

ANNOTATED AGENDA
Town of New Gloucester

BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, November 18, 2019
At the Meetinghouse

BOARD OF ASSESSOR'S MEETING

- I. CALL THE MEETING TO ORDER & ATTENDANCE
- II. NEW BUSINESS
 - A. To See What Action the Board Wishes to take in Regard to FY20 Abatements, Batch #2

Please see attached paperwork.
 - B. To See What Action the Board Wishes to take in Regard to FY20 Supplements, Batch #2

Please see attached paperwork.
 - C. To See What Action the Board Wishes to take in Regard to Corrected Tax Commitment Paperwork

Please see attached paperwork.
 - D. Discussion Item: Revaluation Update
- III. 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, November 18, 2019 at the Meetinghouse
- A. Adjustments to the Agenda

IV. PUBLIC COMMENTS

- A. Public Hearing – Extension of Solar Moratorium**
- 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**
 - c. Dept. Heads**
 - d. Boards & Committees**

B. Action Items

- 4.53 To See What Action the Board Wishes to take in Regard to Quitclaim for Map 1 Lot 27**

Please see attached paperwork.

- 4.54 To See What Action the Board Wishes to take in Regard to Quitclaim for Map 4 Lot 30-F6**

Please see attached paperwork.

- 4.55 To See What Action the Board Wishes to take in Regard to Public Works Vehicle Replacement Schedule**

Please see attached paperwork.

- 4.56 To See What Action the Board Wishes to take in Regard to Transfer Station Vehicle Replacement Schedule**

Please see attached paperwork.

- 4.57 To See What Action the Board Wishes to take in Regard to Paving Schedule**

Please see attached paperwork.

- 4.58 To See What Action the Board Wishes to take in Regard to Fire and Rescue Vehicle Replacement Schedule**

Please see attached paperwork.

4.59 To See What Action the Board Wishes to take in Regard to Town Manager Job Description

Please see attached paperwork.

4.60 To See What Action the Board Wishes to take in Regard to Retaining Maine Municipal Association for Town Manager Search

Please see attached paperwork.

4.61 To See What Action the Board Wishes to take in Regard to Reaffirming the Acting Town Manager

4.62 To See What Action the Board Wishes to take in Regard to Resignation of Steven Libby from Budget Committee

Please see attached paperwork.

4.63 To See What Action the Board Wishes to take in Regard to Retaining Steven Libby for the FY21 CIP and Budget Process

4.64 To See What Action the Board Wishes to take in Regard to CIP Requests

Please see attached paperwork.

4.65 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #20 & 21

4.66 To See What Action the Board Wishes to take in Regard to Approving Minutes of the November 4, 2019, Board of Selectmen's Meeting

Please see attached paperwork.

4.67 To See What Action the Board Wishes to take in Regard to Approving Minutes of the November 13, 2019, Special Board of Selectmen's Meeting

Please see attached paperwork.

C. Executive Session

- a. M.R.S.A. 31, Title 1, Chapter 13, Section 6, A (Contract Negotiations)
- b. M.R.S.A. 31, Title 1, Chapter 13, Section 6, A (Personnel)

D. Return to Open Session

VII. ADJOURN

Board of
Assessor's Meeting

November 18, 2019

B.O.A.
II A.

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

ABATEMENT GRANTED

Jim & Ann Morgan
56 Winsaw Road
New Gloucester, ME, 04260

Map - Lot 0008-0004-3 Acct# RE 3501

Dear Jim & Ann Morgan,

This letter is to inform you that the New Gloucester Assessors have reduced your property value by 141,100 and granted an abatement of **\$2,384.59** for the **2019-2020** 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.

	2019-2020	2019-2020 Revised	Change
Land	91,700	91,700	
Building	701,900	560,800	
Exemption	23,400	23,400	
Taxable Total	770,200	629,100	-141,100
Mil Rate	0.01690	0.01690	
Tax	\$13,016.38	\$10,631.79	-\$2,384.59

This abatement was granted on the following grounds:

Building grade and obsolescence changed after inspection.

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 _____.

B. O. A.
π B.

Town of New Gloucester
County of Cumberland
SUPPLEMENTAL TAX WARRANT

To Carrie Castonguay, the Tax Collector of the Municipality of New Gloucester, within the County of Cumberland.

Here are committed to you a true list of the assessments of the estates of the persons named. You are to levy and collect of each one their respective amount, to the sum total of **\$2,122.64**. All the powers of the previous warrant dated **AUGUST 19, 2019** are extended thereto. We certify this supplemental assessment by virtue of Title 36, Section 713 on estates that were either invalid, void or omitted by mistake from the original list or subject to assessment for withdrawal from current use.

You are to pay Lori-Anne Wilson, the Treasurer of your Municipality, or their successor in office, the taxes herein committed, paying on the last day of each month all money collected by you, and you are to complete and make and account of you collection the whole sum on or before November 18, 2021.

In case of neglect of any person to pay the sum required by said list until January 17, 2020 and May 3, 2020 you will add interest to so much thereof as remains unpaid at a rate of 9.00 percent per annum, commencing January 18, 2020 and May 4, 2020, to the payment and collect the same with the tax remaining unpaid..

Given under our hands as provided by legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine, this:

18TH DAY OF NOVEMBER, 2019.

ASSESSORS OF NEW GLOUCESTER, MAINE

TOWN OF NEW GLOUCESTER

SUPPLEMENTAL TAX CERTIFICATE

WE HEREBY CERTIFY, THAT THE PAGES HEREIN, NUMBERED FROM 1 TO 1 INCLUSIVE, CONTAIN A LIST AND VALUATION OF ESTATES REAL AND PERSONAL, LIABLE TO TAXATION IN THE MUNICIPALITY OF NEW GLOUCESTER FOR STATE, COUNTY, DISTRICT AND MUNICIPAL TAXES FOR THE YEAR A.D. 2019 AS EXISTED ON THE FIRST DAY OF APRIL OF SAID YEAR.

IN WITNESS THEREOF, WE HAVE HEREUNTO SET OUR HANDS AT NEW GLOUCESTER, THIS 18 TH DAY OF NOVEMBER, 2019.

ASSESSORS OF NEW GLOUCESTER, MAINE

Town of New Gloucester

Board of Assessors

385 Intervale Road, New Gloucester, ME 04260

SUPPLEMENT

Jason L. Pauley
14 Gilmore Road
New Gloucester, ME 04260

Acct: RE 1537
Map – Lot 0010-0060-B

Dear Jason L. Pauley,

This letter is accompanied by a supplement tax bill for **\$2122.64**. We believe that you were the owner of this property on April 1, 2019 and therefore are responsible for the taxes. If you did not own this property on April 1, 2019, please contact the Town Office. We are sorry for any inconvenience.

2019-2020	
Land	0
Building	125600
Exemption	0
Taxable	125600
Mil Rate	0.01690
Total Tax	\$2122.64

House was omitted in original commitment.

