

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, May 20, 2019
At the Meetinghouse

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Vice-Chairman, Linda Chase, called the meeting to order at 7:01 p.m. Present were: Vice-Chairman, Linda Chase; Selectmen, Lenora Conger, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Chairman, Steven Libby, was absent.

II. To See What Action the Board Wishes to take in Regard to 2018-19 Abatements, Batch #3

Ms. Gilles moved and Mr. Davis seconded a motion to approve 2018-2019 Abatements, Batch #3. The motion carried on a vote of 4-0.

III. To See What Action the Board Wishes to take in Regard to 2018-19 Supplements, Batch #2

Ms. Gilles moved and Mr. Davis seconded a motion to approve 2018-2019 Supplements, Batch #2. The motion carried on a vote of 4-0.

IV. ADJOURN

Ms. Gilles moved and Mr. Davis seconded a motion to adjourn at 7:05 p.m. The motion carried on a vote of 4-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Vice-Chairman, Linda Chase, called the meeting to order at 7:06 p.m. Present were: Vice-Chairman, Linda Chase; Selectmen, Lenora Conger, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers. Chairman, Steven Libby, was absent.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, June 3, 2019 at the Meetinghouse

A. Adjustments to the Agenda

None.

IV. PUBLIC PARTICIPATION

A. Presentation – All States Paving

Jerry Douglass, Representative for All States Asphalt, Inc., gave a power point presentation to the Board of Selectmen pertaining to chip seal applications for roads, which has been done in many Towns across Maine. He said this method holds up very well in the Maine climates and due to the savings compared to asphalt, Towns are able to do more roads with their approved budget dollars.

B. Other

Peter Bragdon, resident, said the agenda has a discussion about a sign identifying the new Public Works Garage and suggested, if a new sign is installed, that there be an area on the bottom of the sign to place announcements and why there was a Special Town Meeting agenda item. He said there will be a Memorial Day Parade on Monday, May 27th, beginning at 9am at Memorial School and anyone interested in being a part of the parade contact Wally Bragdon, of the Amvets. He said he wanted to let those watching know there was a Public Hearing being held Tuesday, May 21st, before the Planning Board Meeting, pertaining to Sabbathday Lake Estates and a dock.

V. SCHEDULED ITEMS

5.14 To See What Action the Board Wishes to take in Regard to Paving RFP

Ms. Chase said there were a couple dates that needed correcting.

Ted Shane, Public Works Director, said the RFP was the same as last year. He said he also would correct the address on the bid list for All States Asphalt.

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Paving RFP with noted corrections. The motion carried on a vote of 4-0.

5.15 To See What Action the Board Wishes to take in Regard to Public Works Sand & Gravel RFP

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Public Works Sand & Gravel RFP, as written. The motion carried on a vote of 4-0.

5.16 To See What Action the Board Wishes to take in Regard to Snow Hill Road Stop Sign

Mr. Shane said four/five years ago the Safety Committee did a study of this intersection and discussions took place. He said today, there is more traffic utilizing those two roads and with the increased activity at the Fairgrounds, he is in favor of placing a stop sign at this intersection. He said effective date for placement of the sign should allow for time to educate the public on this change. He said notification could also be placed on the Transfer Station sign.

Toby Martin, Public Safety Chief, said he is in support of the stop sign due to a few near misses at that intersection.

Mr. Davis said signage could be posted at the polls on Election Day and also at the proposed Special Town Meeting.

Mr. Davis moved and Ms. Conger seconded a motion for Public Works to install a stop sign at the intersection of Snow Hill Road and Bald Hill Road on July 1, 2019; with signage and notification, preceding that date, to educate the public. The motion carried on a vote of 4-0.

5.17 To See What Action the Board Wishes to take in Regard to New Public Works Facility Progress Update and Completion Date

Ms. Castonguay said as of last Thursday, the cement blocks for the mechanics bay was being installed; sand and salt shed arches will be done mid-June; they will begin the garage roof in a couple weeks; and completion date is scheduled for November 19th. She said pictures are being placed on the Town Facebook page weekly of the progress of the garage and sand/salt shed.

Mr. Shane said the sand/salt shed will be completed in August.

No action taken.

