER 3, 2020
GENERAL ELECTION

- BONNIE (GAIL) JEFFERSON
- CLEO WERNER
- DALTON MYERS
- DEB PARKS LARRIVEE
- DONNA MCNALLY
- ELAINE FRYDA
- HEATHER PLANTE
- HOLLY ROBINSON
- KATHLEEN HUTCHINSON
- KATHLEEN POTTER
- KIMBERLY GETCHELL
- LAURA (JANE)STURGIS
- LAURA GLASER
- LINDA CHUTE
- LINDA STILLWELL
- MARY RICH
- MITZIE TURNBULL
- NICOLE LAMBERT-FECTEAU
- PATTY MIKKELSON
- PENNY HILTON
- PHOEBE HARDESTY
- SHARLNE MYERS
- SIMON LINDQUIST

10/14/2020

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: October 14, 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 November 3, 2020 Election

Given under our hand this 19th day of November, 2020

Selectmen

Of

New Gloucester

1.90



TOWN OF NEW GLOUCESTER

APPLICATION for COMMITTEE MEMBERSHIP

If you are a New Gloucester resident and interested in serving on any of the following boards or committees, please fill in the information below. The Board of Selectmen will consider all applications and make decisions for filling positions as they become open. Not all boards and committees currently have openings, however vacancies occur regularly.

- | | |
|---------------------------------------|---|
| Board of Appeals | Environmental Resources Committee |
| Budget Committee | Land Management Planning Committee |
| Cable TV Committee | Library Board of Trustees |
| CIP Committee | Parks & Recreation Committee |
| Community Fair Committee | Planning Board |
| Economic Development Committee | Public Safety Committee |

Name Hannah Deem Date 9/23/20

Address 48 Waterman Dr, New Gloucester ME 04260

Mailing Address u

Home Phone na Cell Phone 518 726 6188

E-mail Address hmunger.89@gmail.com

Occupation hospital pharmacist

Boards/Committees in which you are interested. (In order of preference)

1. Environmental Resources Committee
2. Community Fair Committee
3. Library Board of Trustees

3-year Appointments unless filling a vacant term

(Please complete reverse side of application)

Why are you interested in the Board/Committee chosen above?

I am interested in getting involved with the New Gloucester Community. I am passionate about the environment, community gatherings, and have a love of reading.

What skills or talents would you contribute and how would they benefit the Town?

I am extremely organized and an excellent verbal and written communicator. I always have an idea or opinion and can see an issue from multiple perspectives.

What boards, volunteer organizations or community service organizations have you worked with and for how long?

Solar Fest Timmuth VT, Glenfalls Medical Mission Foundation

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

I am here from work @ 1730 M-F, off weekends

Thank you for your interest in the Town of New Gloucester!

Please return this form to: Town Office, Town of New Gloucester, 385 Intervale Road, New Gloucester, Me 04260, Phone (207) 926-4126, Fax (207) 926-4136

For further information, please check our website: www.newgloucester.com

1.76



TOWN OF NEW GLOUCESTER

APPLICATION for COMMITTEE MEMBERSHIP

If you are a New Gloucester resident and interested in serving on any of the following boards or committees, please fill in the information below. The Board of Selectmen will consider all applications and make decisions for filling positions as they become open. Not all boards and committees currently have openings, however vacancies occur regularly.

- | | |
|--------------------------------|------------------------------------|
| Board of Appeals | Environmental Resources Committee |
| Budget Committee | Land Management Planning Committee |
| Cable TV Committee | Library Board of Trustees |
| CIP Committee | Parks & Recreation Committee |
| Community Fair Committee | Planning Board |
| Economic Development Committee | Public Safety Committee |

Name Elizabeth Klotzle Date 9/7/20

Address 12 Berryfield Ln N.G.

Mailing Address same

Home Phone 207.926.1038 Cell Phone 207.615.9749

E-mail Address elizabeth.klotzle@gmail.com

Occupation _____

Boards/Committees in which you are interested. (In order of preference)

1. Library Trustee
2. _____
3. _____

3-year Appointments unless filling a vacant term

(Please complete reverse side of application)

Why are you interested in the Board/Committee chosen above?