Voted by the New Gloucester Board of Assessors on 11/18/2019.

B. O. A.
II C.

**Affidavit Correct Local Government Record
(5 M.R.S.A § 95-B)**

City/Town of New Gloucester

Now comes New Gloucester Board of Assessors, who, being duly sworn, deposes and say as follows: (NAME)

1. ^{We} I am the Assessors of the City/Town of New Gloucester. (POSITION)
2. I am responsible for the preparation of 2018 Tax Commitment, which is a local (NAME OF RECORD) government record within the scope of 5 M.R.S.A § 95 et seq.
3. On or about 8-20-2018 I prepared a 2018 Tax Commitment, and it has come to my (DATE) (RECORD) attention that said record contains an error/omission, specifically:
Enhanced BETE reimbursement will only be given at 80%, as the TIF only captured 80% of what was possible.
(IDENTIFY THE ERROR/OMISSION & BRIEFLY EXPLAIN HOW IT OCCURRED)
4. The record should properly state BETE Reimbursement \$61,637.11 / Overlay -\$6,326.91. (STATE CORRECT INFORMATION)
5. I make this affidavit in order to correct the error or omission identified above.

Date: _____

(SIGNATURE)

(PRINTED NAME)

STATE OF MAINE

_____, ss
(COUNTY)

Personally appeared before me the above-named _____, who swore that the facts recited in the foregoing affidavit are true of his/her own knowledge or were stated to be on information and belief he/she has such information and believes it to be true and reliable: and who executed the same in my presence.

Date: _____

(NOTARY PUBLIC/ATTORNEY)

MY COMMISSION EXPIRES: _____

(PRINTED NAME)

B.O.A
 II D.

**New Gloucester Revaluation Work Plan and Progress Report
 November 18, 2019**

Function	Dates	Status
Execute contract	2019-05-06	Complete
Field work	2019-05 through 2019-12	Ongoing
Data entry	2019-11 through 2020-05	Just Started
Sales analysis	2019-12 through 2020-05	Upcoming
Schedule development	2019-12 through 2020-05	Upcoming
Schedule Approval	2020-05	Upcoming
Final reviews	2020-05	Upcoming
Notices sent	2020-06	Upcoming
Appts. scheduled	2020-06	Upcoming
Hearings	2020-06	Upcoming
Hearing reviews	2020-07	Upcoming
Project Delivery	2020-07-15	Upcoming

Total Contract	\$220,000
Field work 40%	\$88,000
Data Entry 15%	\$33,000
Sales Analysis/Schedules 15%	\$33,000
Hearings 10%	\$22,000
Reviews 10%	\$22,000
Miscellaneous 10% monthly over 14 months	\$22,000

Table 2 outlines the work completed to date related to the respective amounts of the contract

Field work 80% complete * \$88000	\$70,400
Data Entry 5% complete * \$33,000	\$1,650
Sales Analysis/Schedule Development 0% complete	\$
Miscellaneous 5/14 months = 35% complete * \$22,000	\$7,700
Work completed to date	\$79,750
Paid to date	\$0

Board of
Selectmen's Meeting

November 18, 2019

Town of New Gloucester
PUBLIC HEARING NOTICE
Extension of Solar Moratorium

The Town of New Gloucester will hold a Public Hearing on Extending the current Solar Moratorium at a regular Board of Selectmen's meeting at 7:00 p.m., Monday, November 18, 2019, at the New Gloucester Meetinghouse, 389 Intervale Road, New Gloucester, Maine.

MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

B. 4.53

THE INHABITANTS OF the Town of New Gloucester, a body corporate and politic, with its town offices located at 385 Intervale Road, New Gloucester, Cumberland County, State of Maine, for consideration paid November 6, 2019, releases to **Dusty R. Wallace**, 175 Pond Road, New Gloucester, ME 04260, a certain lot or parcel of land with any buildings thereon located in the Town of New Gloucester, Cumberland County, State of Maine, more particularly described as follows:

Map 1, Lot 27, 175 Pond Road, on the Tax Maps of the Town of New Gloucester, prepared by John E. O'Donnell and Associates and dated April 1, 2019, on file in the Assessor's Office, Town of New Gloucester, Maine. The Town of New Gloucester has acquired its interest in said parcel through automatic foreclosure of tax liens recorded in the Cumberland County Registry of Deeds at: Book 34089 Page 287, tax year 2017; and Book 34905 Page 203, tax year 2018; and Book 35719 Page 315, tax year 2019.

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

Witness our hands and seals this 18th day of November, 2019.

WITNESS:

INHABITANTS OF THE TOWN OF
NEW GLOUCESTER

Sharlene F. Myers

Linda D. Chase

Sharlene F. Myers

George W. Colby

Sharlene F. Myers

Joseph S. Davis

Sharlene F. Myers

Tammy L. Donovan

Sharlene F. Myers

Karen L. Gilles

State of Maine
County of Cumberland, ss

November 18, 2019

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

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

MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

B. 4.54

THE INHABITANTS OF the Town of New Gloucester, a body corporate and politic, with its town offices located at 385 Intervale Road, New Gloucester, Cumberland County, State of Maine, for consideration paid November 6, 2019, releases to MECAP LLC, P. O. Box 4787, Portland, ME 04112, a certain lot or parcel of land with any buildings thereon located in the Town of New Gloucester, Cumberland County, State of Maine, more particularly described as follows:

Map 4, Lot 30-F6, 8 Jason Road, on the Tax Maps of the Town of New Gloucester, prepared by John E. O'Donnell and Associates and dated April 1, 2019, on file in the Assessor's Office, Town of New Gloucester, Maine. The Town of New Gloucester has acquired its interest in said parcel through automatic foreclosure of tax liens recorded in the Cumberland County Registry of Deeds at: Book 34089 Page 208, tax year 2017; and Book 34905 Page 337, tax year 2018; and Book 35719 Page 317, tax year 2019.

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

Witness our hands and seals this 18th day of November, 2019.