5.18 To See What Action the Board Wishes to take in Regard to Updating Sign at Public Safety Complex

Mr. Martin said the current sign was donated from MGA Precast & Stone to the Fire Department; approximate value of the sign is \$15,000. He said due to the sentimental value of the sign, the department prefers to keep it as is and not alter it. He said there is no issues with collaboration on a different sign.

Mr. Davis asked if the sign could be moved closer to the building and new sign created.

Mr. Shane said he is okay with the current sign staying as is, where is. He said there is \$1,500 in the Ganneston contract for signage.

No action taken.

5.19 To See What Action the Board Wishes to take in Regard to Identifying Entrance to Public Safety Facility as Public Safety Drive

Ms. Chase asked the Town Manager to check with the Code Enforcement Officer pertaining to road name regulations.

No action taken.

5.20 To See What Action the Board Wishes to take in Regard to Fire Station Siding Issue

Ms. Castonguay said Certainteed Fiber Cement Siding is amongst a class action lawsuit for failure of product. She said the transmittal for samples from Zachau Construction was located at the Fire Station. She said she has contacted Applicator Sales and the product is no longer made and is awaiting additional information from them.

Mr. Martin said the problem is when it rains, the water runs down from the roof onto the siding. He said he is not sure if roof channels could help the issue and suggested the contractor come and look at it and give us a recommendation on how to fix the issue.

Ms. Castonguay said she has called and sent emails to Zachau Construction, with no results.

Ms. Chase said she would try contacting them.

No action taken.

5.21 To See What Action the Board Wishes to take in Regard to Public Safety Job Descriptions

The Board reviewed the job descriptions and made the following changes:

Officer:

Top of Page, under Classification, change "0" to "O" and add "Non" to "Exempt".

Change "firefighters" to "personnel" throughout the document.

Under Supervision Exercised, under 1., change "firefighting" to "being a first responder" and under 6., change "firefighting" to "Public Safety Document".

Add "Essential Duties and Responsibilities" after Peripheral Duties and use same verbiage as the Call Member.

Under Required Minimum Qualifications, second bullet, add "or equivalent" to end of sentence.

Under Necessary Knowledge, Skills and Abilities, fourth bullet, change "company firefighters" to "personnel".

Under Tools and Equipment Used, first paragraph, first sentence, change “firefighting and rescue” to “Department”. Second sentence, remove “volunteer”.

Under Physical Demands, remove all “volunteer or”.

Under Work Environment, remove all “volunteer or”.

Correct missing punctuation throughout document.

Call Member:

Top of Page, change Class Title to “Call Member” and add “Non” to Exempt.

Under General Purpose, second paragraph, first sentence, change “fire-Related” to “Department”.

Under Essential Duties and Responsibilities, first paragraph, first sentence, change “Guidelines” to “Procedures” and “(SOG)” to “(SOP)”.

Under Required Minimum Qualifications, bullet five, after word Labor add “Standards”.

Under Necessary Knowledge, Skills, and Abilities, first bullet, change “firefighting and operating” to “Department Operations”.

Under Physical Demands, remove all “volunteer or”.

Under Work Environment, remove all “volunteer or”.

Correct missing punctuation throughout document.

Per-Diem:

Top of Page, title of document, change “Provider” to “Personnel”.

Tops of Page, Class Title, change “FF/EMS Provider” to “Public Safety Personnel”.

Top of Page, Department, change “Fire/Rescue” to “Public Safety”.

Top of Page, Classification, change “EMT/AEMT/Paramedic with Firefighter Duties” to Per Diem

Under General Purpose, change all “his or her” to “his/her”.

Under Tools and Equipment Used, first paragraph, first sentence, change “firefighting and EMS” to “Department”.

Correct missing punctuation throughout the document.

Ms. Chase asked the Town Manager to look at the Personnel Policy for wording pertaining to these positions and bring to the Board with changes, if needed.

Ms. Chase said the amended job descriptions will be placed on the June 3rd agenda.

No action taken.

5.22 To See What Action the Board Wishes to take in Regard to Public Safety Ordinance

The Board reviewed the Public Safety Ordinance and made the following changes:

Under Section II, 2.4, change “Firefighter” to “Department Member” and change “15” to “16”.

Under Section IV, 4.2.3, add at the end of sentence “in collaboration with Town Manager.”

Ms. Gilles asked if there was a Junior Member job description.

Mr. Martin said it is on his desk and he will forward it to the Town Manager.