I use the library often. We take out many books from there and my children are active in many of the Clubs/activities the library offers. I see joining the trustees as a way to give back to the library which has given us so much.

What skills or talents would you contribute and how would they benefit the Town?

I have volunteered with my Children's School including in the school book sales. I am familiar with the library and the library's offerings/clubs. I work well in group settings and have a background in customer service.

What boards, volunteer organizations or community service organizations have you worked with and for how long?

I was on the Memorial School PTO for 2 years. I've volunteered at my children's schools for years.

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

yes

Thank you for your interest in the Town of New Gloucester!

Please return this form to: Town Office, Town of New Gloucester, 385 Intervale Road, New Gloucester, Me 04260, Phone (207) 926-4126, Fax (207) 926-4136

For further information, please check our website: www.newgloucester.com



TOWN OF NEW GLOUCESTER

APPLICATION for COMMITTEE MEMBERSHIP

If you are a New Gloucester resident and interested in serving on any of the following boards or committees, please fill in the information below. The Board of Selectmen will consider all applications and make decisions for filling positions as they become open. Not all boards and committees currently have openings, however vacancies occur regularly.

Board of Appeals	Environmental Resources Committee
Budget Committee	Land Management Planning Committee
Cable TV Committee	Library Board of Trustees
CIP Committee	Parks & Recreation Committee
Candidate/Referendum Issues Committee	Planning Board
Community Fair Committee	Public Safety Committee
Economic Development Committee	

Name Colleen Strickler Date 10/05/2020

Address 226 Town Farm Rd New Gloucester, ME 04260

Mailing Address 226 Town Farm Rd. New Gloucester, ME 04260

Home Phone 207-926-3535 Cell Phone 207-939-0894

E-mail Address colleenstrickler@JobsInME.com

Occupation Head of Sales Operations/Project Manager/Product Manager

Boards/Committees in which you are interested. (In order of preference)

- Library Board of Trustees
-
-

3-year Appointments unless filling a vacant term

(Please complete reverse side of application)

Why are you interested in the Board/Committee chosen above?

_I have been a supporter since I moved back to New Gloucester in 2006. I took my kids there when they were young, I belonged to a book group and made some good friends. I am an avid reader, and I believe strongly that a Library serves a very important role in a community in terms of building bonds between the residents and the town, and nurturing and educating youth. Also, it provides services such as internet access for those without at home, so that people can do research, look for jobs etc.

What skills or talents would you contribute and how would they benefit the Town?

I have a background in Marketing, Sales Operations, and Data Analytics, all of which can be used to look at how the library is being used, how to bring in more users, and find opportunities for new services that the Library could provide. I have the ability to look at problems and work with a team to find possible solutions and plan a strategy to move those solutions forward toward a successful resolution.

What boards, volunteer organizations or community service organizations have you worked with and for how long?

I am on the board of Maine Destination Imagination and have been for 3 years. I have worked with that same organization as a volunteer for several years prior to that. I also was a volunteer with Girl Scouts.

Will your schedule be flexible enough to allow you to attend meetings on a regular basis?

_____yes_____

Thank you for your interest in the Town of New Gloucester!

Please return this form to: Town Office, Town of New Gloucester, 385 Intervale Road, New Gloucester, Me 04260, Phone (207) 926-4126, Fax (207) 926-4136

For further information, please check our website: www.newgloucester.com

MEMORANDUM

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

DATE: October 15, 2020
TO: Board of Selectmen
FROM: Brenda Fox-Howard, Town Manager
RE: FY22 Budget

Budget Parameters:

1.91

- 1) The Budget will be built from the Bottom-Up method. Increases over last year based upon town needs with back-up
Data and based upon a plan with written explanation
- 2) A 1.5% Cost of Living Increase
- 3) Only a maximum of a 1% merit increase
- 4) A Modest Undesignated Fund Balance
- 5) All proposed staff increases to be justified utilizing the current Salary Survey Study 2020