WITNESS:

INHABITANTS OF THE TOWN OF
NEW GLOUCESTER

Sharlene F. Myers

Linda D. Chase

Sharlene F. Myers

George W. Colby

Sharlene F. Myers

Joseph S. Davis

Sharlene F. Myers

Tammy L. Donovan

Sharlene F. Myers

Karen L. Gilles

State of Maine
County of Cumberland, ss

November 18, 2019

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

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

B.
4.55

PUBLIC WORKS VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE						
Fiscal Year	Reserve Appropriation	Vehicle or Equipment	Purchase Year & Life	Purchase Price	Projected Reserve Balance	Becomes Spare
FY15	\$75,000				\$243,728	
FY16	\$113,202	2 Axle Dump 503	1999-16 yrs.	\$169,277	\$187,653	2004 Sterling
		Dump Body 504	2006-10 yrs.	\$0	\$187,653	
FY17	\$109,000	Replace H2	2005-12 yrs.	\$50,000	\$246,653	
		B & G Mower	2001-15 yrs.	\$26,000	\$220,653	
FY18	\$37,500				\$258,153	
FY19	\$50,000	1 Axle Dump 507	2004-15 yrs.	\$149,205	\$158,948	2005 Sterling
FY20	\$50,000	Replace H4	2004-16 yrs.	\$25,000	\$183,948	
FY21	\$50,000	Replace H3 (1 ton)	2004-16 yrs.	\$60,000	\$173,948	
FY22	\$100,000	Pickup H1	2008-14 yrs.	\$60,000	\$213,948	
FY22		2 axle dump-501	2005-17 yrs.	\$190,000	\$23,948	2006 Volvo
FY23	\$100,000				\$123,948	
FY24	\$150,000	2 Axle Dump 504	2006-18 yrs.	\$202,500	\$71,448	2008 Frt.Liner
		B & G Tractor	2006-18 yrs.	\$57,000	\$14,448	
FY25	\$200,000	Cemetery Mower	2007-18 yrs.	\$18,000	\$196,448	
FY26	\$200,000	2 Axle Dump 502	2008-18 yrs.	\$213,000	\$183,448	2012 Frt. Liner
FY27	\$200,000	P/Up w/Equip. H2	2017-10 yrs.	\$80,500	\$302,948	
FY28	\$250,000	Loader	2011-17 yrs.	\$175,000	\$377,948	
FY30	\$250,000	2 Axle Dump 505	2012-18 yrs.	\$232,750	\$395,198	2013 Frtliner
		Cemetery Mower	2012-18 yrs.	\$23,370	\$371,828	
FY31	\$250,000	2 Axle Dump 503	2014-17 yrs.	\$246,250	\$375,578	2014 Frtliner
		Grader	2013-18 yrs.	\$290,000	\$85,578	
FY32	\$250,000	Pickup H1	2022-10 yrs.	\$60,000	\$275,578	
		2 Axle Dump 506	2016-16 yrs.	\$250,000	\$15,578	2017 Frtliner
		B & G Mower	2017-15 yrs.	\$20,000	\$5,578	
FY33	\$150,000				\$155,578	
FY34	\$150,000				\$305,578	
FY35	\$150,000	2 Axle Dump 507	2019-16 yrs.	\$277,156	\$178,422	2019 West Star
FY36	\$175,000	1 Axle Dump 501	2021-15 yrs.	\$250,000	\$103,422	2021 something
FY37	\$200,000	P/Up w/Equip. H2	2026-11 yrs.	\$85,000	\$218,422	
		1 Ton Dump H3	2027-10 yrs.	\$70,000	\$148,422	
FY38	\$300,000	2 Axle Dump 504	2024-15 yrs.	\$285,000	\$163,422	2023 something
		B & G Tractor	2023-15 yrs.	\$75,000	\$88,422	
FY39	\$300,000	Cemetery Mower	2024-15 yrs.	\$29,134	\$359,288	
FY40	\$300,000	2 Axle Dump 502	2026-15 yrs.	\$311,940	\$347,348	2027 something
FY41		Pickup H1	2032-10 yrs.	\$75,000	\$272,348	
Approved by the BOS as a Working Document on 11/19/2018						
	Revised 10/24/18 TS					

B. 4.56

TRANSFER STATION EQUIPMENT REPLACEMENT SCHEDULE						
Fiscal Year	Capital Reserve Appropriation	Equipment to Purchase	Life Expectancy	Less Estimated Cost with 5% increase	Capital Reserve Balance	Replace in
FY15	\$0				\$53,049	FY27
FY16	\$0	1 Roll Off Containers	12	\$9,236	\$43,813	FY28
FY17	\$10,000				\$53,813	
FY18	\$25,000				\$78,813	
FY19	\$0				\$78,813	FY27
FY20	\$50,000	Front End Loader	8	\$0	\$128,813	
FY21	\$50,000				\$178,813	
FY22	\$50,000	2 Roll Off Containers	12	\$30,000	\$198,813	FY31
FY22	\$0	Front End Loader	10	\$125,000	\$73,813	FY32
FY23	\$100,000	Pac More Trailer	10	\$125,000	\$48,813	FY32
FY24	\$50,000	Rebuild Used Trailer	10	\$75,000	\$23,813	FY33
FY25	\$50,000	2 Roll Off Containers	12	\$25,000	\$48,813	FY36
FY26	\$50,000	2 Roll Off Containers	12	\$26,500	\$72,313	FY37
FY27	\$50,000	2 Roll Off Containers	12	\$28,000	\$94,313	FY38
FY27	\$75,000	Diesel Power Unit	15	\$20,000	\$149,313	FY41
FY28	\$50,000	Front End Loader	10	\$160,000	\$39,313	FY37
FY29	\$40,000	2 Roll Off Container	12	\$30,000	\$49,313	FY40
FY30	\$40,000	1 Roll Off Container	12	\$15,000	\$74,313	FY41
FY31	\$40,000				\$114,313	
	Revised 11/14/19 TS					

B. 4.57

Fiscal Year	Road to Pave	Last Year Paved	Tons Purchased	5% Infl Rt Price Per Ton	Value of Purchase	PAVING TOTAL COST	Capital Reserve Acct Appropriation	Paving Construction Cost	Next Year to Be Paved
FY18	McIntire Rd.	1992	700	\$60.00	\$42,000				FY31
	Outlet Rd.	2004	1,520	\$60.00	\$91,200				FY31
	Peacock Hill Rd	2004	2,246	\$60.00	\$134,760	267960	\$286,000	\$18,040	FY31
FY19	Long Bennett Rd. (Rt. 100 to Turnpike)	2003	2,200	\$68.00	\$149,600				FY32
	Mayall Rd (Old 26 to Turnpike)	2005	1,676	\$65.50	\$109,778				FY32
	Upper Village Street	2004	245	\$65.50	\$16,048				FY32
	Gilmore Rd	2004	160	\$65.50	\$10,480	\$285,906	\$336,000	\$50,094	FY32
FY20	Sunset Shores	2006	1,655	\$70.00	\$115,850				FY33
	Black Point	2006	2,140	\$70.00	\$149,800				FY33
	Tufts Rd.	2005	805	\$70.00	\$56,350				FY33
	Long Bennett Rd. (Turnpike to Snow Hill)	2003	1,000	\$70.00	\$70,000	\$392,000	\$265,000		FY33
FY21	Cobb's Bridge Rd. (R.R. to Auburn)	2006	1,655	\$70.00	\$115,850				FY34
	North Pownal Rd. (Walbows to Pownal)	2006	2,140	\$70.00	\$149,800				FY34
	Chestnut Common	1999	435	\$70.00	\$30,450	\$296,100	\$326,750	\$30,650	FY34
FY22	Snow Hill Road	2007	6,500	\$70.00	\$455,000	\$455,000	\$500,000	\$45,000	FY35
FY23	Penney Rd.	2008	3,600	\$70.00	\$252,000				FY36
	Black Point Rd.	2002	1,075	\$70.00	\$75,250				FY36
	Sunset Shores	2002	1,000	\$70.00	\$70,000				FY36
	Waterman Drive		742	\$70.00	\$51,940	\$449,190	\$500,000	\$50,810	FY36
FY24	Pond Rd	never	1,725	\$70.00	\$120,750				FY37
	Town Farm Rd	2006	2,000	\$70.00	\$140,000				FY37
	Brianwood Drive	2006	660	\$70.00	\$46,200				FY37
	Shaker Road		1,842	\$70.00	\$128,940	\$435,890	\$470,000	\$34,110	FY37
FY25	Morse Rd (Chestnut Com to RR)	2011	1,925	\$70.00	\$134,750				FY38
	Chandler Mill Rd (Snow Hill to Turnpike)	2011	963	\$70.00	\$67,410				FY38
	Gloucester Hill Rd	2011	2,946	\$70.00	\$206,220	\$408,380	\$450,000	\$41,620	FY38
FY26	McKenney Dr	2008	604	\$70.00	\$42,280				FY39
	Cobble Hill	2008	742	\$70.00	\$51,940				FY39
	Bryana Way		710	\$70.00	\$49,700				FY39
	Elderberry Lane		710	\$70.00	\$49,700				FY39
	Jack Hall Road	2011	1,215	\$70.00	\$85,050				FY39
	Witham Road	2011	290	\$70.00	\$20,300				FY39
	Vivian Verrill Road		290	\$70.00	\$20,300				FY39

