

**ANNOTATED AGENDA**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, July 15, 2019**  
**At the Meetinghouse**

**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, August 5, 2019 at the Meetinghouse**

**A. Adjustments to the Agenda**

**IV. PUBLIC PARTICIPATION**

**V. SCHEDULED ITEMS**

**4.10 To See What Action the Board Wishes to take in Regard to Library Porch RFP**

Please see attached paperwork.

**4.11 To See What Action the Board Wishes to take in Regard to Public Works Job Descriptions**

Please see attached paperwork.

**4.12 To See What Action the Board Wishes to take in Regard to CMP Pole Permit**

Please see attached paperwork.

**4.13 To See What Action the Board Wishes to take in Regard to Road Name Application for Lilac Lane**

Please see attached paperwork.

**4.14 To See What Action the Board Wishes to take in Regard to Liaison Policy**

Please see attached paperwork.

4.15 To See What Action the Board Wishes to take in Regard to Board & Committee Bylaws

Please see attached paperwork.

4.16 To See What Action the Board Wishes to take in Regard to Fee Schedule

Please see attached paperwork.

4.17 To See What Action the Board Wishes to take in Regard to Selectmen's Activity List

Please see attached paperwork.

**VI. DISCUSSION ITEMS**

**A. Organizational Chart**

Please see attached paperwork.

**B. Review of Town Manager Form of Government**

Please see attached paperwork.

**VII. APPROVE FY20 WARRANTS AND PAYROLLS #2 and #3**

**VIII. APPOINTMENTS**

**A. Budget Committee – 2 three-year terms available  
1 completion of 2021 Term**

Tamilyn Wayboer – would like to be appointed

Please see attached paperwork.

**IX. LEGAL**

**X. WRITTEN COMMUNICATION**

**A. Approve Minutes of the July 1, 2019, Board of Selectmen's Meeting**

Please see attached paperwork.

**XI. ORAL COMMUNICATION**

- A. Selectmen**
- B. Town Manager**
- C. Dept. Heads**
- D. Boards & Committees**

**XII. ADJOURN**

4.10

**Town of New Gloucester  
Invitation to Bid  
New Gloucester Library Deck Replacement**

The Town of New Gloucester is requesting bids for Replacement/Repair to the Deck on the Westerly side of the building at the New Gloucester Library at 379 Intervale Road. Bid Packets may be obtained at the Town Office, 385 Intervale Road, New Gloucester, Maine, 04260 during regular business hours or by **emailing [smyers@newgloucester.com](mailto:smyers@newgloucester.com), or by calling 207-926-4126 ext. 1.**

Any questions on the Bid Packet should be directed to Public Works Director, Ted Shane, at 207-926-4574 during regular business hours, Monday through Thursday 6:30 A.M. to 5:00 P.M.

**All Bids must be submitted on the enclosed Bid Form.**

Bids must be submitted in a sealed envelope clearly marked on the exterior, “**New Gloucester Library Deck Replacement**” to Carrie Castonguay, Town Manager by 6:00 p.m., Monday, August 19, 2019. The Board of Selectmen will open and read the bids at 7:00 p.m., Monday, August 19, 2019 at the New Gloucester Meetinghouse during their regularly scheduled meeting. The Town reserves the right to accept or reject any or all proposals.

**Town of New Gloucester, Maine  
Request for Proposals  
August 2019**

The Town of New Gloucester, Maine seeks proposals for:

**The Replacement/Repair of Deck on the West Side of  
The New Gloucester Library  
379 Interval Road  
New Gloucester, ME 04260**

The Town of New Gloucester is seeking proposals from qualified contractors to Replace and/or Repair the deck on the West side of the Library.

**A copy of the Bid Packet may be obtained at The New Gloucester Town Office, 385 Intervale Road, New Gloucester, Maine during regular business hours.**

Scope of work:

Provide all necessary materials, labor and equipment to complete the necessary repairs or replacement of the deck to the Library according to but not limited to the following scope:

- Remove all decking and handrails from existing deck
- Inspect deck frame and building where it is attached to the building
- Remove and replace any rotted materials to the building and deck frame
- Replace and Paint any Rotted siding in the affected area
- Install flashing to building where it is needed
- Replace all stair stringers
- Scrape, sand and repaint all pillars and trim around deck
- Replace and paint all railings
- Install new decking with Trex Decking or equivalent
- Replace and Paint all skirting
- All colors shall match the existing, New Gloucester Yellow, white trim, and gray decking
- All waste materials shall be removed from the job site and taken to the New Gloucester Transfer Station for disposal by the contractor
- Completed job will have a 1 year minimum Workmanship Warranty.
- Contractor shall keep work area neat at the end of each workday and contained through the duration of the job.

Proposals must comply with the following submission requirements:

1. Sealed proposals shall be submitted marked “**New Gloucester Library Deck Replacement**” on the outside of the envelope, addressed to:

Carrie Castonguay, Town Manager  
Town of New Gloucester  
385 Intervale Road  
New Gloucester, ME 04260

2. Proposals will be accepted until **6:00 PM August 19, 2019**. Proposals received after this time will be returned unopened. Faxed proposals will not be accepted.
3. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal unopened after it has been placed if such request is received in writing prior to the time specified for the opening of the proposals.
4. **SITE VISIT:** All prospective bidders may obtain a tour of the property by contacting Ted Shane, Public Works Director at (207)-926-4574, Monday thru Thursday 7:00 A.M. to 4:00 P.M.
5. **RESERVATION OF RIGHTS:** The Town of New Gloucester reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.
6. **WARRANTY:** The contractor shall carry a (1) one-year warranty on all workmanship related to the job.
7. **SPECIFICATIONS:** The bidder shall furnish information and specifications, and shall receive Town approval related to the products being used.
8. **COST/SCHEDULE:** The bidder shall furnish a cost proposal and construction schedule as part of the package. The contractor shall complete the work by **November 1, 2019**.
9. **LIQUIDATED DAMAGES:** The contractor shall be assessed a penalty of \$250 per day for every day that the project’s completion passes the November 1, 2019, deadline.
10. **SEPARABILITY:** The Town of New Gloucester will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
11. A copy of applicable insurance certificate(s) must accompany bids. Minimum coverage is \$1,000,000 per occurrence, and Worker’s Compensation Coverage in compliance with State Law.

# New Gloucester Library Deck Replacement Bidder's List

Todd Keneagy  
518 Cobbs Bridge  
New Gloucester, ME 04260

John Chaplin  
329 Woodman Rd  
New Gloucester, ME 04260

Ryan Chamberlain  
264 Rowe Station Rd  
New Gloucester, ME 04260

Mike Francis  
52 Neptune Drive  
New Gloucester, ME 04260

Rideout & Turner  
247 Portland Rd  
Gray Maine 04039

David Lee  
303 Harris Pond Rd  
Poland, Me 04274



**POSITION DESCRIPTION**  
**Public Works Director**

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**Class Title:** Public Works Director      **Location:** Town Garage & Town-wide  
**Department:** Public Works                      **Date:** June 2019

Classification: Permanent Full-time

FLSA: Exempt, salaried

**GENERAL PURPOSE**

Performs complex supervisory and administrative work in planning, organizing and supervising the Public Works Department, Transfer Station and Buildings and Grounds Department including environmental, drainage, road and traffic control, along with other public works projects and programs. Performs semi-skilled technical and administrative work in maintaining Town facilities, equipment, structures, parks, and other municipal properties.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Town Manager.

**SUPERVISION EXERCISED**

Exercises supervision over public works staff, transfer station staff, buildings and grounds staff, seasonal workers, community service workers assigned to departments under director's supervision, janitorial, mechanical, and general maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepares, monitors, and is responsible for the Public Works budget and capital improvement program.
- Prepares, monitors, and is responsible for the Transfer Station budget and capital improvement program.
- Prepares, monitors, and is responsible for the Buildings and Grounds budget and capital improvement program.
- Plans, prepares for and oversees road improvements, reconstruction, and paving projects; maintains and makes recommendations for the Town's paving program.
- Purchases supplies and materials for the Public Works Department, Transfer Station and Buildings and Grounds Department; reviews and approves employee time vouchers and departmental bills.
- Establishes and maintains departmental operating policies, ensuring compliance with OSHA, Bureau of Labor Standards, environmental, and other regulations.
- Supervises and assists a crew of laborers and equipment operators in the construction and maintenance of municipal roads and streets.
- Inspects work to ensure conformance with given engineering specifications and standards and makes necessary adjustments in assignments and methods to correct deficiencies.
- Recognizes the need for special input for engineering, hydrology, and related concerns in planning and construction projects. Recommends and works with specialists to insure road construction and reconstruction projects meet town objectives.
- Supervises and assists in repairing streets and roads, placing and rolling asphalt, and related activities.

## **POSITION DESCRIPTION**

### **Public Works Director**

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- Remains aware of weather and road conditions at all times; calls out crew for snow plowing and sanding, flooding, and other hazards.
- Supervises personnel and the maintenance and operations of municipal buildings and grounds.
- Supervises personnel and the maintenance and operations of the transfer station.
- Advises on the maintenance of records, plans, and surveys of all roads and property belonging to the Town.
- Evaluates entrance permits for design and approve culvert installations along town roads; approves entrances for subdivisions upon advice of CEO/Planner/ Planning Board and only after Planning Board approval for the subdivision in question is authorized.
- Evaluates new roads for compliance with adopted standards and advise town on acceptance.
- Oversees maintenance of and capital projects for all municipal facilities.
- Develops specifications and requests for proposals for equipment and materials; oversees bid processes; and oversees the maintenance and inventory of all Public Works, Transfer Station and Building and Grounds equipment, vehicles, and supplies.
- Supervises and assists in all snow removal activities including plowing, sanding, and snow removal.
- Supervises and assists in regular Town clean-ups, tree removal, and in maintenance of Town property.
- Schedules work assignments; exercises supervision and discipline of Public Works, Transfer Station and Building and Grounds employees; advises and collaborates with the Town Manager in hiring and discipline matters.
- Evaluates the performance of employees in writing and meets with the employee to discuss his/her performance.
- Assists in the development of departmental job descriptions, policies, and procedures.
- Evaluates status of equipment and facilities, inventories town infrastructure, and schedules needed repairs or replacements.
- Plans, carries out and evaluates preventive maintenance schedules for all department equipment and facilities.
- Maintains, develops, and oversees the Town's open spaces and parks in collaboration with the Parks and Recreation Director.
- Must be able to work long hours with short breaks, sometimes under stressful conditions.
- Must be able to respond to call outs within a reasonable amount of time.
- Must be able to pass periodic drug and alcohol testing.
- Other duties as assigned.

### **PERIPHERAL DUTIES**

- Occasionally performs skilled work in the construction of catch basins and manholes and operates equipment.
- Assists in the training of personnel in public works systems, techniques, and safety.
- Serves on committees, as required by the Town Manager.
- Builds partition walls, fences, small buildings, cupboards, cement forms; does limited masonry work; installs doors and locks.
- Coordinates the disposition of surplus Town property.

## **POSITION DESCRIPTION**

### **Public Works Director**

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- Assists the Town Manager in the oversight of the CDL drug and alcohol-testing program for employees with commercial driver's licenses (CDLs).
- Performs related work as required.

#### **REQUIRED MINIMUM QUALIFICATIONS**

##### Education and Experience:

- Considerable knowledge of maintenance, construction, and public works principles, practices, and methods as applicable to a municipal setting; thorough knowledge of applicable Town policies, laws, and regulations affecting departmental activities.
- Considerable knowledge and experience in the supervision and evaluation of personnel.
- High school diploma or equivalent, with continuing technical education in the related fields.
- Equivalent combination of education and experience.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand monthly budgetary financial statements and monitor budgetary expenditures.
- Skilled in operating and maintaining light and heavy equipment; capable of working long hours.
- Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, Town officials, staff, and the general public.
- Ability to conduct necessary research and compile comprehensive reports.
- Ability to prepare budget proposals and capital improvement programs and to present information to supervisor, Board of Selectmen, Budget Committee, and the public.
- Considerable ability to organize and direct groups of skilled and semi-skilled workers.
- Basic knowledge of road construction, design, and pavement rating of maintenance and overlay projects.
- Basic knowledge of light and heavy vehicle and equipment maintenance.

#### **SPECIAL REQUIREMENTS**

- Must possess a valid Class A or B (Commercial Driver's License) State of Maine motor vehicle operator's license.
- Must take and pass a CDL pre-employment drug and alcohol test and periodically submit to random drug and alcohol testing.

#### **TOOLS AND EQUIPMENT USED**

Power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including, but not limited to, jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; motor vehicles including trucks and commercial vehicles; lawn and landscaping equipment; janitorial tools; personal computer; telephone, cell phone, mobile or portable radio, pager, fax, copy machines.

## **POSITION DESCRIPTION**

### **Public Works Director**

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Dump truck, pickup truck, backhoe, loader, grader, lawn mower, york rake, welding equipment, chain saw, rake, hoe, shovel, automotive and other small tools, and other related maintenance equipment and tools.

#### **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 frequently required to walk, sit, talk, smell, and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift up to 100 pounds with the assistance of devices or other workers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **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 frequently works in outside weather conditions. The employee frequently works near moving mechanical parts, occasionally in high, precarious places, and occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually heavy when in the field or garage, but relatively quiet in the office.