Team Style Comprehensive Budget Process:

1.92

- 1) Department Directors submit individual budgets to the Town Manager
- 2) Town Manager Reviews Budgets with Department Heads Individually
- 3) Town Manager forwards Budget Draft Summary to the Board of Selectmen
- 4) Board of Selectmen review
- 5) Budget is forwarded to the Budget Committee
- 6) Budget Committee reviews Draft Budget
- 7) Board of Selectmen Meet with Budget Committee for Question & Answer Session together with Town Manager & Individual Department Directors during (2) separate public hearings due to detail and length of meetings
- 8) The budget returns back to the Board of Selectmen and arrives at the Town Meeting where any remaining questions about the budget are answered by the Town Manager.

Approved Preferred Vendor List for New Gloucester

WB Mason

All State Paving

Amazon

David Lee Carpentry

Lowes

O'Connor Chevrolet

Home Depot

Walmart

ESS (Elections)

Inclusion Solutions

MINUTES
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

Chairman, Karen Gilles, called the meeting to order at 7:08 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon, George Colby, and Tammy Donovan; Town Manager, Brenda Fox-Howard; Assessor's Agent, Mike O'Donnell; and Recorder, Sharlene Myers.

II. To See What Action the Board Wishes to take in Regard to FY21 Abatements, Batch #1

Mr. Colby moved and Ms. Donovan seconded a motion to approve the FY21 Abatements, Batch #1, as presented. The motion carried on a vote of 5-0.

III. To See What Action the Board Wishes to take in Regard to the Website Assessing Information

Mike O'Donnell, Assessor's Agent, said New Gloucester's assessment data is online at www.jeodonnell.com. He said in order to continue to host the data, the annual cost is \$2,000.

Ms. Chase moved and Ms. Colby seconded a motion to continue with the online assessing at www.jeodonnell.com. The motion carried on a vote of 5-0.

IV. ADJOURN

Mr. Colby moved and Ms. Donovan seconded a motion to adjourn at 7:22pm. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 7:23 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, October 5, 2020 via Zoom

A. Adjustments to the Agenda

Ms. Chase moved and Mr. Colby seconded a motion to add Item 1.71, To See What Action the Board Wishes to take in Regard to Scheduling a Workshop with the Library Trustees. The motion carried on a vote of 5-0.

Mr. Bragdon moved and Ms. Donovan seconded a motion to add Item 1.72, To See What Action the Board Wishes to take in Regard to the Public Library. The motion carried on a vote of 4-1, with Mr. Colby opposing.

IV. PUBLIC COMMENTS

Ms. Gilles said anyone wishing to speak will have three minutes with a warning signal at the two and a half minute mark. She asked that no one use the chat function during the meeting. She said that the Board has received several emails and testimony for the Library.

A. PUBLIC HEARING – General Assistance Ordinance Appendices A-H

Ms. Gilles opened the Public Hearing for the General Assistance Ordinance Appendices A-H, at 7:25pm.

Mr. Bragdon asked where/when the Public Hearing announcement was posted.

Ms. Myers said it was placed in the Lewiston Sun Journal on September 10th and also posted in Town Hall.

Joseph Davis, resident, said each year these Ordinances are reviewed.

Mr. Bragdon said he went over the paperwork and it all looks good.

Ms. Gilles closed the Public Hearing at 7:33pm.

B. Other

CeCe Rohrback, Carlton Wilcox, Lynnette Moser, Joseph Davis, Penny Hilton, Melody Larson, Sarah McCann, Ariel Provencial, Frank Chambers, Colleen Strickler, Diana Dowd, Laura Sturgis, Linda Jacobs, Kathleen Potter, Jonathan Mitschele, Carol Gilles, John Black and Rob Cotiaux spoke to the Board about the Library and/or Transfer Station.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

Ms. Gilles – no updates.

C. Prior Meeting Update – Town Manager

Ms. Fox-Howard – no updates.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Karen Gilles – said she has received numerous emails/texts concerning the Library and the Board will be receiving a proposed budget to look at and then will decide how to proceed. She said it will not be ready for the November 3rd election. She said she wanted to thank everyone who has taken the time to speak, email or text. She said everyone has been heard.