Bridgham Rd. and Ellery Drive		2010	PAVEMENT MANAGEMENT PLAN					\$30,000	FY39
Fiscal Year	Road to Pave	Last Year Paved	Tons Purchased	Price Per Ton	Value of Purchase	PAVING TOTAL COST	Capital Reserve Acct Appropriation	Paving Construction Cost	Next Year to Be Paved
FY27	Sabbathday Road		3,888	\$72.00	\$279,936		\$383,990	\$30,000	FY40
	Bluff Circle	2010	1000	\$72.00	\$72,000	\$351,936	\$381,936	\$30,000	FY40
FY28	Quarry Rd.	2010	490	\$75.00	\$36,750				FY41
	Colebrook Rd.	2010	344	\$75.00	\$25,800				FY41
	Colbath Road	2010	994	\$75.00	\$74,550				FY41
	Morse Rd. (R.R. to Route 231)		1670	\$75.00	\$125,250	262,350	\$292,350	\$30,000	FY41
	Revised 10/24/18 TS								

This is a working document that will be revised each year with current information. Staff will evaluate the current year and the next two years and update appropriately.

B.
4.59

POSITION DESCRIPTION

Class Title: Town Manager
Department: Administration

Location: Town Office
Date: August 2005

Classification: Permanent Full-time
FLSA: Exempt

GENERAL PURPOSE

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of New Gloucester under the direction of the Board of Selectmen in keeping with Town policies, ordinances, and the laws of the State of Maine and of the United States of America.

The Manager is charged with the identification of the service and policy needs of the Town of New Gloucester and has the responsibility for the development of the program or action directed by the Board of Selectmen to meet the identified needs of the community. The Manager shall act in such capacity as the Board of Selectmen may direct on municipal, state, federal, and other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and the administration of the budget once adopted. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

The Manager is charged with the responsibility of advising the Board and general public on the current status of all affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between the Town of New Gloucester and other governmental agencies and between the various boards and commissions that make up New Gloucester Town government.

The Manager performs such other duties as may be directed by the Town Board of Selectmen.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Board of Selectmen.

SUPERVISION EXERCISED

Supervises the work of the Deputy Clerks and Treasurer, Assistant Clerk, Clerical Assistant, Planner, Assessors' Agent, Code Enforcement Officer and Health Officer, Fire Chief, Public

POSITION DESCRIPTION

Works Director, Librarian, Building and Grounds Keeper, Transfer Station Supervisor, Animal Control Officer, and contracted workers such as the General Assistance Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the chief executive and administrative official of the Town and is responsible to the Board of Selectmen for the daily administration of all departments and offices over which the Selectmen have control.
- Carries out the directives of the Town Board of Selectmen; prepares reports and written recommendations as part of these activities.
- Attends meetings of the Town Board, preparing and providing supporting documents and information pertinent to agenda items.
- Serves as Personnel Director for the Town; hires, evaluates and directs the Town's staff as outlined in Town policies, applicable ordinances, state and federal law, and directives of guidance of the Board of Selectmen.
- Appoints, subject to confirmation by the Board of Selectmen, Department Heads and supervises their performance on a day-to-day basis.
- Monitors the budget and all financial affairs of the Town; works closely with department heads in the development of a comprehensive budget and work program.
- Administers the yearly operating budget and capital improvement budgets, submitting regular reports to the Board on the status of the Town's budgets.
- Responsible for implementing all Board policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Board policy mandates.
- Serves as the Town's purchasing agent.
- Attends meetings and conventions on behalf of the Town.
- Serves as liaison between the Town Board and various public and private agencies, businesses, and the citizens of New Gloucester.
- Represents the Town to a variety of outside organizations including, but not limited to, the Greater Portland Council of Governments, Cumberland County, Mid-Maine Waste Action Corporation, the Cumberland County Town and City Managers' Association, the Maine Town and City Management Association, the International City Management Association, and the Maine Municipal Association.
- Performs other duties as may be required by any law or ordinance or as assigned or requested by the Board of Selectmen.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Considerable experience in a responsible position of a managerial nature, preferably in local government.
- A strong background in financial management and accounting, budget preparation and

POSITION DESCRIPTION

- accounting, administrative/organizational development, strong human relations skills.
- A degree in public administration or related field is desirable.
- An equivalent combination of experience and training.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes.
- Thorough knowledge of municipal financial management and accounting procedures, budgeting, and investments.
- Thorough knowledge of state and federal programs and decision-making processes.
- Thorough knowledge of the principles of personnel administration.
- Working knowledge of purchasing principles and practices including the bid process.
- Ability to communicate effectively orally and in writing, including research capability and reporting ability.
- Ability to maintain positive internal relations and to direct, supervise and motivate staff.
- Ability to organize and use time effectively, and to be creative and analytical.
- Ability to listen and accept criticism; must possess conflict resolution skills and public relations skills.

SPECIAL REQUIREMENTS

Must possess valid appropriate State of Maine motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

The employee frequently uses computers, printers, typewriter, calculator, fax machine, photocopier, and other office machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is *constantly* required to sit, talk, see, hear, and/or use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is *frequently* required to walk and/or smell. The employee is *occasionally* required to stand, squat, crouch, kneel, twist, bend, reach, and/or climb stairs/ladders.

