

**ANNOTATED AGENDA**  
**Town of New Gloucester**  
**SPECIAL MUNICIPAL OFFICERS MEETING**  
**AND**  
**EXECUTIVE SESSION**  
**6:30PM**  
**Monday – August 29, 2022**  
**At the Meetinghouse – 389 Intervale Road**  
**Viewable on the Town Website or Spectrum Cable Channel 3/1302**

**SPECIAL MUNICIPAL OFFICERS MEETING**

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

**II. PLEDGE OF ALLEGIANCE**

**III. SCHEDULE NEXT MEETING**

- **Municipal Officers Meeting – 7:00pm, Monday, September 19, 2022**

**IV. ADJUSTMENTS TO THE AGENDA**

**V. PUBLIC COMMENTS**

**VI. NEW BUSINESS**

**A. Updates**

- a. Municipal Officers**
- b. Town Manager**
- c. Department Heads**
- d. Boards & Committees**

**B. Action Items**

- 1.42 To See What Action the Municipal Officers wish to take in Regards to Signing of the Special Town Meeting Warrant**

Please see attached paperwork.

- 1.43 To See What Action the Municipal Officers wish to take in Regards to Closing Town Hall at 5:00pm on September 12, 2022**

Please see attached paperwork.

**1.44 To See What Action the Municipal Officers wish to take in Regards to Moving the Proposed Charter to the Voters at the November 8<sup>th</sup> Election**

Please see attached paperwork.

**1.45 To See What Action the Municipal Officers wish to take in Regards to Setting Goals for the Interim Town Manager**

Please see attached paperwork.

**VII. EXECUTIVE SESSION**

**A. Per M.R.S.A. 31 Title 1, Chapter 13 § 405, (6.) (A.) *(Town Manager Search)***

**VIII. RETURN TO OPEN SESSION**

**IX. ADJOURN**



# Town of New Gloucester

385 Intervale Road  
New Gloucester, ME 04260

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

Meeting Date	<b>August 29, 2022</b>	Agenda Item #	<b>1.42</b>
Agenda Item	To See What Action the Board Wishes to Take in Regards to Signing the Special Town Meeting Warrant		
Est. Cost	n/a		

Background Information

Attached is the proposed Special Town Meeting Warrant for consideration.  
Special Town Meeting is Monday, September 12, 2022 at 7pm at Memorial School.

Town Manager and/or Dept. Recommendation	The Interim Town Manager recommends signing the warrant as presented or amended.
MO Vote/ Action Taken	
Departmental Follow-Up	

Office Use Only	Misc. Notes _____	Advertised _____	EFFECTIVE DATE
	Initialed _____	Posted _____ (if required)	
	Final to Dept. _____	Updated Book _____	Online _____



**WARRANT FOR SPECIAL TOWN MEETING**  
**Town of New Gloucester**  
**September 12, 2022**

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 the Memorial School Gymnasium, 86 Intervale Road, New Gloucester, Maine, on Monday, the 12<sup>th</sup> day of September A.D. 2022 at 7:00pm, then and there to act upon Article 1 by secret ballot and on Article 2 and 3, as set out below.

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

**Article 2:** To see if the Town will vote to appropriate \$102,658 from American Rescue Plan Act Funding (G1-424-00 - \$615,157) to supplement the purchase of a replacement Ambulance.

**Article 3:** To see if the Town will vote to appropriate \$102,658 from the Undesignated Fund Balance (G1-510-00 - \$4,792,000) to supplement the purchase of a replacement Ambulance.

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 on New Gloucester this \_\_\_\_\_ day of August, 2022, the same being at least seven (7) days before the time appointed for said meeting.

---

Peter R. Bragdon, Chair

---

Paul L. Larrivee, Jr., Vice-Chair

---

Tammy L. Donovan, Municipal Officer

---

Stephen J. Hathorne, Municipal Officer

---

Dustin R. Ward, Municipal Officer

ATTEST: \_\_\_\_\_  
Bradley A. Plante, Interim Town Clerk



# Town of New Gloucester

385 Intervale Road  
New Gloucester, ME 04260

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

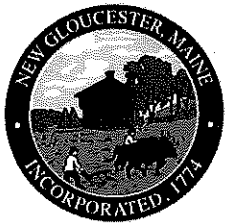
<b>Meeting Date</b>	<b>August 29, 2022</b>	<b>Agenda Item #</b>	<b>1.43</b>
<b>Agenda Item</b>	To See What Action the Board Wishes to Take in Regards to Closing the Town Office at 5pm on September 12, 2022		
<b>Est. Cost</b>	n/a		

**Background Information**

With the pending Special Town Meeting, the Municipal Officers are being asked to consider closing the Town Office at 5pm. This will allow staff to proceed to the school to set up for the Special Town Meeting that starts at 7pm.

<b>Town Manager and/or Dept. Recommendation</b>	The Interim Town Manager recommends closure of the Town Office at 5pm on September 12, 2022.
<b>MO Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<i>Office Use Only</i>	Misc. Notes _____	Advertised _____	EFFECTIVE DATE
	Initialed _____	Posted _____ (if required)	
	Final to Dept. _____	Updated Book _____	Online _____



# Town of New Gloucester

385 Intervale Road  
New Gloucester, ME 04260

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

Meeting Date	<b>August 29, 2022</b>	Agenda Item #	<b>1.44</b>
Agenda Item	To See What Action the Board Wishes to Take in Regards to Moving the Proposed Charter to the Voters at the November 8 <sup>th</sup> Election		
Est. Cost	n/a		

**Background Information**

The Charter Commission has completed their work on a Charter for the Town of New Gloucester. They are forwarding the proposed Charter to the Board for submission to the November 8<sup>th</sup> Election.

Town Manager and/or Dept. Recommendation	The Interim Town Manager recommends forwarding the Proposed Charter to the Voters
MO Vote/ Action Taken	
Departmental Follow-Up	

Office Use Only	Misc. Notes _____	Advertised _____	EFFECTIVE DATE
	Initialed _____	Posted _____ (if required)	
	Final to Dept. _____	Updated Book _____	Online _____

August 24, 2022

New Gloucester Charter Commission

**SUBMISSION OF THE FINAL REPORT OF THE NEW GLOUCESTER  
CHARTER COMMISSION TO THE SELECT BOARD**

Dear Select Board Members:

The Charter Commission is pleased to submit the enclosed Final Report pursuant to 30-A M.R.S. § 2103(5)(D). This Final Report contains the full text and explanation of the Proposed Charter; comments of the Charter Commission; main differences between the preliminary draft and the Proposed Charter; and a written opinion by an attorney that the Proposed Charter does not contain any provision prohibited by the United States Constitution, the Constitution of Maine, or the general laws.

At its 28th regular meeting on August 23, 2022, the Charter Commission voted unanimously to approve submitting the Final Report to the Select Board. Pursuant to 30-A M.R.S. § 2103(6), the Select Board “shall order the proposed new charter to be submitted to the voters at the next regular or special election held at least 35 days after the final report is filed.”

Pursuant to 30-A M.R.S. § 2103(8), the Charter Commission shall continue in existence for 30 days after submitting this Final Report, meaning the Charter Commission shall wind up its affairs before and terminate on September 23, 2022.

We greatly appreciate serving New Gloucester by drafting the Proposed Charter for our town.

Respectfully submitted,

New Gloucester Charter Commission:

Michael Arata  
Peter Bragdon  
Lucinda Brakey

Linda Chase  
Stephen Hathorne  
Penelope Hilton

Donald Libby  
Steven Libby  
Benjamin Tettlebaum



TEN FREE STREET  
P.O. BOX 4510  
PORTLAND, MAINE 04112-4510  
(207) 775-7271 (Phone)  
(207) 775-7935 (Fax)  
www.jensenbaird.com

*Of Counsel*

JOSEPH G. CARLETON, JR.  
LAWRENCE C. CLOUGH  
KENNETH M. COLE III  
PATRICIA M. DUNN  
FRANK H. FRYE  
R. LEE IVY  
DEBORAH M. ALANN  
NICHOLAS S. MADZO  
RICHARD H. SPENCER, JR.

YORK COUNTY  
OFFICE  
11 MAIN STREET, SUITE 4  
KENNEBUNK, MAINE 04043  
(207) 985-4676 (Phone)  
(207) 985-4932 (Fax)

DAVID J. JONES  
F. BRUCE SLEEPER  
LESLIE E. LOWRY III  
MICHAEL J. QUINLAN  
NATALIE L. BURNS  
SALLY J. DAGGETT  
ROY T. PIERCE  
BRENDAN P. RIELLY  
NICHOLAS J. MORRILL  
MARK A. BOWER

CHARLES M. KATZ-LEAVY  
ALYSSA C. TIBBETTS  
JEFFREY B. HERBERT  
ERICA M. JOHANSON  
TUDOR N. GOLDSMITH  
REBECCA D. SHILAND \*  
KEVIN J. CROSMAN  
ANNA P. CLARK  
BENJAMIN T. MCCALL  
SHARRA L. INGLIS  
PAIGE E. EGGLESTON

\*Admitted in GA and FL only

August 23, 2022

Benjamin W. Tettlebaum, Chair  
Charter Commission  
Town of New Gloucester  
385 Intervale Road  
New Gloucester, ME 04260

**Re: Proposed Town Charter – Legal Opinion**

Dear Mr. Tettlebaum:

As required by law, 30-A M.R.S. § 2103(5)(D)(4), I am writing as counsel to the Charter Commission, duly admitted as an attorney to the bar of the State of Maine, to opine that the proposed Charter of the Town of New Gloucester does not contain any provision prohibited by the United States Constitution, the Constitution of Maine or the general laws.

The above-referenced statute requires this written opinion to be included with the Commission’s final report to the Municipal Officers.

Please let me know if you have any questions. Thank you.

Sincerely,

Mark A. Bower

MAB

cc: Stephen J. Hathorne



# Town of New Gloucester

385 Intervale Road  
New Gloucester, ME 04260

## MUNICIPAL OFFICERS AGENDA ITEM DESCRIPTION SHEET

Meeting Date	<b>August 29, 2022</b>	Agenda Item #	<b>1.45</b>
Agenda Item	To See What Action the Board Wishes to Take in Regards to Setting Goals for the Interim Town Manager		
Est. Cost	n/a		

**Background Information**

The Municipal Officers are creating a goal list for the Interim Town Manager.

The Interim Town Manager will be bringing a list of goals to the Meeting.

Town Manager and/or Dept. Recommendation	
MO Vote/ Action Taken	
Departmental Follow-Up	

<i>office Use Only</i>	Misc. Notes _____	Advertised _____	EFFECTIVE DATE
	Initialed _____	Posted _____ (if required)	
	Final to Dept. _____	Updated Book _____	Online _____