Linda Chase – said the Library book drop is still open for those wishing to return books. She said she echoes Karen's statements. She said there are four different groups that voted no at the last elections: 1) voted no to close it; 2) voted no because the signs were confusion; 3) voted no to find the funding to restore it; and 4) voted no because they weren't sure which way to vote.

Peter Bragdon – said he has heard from several citizens. He said the Transfer Station hours and efficiency is still on the radar. He said he respects his colleague's thoughts on the Library but he disagrees.

Tammy Donovan – said she reads all emails received. She said people can have passion for something but still show respects. She said the Library closed, two people are out of work, and we need to build on this momentum. She said the intentions of the Board was not to close the Library.

George Colby – said the facts are: 1) Library is closed due to the Governor's orders; 2) staffing of the Library is done by the Town Manager; 3) 4,315 registered voters in New Gloucester, 475 voted (11%) and .07% voted no and .04% voted yes.

b. Town Manager

Ms. Fox-Howard said the following:

- 1) The Librarian and Assistant are not employed.
- 2) The utilities at the Library are being maintained in closed status.
- 3) Received many questions and opinions via phone and email.
- 4) Spoken with MMA attorney about emergency funding and this does not coincide with a failed vote. Emergency funding is for a catastrophic situation.
- 5) New budget must go to vote of Town.
- 6) Been Town Manager now for a few months and my goal is not to upset citizens.

- 7) It is not possible to have the Library budget vote ready for the November 3rd election. The Selectmen will hold an election at a later date.
- 8) Revenue from cut trees is not intended for emergency funding of a budget.
- 9) Town Manager is responsible for hiring of employees. These positions will need to go through the hiring process. The former employees cannot just be brought back.
- 10) Unfortunately, this is not a happy time in this Town.

c. Dept. Heads

Toby Martin, Fire/Rescue Chief, said the Department is holding their annual Chicken Barbecue at Thompsons Orchard on Saturday, September 26th.

d. Boards & Committees

None.

B. Action Items

1.57 To See What Action the Board Wishes to take in Regard to 2020-2021 General Assistance Ordinance Appendices A-H

Ms. Chase moved and Ms. Donovan seconded a motion to approve the 2020-2021 General Assistance Ordinance Appendices A-H. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Road Name Application for Ledgewood Drive. The motion carried on a vote of 5-0.

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

Ms. Gilles said this application is for the selling/consuming of wine on the premises, which is different than their current license.

Mr. Colby moved and Mr. Bragdon seconded a motion to approve the Liquor License Application for Nu Brewery, LLC. The motion carried on a vote of 5-0.

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

Ms. Chase moved and Mr. Colby seconded a motion to accept the Purchasing Policy, as presented, and the Preferred Vendor Appendix will come to the Board at a future meeting.

Ms. Donovan said this policy should address leasing of an item.

Ms. Chase said Section H addresses contracts and a lease is a contract.

The motion carried on a vote of 5-0.

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

Ms. Donovan moved and Ms. Chase seconded a motion to schedule a workshop to discuss job descriptions. The motion carried on a vote of 5-0.

Ms. Fox-Howard said she would email dates to the Board.

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

Ms. Gilles said that the Town Hall hours changed after committed to the Property Tax Due Dates. She said currently the taxes are due on Fridays and the office is not open.

Ms. Chase moved and Ms. Donovan seconded a motion to wave all interest on Property Taxes paid on Monday, October 5th and on Monday, April 5th. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Ms. Chase seconded a motion to close Town Hall at 5pm, Monday, November 2nd and all day Tuesday, November 3rd, for the November 3rd Election. The motion carried on a vote of 5-0.

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

Ms. Chase moved and Ms. Donovan seconded a motion to accept the resignation of Allison Kostovick, from the Library Board of Trustees, with regret. The motion carried on a vote of 5-0.

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

Ms. Chase moved and Ms. Donovan seconded a motion to approve the FY21 Warrants and Payrolls #8, #9 and #10. The motion carried on a vote of 5-0.