The employee must *occasionally* lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION DESCRIPTION

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works indoors in an office setting, but must occasionally inspect or visit outdoor job sites.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, and reference check. [Applicant will be required to take the Wonderlic Cognitive Ability Test and the Caliper Assessment Test, with a positive recommendation from the assessment evaluator required.](#)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____

Sharlene Myers

B.
4.62

From: Steven M. Libby - New Gloucester <stevenmlibby@ne.twcbc.com>
Sent: Thursday, November 14, 2019 11:03 AM
To: grummah34b@gmail.com; 'Jean Libby'; 'Jeff Hamilton'; jenlbragdon@gmail.com; 'Joe Bean'; jsqacc@gmail.com; Karen Gilles; Linda Chase; prbragdon@gmail.com; Sharlene Myers; 'Tamilyn Wayboer'
Subject: Budget Meeting Tonight

Committee Members.

As you probably already know Carrie gave her notice and will be leaving New Gloucester. Last night the Board of Selectmen retained me to prepare the FY 2021 budget and assist with the CIP process. Therefore, I need to step down from the Budget Committee. I'm sorry for the short notice. I will not be at the meeting tonight.

I look forward to working with you all as you review the FY 2021 budget in the coming months.

Steve Libby
New Gloucester

From: Carrie Castonguay [mailto:ccastonguay@newgloucester.com]
Sent: Tuesday, October 29, 2019 1:34 PM
To: grummah34b@gmail.com; Jean Libby (jelibby8@maine.rr.com); Jeff Hamilton; jenlbragdon@gmail.com; Joe Bean (dontspam@maine.rr.com); jsqacc@gmail.com; Karen Gilles; Linda Chase; prbragdon@gmail.com; Sharlene Myers; Steven Libby (stevenmlibby@ne.twcbc.com); Tamilyn Wayboer (twayboer@gmail.com)
Subject: FW: Budget

Peter asked that I forward the following:

Carrie Castonguay
Town Manager
Town of New Gloucester
385 Intervale Road
New Gloucester, ME 04260
(207) 926-4126 x5
ccastonguay@newgloucester.com

Hi Budget Committee Members

The initial meeting of the Budget Committee has been changed to THURSDAY NOVEMBER 14th at 6pm at the Meeting House

There was a scheduling conflict with the last meeting. Sorry for any confusion

Agenda:

- *Election of Chair and Vice Chair
- *Election/Appointment of CIP Rep

TOWN OF NEW GLOUCESTER

B. 4.64

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation DATE PREPARED: 11/13/19

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau PRIORITY: 1

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Parks & Recreation CIP

PROJECT YEAR: 2021

ACCOUNT NUMBER(S) AFFECTED: #404

CAPITAL ACCOUNT BALANCE(S): \$12,037

DESCRIPTION: To save for the future development at the Town's Recreational facilities, both indoor and outdoor spaces used by the department.

JUSTIFICATION (Describe benefits and alternatives considered): With the great strides the Parks & Recreation Department over the past few years. We need to establish a funding source for the large purchases that happen during the course of developing a department that engages all members of the community. With projects at Rowe Station and Community Building needed in the near future to allow for proper usage after years of neglect and miss-use. Establishing a funding source for these projects during a given year will be beneficial to all in the community.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

AMOUNT REQUESTED: \$ 40,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: \$0

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/13/19

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Widen and Improvements to the Fairgrounds Entrance

PROJECT YEAR: 2020

ACCOUNT NUMBER(S) AFFECTED: #404

CAPITAL ACCOUNT BALANCE(S):

DESCRIPTION: To expand the entrance of the Fairgrounds Park on Bald Hill Road. With increase program, rentals and usage of the park, the current entrance has presented a safety issue for vehicles entering and exiting the facility. The project would look to open the archway to allow two large vehicles, be emergency response or buses to enter and exit the facility without issue. Expand the gated parking area by 3 times the original size at the entrance for better year round usage. Install a larger gate that would allow two vehicles pass through at one time. Pave the entire entrance and parking space to decrease the erosion issue and need to grade the space on a regular basis during the season.

JUSTIFICATION (Describe benefits and alternatives considered): These improvements will decrease the traffic issue during large scale events at the facility and Bald Hill Rd. It will create a more welcoming feel to the space for visitors and rental groups. This additional parking space at the entrance that would be maintained year round would provide adequate space for usage of Fairgrounds Park during all seasons without having to do snow removal of the entire park.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$60,000

AMOUNT REQUESTED: \$ 60,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: \$0

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/13/2019

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Fairgrounds Reserve - Master Plan Implementation

PROJECT YEAR: 2021

ACCOUNT NUMBER(S) AFFECTED: #407

CAPITAL ACCOUNT BALANCE(S): \$4,811

DESCRIPTION:

This funding would add to a reserve for future development of the fairgrounds property as a recreational facility for the community of New Gloucester. With increased usage of the property, the need to establish a reserve fund is essential as the Parks & Recreation Department continues its growth and efforts of providing quality facilities and recreational space. This reserve will allow the department to pursue parts of the master plan for the facility and grounds.

JUSTIFICATION (Describe benefits and alternatives considered):

The largest improvement need is the remaining playing fields within the infield. The installation of an irrigation system, leveling and proper seeding of the infield is required to meet the increasing demands of quality green space in the area. Completing this aspect of the master plan will help maximize the usage of the Fairgrounds.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

AMOUNT REQUESTED: \$50,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS:

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/13/19

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Fairground Reserve

PROJECT YEAR: 2021

ACCOUNT NUMBER(S) AFFECTED: #407

CAPITAL ACCOUNT BALANCE(S): \$4,811

DESCRIPTION: This funding would add to a reserve for future development of the Fairgrounds Park as a recreational facility for the community of New Gloucester. With the increased usage of the property, the need to establish a reserve fund is essential to address the needs of the highest used facility within the town. This reserve will allow the department to pursue parts of the master plan for the facility and grounds.

JUSTIFICATION (Describe benefits and alternatives considered): The largest area of improvement is the playing fields located on the infield. With increased demands and usage of the space, a sound investment into the proper equipment to maintain the space is the most logical step for the department. Creating this reserve fund will help with purchases of equipment as they become needed, assisting the department to become more dynamic to the needs of its growth.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$100,000

AMOUNT REQUESTED: \$ 40,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: \$0

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/13/19

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 2

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Field Improvements to Fairgrounds Park

PROJECT YEAR: 2020

ACCOUNT NUMBER(S) AFFECTED: #404

CAPITAL ACCOUNT BALANCE(S):

DESCRIPTION: To improve the infield space of the Fairgrounds Park to an elite grass turf field space in the Southern Maine area. The project would include, leveling all 12 acres of the infield, installing proper drainage and irrigation, and growing the correct grass turf for high usage during Maine warm seasons. The space would be able to fit 4 full size fields that would accommodate any athletic contest at one time.