Ms. Chase said the amended Public Safety Ordinance will be placed on the June 3rd agenda.

No action taken.

5.23 To See What Action the Board Wishes to take in Regard to Tax Assistance Ordinance

Mr. Davis said residents currently have two processes already in place if they are unable to pay their taxes. He said \$40,000 is a high threshold for income amount and does not like the idea of mailing them a check if they qualify for assistance and they are not made to place the assistance on their taxes.

The Board reviewed the Tax Assistance Ordinance and made the following changes:

Under Section 3, B., add “exemption” after the word homestead.

Under Section 3, C., add “consecutive” after the word (ten).

Under Section 3, add “D. The applicant has to have applied for and received the State of Maine Property Tax Fairness credit in the year prior to application.”

Correct punctuation throughout the document.

Ms. Gilles moved and Ms. Conger seconded a motion to approve the Tax Assistance Ordinance, as amended, and to send it to a Special Town Meeting. The motion carried on a vote of 3-1, with Mr. Davis opposing.

5.24 To See What Action the Board Wishes to take in Regard to Setting a Special Town Meeting Date

Ms. Gilles moved and Mr. Davis seconded a motion to set the date for a Special Town Meeting on Wednesday, June 19th, at 7:00pm, location to be determined; a Public Hearing for the Public Safety and Tax Assistance Ordinances to held on Wednesday, June 12th, at 7:00pm, at the Meetinghouse; and posting of the Special Town Meeting Warrant will be on Friday, June 7th. The motion carried on a vote of 4-0.

5.25 To See What Action the Board Wishes to take in Regard to Proclamation for National Public Works Week

Mr. Davis moved and Ms. Gilles seconded a motion to Proclaim May 19-25, 2019, as National Public Works Week. The motion carried on a vote of 4-0.

5.26 To See What Action the Board Wishes to take in Regard to Proclamation for Emergency Medical Services (EMS) Week

Ms. Gilles moved and Mr. Davis seconded a motion to Proclaim May 19-25, 2019, as Emergency Medical Services (EMS) Week. The motion carried on a vote of 4-0.

5.27 To See What Action the Board Wishes to take in Regard to Scheduling a Joint Meeting of Board of Selectmen and Water District Trustees

Mr. Davis moved and Ms. Gilles seconded a motion to table the scheduling of a joint meeting until the June 17th, Selectmen's Meeting. The motion carried on a vote of 4-0.

5.28 To See What Action the Board Wishes to Take in Regard to Appointment of the June 11, 2019 Election Warden

Mr. Davis moved and Ms. Gilles seconded a motion to appoint Barbara Seaver, Election Warden for the June 11, 2019 Election. The motion carried on a vote of 4-0.

5.29 To See What Action the Board Wishes to take in Regard to SAD #15 Budget Validation Referendum Warrant

Ms. Gilles moved and Ms. Conger seconded a motion to sign the SAD #15 Budget Validation Referendum Warrant. The motion carried on a vote of 4-0.

5.30 To See What Action the Board Wishes to take in Regard to Town and SAD #15 Election Warrant

Ms. Conger moved and Ms. Gilles seconded a motion to sign the Town and SAD #15 Election Warrant. The motion carried on a vote of 4-0.

5.31 To See What Action the Board Wishes to take in Regard to Charter Election Warrant

Ms. Gilles moved and Ms. Conger seconded a motion to sign the Charter Election Warrant. The motion carried on a vote of 4-0.

5.32 To See What Action the Board Wishes to take in Regard to Cobbs Bridge Road Lot Map 11 Lot 47

Ms. Castonguay said Rob Cotiaux, Tree Warden, said in his report that there is not a lot of good wood on this lot and there are a lot of wet areas. She said the Legislative Body gave the Town permission to sell this property.

Ms. Gilles moved and Ms., Conger seconded a motion for the Town Manager to look for a broker to assist in the selling of Map 11 Lot 47; listing of the property to be done by July 1, 2019 and utilizing a six-month listing agreement; and sale price to include value and all fees. The motion carried on a vote of 4-0.

5.33 To See What Action the Board Wishes to take in Regard to New Title for Public Safety Committee

Ms. Castonguay said keeping the Committee as Public Safety Committee will look like an advisory Committee to the Public Safety Department.

No action taken.

5.34 To See What Action the Board Wishes to take in Regard to Salary Survey Review

Ms. Chase said the survey was discussed during the Budget process and some categories are under the minimum. She said in the Deputy Clerk column, one clerk is in the range and the other below.

Ms. Chase passed the gavel to Ms. Gilles.

Ms. Chase moved and Ms. Gilles seconded a motion to effective July 1, 2019, both Deputy Clerk wages be increased by \$1,000; and after annual reviews, it will bring the second clerk closer to the range. The motion carried on a vote of 4-0.

Mr. Davis asked if there was a job description for the public works mechanic and would like a copy emailed to him.

5.35 To See What Action the Board Wishes to take in Regard to July 5 Holiday Correction

Ms. Castonguay said including July 5th in the holidays would make thirteen. She recommended this not be a holiday.

Ms. Gilles moved and Ms. Conger seconded a motion to amend the 2019 Holiday Schedule by removing the July 5th, 2019 date. The motion carried on a vote of 3-1, with Mr. Davis opposing.

5.36 To See What Action the Board Wishes to take in Regard to Closing Town Office at 12:00 p.m. on June 28, 2019 for End of Fiscal Year

Ms. Gilles moved and Ms. Conger seconded a motion to close Town Hall on Friday, June 28, 2019, at 12:00 p.m., to allow staff to complete the end of year books. The motion carried on a vote of 4-0.

VI. APPROVE FY19 WARRANTS AND PAYROLLS #44, #45, #46 and #47

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY19 Warrants and Payrolls #44, #45, #46 and #47. The motion carried on a vote of 4-0.

VII. APPOINTMENTS

None.

VIII. LEGAL

None.

IX. WRITTEN COMMUNICATION

A. Approve Minutes of the April 22, 2019, Special Board of Selectmen's Meeting

Mr. Davis moved and Ms. Conger seconded a motion to approve the Minutes of the April 22, 2019, Special Board of Selectmen's Meeting. The motion carried on a vote of 4-0.

X. ORAL COMMUNICATION

A. Selectmen

Joseph Davis – said he wanted to thank the Public Works Department for fixing the hole by Stevens Brook. He said the Memorial Day Parade will begin at 9am at Memorial School and end at the Veteran's Monument.

Karen Gilles – no comments.

Lenora Conger – no comments.

Linda Chase – said she attended the Candidates/Referendum Forum. She said it was informative and everyone did a great job.

B. Town Manager

Ms. Castonguay said the following:

1. Congratulations to Lori Anne Wilson, Finance Director, on her completion of her Treasurer's Certification. The Town will now receive a 10% discount on Property and Casualty Insurance.
2. Thursday, May 23, 2019, at 6:30pm, at the Gray-New Gloucester High School Cafetorium, is the SAD #15 Budget vote and urge everyone to attend.
3. Long Bennett Road will be paved the week of May 28th.
4. As of today, there are 168 accounts that are in jeopardy of being placed for lien.

C. Dept. Heads

Mr. Martin said he wanted to commend the Public Works Department for a speedy job adding a landing at the exit door on the side of the Fire Station Garage, which is used during Elections. He said at a future meeting with the new board, he would like to have an agenda item to look at the Town's billable rates for Emergency Services.

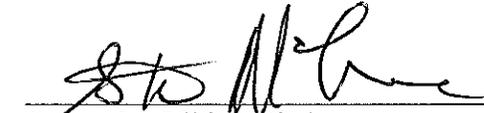
Ms. Chase said to add this to the June 17th Agenda.

D. Boards & Committees

XI. ADJOURN

Ms. Gilles moved and Ms. Conger seconded a motion to adjourn at 10:19 p.m. The motion carried on a vote of 3-1, with Mr. Davis opposing.

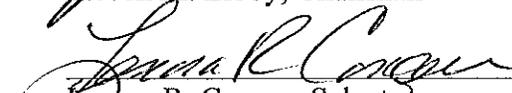
Approved June 3, 2019



Steven M. Libby, Chairman



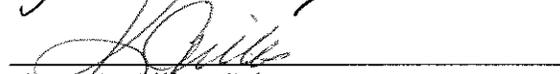
Linda D. Chase, Vice-Chairman



Lenora R. Conger, Selectman



Joseph S. Davis, Selectman



Karen L. Gilles, Selectman