Ms. Chase moved and Ms. Donovan seconded a motion to approve FY21 Warrants and Payrolls #11. The motion carried on a vote of 4-0-1, with Mr. Bragdon abstaining.

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

Ms. Chase moved and Ms. Donovan seconded a motion to approve the Minutes of the August 3, 2020, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

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

Ms. Chase moved and Mr. Colby seconded a motion to approve the Minutes of the August 17, 2020, Emergency Board of Selectmen's Meeting. The motion carried on a vote of 4-0-1, with Ms. Donovan abstaining.

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

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

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

Ms. Chase moved and Ms. Donovan seconded a motion to approve the Minutes of the August 20, 2020, Emergency Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

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

Ms. Chase moved and Ms. Donovan seconded a motion to approve the Minutes of the August 25, 2020, Emergency Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

1.71 To See What Action the Board Wishes to take in Regard to Scheduling a Workshop with the Library Trustees

Ms. Donovan said to have the Town Manager reach out to the Library Board of Trustees for a date for the workshop.

Ms. Gilles said an agenda would be created once a workshop date is set. She said this meeting is not to discuss the budget numbers but to focus on the function and roles of the Trustees.

No action taken.

1.72 **To See What Action the Board Wishes to take in Regard to Public Library**

Ms. Chase said the following: 1) she is not in favor of meeting with the Trustees to discuss the budget; 2) The Town Manager work on the budget numbers based on Selectmen's recommendation; 3) Trustees put numbers forward originally and cuts were made in the wage line and overall 1% reduction; and 4) Town Manager bring the numbers forward to the Board.

Ms. Gilles said once the numbers are presented, a meeting with the Budget Committee will need to be scheduled, then the final numbers presented and a date set for an election.

Ms. Fox-Howard said she could have the new budget numbers ready for the October 5th meeting.

Mr. Bragdon said the Board is stalling and the numbers should be ready sooner.

Ms. Donovan said she agrees with Mr. Bragdon that this process should move along as quickly as possible.

Ms. Chase said she is okay with receiving the new budget at the next Selectmen's meeting on October 5th. She said it cannot go to the voters on November 3rd as it's not fair to the staff to have to hand count these ballots. She said time is needed to program the ballot machines and print ballots. She said the Town Manager will schedule a workshop with the Trustees to discuss bylaws and job descriptions.

No action taken.

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 October 19, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

MINUTES
Town of New Gloucester
SPECIAL SELECTMEN'S MEETING
6:00 p.m.
Monday, October 5, 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 6:09 pm. Present were Chairman, Karen Gilles; Vice-Chairman, Linda Chase; Selectmen, Peter Bragdon, George Colby, and Tammy Donovan; Attorney, Matt Tarasevich; 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 (*Legal Guidance*)

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., Legal Guidance. The motion carried on a vote of 5-0.

IV. RETURN TO OPEN SESSION

The Board returned to open session at 6:59 pm.

No action taken.

V. ADJOURN

Ms. Chase moved and Ms. Donovan seconded a motion to adjourn at 7:00pm. The motion carried on a vote of 5-0.

Approved October 19, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan

DRAFT

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday October 1, 2020
Via Zoom

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Karen Gilles, called the meeting to order at 7:05 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, October 19, 2020 via Zoom

A. Adjustments to the Agenda

Ms. Chase moved and Mr. Bragdon seconded a motion to add Item 1.81, To See What Action the Board Wishes to take in Regard to Making the Library Board of Trustees and Advisory or Governmental Board. The motion carried on a vote of 5-0.

Mr. Bragdon moved and Ms. Chase seconded a motion to add Item 1.82, To See What Action the Board Wishes to take in Regard to Setting of FY22 Budget Parameters. The motion carried on a vote of 3-2, with Mr. Colby and Ms. Donovan opposing.

IV. PUBLIC COMMENTS

Ms. Gilles stated that anyone wishing to speak to the Board is limited to three minutes with a warning signal at two and a half minutes and to please not utilize the chat session during the meeting.

Penny Hilton, Colleen Strickler, Stephen Hathorne and Kathleen Potter spoke to Board concerning Library Budget, Town Hall hours, the right to assemble on Town property, and the outside Ballot Box.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

Karen Gilles – no updates.

B. Prior Meeting Update – Town Manager

Brenda Fox-Howard – no updates.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Linda Chase – no comments.

George Colby – no comments.

Tammy Donovan – said the support for the Library is heartwarming and there are areas that need addressing. She said it is an exciting future with the Library Board of Trustees.

Peter Bragdon – said he has heard from several people about Library and the Town Charter.

Karen Gilles – said she echoes Tammy's comments. She said this has opened the eyes on all sides and the silver lining in all this is uniting.

b. Town Manager

Brenda Fox-Howard said the following:

- 1) The former Library staff will need to apply for the positions once the jobs are noticed.
- 2) There are steps to follow for reopening of the Library, if the Budget is approved. Staff needs to hire and then take safety measures for COVID protocols, approximately one/two weeks.
- 3) She has not heard any complaints about the new Town Hall hours and the Clerks have stated they have heard nothing negative. Some people have thanked them for opening earlier during the week.
- 4) Installation of the new Ballot Box did not require any moving of large round stone nor the stone wall. Where the box was placed was an opening between the two. The box is not permanent and will be removed once Elections are over.
- 5) Employees are now parking in front of Town Hall. The entrance has been moved to the back of building due to this being the only ADA entrance and COVID restrictions.
- 6) She has not heard anything on Transfer Station hours.

c. Dept. Heads

Toby Martin, Fire/Rescue Chief, he would like to see a future agenda item on the Cistern that was going to be installed on Morse Road and the current Fire/Rescue Ordinance needs to be reviewed and revised.

Ted Shane, Public Works Director, said the final paving will be done on Cobbs Bridge Road on Tuesday; the crew has begun the filling of the sand shed; and he is making headway on the Fire Department siding that has deteriorated and it will be repaired before cold weather sets in.

d. Boards & Committees

CeCe Rohrbach, Library Board of Trustees Chairman, said the workshop between the two Boards was beneficial for all. She said opening the line of communication was needed and looking forward to working on plans to open the Library back up.

B. Action Items

1.73 To See What Action the Board Wishes to take in Regard to Library Budget

Ms. Fox-Howard said the paperwork she presented is for two full time employees at 36 hours each and included benefits for a total budget of \$102,033. She said the Benefit budget line did not need to be adjusted as it is built on the high end in case of a change.

Ms. Chase moved and Mr. Bragdon seconded a motion to have the Town Manager reach out to Budget Committee to set up a meeting to discuss the Library Budget presented of \$102,033, which includes two full time staff at 36 hours each plus benefits.

Ms. Donovan said she would like to see 40/36 but she will support the 36/36. She said she would like to see the Library open for 32 hours and this allows staff four hours for other work and/or cleaning.

Ms. Fox-Howard said if we go beyond the 36/36 it will create issues and possibly the need for supplemental tax bills. She said the 36/36 puts the Library in line with the other departments that were reduced to 36 hours.

Ms. Chase if the Budget Committee could meet before the next meeting on October 19th, we could possibly set a date, sign the warrant and ballots can be ordered. She said she is suggesting a December 15th election.

Ms. Donovan and Mr. Bragdon said they would like to see the date sooner.

The motion carried on a vote of 5-0.

1.74 To See What Action the Board Wishes to take in Regard to Transfer Station Hours

Mr. Colby moved and Ms. Gilles seconded a motion to table the discussion about Transfer Station Hours indefinitely.

Ms. Donovan said more feedback is needed and a survey would provide that.

Mr. Bragdon said he would like to see a survey also.

Mr. Shane said the crew at the Transfer Station has heard very little about the hours. He said he doubts a survey would work. He said contractors take their trash/demolition to MMWAC. He said why change what isn't broken.