JUSTIFICATION (Describe benefits and alternatives considered): Creating a space that is able to host a wide variety of sporting events will allow the department to attract elite rental opportunities that will increase revenue streams for the town and department. It will allow the department to provide quality athletic locations our department as well as GNG programs. The economic impact of providing the space will be felt throughout New Gloucester as this style sports complex would allow the town to become a destination when we host large scale athletic tournaments, similar to the economic impacts Lewiston/Auburn area is doing with the ice rinks.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$700,000

AMOUNT REQUESTED: \$ 700,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular maintenance of the turf, this would include new equipment to properly maintain the fields, i.e. mowers, field aerator, seeders. Highly suggest looking at creating a position for a parks foreman to manage all of the park spaces during all seasons.

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/13/19

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 2

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Lighting and Security Cameras

PROJECT YEAR: 2020

ACCOUNT NUMBER(S) AFFECTED: #404

CAPITAL ACCOUNT BALANCE(S):

DESCRIPTION: To install solar lighting at Rowe Station and Fairgrounds Park as well as security cameras to monitor the facilities at all times. The lighting would illuminate all parking areas and road ways at both park locations, in addition to the lighting of the basketball and tennis courts at Rowe Station. The security cameras would allow the town to monitor the traffic in and out of the park locations as well as the use of the playground.

JUSTIFICATION (Describe benefits and alternatives considered): Providing the lighting and security cameras would decrease the opportunity for destructive behavior as well as increase the opportunity recreational for usage for patrons. Illuminating the courts at Rowe Station would provide a safe and welcoming environment for all members to use the newly renovated facilities for more hours each year. This could include structured programming and informal recreational usage. Having safety lighting at the Fairgrounds Park would create a safer space for families to use the park facilities in evening hours.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$52,000

AMOUNT REQUESTED: \$ 52,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/13/19

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 3

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Restroom Facilities

PROJECT YEAR: 2020

ACCOUNT NUMBER(S) AFFECTED: #404

CAPITAL ACCOUNT BALANCE(S):

DESCRIPTION: Install two self-contained composting restroom facilities

JUSTIFICATION (Describe benefits and alternatives considered): Increase usage and rentals of the space have shown the need to provide clean and sanitary restroom facilities for our visitors. Installation of the facilities would allow for year-round usage of the restrooms and avoid the need for seasonal rentals and not being providing restrooms during the winter months at our most visited park.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$130,000

AMOUNT REQUESTED: \$ 130,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Parks & Recreation **DATE PREPARED:** 11/28/2018

DEPARTMENT HEAD/CHAIRMAN: Morgan Rocheleau **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Fairgrounds Future Development Reserve

PROJECT YEAR: 2020 (2nd Phase)

ACCOUNT NUMBER(S) AFFECTED: #404

CAPITAL ACCOUNT BALANCE(S): \$ 12,037.37

DESCRIPTION:

This funding would create a reserve for future development of interior recreational space for programming. Renovations to the second floor space at the Town Hall to create a program space would increase the opportunity for the Parks and Recreation department by endless amounts. The building would need many upgrades to floors, stairway access, heat systems, windows, and ceiling, as well as upgrades to ADA accommodations.

JUSTIFICATION (Describe benefits and alternatives considered):

Having a dedicated space will help with the development of highly desired programs for the community including after school program, fitness/wellness programming, youth development programs, senior programs and

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$70,000 Please see attached forms.

AMOUNT REQUESTED: \$ 40,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS:

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Public Safety **DATE PREPARED:** October 30, 2018

DEPARTMENT HEAD/CHAIRMAN: Fire Chief **PRIORITY:** 2

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Replace Chief's Vehicle with SUV

PROJECT YEAR: FY 2021

ACCOUNT NUMBER(S) AFFECTED: G-388-00

CAPITAL ACCOUNT BALANCE(S): \$442,324

DESCRIPTION: Replacement of Fire and Rescue Chief's Vehicle

JUSTIFICATION (Describe benefits and alternatives considered):

Existing Chief's vehicle (truck) will be turned over to the Public Works Department and will become H4. (H4 – the half ton truck, will be removed from the Public Works fleet.) **THIS WILL BE A SHARED VEHICLE FOR TOWNWIDE USE.**

Replacement option will be at the discretion of the new Fire and Rescue Chief and will be part of the CIP request for FY 2021.

Received verbal quotes:

Ford Interceptor: \$29,000

Ford Explorer: \$30,000

Chevy Tahoe: \$36,000

ESTIMATED COST: \$36,000

AMOUNT REQUESTED: \$36,000

POTENTIAL FUNDING SOURCE(S): Reserve

ESTIMATED RECURRING COSTS: Regular maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Public Works

DATE PREPARED: November 2019

DEPARTMENT HEAD/CHAIRMAN: Ted Shane

PRIORITY: 1

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Paving Request

PROJECT YEAR: FY21

ACCOUNT NUMBER(S) AFFECTED: E-149-00

CAPITAL ACCOUNT BALANCE(S): \$0

DESCRIPTION:

Repave a section of Cobb's Bridge Road, North Pownal Road, and Chestnut Common. This will also help us get back on track to make up for the years that we have recently fallen behind on paving.

JUSTIFICATION (Describe benefits and alternatives considered):

To keep up with the paving plan and the paving needs of the town.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$326,750

AMOUNT REQUESTED: \$326,750

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular Maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Public Works

DATE PREPARED: November 2019

DEPARTMENT HEAD/CHAIRMAN: Ted Shane

PRIORITY: 1

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Stevens Brook Dam and Culvert Replacement

PROJECT YEAR: FY21

ACCOUNT NUMBER(S) AFFECTED: G1-405-00

CAPITAL ACCOUNT BALANCE(S): Bridge Reserve (G1 – 405) \$192,332

DESCRIPTION:

Stevens Brook Dam and Box Culvert replacement

JUSTIFICATION (Describe benefits and alternatives considered):

The Engineering is being done in FY19/20 to prepare the town to go out to bid on this project for FY21, we will replace the Dam, Box Culvert under the Road and dredge the brook to add life back to the brook for future fish stocking by the Dept. of Inland Fish and Wildlife.

Is the project mandated by law or required to meet or maintain a standard? Yes

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$370,000

AMOUNT REQUESTED: \$ 370,000

POTENTIAL FUNDING SOURCE(S): Taxation = \$177,668/Reserve = \$192,332

ESTIMATED RECURRING COSTS: Regular Maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Public Works

DATE PREPARED: November 2019

DEPARTMENT HEAD/CHAIRMAN: Ted Shane

PRIORITY: 3

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Town Hall Complex

PROJECT YEAR: FY21

ACCOUNT NUMBER(S) AFFECTED:

CAPITAL ACCOUNT BALANCE(S):

DESCRIPTION:

We should start a reserve Account for the Town Hall Complex for future expenses such as Painting of buildings, replacement of roofs, replacement of HVAC systems, window replacements and any other large expenditures that may arise in the near future.