Employee in this class will be available for storm related incidents 24-hours per day, 7-days per week from November 1 to April 15.

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, and reference and past employment check. A pre-employment physical with a statement from a qualified physician saying the applicant is able to perform the tasks outlined in the job description is required for this position.

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.

**POSITION DESCRIPTION**  
**Public Works Director**

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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.

Signed and approved by the Board of Selectmen on \_\_\_\_\_.

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

\_\_\_\_\_  
Karen L. Gilles, Vice-Chairman

**POSITION DESCRIPTION**  
**Deputy Public Works Director**

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**Class Title:** Deputy Public Works Director      **Location:** Town Garage & Town-wide  
**Department:** Public Works      **Date:** June 2019

Classification: Full-Time

FLSA: Non-exempt

**GENERAL PURPOSE**

This is supervisory and practical work with a group of semi-skilled public works employees. The Operational Deputy Director is responsible for the daily work assignments of public works employees with guidance and in collaboration with the Public Works Director.

Employee of this class assists and supervises employees to assure work is completed timely and safely. Work involves snow removal and sanding, road construction and related activities. Employee is further responsible for assisting the Public Works Director in checking work performed by subordinates to ensure that roads are made according to prescribed lines and grades. Work is subject to review while in progress and upon completion by the Public Works Director.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Public Works Director.

**SUPERVISION EXERCISED**

The employee in this position has broad supervisory responsibilities, supervising employees daily activities, work crew and work schedules assuring a safe work environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administers and participates in the daily work plan with public works employee as established in collaboration with the Public Works Director.
- Supervises and assists public works employees in the plowing, sanding and snow removal of municipal roads, sidewalks and parking areas.
- Maintains plow route in the winter.
- Operates trucks and sanders in the plowing, sanding and snow removal of town roads including evening, nights, weekends, as well as normal daytime operations.
- Operates light to moderately heavy trucks in performance of public works duties.
- Operates light to moderately heavy trucks in transporting dirt, gravel, wood and construction material; assists in loading and unloading trucks.
- Operates equipment as needed, i.e. front-end loader and grader.
- Performs varied maintenance work including rebuilding storm drains and culverts, drainage systems, patching and building roads, and other general duties.
- Assists in the seasonal repair and maintenance of town parks and properties.
- Picks up debris such as blow-downs; straightens signs and posts; picks up leaves, brush and other trash.
- Winterizes trucks and mounts sanders
- Assists in the repair and preventative maintenance on vehicles and equipment and assists in general maintenance of the Public Works Garage and Sand/Salt shed.

**POSITION DESCRIPTION**  
**Deputy Public Works Director**

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- Assists in directing traffic to make a safe work environment and to better flow the traffic during construction projects.
- Oversees installation of street signs, paving operation and pavement markings.
- Monitors work to ensure that Town policies are followed.
- Monitors work to ensure that State and Federal safety regulations are followed.
- Issues driveway permits in the absence of the Public Works Director.
- Must be able to supervise work crews using motorized heavy construction equipment and power tools.
- Must be able to supervise and perform snow plowing removal and sanding operations, including evening, nights, weekends, as well as normal daytime operations.
- Must be able to supervise and direct work at the transfer station as well as buildings and ground in the absence of the Public Works Director.
- Must be able to work long hours with short breaks, sometimes under stressful conditions.
- Must be able to supervise and perform maintenance work on Town facilities.
- Must be able to respond to call outs within a reasonable amount of time.
- Must be able to provide excellent customer service while projecting a positive image of the Town.
- Must be able to pass periodic drug and alcohol testing.
- May work non-scheduled hours as directed by the Public Works Director.
- Will assist in all other work related duties as instructed by the Public Works Director.
- Other duties as assigned.

**PERIPHERAL DUTIES**

- May occasionally serve on work-related employee committees.
- Performs other related public works tasks, as assigned by Public Works Director or Town Manager.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High school diploma or equivalent with continuing technical education in a related field.
- Considerable knowledge and experience in the supervision of personnel.
- Education and experience in the operation and maintenance of heavy and lighter trucks and other motorized equipment used in the construction trades; or any equivalent combination of experience and training.
- State of Maine Class A or B Commercial Driver's License (CDL) with an acceptable driving record and insurable under the town's insurance policy.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, organize and supervise a group of subordinates. Some knowledge of the principals and practices of street construction maintenance and repair.
- Ability to establish and maintain effective working relationships with other employees, subordinates and the general public contacted in the course of the work.
- Considerable knowledge of Town policies in regards to Town permits issued by Public Works.

**POSITION DESCRIPTION**  
**Deputy Public Works Director**

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- Considerable knowledge of the operation of various types of heavy duty trucks, tractors, and related automotive equipment.
- Considerable knowledge of the hazards and applicable safety rules and precautions in heavy equipment operation.
- Considerable knowledge of traffic laws, ordinances, and rules involved in equipment operation.
- Ability to understand and carry out oral and written instructions and to work independently in the performance of regular work duties.
- Physical strength and agility sufficient to do strenuous manual labor under varying weather conditions.
- Ability to work with a variety of people and to deal with the public in a polite and respectful manner.

**SPECIAL REQUIREMENTS**

- A pre-employment physical examination to determine fitness to perform necessary work is required upon offer of employment.
- Must take and pass a CDL pre-employment drug and alcohol test and periodically submit to random drug and alcohol testing.

**TOOLS AND EQUIPMENT USED**

Power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including, but not limited to, jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; motor vehicles including trucks and commercial vehicles; lawn and landscaping equipment; janitorial tools; personal computer; telephone, cell phone, mobile or portable radio, pager, fax, copy machines.

Dump truck, pickup truck, backhoe, loader, grader, lawn mower, york rake, welding equipment, chain saw, rake, hoe, shovel, automotive and other small tools, and other related maintenance equipment and tools.

**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 walk, sit, talk, bend, see, and/or hear. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms, legs and feet. The employee is frequently required to stand, twist, reach, squat, crouch, kneel, and smell and occasionally required to climb stairs or ladders, balance, stoop, and/or crawl.

The employee may frequently lift and/or move up to 50 pounds and frequently lift weights up to 100 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**  
**Deputy Public Works Director**

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**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 frequently works in outside weather conditions.

The noise level in the work environment may be moderate to high while operating equipment or in the field.

Employee in this class will be available for storm related incidents 24-hours per day, 7-days per week from November 1 to April 15.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, pre-employment physical examination, and pre-employment drug and alcohol test.

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.

Signed and approved by the Board of Selectmen on \_\_\_\_\_.

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

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Karen L. Gilles, Vice-Chairman

## POSITION DESCRIPTION

### Public Works Employee

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**Class Title:** Public Works Employee  
**Department:** Public Works

**Location:** Town Garage & Town-wide  
**Date:** June 2019

Classification: Full-Time

FLSA: Non-exempt

#### **GENERAL PURPOSE**

This is semi-skilled manual labor in the operation of light and moderately heavy trucks and motorized equipment on road construction and repair, and in the snow and ice removal operations of the Public Works Department.

Employee of this class is able to handle and operate all truck attachments and carry out assignments with relative ease. Employees participate in loading and unloading work. Duties include the performance of manual labor tasks in connection with the operation of trucks or during completion of seasonal work projects. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to check while in progress and upon completion by the Public Works Director or Deputy Public Works Director.

#### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Public Works Director or Deputy Public Works Director.

#### **SUPERVISION EXERCISED**

None.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operates trucks and sanders in the plowing, sanding and snow removal of town roads.
- Operates light to moderately heavy trucks in performance of public works duties.
- Operates a light to moderately heavy truck transporting dirt, gravel, wood, and construction materials; assists in loading or unloading trucks.
- Operates light to heavy equipment, i.e. front end loader and grader.
- Assists other public works employees in the plowing, sanding and snow removal of municipal roads, sidewalks and parking areas.
- Performs varied maintenance work including rebuilding storm drains and culverts, drainage systems, patching and building roads, and other general duties.
- Assists in the seasonal repair and maintenance of town parks and properties.
- Picks up debris such as blow-downs; straightens signs and posts; picks up leaves, brush and other trash.
- Winterizes trucks and mounts sanders.
- Assists in general repair and preventive maintenance on vehicles and equipment and assists in general maintenance of the Public Works garage and sand/salt shed.
- Assists in general maintenance activities on town buildings, property, and equipment.
- May work non-scheduled hours as directed by the Public Works Director or Deputy Public Works Director.
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**POSITION DESCRIPTION**  
**Public Works Employee**

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- Assists in Directing Traffic to make a safe work environment and to better flow the traffic during construction activities.
- Will assist in all other work related duties as instructed.
- Must be able to work long hours with short breaks, sometimes under stressful conditions.
- Must be able to respond to call outs within a reasonable amount of time.
- Must be able to pass periodic drug and alcohol testing.
- Other duties as assigned.

**PERIPHERAL DUTIES**

- May occasionally serve on work-related employee committees.
- Performs other related public works tasks, as assigned by the Public Works Director or Deputy Public Works Director.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High school diploma or equivalent.
- Education and experience in the operation of lighter trucks and other motorized equipment heavier than passenger vehicles; or any equivalent combination of experience and training.
- State of Maine Class A or B Commercial Driver's License (CDL) with an acceptable driving record and insurable under the town's insurance policy.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the standard practices, methods, equipment, and tools of the automotive and construction equipment trades.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Considerable knowledge of the operating and repair characteristics of a variety of equipment utilized by public safety employees and the Public Works Department.
- Knowledge of the geography of the town, including the location of roads.
- Ability to operate trucks and other motorized equipment safely and according to traffic laws and regulations.
- Ability to make and assist in minor repairs and maintenance of motorized equipment.
- Ability to learn the operation of heavier motorized equipment.
- Ability to perform manual labor for extended periods of time under adverse climatic conditions.
- Ability to carry out general instructions independently and follow more detailed instructions with some guidance.
- Physical strength, agility, and endurance sufficient to perform required work.

**SPECIAL REQUIREMENTS**

- Must possess, or have the ability to obtain within 6 months, a valid State of Maine Class A or B (CDL) motor vehicle operator's license.
- A pre-employment physical examination to determine fitness to perform necessary work is required upon offer of employment.

**POSITION DESCRIPTION**  
**Public Works Employee**

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- Must take and pass a CDL pre-employment drug and alcohol test and periodically submit to random drug and alcohol testing.

**TOOLS AND EQUIPMENT USED**

Power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including, but not limited to, jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; motor vehicles including trucks and commercial vehicles; lawn and landscaping equipment; janitorial tools; personal computer; telephone, cell phone, mobile or portable radio, pager, fax, copy machines.

Dump truck, pickup trucks, backhoe, loader, grader, lawn mower, york rake, chain saw, rake, hoe, shovel, automotive and other small tools, and other related maintenance equipment and tools.

**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 walk, sit, talk, see, and/or hear. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms, legs and feet. The employee is frequently required to stand, twist, bend, reach, and smell and occasionally required to squat, crouch, kneel, climb stairs or ladders, balance, stoop, and/or crawl.

The employee may occasionally lift and/or move up to 50 pounds and occasionally lift weights up to 100 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.

**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 frequently works in outside weather conditions.

The noise level in the work environment may be moderate to high while operating equipment or in the field.

Employee in this class will be available for storm related incidents 24-hours per day, 7-days per week from November 1 to April 15.

**POSITION DESCRIPTION**  
**Public Works Employee**

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**SELECTION GUIDELINES**

Formal application; rating of education and experience; oral interview; reference check; pre-employment physical examination; and pre-employment drug and alcohol test.

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.

Signed and approved by the Board of Selectmen on \_\_\_\_\_.

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

\_\_\_\_\_  
Karen L. Gilles, Vice-Chairman

**POSITION DESCRIPTION**  
**Equipment Maintenance Technician**  
**Public Works Employee**

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**Title:** Equipment Maintenance Technician/ **Location:** Town Garage & Town-wide  
Public Works Employee

**Department:** Public Works **Date:** June 2019

Classification: Full-Time

FLSA: Non-exempt

**GENERAL PURPOSE**

This is skilled manual labor in the repair and maintenance of various pieces of light and heavy motorized equipment used in road construction, road maintenance, snow removal, fire and rescue, transfer station, buildings and grounds, and other generalized work.

Employee of this class is able to correctly diagnose and make repairs on a variety of equipment. Employee is also responsible for regular preventive maintenance on this equipment. Employee must have the ability to operate these various pieces of equipment when required to assist the Public Works Department. Work is done with independence subject to review upon completion by the Public Works Director.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Public Works Director. In the Public Works Director's absence, will work under the general guidance of the Deputy Public Works Director.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs repairs on equipment as the situation warrants, examples include spring replacement, transmission and brake repair.
- Performs regular preventive maintenance on vehicles including oil changes, filter and belt changes, and lubrication as necessary.
- Performs all State of Maine Inspections on all pieces of equipment with proper licensing.
- Helps prepare trucks and other equipment for different seasonal jobs including repairing and maintaining sanders and plows.
- Maintains repair and general maintenance records for all vehicles.
- Shall be proficient with welding and cutting tools.
- Assists road crew and other departmental activities by driving equipment or performing other manual labor tasks.
- Assists other public works employees in the plowing, sanding and snow removal of municipal roads, sidewalks and parking areas.
- Participates in the seasonal plowing and sanding of town roads.
- Maintains good housekeeping in and around public works facilities.
- Assists in general maintenance activities on town buildings, property, Public Works garage, sand/salt shed and equipment.

**POSITION DESCRIPTION**  
**Equipment Maintenance Technician**  
**Public Works Employee**

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- May work non-scheduled hours as directed by the Public Works Director.
- Must be able to work long hours with short breaks, sometimes under stressful conditions.
- Must be able to respond to call outs within a reasonable amount of time.
- Must be able to pass periodic drug and alcohol testing.
- Other duties as assigned.

**PERIPHERAL DUTIES**

- May occasionally serve on work-related employee committees.
- Performs other related public works tasks, as assigned by Public Works Director or Town Manager.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High school diploma or equivalent. Advanced training or post-secondary education or training in a related field.
- 10-years' experience in a similar environment.
- ASE and EVT certification.
- Education and experience in the operation and maintenance of heavy and lighter trucks and other motorized equipment used in the construction trades; or any equivalent combination of experience and training.
- State of Maine Class A or B Commercial Driver's License (CDL) with an acceptable driving record and insurable under the town's insurance policy.
- State of Maine Commercial Inspection License (Class D & E).

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge and certifications of the general maintenance requirements of various pieces of light to heavy motorized equipment.
- Ability to perform repairs on various light and heavy motorized vehicles.
- Ability to perform annual State of Maine Inspections on various light and heavy motorized equipment and/or vehicles.
- Knowledge of necessary tools and equipment used in the repair and maintenance of motorized equipment.
- Knowledge of principles and operation of gasoline and diesel engines.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Ability to plan, assign, and review the work of public works employees engaged in maintenance, repair and servicing of their assigned public works vehicle and equipment.
- Skill in the use of tools and the operation of machines and equipment employed in automobile repair and maintenance.
- Knowledge of the geography of the town, including the location of roads.
- Ability to operate trucks and other motorized equipment safely and according to traffic laws and regulations.
- Ability to perform manual labor for extended periods of time under adverse climatic conditions.

**POSITION DESCRIPTION**  
**Equipment Maintenance Technician**  
**Public Works Employee**

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- Ability to carry out general instructions independently and follow more detailed instructions with guidance.
- Physical strength, agility, and endurance sufficient to perform required work.

**SPECIAL REQUIREMENTS**

- A pre-employment physical examination to determine fitness to perform necessary work is required upon offer of employment.
- Must take and pass a CDL pre-employment drug and alcohol test and periodically submit to random drug and alcohol testing.
- Knowledge and/or experience related to the general repair and maintenance of fire and rescue vehicles.

**TOOLS AND EQUIPMENT USED**

Power and hand tools and equipment for carpentry, painting, plumbing, electrical, and cement finishing work; mechanic's tools including, but not limited to, jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; motor vehicles including trucks and commercial vehicles; lawn and landscaping equipment; janitorial tools; personal computer; telephone, cell phone, mobile or portable radio, pager, fax, copy machines.

Dump truck, pickup truck, backhoe, loader, grader, lawn mower, york rake, welding equipment, chain saw, rake, hoe, shovel, automotive and other small tools, and other related maintenance equipment and tools. Must be knowledgeable in the use of personal computers and Microsoft Office products.

**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 walk, sit, talk, bend, see, and/or hear. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms, legs and feet. The employee is frequently required to stand, twist, reach, squat, crouch, kneel, and smell and occasionally required to climb stairs or ladders, balance, stoop, and/or crawl.

The employee may frequently lift and/or move up to 50 pounds and frequently lift weights up to 100 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.

**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.

**POSITION DESCRIPTION**  
**Equipment Maintenance Technician**  
**Public Works Employee**

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While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment may be moderate to high while operating equipment or in the field.

Employee in this class will be available for storm related incidents 24-hours per day, 7-days per week from November 1 to April 15.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, pre-employment physical examination, and pre-employment drug and alcohol test.

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.

Signed and approved by the Board of Selectmen on \_\_\_\_\_.

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
George W. Colby

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Joseph S. Davis

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Tammy L. Donovan

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Karen L. Gilles, Vice-Chairman

# Sample Mechanic Job Descriptions



## MAINE TURNPIKE AUTHORITY Job Description

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**Job Title:** Equipment Body Mechanic  
**Department:** Highway and Equipment Maintenance  
**Reports To:** Equipment Maintenance Foreman  
**FLSA Status:** Non-Exempt

### **Summary:**

This is skilled work of the journeyman level in maintenance, body repair and painting of automotive and construction equipment. Employees in this class perform skilled tasks in body and mechanical repair and preparation of automobiles, trucks, pickups and construction equipment. Employees work under general supervision using independent judgment as to method of repair or preparation after receiving oral instructions or written work orders as to the nature of the work to be performed.

Employee performs daily auto body and mechanical tasks including procurement, accumulation, and storage of hazardous materials and hazardous waste, and coordinates with Environmental Services Coordinator for proper disposal of hazardous waste generated from maintenance, body repair and painting operation. Work includes preparing and sandblasting dump bodies, salt bodies, tailgate sanders, plows and wings for painting.

### **Essential Duties and Responsibilities**

The duties listed cover the principle duties of the position and are not all-inclusive.

- Performs body and mechanic repair and painting on automobiles, trucks, pickups and construction equipment. Prepares and sandblasts dump bodies, salt bodies, tailgate sanders, plows and wings for painting.
- Performs truck and unit set-ups to MTA specifications and light mechanic work on light and heavy equipment.
- Repairs cabs, doors, hoods, fenders and many other types of body panels.
- Accumulates hazardous waste paint related materials generated from maintenance, body repair and painting of automotive and construction equipment in designated hazardous waste satellite accumulation site and comply with MTA hazardous waste management guidance.
- Assists other trade persons in the performance of their various duties.
- Performs oxy-acetylene, mig and electric welding or blacksmithing working with various metals.
- Performs related work as required.

### **Required Knowledge, Skills and Abilities**

**Must live within thirty (30) minutes normal driving time to the assigned maintenance facility.**

Knowledge in the installation of windshields – epoxy type and/or rubber gasket type.

Considerable knowledge of the principles, methods, materials and tools of the bodywork and mechanical trade.

Working knowledge of the principles of body work, mechanical and painting of automotive and construction equipment.

Working knowledge of the occupation and safety precautions of the trade.

Skill in the repair of damaged body parts.

Skill in the use and care of tools used in the body repair and mechanical trades.

Must pass Pulmonary Function Test and be medically approved to wear a respirator.

Working knowledge and skill in the use of oxy-acetylene, stick, migwelding and blacksmithing.

Ability to read and effectively interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, and to write routine reports.

Interpersonal and communicative abilities, both oral and written, in order to establish and maintain collaborative working relationships, and to deal effectively with MTA staff and management.

Ability to perform basic mathematical functions.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form, and to adapt to specific needs as they arise to avoid problems and unnecessary delays.

Must be trained, or have the ability to be trained (as a competent person), in hazardous waste management within 6 months of taking this classification and receive annual refresher training.

### **Education and/or Experience**

High School graduate or the equivalent and at least six (6) years experience as a journeyman in the body repair and painting trade. Experience in the use of different types of body materials and paints. Must possess necessary tools to perform tasks listed.

### **Certificates, Licenses and Registrations**

Must possess and maintain a valid State of Maine Commercial Drivers License (CDL).

Must possess a valid State of Maine Class A, D, E Inspection License or obtain such license prior to the end of 6-month probationary period. An extension of the 6-month time period may be granted for an additional 6 months if the employee is able to show progress in attaining the required license(s) and the next testing date is beyond the 6-month period. Preference will be given to candidates already possessing appropriate licenses.

### **Special Requirements**

Protective footwear such as heavy leather boots with minimum of (6) six inches in height that meets the ANSI-Z 41 standard, shall be worn by an employee in this job classification. Shoes, sneakers, or any other type of footwear are not acceptable.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, bend and use hands to operate tools of the trade. The employee must occasionally lift and/or move up to seventy-five (75) pounds. Specific vision abilities required by this job include close vision, given the detail of this position.

### **Pay Range**

Range 13.5, Employee Unit.

### **Working Hours**

As assigned.

### **Work Environment**

The working conditions are primarily those of a garage environment. However, while performing the duties of this job the employee may be exposed to wet and/humid conditions, moving mechanical part, fumes or airborne particles and outside weather conditions.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**

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## **Mechanic**

### Nature of Work:

This is skilled work in the preventive maintenance and repair of motor vehicles and equipment. This employee works under the supervision of the Shop Supervisor.

Work is performed under the direction of the Vehicle Shop Foreman. Work is performed in accordance with established maintenance and repair and safety procedures with minimal direct supervision. The employee of this class may perform major repair work in conjunction with or under the supervision of a more senior mechanic. The employee may be required to work on the highway crew if needed.

### Essential Duties and Responsibilities:

#### Examples of Work (Illustrative Only):

Changes tires; does welding; may perform some engine rebuilding; does grease jobs; changes oil.

Assists Shop Foreman as needed.

Performs related highway crew maintenance jobs as required.

Performs related work as required.

### Requirements of Work:

Knowledge of preventive maintenance and minor mechanical repair of automotive and small gasoline engines.

Knowledge of hydraulics and rear end repair.

Knowledge of diesel engine preventive maintenance and repair.

Knowledge of gasoline engine rebuilding.

Ability to meet the physical requirements of the job.

Knowledge of safety procedures for assigned equipment and activities.

Knowledge of engine rebuilding, rear-end work and diesel engines.

Ability to use welder, cutting torch, and brazing equipment.

### Training and Experience Required:

Graduation from high school or equivalent, preferably with vocational training in truck and heavy equipment mechanics. Two to four years work experience as a mechanic for automobiles, diesel trucks and small engines.

### Necessary Special Requirements:

Valid State of Maine motor vehicle operator's license - CDL Class II. Preferably, valid State of Maine motor vehicle inspection license.

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## **Mechanic**

### Nature of Work:

This is skilled manual labor in the repair and maintenance of various pieces of light and heavy motorized equipment used in road construction, road maintenance, snow removal and other generalized work.

Repair and maintenance of all Town equipment such as police cruisers, Fire Department trucks and equipment, and repair and maintenance of other motorized equipment.

Employee of this class must be able to correctly diagnose and make major repairs on a variety of equipment. Employee is also responsible for regular preventive maintenance on this equipment. Employee must have the ability to operate these various pieces of equipment when required to assist the Public Works Department.

### Essential Duties and Responsibilities:

#### Examples of Work (Illustrative Only):

Performs major repairs on equipment as the situation warrants (examples include spring replacement, transmission and brake repair and minor engine repair).

Performs regular preventive maintenance on vehicles including oil changes, filter and belt changes and lubrication as necessary.

Helps prepare trucks and other equipment for different seasonal jobs including repairing and maintaining sanders and plows.

Cleaning and repainting of sanders, trucks, and other equipment as necessary.

Maintains repair and general maintenance records on all vehicles; prepares bills for replacement parts to be allocated to appropriate department, as well as ordering of parts from various automotive suppliers.

Scheduling of work to be done on different department equipment, and prepare work orders for work.

Maintaining supplies and parts for stockroom for general maintenance of equipment.

May perform repair work on vehicles that utilize welding and cutting tools.

Assists road crews and other departmental activities by driving equipment or performing other manual labor tasks, but work at garage takes first priority.

Is responsible for keeping garage area clean and organized.

Assists other departments in the maintenance of all equipment.

Performs related work as required.

### Requirements of Work:

Thorough knowledge of the general maintenance requirements of various pieces of light to heavy motorized equipment.

Ability to perform major repairs upon various light and heavy motorized equipment.

Knowledge of necessary tools and equipment used in the repair and maintenance of motorized equipment.

Knowledge of principles and operation of gas and diesel engines.

May be required to lift equipment, tools or in combination in excess of 75 pounds.

Skill in the use of tools and the operation of machines and equipment employed in automobile repair and maintenance.

Knowledge of State Inspection laws, ordinances and rules involving the safe operation of automotive vehicles.

Ability to drive various pieces of equipment used by the Town.

Training and Experience Required:

High school graduation and experience in the repair of motorized equipment; or any equivalent combination of experience and training.

Necessary Special Requirements:

Must possess valid Class B CDL.

**CITY OF LEWISTON**  
**Job Description**

**Job Title: EQUIPMENT MECHANIC**

**Department:** Public Works

**Division:** Municipal Garage

**Reports To:** Superintendent - Municipal Garage

**FLSA Status:** Non-Exempt

**Class Grade:** PW - 8

**Bargaining Unit:** AFSCME

**Summary:**

Under direction, overhauls, repairs and maintains gasoline and diesel automotive vehicles, trucks, tractors, cranes and other power-driven equipment and does other related work as required.

**Essential Duties and Responsibilities:**

1. Inspects and diagnoses gasoline, diesel automotive and construction equipment to determine need for repairs
2. Overhauls and repairs clutches, brakes, transmissions, transfer cases, differentials, universal joints, motors, ignitions, carburetors and hydraulic systems of vehicles, trucks & trailers, backhoes, tractors, street sweepers, snow loaders, cranes, forklifts & miscellaneous other equipment
3. Grinds valves and installs pistons and bearings
4. Disassembles motors and mechanical operating equipment and attachments
5. Installs and fits new or reconditioned parts
6. Adjusts brakes, clutches ignition and carburation
7. Aligns and straightens frames, axles and wheel assemblies
8. Repairs radiators, pumps and building heating systems
9. Operates automotive test equipment and power tools used in repair & servicing work
10. May perform acetylene, electric welding and brazing
11. Prepares records of work done and parts used
12. May direct the work of a helper
13. May be required to furnish tools
14. Uses meters and testing equipment to check out charging systems, starters, etc.
15. Uses electronic diagnostic equipment including scan tools, multimeters, etc.
16. Maintains records of repairs
17. Participates in training of employees in municipal garage related work
18. Operates trucks & equipment as required to complete functions of an equipment mechanic
19. Performs other duties as assigned

**Other Duties & Responsibilities:**

1. Knowledge of the operation of internal combustion engines, automotive hydraulic and electrical systems, transmissions, methods of testing, procedures, tools, equipment and materials used in the repair & maintenance of motorized equipment
2. Ability to diagnose mechanical difficulties

3. Ability to use shop equipment and tools
4. Ability to estimate time and materials for repair jobs
5. Ability to follow oral and written directions
6. Ability to work cooperatively
7. Ability to maintain accurate records
8. Ability to maintain a clean & organized work area
9. Ability to work alone with limited supervision
10. Knowledge of safety practices
11. Ability to deal with the public in a courteous & tactful manner
12. Ability to train co-workers in municipal garage related work
13. Ability to work overtime as required

**Skills/Training Required:**

See education and/or experience

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals; outside weather conditions; extreme heat and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold and risk of electrical shock. The noise level in the work environment is usually loud.

**Certificates, Licenses, Registrations:**

Valid State of Maine Class B driver's license, Class A preferred and may operate Class A vehicles

with appropriate license.

Ability to obtain A.S.E. Certification

State Motor Vehicle Inspection License or ability to obtain an Inspection License within twelve (12) months

**Education and/or Experience:**

High school diploma or general education degree (GED) and five (5) years experience in mechanical repairs for automotive and heavy construction equipment

**Comments:** (use comment section to provide salary and/or ours of work)



## JOB DESCRIPTION

**Title:** Fleet Maintenance Lead Technician  
**Department:** Public Works  
**Status:** Full-time, Non-Exempt  
**Grade:** 16  
**Revised:** June 4, 2018

### NATURE OF WORK

This is a technically advanced fleet maintenance position reporting to the Fleet Maintenance Manager. Responsibilities include maintaining town-owned automobiles, light and heavy-duty trucks, school buses, and all other specialized equipment. The employee of this class performs high-level maintenance and more complex repairs on equipment, schedules required repairs (whether of a regular or special nature), and maintains all associated records. The work also involves all maintenance of the PW facility as well as associated tools and supplies. This person will be directly involved with day-to-day maintenance and repair operations as well as providing technical direction to other technicians in the department.

The work falls under general supervision while referring unusual/unique, more costly, and/or more complex maintenance to the Fleet Maintenance Manager for direction.

### ESSENTIAL FUNCTIONS *(Illustrative examples; not intended to be all-inclusive.)*

1. Performs varied and involved maintenance operations, sophisticated diagnostics, and repairs on the town's fleet, is responsible for assisting in scheduling repairs, ordering parts, and maintaining related records.
2. Maintains detailed records of repairs to town vehicles and assists supervisor in allocating costs to appropriate town departments.
3. Responsible for the care and upkeep of shop area, tools and equipment.
4. Assists manager with bid specifications when necessary and with coordinating work schedules of co-workers.

### REQUIREMENTS OF WORK

Working knowledge of advanced practices, methods, equipment, and tools used in all aspects of fleet maintenance.

Demonstrated knowledge of the occupational hazards of the trade and the related safety precautions, regulations, and standards of the trade.

In-depth knowledge of the operation and maintenance characteristics of all equipment utilized by all municipal departments.

Must work cooperatively and productively with co-workers, vendors, and the general public.

Must have a working knowledge of current vehicle specifications to assist in equipment purchases.

Perform other related duties as assigned.

### DESIRABLE EXPERIENCE AND TRAINING

High School diploma from an accredited institution, vocational school courses or a related specialized training program in the mechanics trade.

Minimum 3 – 5 years of experience in the repair and maintenance of vehicles and heavy equipment.

Must possess a valid State of Maine class B motor vehicle operator's license with relevant endorsements.

Must possess valid State of Maine inspection licenses for A,B,C,D and E classes.

Working knowledge and proven experience in the field of automotive and heavy equipment mechanics.

Extensive knowledge of hydraulics, welding, cutting, and fabricating operations.

In-depth knowledge of gasoline and diesel engines to include the ability to perform major overhauls on both.

Proven ability to troubleshoot and repair electrical and mechanical components, and have the ability to build custom electrical systems for new vehicle setups.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities, and skills may be considered at the discretion of the Town of Scarborough.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

#### **Environment:**

Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and

all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.



## JOB DESCRIPTION

**Title:** FLEET MAINTENANCE TECHNICIAN II  
**Department:** Public Works  
**Status:** Full-time, Non-exempt  
**Grade:** 15  
**Revised:** 5/1/2018

### NATURE OF WORK

Position at this level is distinguished from others by the level of responsibility assumed and the complexity of duties assigned. Technicians perform the most difficult and responsible types of duties and can independently perform all repairs and servicing on the full range of equipment owned by the town. The employee is expected to perform duties on an on-call basis when necessary.

Requires effective use of a variety of hand, power and computer diagnostic tools and testing instruments to independently perform varied and complex inspection, diagnostics, overhaul and repair functions required for the maintenance of town-wide vehicles & equipment including gas, diesel, electric, and propane powered vehicles, small shop machinery, power tools, and other support equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs other related duties as assigned. This person reports to the Fleet Maintenance Manager.

### ILLUSTRATIVE EXAMPLES OF WORK

*The following duties are typical for this grade. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform the full range and most complex duties assigned and respond to emergency calls for service after hours

Assist in implementation of garage policies and procedures

Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair

May work directly with municipal departments to schedule work

Perform general overhaul and repair work on gasoline, diesel, and propane powered engines such as automobiles, trucks, heavy-duty construction equipment, school buses, police and fire/rescue vehicles & equipment, and other mechanical equipment

Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts, and alternators

Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment

Diagnose, repair, and maintain hydraulic systems

Perform preventive maintenance work on vehicles, including lubrication and oil changes

Fabricate and weld to repair equipment as necessary

Operate vehicles and equipment to aid in diagnostics

Clean and maintain the shop area and equipment

Maintain records on all maintenance and repair work performed

Perform related duties as required

### **WORK REQUIREMENTS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Methods, materials, equipment, and tools used in vehicle maintenance and repair

Various gasoline and diesel engine mechanical systems

Standard practices, equipment, and tools of the automotive and equipment mechanical trade

Methods and techniques of welding and fabrication; operation and repair characteristics of hydraulic systems

Occupational hazards and standard safety procedures

Maintain clear and accurate shop and repair records

Inspect equipment to locate and diagnose mechanical defects, electrical and hydraulic problems, and determine corrective procedures

Ability to communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work

### **DESIRABLE EXPERIENCE AND TRAINING**

Basic principles of record keeping and shop mathematics

Two years of experience as an automotive mechanic and some technical knowledge of school buses, fire /rescue equipment, and heavy-duty construction equipment

Welding and fabrication skills are a plus

Knowledge of Water pump and valves used on Fire apparatus are a plus.

## **EDUCATION and CERTIFICATION REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

High school diploma or equivalent

Graduation from a vocational school or other specialized training program in the mechanics trade is desirable

Computer skills are essential to the job

Must possess a valid State of Maine Inspection License Class A,D,& E. and a valid State of Maine Motor Vehicle 'CDL Class B' License (may be obtained within 6 months of employment to qualify)

Air Brake certification essential to the job

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

### **Environment:**

Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

### **Physical:**

Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.



## **FLEET MAINTENANCE - TECHNICIAN Level 1**

### **NATURE OF WORK**

This is work in the repair and maintenance of a variety of vehicles and heavy equipment including automobiles, light and heavy trucks, school buses, fire and rescue apparatus, police vehicles and Public Works equipment. The employee of this class is responsible for performing basic preventative maintenance as well as repair on town vehicles. Must be willing to learn on-going repair techniques required to maintain a wide array of vehicles and heavy equipment. This person reports to the Fleet Maintenance Supervisor.

### **ILLUSTRATIVE EXAMPLES OF WORK**

- 1) Performs preventive maintenance on town vehicles; performs repairs as assigned.
- 2) May diagnose defects of motor vehicles and mechanical equipment.
- 3) Road tests equipment to locate defects and verify that proper repair has been accomplished.
- 4) Is responsible for care and upkeep of tools, equipment and shop area.
- 5) Performs on-call emergency repair work.
- 6) Performs repairs on various mechanical systems, including brakes, electrical systems, cooling systems, and transmissions.
- 7) Ability to deal effectively with others, both Public Works employees and the public.
- 8) Performs other duties as assigned.

### **WORK REQUIREMENTS**

Working knowledge of standard practices, methods, equipment, and tools related to the automotive and construction equipment trade.

Working knowledge of occupational hazards and safety precautions of the trade.

Must have initiative, be able to work independently, and pay attention to detail.

Ability to accept on-call duties.

Must possess a valid State of Maine inspection license, a valid State of Maine motor vehicle operator's license CDL Class B. (may be obtained within 6 months to qualify)

### **DESIRABLE EXPERIENCE AND TRAINING**

Experience as an automotive mechanic, particularly in heavy equipment.

Welding & fabrication skills a plus.

Computer skills are essential to the job.

### **EDUCATION AND CERTIFICATION REQUIREMENTS**

High school diploma or equivalent.

Graduation from a vocational school or other specialized training program in the mechanics trade is desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

#### **Environment:**

Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

#### **Physical:**

Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.





## **JOB DESCRIPTION**

- Researches and orders repair parts and maintenance supplies over the phone and online. Strives to identify lowest cost options when prudent.
- Prepares and keeps accurate written and electronic records, such as service logs, preventative maintenance schedules, and equipment lists.
- Uses safe work practices and adheres to departmental, organizational, and industry safety standards and practices. Consistently uses recommended personal protective equipment.
- Maintains a clean, organized work area free of hazards. Proactively corrects and/or reports potential hazards in the workplace when observed.
- Performs work for the highway crew as needed, such as snow removal.
- Completes all required training and license requirements in a timely manner.
- Strives to continuously develop professional knowledge, skills, and abilities. Actively works towards achieving personal, department, and organizational goals and performance standards.
- Remains up-to-date with changing technology.
- Performs other related duties as assigned.

### **Minimum Qualifications (Recommended)**

#### **Education, Training, and Experience:**

Must possess a high school diploma, or equivalent, and have a minimum of two years' prior work experience as a mechanic for automobiles and/or diesel trucks.

Valid Class B Commercial Driver's License (CDL) is required. Maine Motor Vehicle Inspection license with class A, D, T and E endorsements within six months of employment required. Knowledge of the Maine Department of Motor Vehicles requirements for School Bus inspection (class B) is desired.

Some experience in the operation of standard automotive equipment heavier than passenger vehicles preferred. Any equivalent combination of education, training or experience that provides the required knowledge, skills and abilities may be considered.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of generally accepted methods, techniques, and practices associated with the repair and maintenance of motorized equipment.
- Understanding of and ability to use various hand tools used on the job.
- Familiarity with the operation of internal combustion engines, hydraulic systems, electrical systems, transmissions, and the various diagnostic methods.
- Knowledge of preventive maintenance, repair, and rebuilding of large and small gasoline and diesel engines.



## JOB DESCRIPTION

- Ability to repair and perform preventative maintenance on various types of gasoline, diesel, automotive, and construction equipment.
- Knowledge of air and hydraulic brake systems.
- Knowledge of automotive electrical systems and wiring.
- Ability to safely use welder, cutting torch, and brazing equipment.
- Ability to effectively and efficiently troubleshoot defective equipment.
- Ability to provide accurate estimates of time, materials, and funds needed to repair and/or replace equipment.
- Ability to work extended and on-call hours as needed in association with mechanical repairs and snow maintenance, including nights, weekends, and holidays.
- Ability to consistently work as scheduled, including arriving and leaving on time.
- Ability to work effectively with various personality types and diverse backgrounds.
- Ability to maintain valid Maine Commercial Driver's License (CDL) Class B or higher and be insurable in a normal risk pool.
- Ability to successfully complete all required training and licensing requirements within the established timeframe.
- Ability to pass periodic drug and alcohol tests, as outlined in the Town of Gorham Drug and Alcohol Testing policy.
- Knowledge of industry safety standards with the ability and willingness to work in a safe manner and follow established safety procedures at all times.
- Excellent problem solving skills with the ability to remain cool and patient under pressure.
- Good interpersonal skills with ability to communicate effectively, both verbally and in writing.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Self-motivated with solid organizational skills and the ability to stay on-task.
- Ability to use independent judgment, multi-task, work within established deadlines, and prioritize daily workload.
- Basic PC skills as needed to perform routine duties, such as ordering parts and communicating via electronic mail.
- Ability and willingness to learn new software programs as needed.
- Ability to perform highly detailed and complex work safely and efficiently while under pressure.
- Ability to work cooperatively and harmoniously with co-workers, supervisors, and members of the public.
- Ability to accept direction and work as a team. Willingness to cross-train with other team members.
- Ability to perform all essential functions of the position.



## **JOB DESCRIPTION**

### **Physical & Mental Requirements**

The physical and mental 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.

#### **Physical Requirements:**

This position is very active and requires sufficient stamina to safely stand, walk, bend, kneel, stoop, crouch, crawl, lift, and climb all day, including during extended work hours and in various weather conditions. Sufficient speech and hearing are needed to clearly convey and receive information to over the phone and in person. While performing the duties of this job, the employee will regularly inspect documents and reach with hands and arms. Position requires adequate dexterity in hands to frequently finger, handle, and feel objects routinely used to perform job duties. The employee regularly lifts and/or moves moderately heavy objects weighing up to 50 pounds independently. The employee occasionally lifts and/or moves objects weighing up to 100 pounds independently. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks. Must have sufficient vision to perform the essential functions of the job, including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is periodically required to sit and/or operate a computer for extended periods.

#### **Mental Requirements:**

While performing the duties of this job, the employee is regularly required to use written and oral communication skills; accurately follow verbal and written instructions; observe, analyze, diagnose, and interpret situations; read and interpret technical information, such as diagrams, manuals, and other documents; analyze and solve complex problems; use math and mathematical reasoning, including fractions, decimals, and basic number calculations; and interact frequently with other employees. Employee must regularly perform safety-sensitive work requiring high attention to detail; work well under pressure despite changing and/or intensive deadlines; remain patient in stressful situations; manage multiple concurrent projects; work with constant interruptions; and interact in a calm, professional manner with others.

### **Work Environment**

Work is performed in a typical maintenance shop/garage environment. Employee periodically works in outdoor environments with potential exposure to various types of weather conditions and temperatures. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, vibration, and moving mechanical parts and equipment. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate with occasional period of loud noise. Personal Protective Equipment is provided.

4.12

### POLE LOCATION PERMIT

The Pine Tree Telephone LLC and Central Maine Power Company, corporations duly authorized to transmit intelligence and to transmit and distribute electricity in the town of New Gloucester, Maine hereby applies for permission, in accordance with the law, to construct and maintain poles together with attached facilities and appurtenances upon, along, or across certain roads in said town, as follows:

On Church Road approximately 125 feet in a westerly direction from the junction with South Estes Road, Pine Tree Telephone LLC to place a new pole # 29 H.

Facilities are to consist of wood poles and appurtenances with a minimum clearance of wire and cable not less than 18 feet over the public highway, all in a manner to conform to the requirements of The National Electrical Safety Code.

PINE TREE TELEPHONE, LLC

Jim Taplin 06/26/2019  
Name Date

CENTRAL MAINE POWER CO.

[Signature] 6.21.19  
Name Date

MUNICIPAL OFFICERS

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_, Maine

\_\_\_\_\_, 2019

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_,

Page \_\_\_\_\_.

Attest \_\_\_\_\_

Clerk

13  
[Signature]

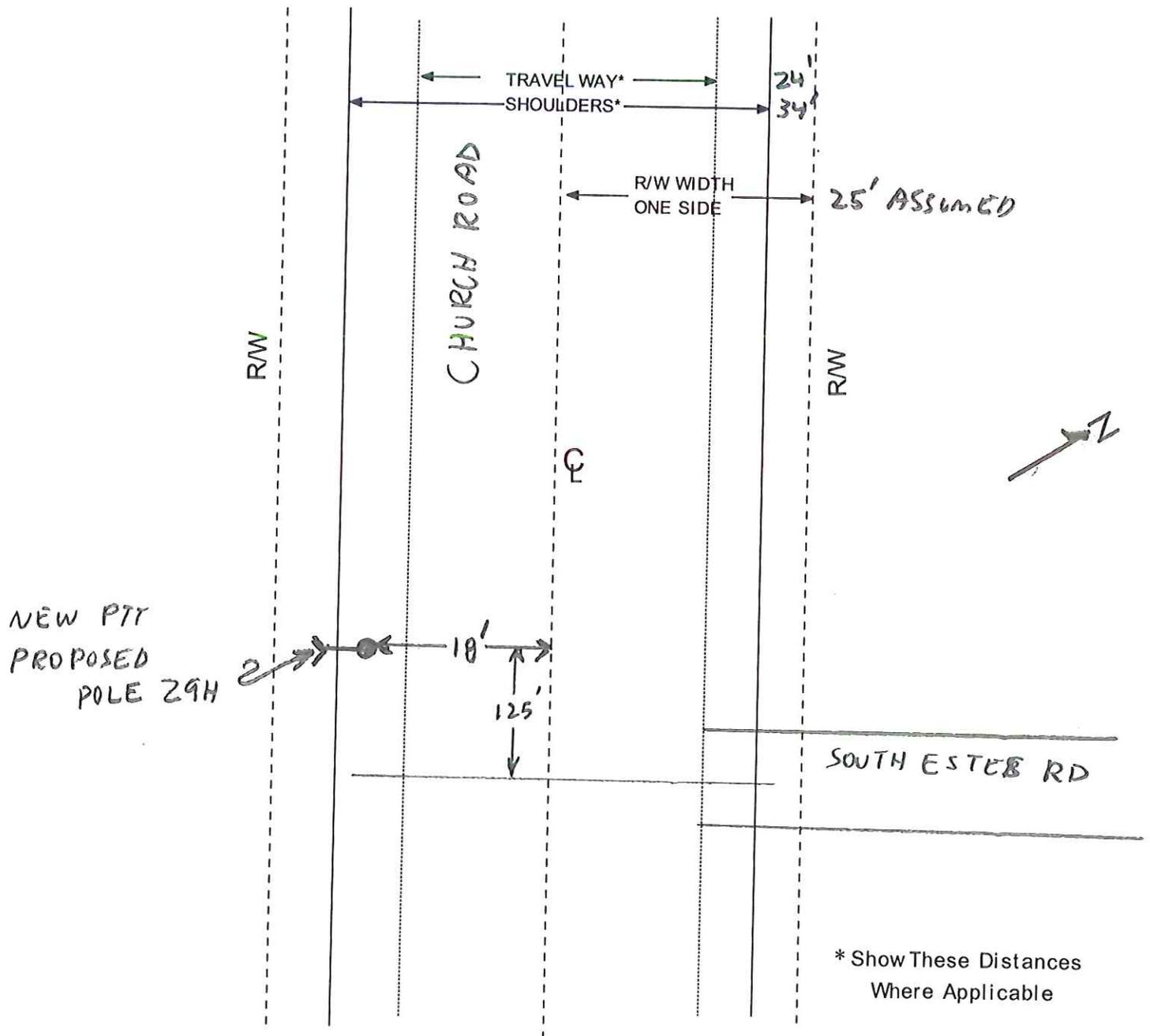
# Utility Location Permit Application

Utility Job/W.O. No..  
PT19-0NG06

Utility: Pine Tree Telephone, LLC

Town: New Gloucester

The purpose of this "Sketch Plan" is to show the location of the proposed facility in relation to the highway. This plan is not necessarily drawn to scale, however, all reference points, offset distances and lengths must be accurately indicated. Multiple utility pole installations associated with Maine DOT projects may indicate the first and last pole in relation to the reference point described on the first sheet (including the project stations) and then reference an attached pole list for all those in between.



Google Maps

PT19-ONG-06



Church Rd

Church Rd

Church Rd

Church Rd

Church Rd

Church Rd

South Eastern Road

South Eastern Road

South Eastern Road

South Eastern Rd

NEW PROPOSED  
PTT POLE 29H



Google

Church Rd

Church Rd

Church Rd

Map data ©2019 20 ft

4-13

Road Name Approval Application

Applicant/Owner of Road (if private): Lawrence Zuckerman

Map: 8 Lot: 94-A

Proposed Road Name: Lilac Lane

Location (street number at intersection) and Length of Road (left or right off existing road): 54 North Pownall Road

Reason for Name: Two houses to be built

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

Signature of Applicant [Handwritten Signature]

Date: 6-28-2019

The Board is asking for a signature from property owners approving this road name change. Please complete the below information. Once all signatures are received, the Road Name Change Application will go before the Board of Selectmen at their next scheduled meeting.

Current Road Name: Approve: (please check one) YES NO

Printed Name -- Property Owner Signature -- Property Owner

Address of Property Owner

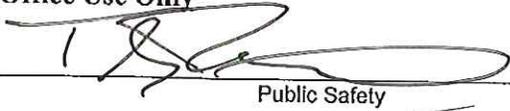
Current Road Name: Approve: (please check one) YES NO

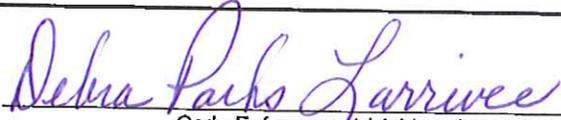
Printed Name -- Property Owner Signature -- Property Owner

Address of Property Owner

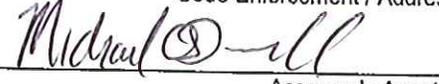
Road Name Approval  
Application

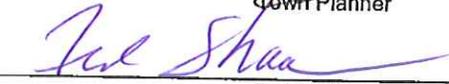
Office Use Only

  
Public Safety

  
Code Enforcement / Addressing Officer

  
Town Planner

  
Assessor's Agent

  
Public Works

Comments:

---

---

Selectmen Approval:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

# Untitled Map

Lilac Lane=  
Road Name Application  
at 54 North Pownall Rd  
map 8 lot 94-A

Legend  
Feature 1



4.14



# Town of New Gloucester

## Liaison Policy

*Adopted August 6, 2012*  
*Revised July 15, 2013*  
*Revised November 18, 2013*  
*Revised July 15, 2019*

# Liaison Policy

## **Purpose**

A liaison is a Select Board member who bridges between the Select Board and the appointed Committee to communicate and coordinate the activities of the Committee. Further, it is the responsibility of the Select Board Liaison to encourage cooperation and facilitate the exchange of information between the appointed Committee and the entire Select Board. Assigned purpose for each individual committee is delineated under specific committee designation.

## **Committee designation:**

### **Budget Committee**

Two Select Board Members (*non-voting*)

Attendance: Present at all meetings

Purpose: Answer questions directed to the Board of Selectmen

### **Business Communications**

Chandler Brothers

Wayfinder Schools

Pineland Farms

Shakers

One Select Board Member each with the Town Manager.

Purpose: Meet with the entity as needed to serve as a Board's representative

### **Cable TV Committee**

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input when necessary

### **Candidate/Referendum Issues Committee**

One Select Board Member (*non-voting*)

Attendance: Present at all meetings

Purpose: To work with committee members to establish an agreeable format.

### **CDBG Municipal Oversight Committee**

One Select Board Member (*voting*)

Attendance: As necessary

Purpose: Participate as required as a member of the CDBG Committee

### **CIP Committee**

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee.

**Community Fair Committee**

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee and assist the Committee with planning and executing the annual fair.

**Cumberland County Finance Committee**

One Citizen (*voting*)

Attendance: As necessary

Purpose: Participate as required as a member of the CCBAC.

**Economic Development Committee**

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input as necessary.

**Environmental Resources Committee**

One Select Board Member (*voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input when necessary

**Foreclosure Committee**

Two Select Board Members (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee.

**Land Management Planning Committee**

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee.

**Library Board of Trustees**

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input when necessary

**Maine Waste to Energy**

One member and one alternate (*voting*)

Attendance: As necessary

Purpose: Participate as a voting member of the Corporation.

**Parks & Recreation Committee**

Two Select Board Members (*voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input when necessary

**Public Safety Committee**

Two Select Board Members (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee.

**School Board**

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input when necessary

**New Gloucester Water District**

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Board of Selectmen and provide input when necessary

Signed and approved by the Board of Selectmen on \_\_\_\_\_.

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

\_\_\_\_\_  
Karen L. Gilles, Vice-Chairman

## Appendix A

### Charge of Committees

#### **Budget Committee:**

The Budget Committee meets to review the Budget for the following fiscal year. The Board of Selectmen begin the Budget Process with a series of workshops and meetings with Department Heads. The Selectmen will then forward the Budget with their recommendations to the Budget Committee. The Committee will have two to four meetings for review of the Budget, make their recommendations and once completed, will forward the Budget to a Public Hearing. After the Public Hearing, the Budget Committee commences, discusses and finalizes their numbers, and forwards their recommendations to the Board Selectmen. At this point, the Selectmen will review the recommendations at their next scheduled Board of Selectmen's Meeting.

#### **Business Communications:**

#### **Cable TV Committee:**

The New Gloucester Cable Television Committee (CTC) oversees New Gloucester Television's (NGTV) public, educational and governmental (PEG) access Channel 3. The CTC is responsible for providing the citizens of New Gloucester with such coverage of civic and public events as the interest of the public, the availability of equipment and citizen participation permits. The CTC is responsible for the establishment, modification, supervision, and recruitment of citizen participation for NGTV. All functions shall be in accordance with the bylaws adopted by the CTC as approved by the Board of Selectmen and in accordance with all applicable federal, state, and local laws, statutes, rules, regulations, ordinances, codes, and orders. The CTC, through the Board of Selectmen, is authorized to receive donations and contributions for the purpose of operating, maintaining, and expanding NGTV.

#### **Candidate/Referendum Issues Committee:**

The Candidate/Referendum Issues Committee will work with candidates on an agreeable format for televised programs. The committee will be comprised of five people and one Select Board Liaison.

#### **CDBG Municipal Oversight Committee:**

#### **Capital Improvement Project (CIP) Committee:**

It is the responsibility of the Capital Improvement Program Committee to arrive at a "Prioritized List" of proposed capital expenditures for the fiscal year to be recommended to the Board of Selectmen and Budget Committee. The recommendations are arrived at by reviewing requests that are being considered by the Town Manager and Board of Selectmen. The Committee reviews all capital expenditure requests in the form and funding methods submitted. The review process involves analyzing the project with regard to its effect on the quality of municipal services, impact on the tax rate, and on future operation budgets in the context of a five-year projection of capital expenditures based on department head requests."

**Community Fair Committee:**

**Cumberland County Finance Committee:**

**Economic Development Committee:**

The New Gloucester Economic Development Committee will work to galvanize local businesses and to create centers for commercial activity. Our efforts will focus on enhancing existing business conditions and attracting new and complimentary businesses to the area to maintain the character of rural New Gloucester.

1. To develop municipal initiatives that support existing and future businesses.
2. To maintain and leverage the community's inherent character.
3. To promote Pineland and the development of additional modern, livable business districts.
4. To strengthen existing business relationships.
5. To attract new business that is compatible with the community, meets the needs of residents, and captures lost community revenues.

**Foreclosure Committee:**

**Land Management Planning Committee (LMPC):**

It is the mission of the Land Management Planning Committee to assist in the improvement and development of municipal policies affecting growth and conservation in New Gloucester by reviewing ordinances and organizing community planning.

In general, the Land Management Planning Committee serves as an advisory board that reviews ordinances and regulations, but the committee has also been asked to develop long range growth management strategies to submit to the town for approval. Current projects include but are not exclusive to: developing an Upper Village master plan, monitoring a hydro-geologic study to determine a potential town water source, and long term road planning.

**Library Board of Trustees:**

**Maine Waste to Energy:**

**Parks and Recreation Committee:**

It is the mission of the New Gloucester Parks and Recreation Department to provide facilities and programs that will help enrich the lives of all of its residents and visitors

The Parks & Recreation Committee advises and reports to the Board of Selectmen about parks and recreational issues. The committee works with the Town Manager to manage budget issues and CIP requests for Recreation, Fairgrounds, and the Community Fair, as well as to insure the appropriate maintenance and care of town recreational facilities, including, but not limited to, the Rowe Station Road Recreation Area, the Fairgrounds and the "Town Forest.". The Committee develops a long-range plan for Recreation, the Fairgrounds, and the Community Fair. It also coordinates various recreational opportunities for New Gloucester citizens of all ages and seeks to create relationships with other recreational providers (Gray, Pineland, YMCA, Little League, etc.) to supplement programs that might be offered by the town. The committee should have no less than nine and no more than twenty appointed members with staggered three-year terms.

**Public Safety Committee:**

The Public Safety Committee is a standing committee established by the Board of Selectmen that deals with community and regional safety as it relates to law enforcement, fire protection, traffic, and transportation systems. Two Selectmen are on the committee, as are one member of the Fire/Rescue Department and one member of the Public Works Department. The committee identifies public safety problems and problem areas in the community; evaluates and recommends remedies/programs for public safety problems; researches funding opportunities and processes grants; monitors pending public safety legislation; works with other related committees; works with county and state agencies (MDOT, MTA, MSP, and CCSO); educates the public, coordinates volunteers; and encourages enforcement of public safety laws.

**School Board:****New Gloucester Water District:**

The Water District Board of Trustees, in conjunction with Local, State and Federal authorities, are working to design and fund a water system that permanently solves the water quality issues and provides fire protection, reducing insurance costs and encouraging commercial development. When completed in early 2014, the project is expected to increase property values, decrease insurance costs and ensure every person's right to clean, pure, healthy drinking water.

# Town of New Gloucester

4.15



## Bylaws of Boards and Committees

Adopted:  
Revised: \_\_\_\_\_

**Town of New Gloucester**  
**Bylaws for Boards of Committees**

**Section 1. Purpose and Scope**

The purpose of these bylaws is to establish reasonable rules of procedure for Board and Committee meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

**Section 2. Duties**

Boards and Committees shall consist of a Chair and Vice-Chair, to be chosen annually at the first regular meeting in each year by and from among members unless otherwise provided by law. The Chair shall preside at all meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board and/or Committee to perform its duties and conduct its affairs.

For Select Board meetings, the Chair shall, together with the Town Manager, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair.

For Boards and Committees the Chair shall, together with the appointed staff member or Select Board Liaison, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair.

**Section 3. Meetings**

Regular meetings of Boards and Committees shall be held per the following intervals or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the membership, provided, however, that notice thereof shall be given to each member and to representatives of the press at least 12 hours in advance and that no business may be conducted other than as specified in said notice.

- Budget Committee – January/February
- Cable TV Committee – quarterly
- Candidates/Referendum Issues Committee – as necessary
- CIP Committee – December/January
- Community Fair Committee – monthly
- Economic Development Committee – monthly
- Environmental Resources Committee - monthly
- Land Management Planning Committee – monthly
- Library Board of Trustees – even months
- Parks and Recreation Committee - monthly
- Planning Board – bi-monthly

Public Safety – monthly  
Select Board – first and third Monday of each month

Notice of all meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board or Committee except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board or Committee being present. The order of business at regular meetings shall be as follows:

- Call to Order and Attendance
- Pledge of Allegiance
- Schedule Next Meeting
- Public Participation
- Old Business
- New Business
- Adjourn

#### **Section 4. Public Participation**

Any individual who wishes to address the convened Board or Committee may do so during Public Participation. Public discussion is limited to three minutes maximum per person, however, the Board or Committee Chair may at his/her discretion may allow more time. Each person who addresses the Board or Committee step to the speaker's podium and shall give his/her name and address for the record. If reading from a prepared statement, the statement(s) should be given to the recorder so that copies may be made part of the official record. All written statements and documents presented to the Board by an individual or group during the meeting are considered public documents.

Public Participation of a meeting cannot be used for personal attacks against a Board or Committee member, an employee, or other members of the public. The Board or Committee Chair has the responsibility to immediately end any Public Participation that is not legal, ethical, or violates these bylaws

Board or Committee Members may not question speakers, answer questions, or make statements or commitments in response to issues raised by the public except for clarification purposes only. In general, such issues will be referred to the Town Manager for investigation, study, and recommendation or designated as future agenda items for Board or Committee consideration.

#### **Section 5. Hearings**

Public hearings of the shall be called as required by law or on such other occasions, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board or Committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious

evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however; that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

### **Section 6. Participation and Voting**

Any action of the Board or Committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

### **Section 7. Decisions**

All decisions of the Board or Committee shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board or Committee, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The Board or Committee may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

**Section 8. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

**Section 9. Cell Phone Use**

During public meetings, Board or Committee and Staff that are present, will either turn their cell phones off or place them on silent mode. Those placed on silent mode shall either be kept on their person, or someplace other than on a table where the meeting is taking place.

Any person receiving a call or text message shall be expected to excuse themselves from the meeting and conduct their conversation or text outside of the meeting area so as to not disrupt the meeting.

Board or Committee Chair Persons have the right to ask members of the public receiving a call or text message to exit the meeting and conduct their business outside so as not to further disrupt the official business of the Board or Committee.

**Section 10. Waivers; Amendments**

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board or Committee unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Select Board after notice and official vote on the proposed amendment.

This policy supersedes and replaces the Town of New Gloucester Cell Phone Use Policy.

Signed and approved by the Board of Selectmen on \_\_\_\_\_.

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
George W. Colby

\_\_\_\_\_  
Joseph S. Davis

\_\_\_\_\_  
Tammy L. Donovan

\_\_\_\_\_  
Karen L. Gilles, Vice-Chairman

# Town of New Gloucester Fee Schedule

4-16

<b>Photo Copies</b> (per sheet)	\$ .5
<b>FOAA Requests</b> (per sheet) (see FOAA Policy for Additional Cost)	\$ .50
<b>11 x 17 Copies</b> (per sheet)	\$ 1.00
<b>Deed Copies</b> (per page)	\$ 1.00
<b>Maps</b> (full book - color)	\$ 20.00
<b>CD's / DVD's</b>	\$ 5.00
<b>Pole Permits</b>	\$ 10.00
<b>Catering/BYOB Permits</b>	\$ 10.00
<b>Subdivision Book</b> (Residents \$10.00)	\$ 15.00
<b>Zoning Book</b> (Residents \$20.00)	\$ 25.00
<b>Zoning &amp; Subdivision Books</b> (Residents \$25.00)	\$ 35.00
<b>Comprehensive Plan</b> (Residents \$20.00)	\$ 35.00

## Board of Selectmen

\_\_\_\_\_  
Linda D. Chase, Chairman

\_\_\_\_\_  
Karen L. Gilles, Vice-Chairman

\_\_\_\_\_  
George W. Colby, Selectman

\_\_\_\_\_  
Joseph S. Davis, Selectman

\_\_\_\_\_  
Tammy L. Donovan, Selectman

\_\_\_\_\_  
Date Approved

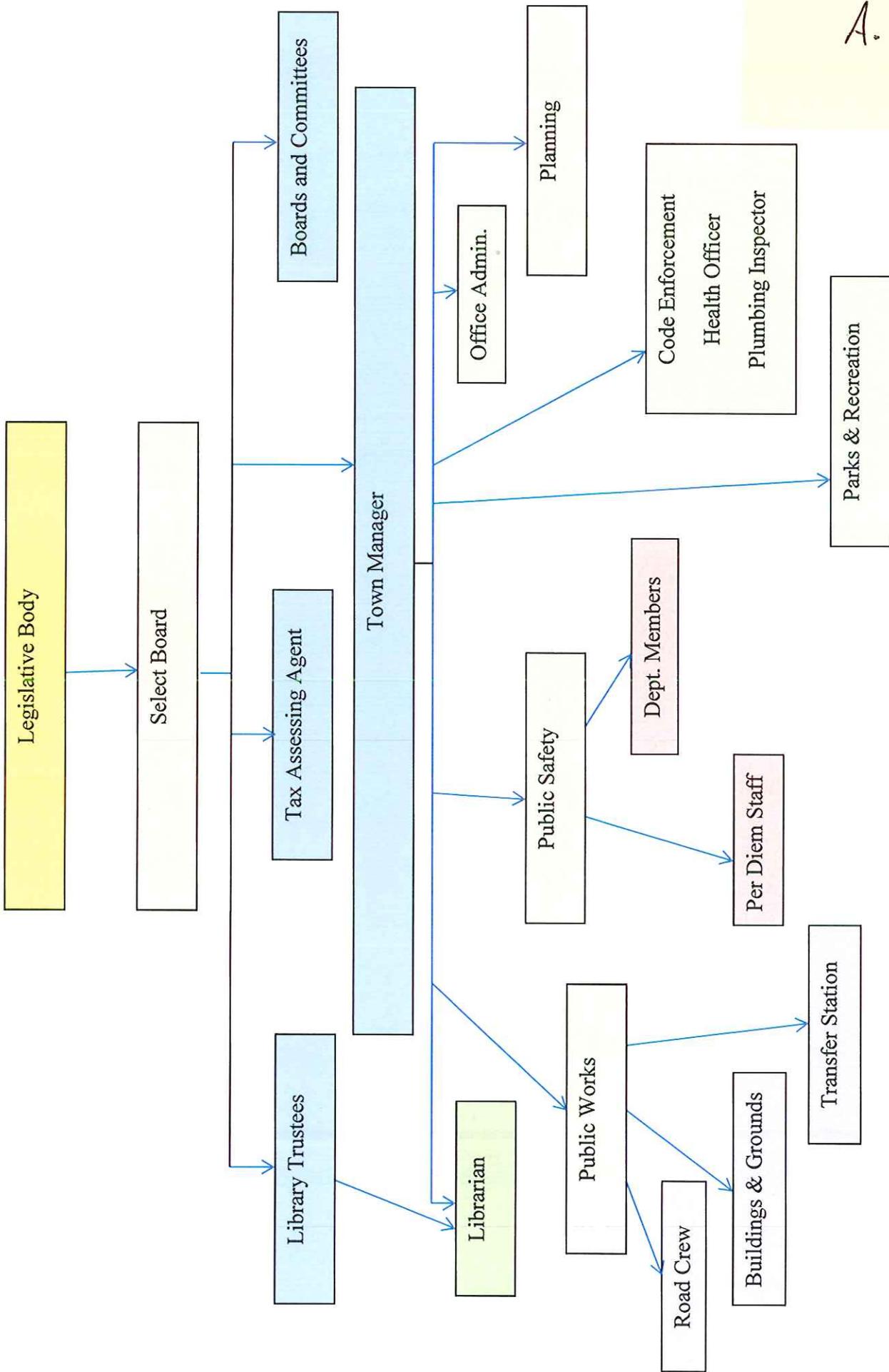
4.17

Selectmen's Activity List		Completion	Board Rep	Comments
Action Items				
1	Public Works Building	Ongoing	JD, SL	Special Town Meeting Oct 16, 2017
2	TIF Document Updates	10/16/2017	SL	Prior to special TM
3	Communication Initiative	Ongoing	SL, SH	First Newsletter 10/1/15
4	Cistern	6/30/2018	SH	
5	Employee Salary Review / Schedule	Ongoing	SL	Review next MMA Survey
6	Disposition Foreclosed Property	Ongoing	LC, SL	In redemption period
7	NIMS Training	12/31/2017	LC, JD	Carrie looked into online/web ex
8	Health Insurance Comparisons	12/31/2017	LyC, LC	Info for FY19 Budget Discussions
9	Access to Town Forest	Ongoing	SL	
10	UV Master Plan Implementation	Ongoing	none	
11	Wharff Road Land Access	Ongoing	SL	Meeting held. Survey cost estimated.
12	Recreation Initiative w/ Gray SAD	Ongoing	LC	Carrie to discuss with Superintendent
13	Comp Plan Revision	Ongoing	none	
14	Revaluation (Update)	Ongoing	none	Presentation by Mike O'Donnell
15	Policies/Ordinances on Website	On Hold	none	Website memory capacity
16	Fairgrounds Plan	Ongoing	LC, JD	Plan is in progress
17	Cobbs Bridge Road Property (34acres)	Ongoing	SL	Carrie to look into Project Canopy Grant
18	Rice Corner Road Property (14acres)	Ongoing	SL	Carrie to look into Project Canopy Grant
19	Forest Management Plan (Wharff Road & Town Forest)	Ongoing	SL	Carrie to look into Project Canopy Grant
20	Water District Well Head Mgmt/Protection Plan	Ongoing	none	
21	Hardship/Poverty Law Changes	Ongoing	SL	Collections - Change of law
22	Pavement Management Plan Complete Update	Ongoing	ALL	Detailed Update/software available?
23	Facilities Management Plan	Ongoing	SL	Plan of all facilities replacement schedule
24	Fire/Rescue Compensation	Ongoing	BOS	Last loan payment in FY18
25	Cable TV Staffing/Volunteer Plan	Ongoing	SH	
26	Chip Sealing Roads	Ongoing	SH	Comparison of longevity to asphalt
		created 7/7/14	revised 8/24/15	
		revised 9/22/14	revised 7/18/16	
		revised 3/2/15	revised 8/1/16	
		revised 8/17/15	revised 9/18/17	





## DISCUSSION ITEMS



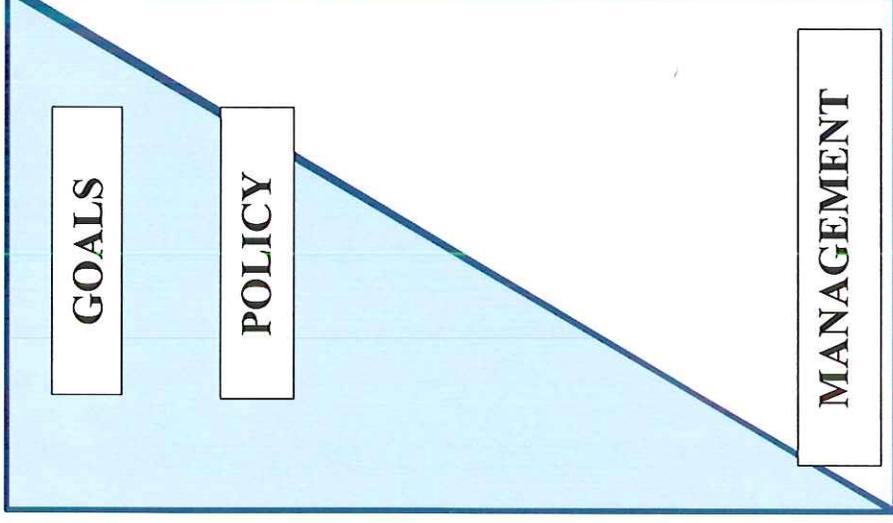
A.

## Select Board

- Determine the goals and direction of the community
- Understand, amend and approve the budget and Town Meeting Warrant
- Facilitate and guide, through the moderator, Town Meetings
- Make decisions on ordinances, and major projects
- Respond to constituent concerns by checking through the manager
- Oversight, in a broad sense, of the accomplishment of large outcomes
- Selects and evaluates the manager

## Town Manager

- Provides advice and information
- Ensures that the Board undertakes the appropriate planning process
- Prepares the budget for Select Board and Budget Committee approval
- Performs background work
- Presents options and makes recommendations
- Provides information to Select Board members from department heads
- Establishes procedures for managing the organization
- Manages the resources to support and carry out the directives of Town Meeting
- Hires, sets wages, and manages all personnel



B.

The Town Meeting - Select Board - Manager form of government is as follows:

Voters: the legislative and executive functions are divided where the town meeting not only performs the election function but also the legislative function of adopting governmental policy, levying taxes and raising and appropriating monies, authorizing the contracting of debts, etc.

Select Board: is the executive body

1. Interprets the policies and sets new polices of the operation of the town
2. Chooses the course of action between town meetings
3. Has ultimate administrative responsibility to see that the governmental policies are carried out (but must deal with administration, i.e. town employees, solely through the town manager),
4. Appoints and supervises the town manager.
5. Appoints and has authority over boards and committees as well as the library board of trustees.

Town Manager: executes and carries out the government and fiscal policies with guidance from the select board and has direct responsibility for and authority over all administrative functions:

1. Is the chief executive and administrative officer
2. Administers all departments and offices
3. Executes laws and ordinances
4. Is the department head when so directed by selectmen
5. Appoints department heads subject to confirmation by the select board
6. Appoints, supervises, and controls town officials and employees
7. Is purchasing agent
8. Must attend select board meetings
9. Shall make recommendations to the select board for the most efficient operation of the town
10. Shall attend town meetings and hearings
11. Shall inform the select board and town residents of the town's financial condition
12. Shall collect data necessary to prepare budget
13. Shall assist residents
14. May remove all persons whom the manager is authorized to appoint

8 A.



**TOWN OF NEW GLOUCESTER**

**APPLICATION for COMMITTEE MEMBERSHIP**

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

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

Name Tamlyn R Wayboer Date 28 Jun 2019  
 Address 431 N Pownal Rd, New Gloucester, ME 04260  
 Mailing Address same  
 Home Phone 207-926-4438 Cell Phone 214-717-0538  
 E-mail Address twayboer@gmail.com  
 Occupation Burger / Engineer / Farmer

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

1. Budget Committee (re-appoint)
2. \_\_\_\_\_
3. \_\_\_\_\_

**3-year Appointments unless filling a vacant term**

(Please complete reverse side of application)

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

ex. personal  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

ability to dive into data  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Planning Board ~ 4 yrs  
Budget Comm ~ 8 yrs  
\_\_\_\_\_  
\_\_\_\_\_

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

yes  
\_\_\_\_\_

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

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

For further information, please check our website: [www.newgloucester.com](http://www.newgloucester.com)  
\_\_\_\_\_

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**7:00 p.m.**  
**Monday, July 1, 2019**  
**At the Meetinghouse**

10 A-

## 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, Tammy Donovan and Joseph Davis; 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, July 15, 2019 at the Meetinghouse

#### A. Adjustments to the Agenda

Ms. Gilles moved and Mr. Davis seconded a motion to add Item 4.10, To See What Action the Board Wishes to take in Regard to Code of Ethics Policy. The motion carried on a vote of 5-0.

### IV. PUBLIC PARTICIPATION

#### A. Presentation – Royal River Conservation Trust and Gray-New Gloucester Little League

Mark Powers and Alan Stearns, of the Royal River Conservation Trust, and Steven Libby, of the Gray New Gloucester Little League, spoke to the Board about the acquisition of 180 acres of land, 170 acres belonging to Donald and Lynn Chandler and 10 acres of Town owned property, which will connect Lower Village to the Little League field on Route 231 and build recreational facilities, enhance natural habitat and maintain the land for future generations.

#### B. Other

Donald Libby, resident, said the Board of Selectmen should be proactive with this opportunity being presented to the Town, as well as the future of the current Public Works site.

Tamilyn Wayboer, resident, said she wanted to thank the Parks & Recreation Department for hosting the Mad Science program the previous week.

**V. SCHEDULED ITEMS**

**4.01 To See What Action the Board Wishes to take in Regard to Resolution for Royal River Conservation Trust and Gray-New Gloucester Little League**

*Ms. Gilles moved and Mr. Colby seconded a motion to accept the resolution as read (see attached). The motion carried on a vote of 5-0.*

**4.02 To See What Action the Board Wishes to take in Regard to Disposal of Town Owned Property**

*Ms. Donovan moved and Mr. Colby seconded a motion to authorize and direct the Town Manager to transfer seven tax acquired municipal lots in the Lower Meadows (off Weymouth Road), (Map 8 Lot 62 .33-acres; Map 8 Lot 70 2.7-acres; Map 11 Lot 83 3-acres; Map 7 Lot 85 4.75-acres; Map 7 Lot 86 7.5-acres; Map 7 Lot 88 8-acres; Map 7 Lot 91 3.5-acres), to the Royal River Conservation Trust, by quitclaim with a conservation covenant. The motion carried on a vote of 5-0.*

**4.03 To See What Action the Board Wishes to take in Regard to Public Works Paving Recommendation**

*Mr. Davis moved and Mr. Colby seconded a motion to approve the Public Works Director recommendation to award the FY20 Paving Contract to Allstates Asphalt, which includes a 1.25" shim and Latex Modified Single Chip Seal on the following roads: Long Bennett Road, from Sow Hill Road to the Maine Turnpike; Tufts Road; Black Point Road; and Sunset Shores Road. The motion carried on a vote of 5-0.*

**4.04 To See What Action the Board Wishes to take in Regard to Public Works Sand and Gravel Recommendation**

*Mr. Davis moved and Ms. Gilles seconded a motion to approve the Public Works Director recommendation to award the FY20 Sand & Gravel bids as follows:*

<i>Portland Sand and Gravel (15.2 miles)</i>	
<i>Sub Base</i>	<i>= \$7.00</i>
<i>Base</i>	<i>= \$7.00</i>
<i>Winter Sand</i>	<i>= \$6.00</i>
<i>Pike Industries (12 miles)</i>	
<i>Standard Surface</i>	<i>= \$14.00</i>
<i>MDOT Surface</i>	<i>= \$14.00</i>

*The motion carried on a vote of 5-0.*

**4.05 To See What Action the Board Wishes to take in Regard to Public Works Job Descriptions**

The Board made the following changes to the job descriptions:

Public Works Director:

Remove the word “Working” from the class title.

Operational Deputy Director:

Remove the word “Operational” from the Job Title, Class Title and throughout the document.

Under Essential Duties, eleventh bullet, add a “period” to end of sentence.

Public Works Employee:

Underline all section titles.

Remove the word “Operational” before “Deputy Director” throughout the document.

Page 2, first bullet, add a “period” to the end of the sentence; second bullet, add a “period” after “instructed” and remove rest of the sentence.

Under Peripheral Duties, remove the word “supervisor” and replace with “Public Works Director or Deputy Director”.

All Descriptions:

Under Essential Duties and Responsibilities:

Add to ninth bullet “and Sand/Salt Shed.”

Add “Assists Public Works Employees in the plowing, sanding and snow removal of municipal roads, sidewalks and parking areas.”

Add “Must be able to work long hours with short brakes, sometimes under stressful conditions.”

Add “Must be able to respond to call outs within a reasonable amount of time.”

Add “Must be able to pass periodic drug and alcohol testing.”

The Board discussed the Equipment Maintenance Technician/Public Works Employee and would like to review it more and come back with changes.

*Ms. Donovan moved and Mr. Colby seconded a motion to make changes as discussed and bring back to next meeting. The motion carried on a vote of 5-0.*

**4.06 To See What Action the Board Wishes to take in Regard to Size of Boards and Committees**

*Mr. Colby moved and Ms. Gilles seconded a motion to set a max limit on Boards and Committees at seven; those committees that are currently over the limit will be reduced to seven as member’s term out.*

Mr. Davis asked to table until the next meeting do to an appointment on the agenda for that evening.

*The motion failed on a vote of 2-3, with Ms. Chase, Mr. Davis and Ms. Donovan opposing.*

*Mr. Davis moved and Ms. Donovan seconded a motion to table this item until the next meeting. The motion failed on a vote of 2-3, with Ms. Chase, Mr. Colby and Ms. Gilles opposing.*

No action taken.

**4.07 To See What Action the Board Wishes to take in Regard to Tablets for Board of Selectmen Members**

Mr. Davis said he is opposed to using taxpayers' dollars to purchase tablets for the Board. He said everyone has phones and emails.

Ms. Donovan and Ms. Gilles said they both prefer getting paper copies.

Ms. Castonguay said the packets can be sent electronically to the members for the next meeting and see how it works.

Ms. Chase said Draft Agenda would be sent to the Board on Wednesday, Packets sent to the Board electronically on Thursday and emailed out to the press on Friday morning.

Mr. Colby asked if Town emails can be set up.

Ms. Chase said they should be first initial, last name, @newgloucester.com.

Ms. Castonguay said she would contact the IT person and send a link to members on how to access the emails.

No action taken.

**4.08 To See What Action the Board Wishes to take in Regard to Upper Village Plan/Public Works Garage**

Ms. Chase said the master plan is a working document that was created a few years ago to vitalize the Upper Village area. She asked what the plan was for the current Public Works Garage once the department moves into the new facility. She said she doesn't want the building just left and the roof collapsing during a heavy snow storm.

Ms. Castonguay said it's up to the Selectmen to make the decision to demo it, sell to a new owner or developer.

Ms. Chase said she would like the Town Planner and Staff to look into possible grants available for dismantling of the building, cost of demolition and property value if sold.

No action taken.

**4.09 To See What Action the Board Wishes to take in Regard to Establishing a Work Group for Review of the Personnel Policy pertaining to Comp Time**

*Ms. Gilles moved and Mr. Davis seconded a motion to create a work group of two (2) Selectmen, Town Manager and one (1) employee to meet and work on amending the Personnel Policy. The motion carried on a vote of 5-0.*

Ms. Gilles and Mr. Colby said they would be the two Selectmen representatives.

*Ms. Gilles moved and Mr. Colby seconded a motion to reconsider the motion. The motion carried on a vote of 5-0.*

*Ms. Gilles moved and Mr. Colby seconded a motion to create a work group of two (2) Selectmen, Town Manager, one (1) Department Head and one (1) Employee to meet and work on amending the Personnel Policy. The motion carried on a vote of 5-0.*

**4.10 To See What Action the Board Wishes to take in Regard to Code of Ethics Policy**

*Ms. Gilles moved and Ms. Chase seconded a motion to create a workgroup of two (2) Selectmen and Town Manager to review the Code of Ethics Policy. The motion carried on a vote of 5-0.*

Ms. Donovan and Ms. Chase said they would be the two Selectmen representatives.

**VI. APPROVE FY19 WARRANTS AND PAYROLLS #52 and #53 AND FY20 WARRANTS AND PAYROLLS #1**

*Ms. Gilles moved and Mr. Colby seconded a motion to approve FY19 Warrants and Payrolls #52 and #53 and FY20 Warrants and Payrolls #1. The motion carried on a vote of 5-0.*

**VII. BOARD/COMMITTEE RESIGNATIONS**

None.

**VIII. APPOINTMENTS**

- A. *Budget Committee – 3 three-year terms available  
1 completion of 2021 Term***

**Peter Bragdon – would like to be appointed**

*Mr. Davis moved and Ms. Donovan seconded a motion to appoint Peter Bragdon to a three-year term on the Budget Committee. The motion carried on a vote of 5-0.*

- B. Community Fair Committee – 3 three-year terms available  
1 completion of 2020 term**

**Peter Bragdon** – would like to be appointed

*Mr. Davis moved and Ms. Gilles seconded a motion to appoint Peter Bragdon to a three-year term on the Community Fair Committee. The motion carried on a vote of 5-0.*

**IX. LEGAL**

None.

**X. WRITTEN COMMUNICATION**

**A. Approve Minutes of the June 17, 2019, Board of Selectmen’s Meeting**

*Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the June 17, 2019, Board of Selectmen’s Meeting. The motion carried on a vote of 5-0.*

**XI. ORAL COMMUNICATION**

**A. Selectmen**

Joseph Davis – said he wanted to thank Ms. Wayboer for speaking about the Parks & Recreation Department; he wanted to thank the audience in attendance that evening; and thank you to the Royal River Conservation Trust and Gray New Gloucester Little League, speakers and donors on the great work done for this new project.

Karen Gilles – said she wanted to echo Mr. Davis’ remarks about the Royal River Conservation Trust and Gray New Gloucester Little League; the stop sign has been installed on Snow Hill Road, at the intersection with Bald Hill Road; and everyone have a safe 4<sup>th</sup> of July.

George Colby – said he left early at the last meeting but wanted to say thank you to the voters for their support.

Tammy Donovan – said she also wanted to echo Mr. Davis’ remarks about the Royal River Conservation Trust and Gray New Gloucester Little League and to thank the Chandlers for their donation.

Linda Chase – said the Parks and Recreation Department Mad Science and Youth Golf programs are completed and were well attend; other activities the Department has scheduled for the summer are Zumba, Walking at the Fairgrounds, Corn Hole League, Bus Trip to Bailey Island, Cheering Summer Camp and coming soon, Youth Soccer; Thank Peter Bragdon and others for their work on the upcoming Community Fair; and to thank the Donald and Lynn Chandler as well as Gray New Gloucester Little League Board on the upcoming endeavor.

**B. Town Manager**

Ms. Castonguay said the following:

1. The Historical Society is hosting the Reading of the Declaration of Independence, on July 4<sup>th</sup>, at 9:00 a.m., at the History Barn.
2. Received word from Casella, who hauls our recyclables that they are increasing the per haul cost from \$130 to \$250. She met with the Transfer Station Supervisor and Public Works Director, made a few calls and have found an alternate hauler for less. She said come CIP time, there could be a request again for a truck to use for hauling.
3. Foreclosed Properties Update. One property has paid in full. One has paid their July payment. The other five properties did not make their July 1<sup>st</sup> payment and one of them has not made any effort to pay at all, sign the agreement or return calls. Per the ordinance, the next step is Termination/Vacate Ordinance. She asked what the Board what the next step would be for the property she has not heard from.

Ms. Chase said she should follow the ordinance.

**C. Dept. Heads**

Toby Martin, Public Safety Chief, said he has started the process to name a new Deputy Chief. He has Cover Letter/resumes are due to him by 4 p.m., July 12th; interviews will be done the week of July 22-26; in box assignment done by 4pm, August 5<sup>th</sup>; and final interview with him and the Town Manager on August 8<sup>th</sup>. He said he would like a Board member to sit on the Interview Panel with the Town Manager and himself.

**D. Boards & Committees**

**XII. ADJOURN**

*Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 9:18pm. The motion carried on a vote of 3-2, with Ms. Chase and Mr. Davis opposing.*

Approved July 15, 2019

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Linda D. Chase, Chairman

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Karen L. Gilles, Vice-Chairman

---

George W. Colby

---

Joseph S. Davis

---

Tammy L. Donovan

RECOMMENDED MOTION: 07.01.2019 10:30 am

1. Whereas Gray-New Gloucester Little League (GNGLL) and the Royal River Conservation Trust (RRCT) have secured an option on favorable terms to acquire 180 acres of land connecting the Lower Village to the Little League fields on Route 231, including the ballfields and rich habitat in the Intervale;
2. Whereas the acreage includes significant history including portions of the lot once cleared for the 18th century Blockhouse, and a section of the historic Portland–Lewiston Interurban electric railroad;
3. Whereas the land was owned by early settlers and a Revolutionary War patriot and has continued in the same family ownership during the 18th, 19th, 20th, and 21st centuries (1762 to today);
4. Whereas the acreage includes snowmobile trails and the potential for year-round village trails connecting village businesses, churches, and homes to each other and to outdoor experiences and historic interpretation;
5. Whereas the acreage includes traditional hunting and fishing access, and planned parking at the ballfields for traditional access;
6. Whereas RRCT has a strong reputation for providing access for hunting, fishing, and snowmobiles, and has pledged to continue that tradition on this acreage, limited only by state and local law;
7. Whereas the acreage includes some of the highest value fish and wildlife habitat in the Royal River watershed, contiguous to RRCT's existing Intervale Preserve, including open marshes supporting wading birds and waterfowl and sections of Stevens Brook supporting wild brook trout;
8. Whereas GNGLL aims to improve and expand its ball field facilities to improve sports opportunities for girls' softball, for boys' baseball, and to provide playing fields for all community groups and people of all ages and abilities;
9. Whereas GNGLL and RRCT plan to raise private charitable funds and grants from foundations, state government, and others to acquire the parcel and also to build recreational facilities, enhance natural habitat, and maintain the land for future generations;
10. Whereas many of those funds and grants will come with many conditions intended to permanently provide public access and ecological management on portions of the acreage, and whereas GNGLL and RRCT are committed to drafting covenants or conditions to ensure that the planned ball field sub parcel shall always be used only for public parks and recreation, habitat, or community programs including but not limited to community agriculture, as a condition of future ownership; and
11. Whereas GNGLL and RRCT aim to complete the project with neither municipal financial resources nor municipal land ownership;

NOW THEREFORE, RESOLVED THAT:

1. The Selectmen of New Gloucester support the efforts of Gray-New Gloucester Little League and the Royal River Conservation Trust to raise private charitable funds and grant funds to complete the planned project;



F.Y.I.



Maine Municipal Association

**For more information:**

207-623-8428 or 1-800-452-8786

[www.memun.org](http://www.memun.org)

60 Community Drive, Augusta, ME 04330

# 10

## *Best Practices* for Newly Elected Officials

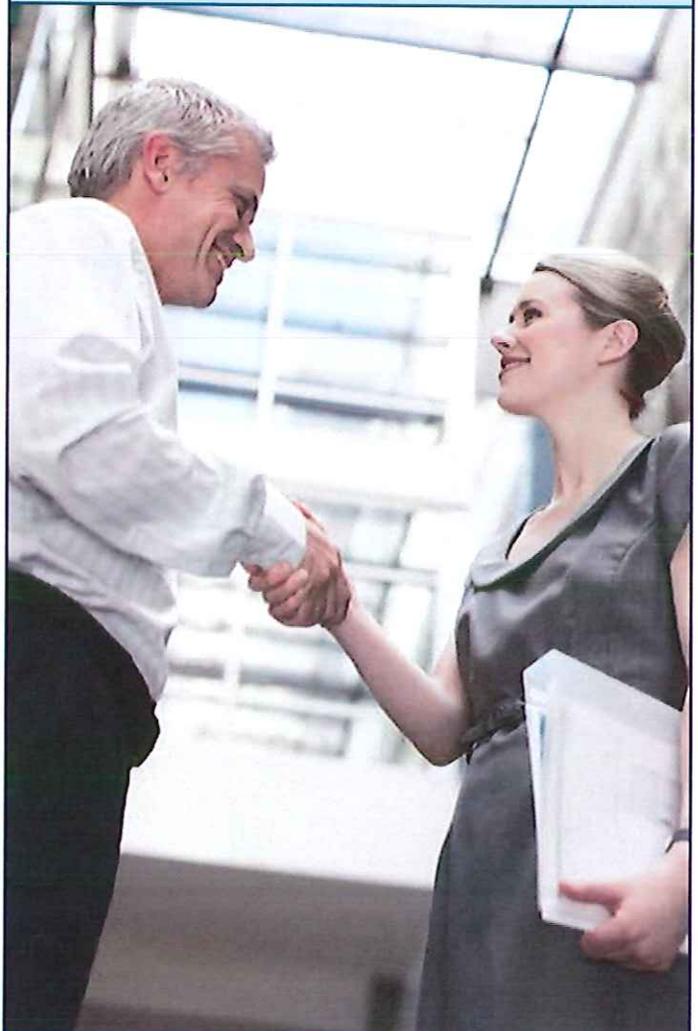
### About MMA

The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.



Maine Municipal Association

# 10 *Best Practices* for Newly Elected Officials



Maine Municipal Association

60 Community Drive, Augusta, ME 04330

1-800-452-8786 | 207-623-8428 | [www.memun.org](http://www.memun.org)

# 10

## Best practices for Newly Elected Officials

This handout should be used in conjunction with MMA's "Municipal Officer's Manual," which is written by our Legal Services Department. The manual can be ordered by calling: 1-800-452-8786 and asking for Publications.

- 1. Learn.** Get to know all you can about your community, municipal structure and charter (if any). This includes municipal departments, staff, the local school system and quasi-municipal organizations, such as regional water and sewer districts and solid-waste authorities.
- 2. Cooperate.** You may have run for office as an individual. You may have advocated for municipal change. But you are part of a larger board now, part of a well-established organization. To get the best results, cooperation is essential.
- 3. Prepare.** It is common for new officials to underestimate how long it takes to prepare for meetings and workshops, and even to get ready for conversations with groups of citizens or business owners. Advance preparation will make you more confident and effective.
- 4. Be ethical and open.** You may be thinking, "Of course, I will do that!" But, circumstances may arise presenting potential conflicts of interest that you did not foresee. Challenges may surface that you or your board may be tempted to gloss over. Being 100% ethical, and as open as possible, prevents larger problems from developing.
- 5. Follow the money.** You will quickly come to realize that money and finances will become your most important area of focus. You will need to weigh the importance of providing, or expanding, municipal services versus the desire to keep fees and taxes as low as possible.
- 6. Promise little.** Sometimes, elected officials campaign on a promise or series of promises. Or, upon being elected, they make promises about what they will achieve while in office. This may include promises to campaign supporters, friends and relatives. Be careful with promises.
- 7. Meetings matter.** You will be judged by your actions at public and community meetings. Practice vigilant self-awareness. How did you look? What did you say? Did you listen as well as speak? Even your dearest friends will view you differently now that you are on the "other side" of the municipal dais.
- 8. Be 'judicious.'** Some of your duties include acting in a judicial capacity – as a hearing examiner or as a judge on matters such as business license applications and building requests. Maintaining impartiality is crucial in this role.
- 9. Honor the organization.** Work *through* the system. If your town or city employs a manager, respect that role. Do the same with department heads. This is especially true with personnel matters. Your major areas of focus should be setting municipal policy and budget priorities, not managing people or details.
- 10. Be resourceful.** Use the considerable resources at your disposal. Encourage your staff to do the same. Of course, the Maine Municipal Association tops this list! Other valuable sources of information include: state and federal government agencies and officials; municipal colleagues throughout the state; and, colleges and community colleges in your region, among others.