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

1.75 To See What Action the Board Wishes to take in Regard to Community Fair Committee Applications for the following (three-3year terms available)

Holly Robinson – would like to be appointed

Hannah Deem – would like to be appointed

Ms. Chase moved and Ms. Donovan seconded a motion to appoint Holly Robinson and Hannah Deem to the Community Fair Committee for three-year terms. The motion carried on a vote of 5-0.

1.76 To See What Action the Board Wishes to take in Regard to Library Board of Trustees Applications for the following (one – completion of 2022 term available)

Hannah Deem – would like to be appointed

Elizabeth Klotzle – would like to be appointed

Ms. Gilles said the Board received a third application from Colleen Strickler.

Ms. Chase said currently the Trustees membership is five. She said the Selectmen can increase the number of members.

Ms. Colby and Mr., Bragdon said if membership is increased to more than seven, the Board could lose their effectiveness.

Mr. Colby said if any of the applicants would like to speak, to please do so.

Colleen Strickler, resident, said she submitted her application earlier that day. She said her son built the Library maker space for his Eagle Scout project. She said she is on the Board of Maine Destination Imagination and would like to give back to the Town.

Elizabeth Klotzle, resident, said she would love to be a Library Trustee. She said her children have taken part in many activities the Library has to offer.

Ms. Rohrbach said the next Trustees meeting is October 12th and open to the public. She said the applicants are welcome to attend and ask questions.

Mr. Colby said he liked that idea of attending the Trustees meeting. He said the Selectmen would look into the bylaws to see if the membership can be increased.

Ms. Chase moved and Ms. Donovan seconded a motion to table until the October 19th Meeting and to also determine if the membership of the Library Board of Trustees can be expanded. The motion carried on a vote of 5-0.

- 1.77 To See What Action the Board Wishes to take in Regard to Adhoc Retail Marijuana Establishment & Retail Marijuana Social Club Ordinance Committee Application for the following (four – 3-year terms available)**

Jacob Eslinger – would like to be appointed

Ms. Chase moved and Ms. Donovan seconded a motion to appoint Jacob Eslinger to the Adhoc Retail Marijuana Establishment & Retail Marijuana Social Club Ordinance Committee, for a three-year term. The motion carried on a vote of 5-0.

- 1.78 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #12 and #13**

Ms. Chase moved and Ms. Donovan seconded a motion to approve FY21 Warrants and Payrolls #12. The motion carried on a vote of 5-0.

Ms. Chase moved and Ms. Donovan seconded a motion to approve FY21 Warrants and Payrolls #12. The motion carried on a vote of 4-0-1, with Ms. Gilles abstaining.

- 1.79 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the August 24, 2020, Board of Assessor's and Board of Selectmen's Meeting**

Ms. Chase moved and Ms. Donovan seconded a motion to approve the Minutes of the August 24, 2020, Board of Assessor's and Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

- 1.80 To See What Action the Board Wishes to take in Regard to Approving the Minutes of the September 9, 2020, Special Board of Selectmen's Meeting**

Ms., Chase moved and Mr. Donovan seconded a motion to approve the Minutes of the September 9, 2020, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

- 1.81 To See What Action the Board Wishes to take in Regard to Making the Library Board of Trustees and Advisory or Governmental Board**

Ms. Chase moved and Mr. Colby seconded a motion to appoint the Library Board of Trustees as an Advisory Board. The motion carried on a vote of 5-0.

1.82 To See What Action the Board Wishes to take in Regard to Setting of the FY22 Budget Parameters

Mr. Bragdon read the parameters from FY21.

Ms. Chase said guidelines are needed.

Ms. Fox-Howard said she had a leadership meeting with staff and discussed the Budget process. She said they need to give a plan, prove their case and verification of dollars.

Ms. Gilles said she would like to see this tabled until the next meeting.

All were in agreement.

VII. ADJOURN

Ms. Chase moved and Mr. Colby seconded a motion to adjourn at 8:29pm. The motion carried on a vote of 5-0.

Approved October 19, 2020

Karen L. Gilles, Chairman

Linda D. Chase, Vice-Chairman

Peter R. Bragdon

George W. Colby

Tammy L. Donovan