JUSTIFICATION (Describe benefits and alternatives considered):

To have money set aside instead of hitting the taxpayers with big expenses all at once.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$25,000

AMOUNT REQUESTED: \$25,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular Maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Public Works **DATE PREPARED:** November 2019

DEPARTMENT HEAD/CHAIRMAN: Ted Shane **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Replace H3 (one-ton dump)

PROJECT YEAR: FY21

ACCOUNT NUMBER(S) AFFECTED: G1-389-00

CAPITAL ACCOUNT BALANCE(S): \$183,948

DESCRIPTION:

Replace the current 2004 one ton that has major rust issues and currently has over 100,000 miles

JUSTIFICATION (Describe benefits and alternatives considered):

Replace the vehicle as per the plan, which was originally due to be done 2 years ago, but with repairs and patches we have saved some time but currently it has major rust issues and could become unsafe.

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$60,000

AMOUNT REQUESTED: \$ 60,000

POTENTIAL FUNDING SOURCE(S): Reserve

ESTIMATED RECURRING COSTS: Regular Maintenance

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Public Works **DATE PREPARED:** November 2019

DEPARTMENT HEAD/CHAIRMAN: Ted Shane **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Public Works Vehicles and Equipment Capital Reserve

PROJECT YEAR: FY21

ACCOUNT NUMBER(S) AFFECTED: G1-389-00

CAPITAL ACCOUNT BALANCE(S): \$ 183,948

DESCRIPTION:

Capital Reserve for Public Works Vehicles and Equipment

JUSTIFICATION (Describe benefits and alternatives considered):

To keep up on the replacement schedule to save money for future purchases

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$50,000

AMOUNT REQUESTED: \$50,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: N/A

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

DEPARTMENT NAME: Transfer Station **DATE PREPARED:** November 2019

DEPARTMENT HEAD/CHAIRMAN: Ted Shane **PRIORITY:** 1

TYPE OF REQUEST (Reserve or Improvement): Reserve

PROJECT TITLE: Transfer Station Capital Reserve

PROJECT YEAR: FY21

ACCOUNT NUMBER(S) AFFECTED: G1-391-00

CAPITAL ACCOUNT BALANCE(S): \$128,813

DESCRIPTION:

Add to the current Capital Reserve to meet the needs for future purchases.

JUSTIFICATION (Describe benefits and alternatives considered):

To keep up with the current working Vehicle/Equipment replacement schedule

Is the project mandated by law or required to meet or maintain a standard? No

ESTIMATED COST:

Estimated cost must include engineering surveying, architectural design, and other professional services. Please list separately.

\$50,000

AMOUNT REQUESTED: \$50,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular Maintenance

B. 4.66

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, November 4, 2019
At the Meetinghouse

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:00 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Town Manager, Carrie Castonguay; 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, November 18, 2019 at the Meetinghouse

A. Adjustments to the Agenda

None.

IV. PUBLIC COMMENTS

Stephen Hathorne, resident, spoke to the Board about the following;

- Selling of Foreclosed Property per the Ordinance
- Procedures of Executive Session
- Budget Process set at the last meeting
- New Sand/Salt Shed issues
- Fire/Rescue Department personnel issues
- Sending of Fire/Rescue Equipment out of Town for coverage
- Spending issues within the Town

V. PRIOR MEETING UPDATE

A. Selectmen Chair

Ms. Chase said in reference to Penny Hilton's comments at the last meeting:

- Budget Committee Data available one week prior to the meeting. Last year's budget documents were available a week prior to the meeting with the exception of the Public Safety Budget. This year in the proposed schedule there is six days. We may choose to adjust this when we get to the Agenda Item 4.47.
- The revenue projections are included in the Budget Committee books, again, last year the Public Safety was delayed due to data mining.
- Agency Funding has not been discussed. However, please remember that any taxpayer may donate to any organization of their choosing at any time.

B. Town Manager

Ms. Castonguay said the following:

- Contacted Maine Municipal Legal (MMA) concerning Mr. Hathorne's comments at the last meeting about Parks & Recreation Department collaborating with area business that sells alcohol and giving of prizes. MMA stated there are statutes concerning this activity and the location is properly licensed. There are also no gambling laws pertaining to prizes being awarded.

VI. ORAL COMMUNICATION

A. Selectmen

George Colby – no comments.

Joseph Davis – said Halloween was a great time with lots of candy; and hunting season is upon us, please wear orange.

Karen Gilles – said she wanted to thank the Fire/Rescue Department and Public Works for all their work during the recent storm with the many trees that went down.

Tammy Donovan – said, as Liaison, she attended the Economic Development Committee and Public Safety Meetings the past week. She said Economic Development Committee is creating a map to show what New Gloucester offers, as well as compiling a list of businesses in the Town. Those wishing to be on the list are asked to contact the Committee. The Public Safety Meeting had Corporal John McDonald, of Inland, Fisheries and Wildlife, as their guest. Discussions took place concerning Hunter Safety and percentage of orange attire that should be worn.

Linda Chase – no comments.

B. Town Manager

Ms. Castonguay said the following:

- Lori Anne and she attended a meeting pertaining to the new law going into effect on January 1, 2021. This law pertains to paid time off for part-time personnel. They must be granted 1 hour for every 40 hours worked. This will affect three department budgets in the upcoming budget discussions and asked the Board if they wanted to be proactive and begin this on July 1, 2020 or wait until January 1, 2021.
- Municipal Valuation is \$477,451,603 per the MVR.
- State Referendum Election is Tuesday at the Fire Station. Polls will be open from 6:00am to 8:00pm.
- Stevens Brook Update. The culvert RFP will be issued on November 8th. There is a construction Pre-Bid meeting on November 18th and bids are due to the Selectman for opening at the December 2nd meeting.

C. Dept. Heads

Toby Martin, Fire/Rescue Chief, said the Department has received a grant from Homeland Security for \$14,000, for new portable radios.

D. Boards & Committees

VII. SCHEDULED ITEMS

4.45 To See What Action the Board Wishes to take in Regard to Bid Specifications for Transfer Station 1.7 Wheel Loader

Ms. Chase said the Board asked the Public Works Director to create a 1.7 Wheel Loader RFP, but never approved the specs. She said the specs should be approved if the request is going through the CIP Process.

Mr. Colby moved and Mr. Davis seconded a motion to take no action, as these specs are for a loader that is more than the \$100,000 Budget Allows to purchase.

Ms. Donovan said per the Transfer Station workers, they do not want a bigger loader due to safety of the residents, while in operation. She said the current loader is good for the winter and asked that the Town look into what is needed with consultation with the employees at the Transfer Station.

The motion carried on a vote of 3-2, with Ms. Chase and Ms. Gilles opposing.

4.46 To See What Action the Board Wishes to take in Regard to Solar Moratorium Extension

Ms. Chase said the Solar Moratorium was approved on June 19th, and set to expire 180 days thereafter. She said that deadline is coming soon and the Selectmen can vote to extend it, after a Public Hearing is held.

Mr. Colby moved and Mr. Davis seconded a motion to hold a Public Hearing on Monday, November 18th, at 6:30pm, for extension of the Solar Moratorium. The motion carried on a vote of 5-0.

4.47 To See What Action the Board Wishes to take in Regard to Budget Schedule

The Board discussed the schedule with the following changes:

Wednesday, January 22, 2020, change wording to “Books Available for Board of Selectmen”.

Wednesday, February 12, 2020, change wording to “Books Available for Select Board and Budget Committee”.

Ms. Chase asked the Town Manager to contact the Budget Committee about meeting during the week of School Vacation.

Ms. Gilles moved and Mr. Davis seconded a motion to accept the Budget Schedule as a working document, as amended. The motion carried on a vote of 5-0.

4.48 To See What Action the Board Wishes to take in Regard to Board & Committee By-laws

Ms. Castonguay said she received an email from a Committee Member concerning a grammar correction on page 3, second paragraph, first sentence, “,” should be placed after the word “owned”.

Ms. Chase said an email was received from Peter Bragdon concerning: quorum for Community Fair Committee; oral communication; and Robert’s Rules. She said per legal, Robert’s Rules could tie the hands more than necessary.

Ms. Gilles moved and Mr. Colby seconded a motion to adopt the Boards and Committees By-laws, with the grammatical changes. The motion carried on a vote of 5-0.

4.49 To See What Action the Board Wishes to take in Regard to Tobacco Use Policy

Ms. Gilles said the heading on page 2 should read “Tobacco Use” Policy and the second paragraph, first sentence, remove the “5” in the year “1982”.

Mr. Colby moved and Ms. Gilles seconded a motion to approve the Tobacco Use Policy.

Mr. Davis and Ms. Donovan said the policy should not restrict employees from smoking in their personnel vehicles while on Town business.

The motion failed on a vote of 0-5, with Ms. Chase, Mr. Colby, Mr. Davis, Ms. Donovan, and Ms. Gilles opposing.

Ms. Davis said in the second paragraph, last sentence, the wording “and in personal vehicles during the conduct of municipal business” should be removed.

Mr. Davis moved and Ms. Gilles seconded a motion to approve the Tobacco Use Policy, as amended. The motion carried on a vote of 5-0.

4.50 To See What Action the Board Wishes to take in Regard to Appointment of the November 5, 2019 Election Warden

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint Barbara Seaver, as Election Warden for the November 5, 2019 Election. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Ms. Gilles seconded a motion to approve the Election Clerk's list. The motion carried on a vote of 5-0.

4.52 To See What Action the Board Wishes to take in Regard to Personnel Policy

Ms. Gilles said there have been three meetings of the Personnel Policy group and they are beginning to discuss benefits for employees. She said Mr. Colby, liaison, and herself believe these discussions should take place with all the Selectmen, in a workshop.

Ms. Gilles moved and Mr. Colby seconded a motion to thank the group for all their work on the Personnel Policy and the Board of Selectmen schedule a workshop for further discussions. The motion carried on a vote of 5-0.

VIII. APPROVE FY20 WARRANTS AND PAYROLLS #18 and #19

Mr. Colby moved and Mr. Davis seconded a motion to approve FY20 Warrants and Payrolls #18 and #19. The motion carried on a vote of 5-0.

IX. APPOINTMENTS AND RESIGNATIONS

None.

X. LEGAL

None.

XI. WRITTEN COMMUNICATION

A. Approve Minutes of the October 21, 2019, Board of Selectmen's Meeting

Ms. Gilles said there is one correction, page 2, under Oral Communications – Karen Gilles, the name “Patrick” should be “Patricia”.

Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Minutes of the October 21, 2019, Board of Selectmen's Meeting, as amended. The motion carried on a vote of 5-0.

B. Approve Minutes of the October 23, 2019, Special Board of Selectmen's Meeting

Ms. Gilles moved and Ms. Chase seconded a motion to approve the Minutes of the October 23, 2019, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

XII. EXECUTIVE SESSION

Per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A. (performance review)

Ms. Gilles moved and Mr. Davis seconded a motion to enter into Executive Session per M.R.S.A. 31 Title 1, Chapter 13 § 405, 6. A. (performance review), at 8:09 p.m. The motion carried on a vote of 5-0.

XIII. RETURN TO OPEN SESSION

The Board returned to open session at 8:58 p.m.

Ms. Gilles moved and Ms. Chase seconded a motion to accept the resignation of the Town Manager, with regret. The motion carried on a vote of 5-0.

XIV. ADJOURN

Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 8:59pm. The motion carried on vote of 3-2, with Mr. Davis and Ms. Gilles opposing.

Approved November 18, 2019

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

B. 4.67

MINUTES
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
6:00 p.m.
Wednesday, November 14, 2019
At Town Hall

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. NEW BUSINESS

The Selectmen discussed the proposal received from David Barrett, Maine Municipals Association Director Personnel Services and Labor Relations.

Ms. Chase said Ms. Gilles and she met with Mr. Barrett on Tuesday. She said he explained his proposal which totals \$5,500, what was included, a timeline, and costs to place ads. She said he suggested to hold off to advertise until after the holidays and at the beginning of year, as this will spark more interests. She said the costs of placing ads run from \$150 to \$600, depending on the outlet. Ms. Chase said in a previous Town Manager search, a letter was included in all employee's checks asking their thoughts and ideas for a Town Manager; this will be done again.

Mr. Davis said he would like to see the search begin now and not wait.

Ms. Donovan said she would like to wait until January 1st.

Ms. Chase said there are Interim Town Managers available if the Board wishes to go that route and the Maine Municipal website has a list of them which they can discuss in Executive Session.

Mr. Davis asked how the Town will pay for the cost to retain Mr. Barrett.

Ms. Chase said it would be charged to contracted services and advertising.

III. EXECUTIVE SESSION

A. M.R.S.A. 31, Title 1, Chapter 13, Section 6, A (Discussion of Contract/Employment)

Ms. Gilles and Mr. Colby seconded a motion to enter into Executive Session per M.R.S.A. 31, Title 1, Chapter 13, Section 6, A, Discussion of Contract/Employment), at 6:29 p.m. The motion carried on a vote of 5-0.

IV. RETURN TO OPEN SESSION

The Board returned to open session at 7:35 p.m.

V. ADJOURN

Mr. Colby moved and Ms. Donovan seconded a motion to adjourn at 7:35 p.m. The motion carried on a vote of 5-0.

Approved November 18, 2019

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan