

ANNOTATED AGENDA
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, December 16, 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, January 6, 2020 at the Meetinghouse
 - A. Adjustments to the Agenda
- IV. PUBLIC COMMENTS
- V. OLD BUSINESS
 - A. Prior Meeting Update – Selectmen Chair
 - B. Prior Meeting Update – Town Manager
- VI. NEW BUSINESS
 - A. Updates
 - a. Selectmen
 - b. Town Manager
 - c. Dept. Heads
 - d. Boards & Committees
 - B. Action Items
 - 4.72 To See What Action the Board Wishes to take in Regard to Stevens Brook Culvert/Dam Bid Proposals
 - 4.73 To See What Action the Board Wishes to take in Regard to CIP Requests for Parks & Recreation Community Building Renovations

Please see attached paperwork.
 - 4.74 To See What Action the Board Wishes to take in Regard to Fraternal Order of Eagles #4131 Cribbage Game of Chance Application

Please see attached paperwork.

4.75 To See What Action the Board Wishes to take in Regard to CMP / Pine Tree Telephone Pole Permit Application

Please see attached paperwork.

4.76 To See What Action the Board Wishes to take in Regard to Greater Portland Council of Governments (GPCOG) Delegate

Please see attached paperwork.

4.77 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #22, #23, #24 & #25

4.78 To See What Action the Board Wishes to take in Regard to Approving Minutes of the November 18, 2019, Board of Assessor's and Board of Selectmen's Meeting

Please see attached paperwork.

4.79 To See What Action the Board Wishes to take in Regard to Approving Minutes of the November 21, 2019, Special Board of Selectmen's Meeting

Please see attached paperwork.

C. Executive Session

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

D. Return to Open Session

VII. ADJOURN

B.
4.73

TOWN OF NEW GLOUCESTER

CAPITAL REQUEST

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

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

TYPE OF REQUEST (Reserve or Improvement): Improvement

PROJECT TITLE: Renovation to Community Building

PROJECT YEAR: 2021

ACCOUNT NUMBER(S) AFFECTED:

CAPITAL ACCOUNT BALANCE(S):

DESCRIPTION: To create a functional indoor year round activity space within vacant garage space at the Community Building. This includes updating the heating, ADA accessibility, multi-use flooring, office space, and storage.

JUSTIFICATION (Describe benefits and alternatives considered): With the growth of programming within the department the need for more indoor space is at high priority, as half of the year of program needs indoor space to be offered. The additional space would allow us to provide year round activities to all members of the community and not be constrained by the school calendar and competing with other organizations for the school facilities. This would allow us to increase our programming during the daytime and not put restrictions on the use of the meeting room space for other town meetings or functions. This would also create a large meeting or function space for the town as needed during the year for special events and meetings. The design of the space would be multi-functional, to allow many different programs/events/meetings to be hosted in the space.

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

ESTIMATED COST:

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

\$35,000

AMOUNT REQUESTED: \$ 35,000

POTENTIAL FUNDING SOURCE(S): Taxation

ESTIMATED RECURRING COSTS: Regular maintenance; including heating, cooling and cleaning of the space.

B.
4.74

FOR OFFICE USE ONLY

Check # _____

Amount \$ _____



Games of Chance License Application

MGCU - 5300

****The application and fees must be received at least eight days before the Game of Chance may begin****

Cards: \$60/Calendar Month or \$700/Calendar Year

Video Poker: \$15/Week or \$60/Month

Cribbage: \$30 per Calendar Year or Portion Thereof

Super Cribbage Tournament Game: \$75.00/Per Tournament

Tournament Game (up to 100 players): \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

Make check payable to Treasurer, State of Maine

Return the completed and signed application to:
Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax

1. For what game(s) are you licensing (please indicate number adjacent name):

Cards ___ Video Poker ___ Cribbage Super Cribbage Tournament ___ Tournament ___

Other ___ (If You Checked Other Indicate Name of Game and Attach the Rules for that Game)

2. Organization Name: Fraternal Order of Eagles #4131

Organization Number: 1438 Federal Tax ID # (EIN): 01-041312

Business Address: 354 Sabbathday Rd., New Gloucester

Mailing Address: P.O. Box 1138 Gray, ME 04039 Phone: 926-3808

3. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Karen Trafford, Pres.	PO Box 723	Gray 04039	576-0456	5-31-2020

Lillian Strait, V.P.	165 Summit Spring Rd.	Poland 04274	632-4068	5-31-2020
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Trina Demerchant, Sec.	125 Bennett Rd	New Gloucester 04260	576-9986	
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Roxanne Stokes Treas.	127 Shaker Rd lot 39	Gray 04039	233-1846	5-31-2020
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4. Location where Game of Chance is to be conducted:

BUILDING	ADDRESS	CITY/ZIP
FOE 4131	354 Sabbathday Rd.	New Gloucester 04260

5. Person responsible for operation of Game of Chance:

NAME	DAYTIME PHONE & EVENING PHONE
Tammy Frechette	926-3808 / 740-0373

Name & Address where license will be sent: FOE 4131 P.O. Box 1138 Gray, ME 04039

E-Mail Address: tfrechette86@gmail.com

6. Circle the days of the week you expect to operate: Mon Tue Wed Thu Fri Sat Sun

7. What time do the doors open? 12:00 pm What time does the game start? 12:00 pm

8. Dates – Please specify weeks (Monday through Sunday) or full months.

<u>Jan 2020</u>	<u>May 2020</u>	<u>Sept 2020</u>
<u>Feb 2020</u>	<u>Jun 2020</u>	<u>Oct 2020</u>
<u>March 2020</u>	<u>Jul 2020</u>	<u>Nov 2020</u>
<u>April 2020</u>	<u>August 2020</u>	<u>Dec 2020</u>

9. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

12. **Tournament Game Only:** Specify the name(s) of the charitable organization(s) that the proceeds of the tournament will benefit.

13. The following consent must be completed by the municipal officers of the city or town where the Game of Chance will take place unless a separate "Blanket Letter of Approval" is filed with the Gambling Control Unit.

Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid

Check here if you have attached a "Blanket Letter of Approval".

Municipal Consent to License

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to the application for license by _____ to operate Games of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 62 and in accordance with the Rules and Regulations promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the operation of Games of Chance.

Name: _____

Date: _____ Title: _____

This approval is valid until: _____
(Date)

14. The applicant agrees to obey Federal, State of Maine laws, rules and regulations governing Games of Chance promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury. Age 18 or older: Yes No

Signed: _____

Print Name: _____ Title: _____

Date: _____

B.
4.75



Pole Permit Request

CHECK REQUEST:

Date:	December 04 2019

Check Payable to:

Town of New Gloucester
 Billed after receipt
 PO# 4700312161

Permit documents to be attached with payment.

RE: Notification #

10300601765

City/Town Representative:

Enclosed please find a pole permit application and required payment; please fax or email signed pole permit to:

lineclerknewservice@cmpco.com

Fax: 629-4752

Form 4501

Notification: 10300801785

Work Order: 801000283248

CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: New Gloucester Maine

To the: City

Town

County of: Cumberland Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Pine Tree Telephone LLC

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Fish hatchery Road

2. Road (State & CMP): Mayall Road

3. Direction: North

4. Distance: 3,526 feet

5. Number of Poles: 2

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same

Not Published

In:

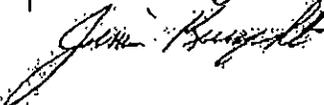
On:

CENTRAL MAINE POWER COMPANY

Pine Tree Telephone LLC

By: Ben Simmons


Date: Nov 15, 2019

By: Jim Knight

Date: Dec. 3, 2019

Form 4503

Notification: 10300601765

Work Order: 801000253249

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Pine Tree Telephone LLC
 dated Nov 15, 2019, asking for permission, in accordance with law, to construct and
 maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances
 over, under, along or across certain highways and public roads in the location described in said application,
 permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,
 said facilities and appurtenances in the City / Town of New Gloucester
 approximately located as follows:

1. Starting Point: Fish hatchery Road
2. Road (State & CMP): Mayall Road
3. Direction: North
4. Distance: 3,520 feet
5. Number of Poles: 2

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____
 By: _____
 By: _____
 By: _____
 By: _____
 Municipal Officers

dpl OK 12/9/19
TS OK 12/10/19

Office of the _____
 Received and Recorded in Book _____, Page _____

Attest: _____
 Clerk

Form 4502

Notification: 10300601765

CENTRAL MAINE POWER COMPANY

Work Order: 801000253249

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page of

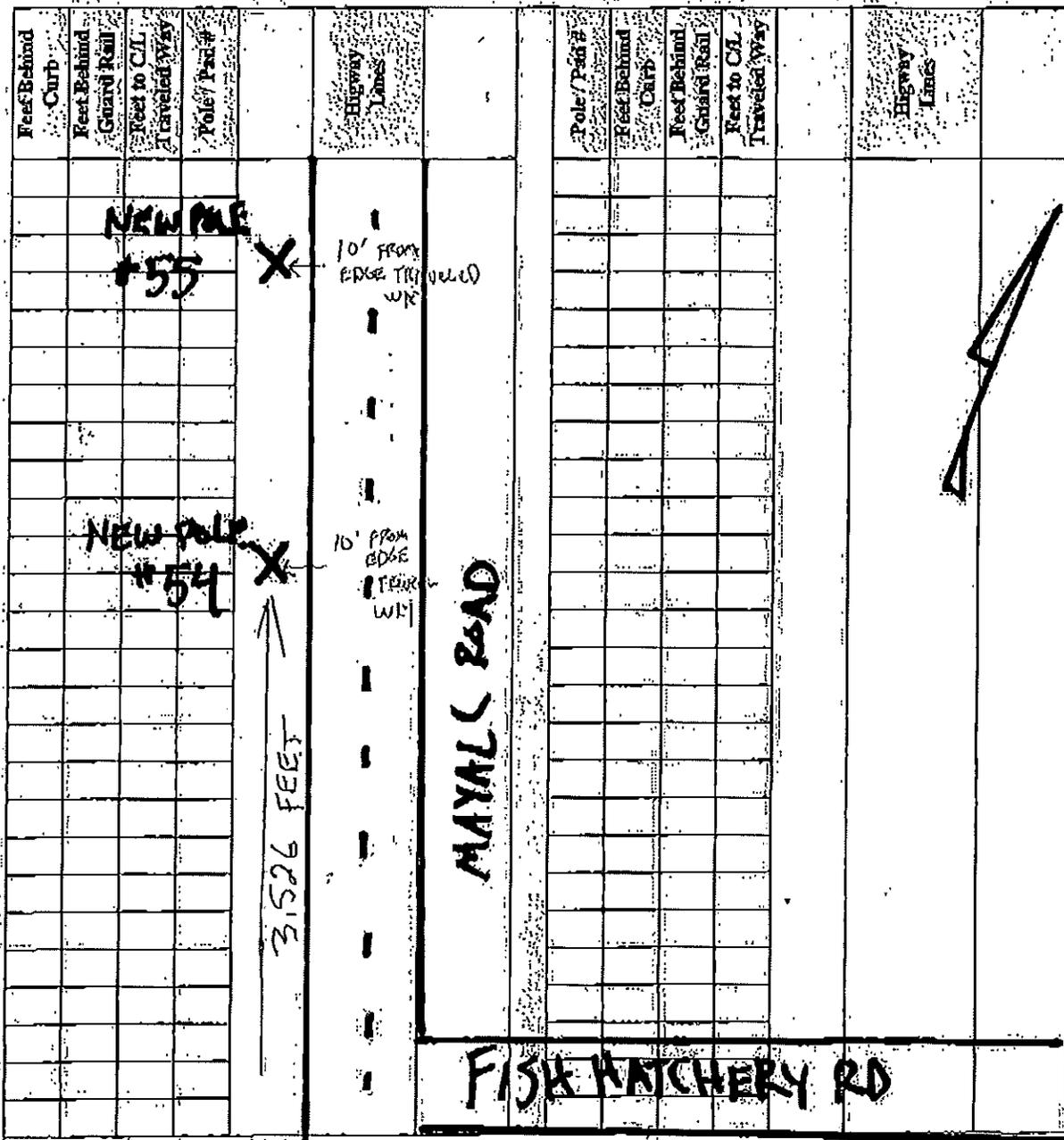
City / Town: New Gloucester

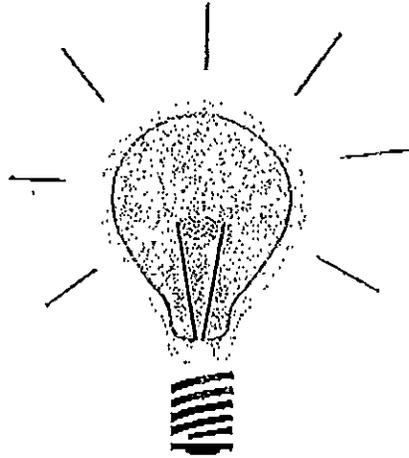
Date: Nov 15, 2019

Street: Mayall Road

By: Ben Simmons

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: Ben Simmons at Central Maine Power Company tel: 2078294530. Pole/Pad spans shown are approximate.





CENTRAL MAINE POWER COMPANY

Line Clerks New Service

205 Center Rd
Fairfield, ME 04937
Fax: (207) 629-4752

Date: 12-5-19

To: New Gloucester

Fax #: 926-4134

Sender: Amita

Pole permit

You should receive 5 page(s), including this cover sheet. If you do not receive all the pages, please call the sender.

Carrie Castonguay

B.
4.76

From: Tony Plante <tplante@gpcog.org>
Sent: Friday, November 22, 2019 1:16 PM
To: Carrie Castonguay
Subject: GPCOG Appointments

Carrie,

I'm sorry you'll be leaving New Gloucester. It's been a pleasure interacting with you and having you as part of the managers' community in the area. I hope you are able to take some time to reflect on the experience and look ahead to what's next over the upcoming holiday season.

Meanwhile, GPCOG is trying to keep its roster of appointments to various boards and committees up to date. This can be a challenge, as I'm sure you know.

As a GPCOG member community, New Gloucester has two delegate seats and one alternate delegate to appoint to the general assembly. At least one of the delegates must be a municipal officer (i.e. selectboard member, councilor, or mayor). For the 2019 general assembly we had you listed, but no one else, and municipal officer.

Please let me know if these appointments have already been made; if so, what they are; if not, who I might contact about these in the interim.

Best wishes,

Tony Plante, Director of Municipal Collaboration
Greater Portland Council of Governments
970 Baxter Boulevard, Suite 201
Portland, ME 04103

207.774.9891 x216 office
207.387.3012 mobile

Have you checked out our Community Profiles?
Click below to learn more about your community and the region.



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Total Control Panel

[Login](#)

To: ccastonguay@newgloucester.com [Remove this sender from my allow list](#)
From: tplante@gpcog.org

B. 4.78

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

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:00 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Town Manager, Carrie Castonguay; Assessor's Agent, Michael O'Donnell; and Recorder, Sharlene Myers.

II. NEW BUSINESS

A. To See What Action the Board Wishes to take in Regard to FY20 Abatements, Batch #2

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY20 Abatements, Batch #2. The motion carried on a vote of 5-0.

B. To See What Action the Board Wishes to take in Regard to FY20 Supplements, Batch #2

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY20 Supplements, Batch #2. The motion carried on a vote of 5-0.

C. To See What Action the Board Wishes to take in Regard to Corrected Tax Commitment Paperwork

Mr. O'Donnell said there were three documents to be signed by the Board. He said one is the Affidavit to Correct Paperwork pertaining to the BETE 2018 reimbursement filed at 100% and it should have been 80%.

Ms. Gilles moved and Mr. Colby seconded a motion to sign the Affidavit to Correct BETE Reimbursement for 2018. The motion carried on a vote of 5-0.

He said the other two are corrected 2019 and 2020 Commitment paperwork.

Ms. Gilles moved and Ms. Donovan seconded a motion to sign the corrected 2019 and 2020 Commitment paperwork. The motion carried on a vote of 5-0.

D. Discussion Item: Revaluation Update

Mr. O'Donnell gave a brief Revaluation update. He said it was a great fall for his coworkers to do the field work for the revaluation, which is about 80% complete. He said once the field work is done, the next steps will be the inputting of information and revisits to those they didn't see the first time. He said those out in field have been supplied with company vests, which has made a difference when visiting properties.

III. ADJOURN

Ms. Gilles moved and Ms. Donovan seconded a motion to adjourn at 7:22 p.m.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:23 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, December 2, 2019 at the Meetinghouse

A. Adjustments to the Agenda

Ms. Gilles moved and Mr. Davis seconded a motion to add Item 4.68, To See What Action the Board Wishes to take in Regard to Extension of Solar Moratorium. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

A. Public Hearing – Extension of Solar Moratorium

Ms. Chase opened the Public Hearing at 7:26 p.m.

Carlton Wilcox, resident, spoke to the Board concerning the Solar Moratorium. He urged the Board to not extend it.

Ms. Chase closed the Public Hearing at 7:31 p.m.

B. Other

Tamilyn Wayboer, resident, spoke to the Board concerning the Fire/Rescue Department.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

Ms. Chase said the prior meeting it was stated the new salt/sand shed roof was leaking. She said she has confirmed with the construction crew there are no leaks in the roof and the wet spot that was mentioned, was a chunk of ice off one of the trucks that had melted.

B. Prior Meeting Update – Town Manager

None.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Tammy Donovan – said the new structure of the agenda/meeting is the Board will listen to those speaking during Public Comment and respond at the next Selectmen’s Meeting.

Karen Gilles – no comments.

Joseph Davis – said winter is here and public sand is available to residents with a two five-gallon buckets limit and no truck loads. He said he wanted to wish everyone a Happy Thanksgiving.

George Colby – no comments.

Linda Chase – said the Annual Tiny Timber Tree Lighting is being held on Sunday, December 1, at 4:30pm, out front of Town Hall.

b. Town Manager

c. Carrie Castonguay said the following:

1. The pre-bid meeting took place for Stephens Brook Dam/Culvert replacement. One contractor attended the meeting and they have had two requests for the RFP. Hopefully more will come in by the due date, which is December 2nd.

2. There has been a snag with the dredging of materials from the brook. A Beneficial Reuse Permit must be sought from DEP, for the dredging materials, at a cost of \$3,500. Before the permit is submitted, samples of the materials must be tested for containments and the quote from the Engineer is around \$4,500, for a total of \$8,000. She said this could be removed from the reserve but past practice is a Town Meeting is to be held, which is not required.
3. There was a Public Safety Committee Workshop with a couple members of the Committee, Public Works Director, Fire/Rescue Chief, Parks & Rec Director and herself, to discuss mass gatherings and safety concerns. One idea is to widen the Fairground entrance, which is one of the CIP requests for FY21.
4. The Chairman of the Public Safety Committee said back in 2012 the Board made a motion to increase CIP amount from \$7,500 to \$15,000. Looking back at Town Meeting Warrants, this never was placed on a warrant even though the Board voted to do so, and the Board may want to add this to the next warrant.
5. Received an email from Penny Hilton concerning the Risk Assessments to be done on Public Safety and Public Works Department. She said the assessment, which will begin next week, will do the following: look at delivery methods of municipal services in the community; evaluate each departments budget, organizational structure, management structure, staffing, and overall strengths and weaknesses; review policies and procedures; review and evaluate maintenance and replacement plans; review and identify risk management practices; and identify alternative approaches to organizing, managing and delivery of those services. The results of the assessment will be a public document.

d. Boards & Committees

Peter Bragdon, Budget Committee Chairman, said the Committee met the previous week to elect Chair and Vice Chair, review the schedule and elect a representative to the CIP Committee. He said the Committee asked him to forward the following to the Board: the Committee would like to be able to ask the Department Heads questions concerning their budgets; the Committee would like to see a column with the Department Head/Manager budget amounts on the paperwork; it was discussed about making the books available in electronic form but not all members were in favor of this; discussion on how to handle non-profit requests; schedule will be addressed at the first meeting of the committee; and they are glad Steven Libby is being retained to work on the CIP and Budget process.

e. Dept. Heads

Toby Martin, Fire/Rescue Chief, said he wanted to thank the Board members who completed their NIMS 402 Training. He said along with this training, the Board will need to do the G191 training. He said needs copies of all NIMS training certificates from the Board.

B. Action Items

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

Mr. Colby moved and Mr. Davis seconded a motion to approve the Quitclaim for Map 1 Lot 27. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Mr. Davis seconded a motion to approve the Quitclaim for Map 4 Lot 30-F6. The motion carried on a vote of 5-0.

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

Ms. Donovan moved and Mr. Davis seconded a motion to approve the Public Works Vehicle Replacement Schedule, as a working document.

Ms. Chase said she would like to see that truck numbers, when purchased, are assigned a new number.

The motion carried on a vote of 5-0.

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

Mr. Colby moved and Mr. Davis seconded a motion to approve the Transfer Station Vehicle Replacement Schedule, as a working document.

Ms. Chase said loader was moved to FY22 and shows again in FY28 and should this be corrected.

The motion carried on a vote of 5-0.

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

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Paving Schedule, as a working document. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Mr. Davis seconded a motion to approve the Fire and Rescue Vehicle Replacement Schedule, as a working document.

Ms. Chase asked what a UTV was.

Mr. Martin said this would replace the Mule and would be a year around vehicle, with tracks in the winter.

Ms. Chase said she would like to see the life expectancy listed for all vehicles.

Toby Martin, Fire/Rescue Chief, said this document is a ten year plan for a five-year lease/purchase on all vehicles. He said leasing is actually the best way to go for apparatus as tankers and pumpers have a 20-year life expectancy.

Ms. Chase said she understands the schedule but would like to see it more in line with the Public Works Schedule.

The motion carried on a vote of 5-0.

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

The Board made the following changes:

Page 1, under Supervision Exercised, remove “and Treasurer, Assistant Clerk, Clerical Assistant, Assessor’s Agent, Buildings and Grounds Keeper, Transfer Station Supervisor” and add “Finance Director and Parks & Recreation Director”. Also, after the word “workers” remove “such as the General Assistance Administrator”.

Page 2, bottom of page, and remove “Desired” before the word Minimum.

Page 4, a sentence was added under Selection Guidelines “Applicant will be required to take the Wonderlic Cognitive Ability Test and the Caliper Assessment Test, with a positive recommendation from the assessment evaluator required.”

Mr. Davis moved and Ms. Chase seconded a motion to approve the Town Manager job description, as amended. The motion carried on a vote of 5-0.

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

Ms. Donovan moved and Ms. Gilles seconded a motion to retain Maine Municipal Association for the Town Manager search, at a cost of \$5,500.

Ms. Chase said the cost of any advertising is not included in the contract.

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

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

Ms. Chase said the attorney recommended the Board reaffirm the Acting Town Manager.

Ms. Gilles moved and Ms. Donovan seconded a motion to reaffirm Sharlene Myers as Acting Town Manager. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Ms. Donovan seconded a motion to accept the resignation of Steven Libby from the Budget Committee. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Mr. Davis seconded a motion to Retain Steven Libby for the FY21 CIP and Budget Process. The motion carried on a vote of 5-0.

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

Mr. Davis said he liked seeing the requests priority not be all priority 1.

Mr. Colby said he would like to table this item as he didn't have a chance to look at them.

Ms. Chase said the requests coming to the Board is just courtesy. She said tabling these to the next meeting would make it hard to get all the books done and the Board will see them during the budget process.

Mr. Davis moved and Ms. Gilles seconded a motion to send the Department CIP Requests to the CIP Committee. The motion carried on a vote of 4-1, with Mr. Colby opposing.

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

Ms. Gilles moved and Mr. Davis seconded a motion to approve FY20 Warrants and Payrolls #20 & #21. The motion carried on a vote of 5-0.

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

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the November 4, 2019, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

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

Ms. Gilles moved and Ms. Chase seconded a motion to approve the Minutes of the November 13, 2019, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

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

Mr. Colby moved and Ms. Gilles seconded a motion to extend the Solar Moratorium for 180 days. The motion carried on a vote of 3-2, with Ms. Chase and Mr. Davis opposing.

C. Executive Session

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

Ms. Gilles moved and Mr. Colby seconded a motion to enter into Executive Session per M.R.S.A. 31, Title 1, Chapter 13, Section 6, A., Contract Negotiations, at 8:36 p.m. The motion carried on a vote of 5-0.

b. Return to Open Session

The Board returned to open session at 9:35 p.m.

Ms. Gilles moved and Ms. Donovan seconded a motion to contract with Steven Libby for the facilitation of the CIP and Budget Process per the scope of work proposed by Mr. Libby, for the sum of \$12.00 per hour, not to exceed \$1,200, pending clear background check. The motion carried on a vote of 5-0.

Mr. Davis moved and Ms. Gilles seconded a motion the Chairman and Vice-Chairman to negotiate a contract with Paul First for the position of Interim Town Manager, pending clear background check. The motion carried on a vote of 5-0.

c. M.R.S.A. 31, Title 1, Chapter 13, Section 6, A (Personnel)

Ms. Gilles moved and Ms. Donovan seconded a motion to enter into Executive Session per M.R.S.A., Title 1, Chapter 13, Section 6, A., Personnel, at 9:37 p.m. The motion carried on a vote of 5-0.

d. Return to Open Session

The Board returned to open session at 9:52 p.m.

The Board discussed a list of pending work and projects in progress of the Town Manager.

Ms. Gilles moved and Mr. Davis seconded a motion to appoint Ted Shane, Public Works Director, to the Maine Waste to Energy Board of Directors. The motion carried on a vote of 5-0.

VII. ADJOURN

Mr. Davis moved and Mr. Colby seconded a motion to adjourn at 10:08 pm. The motion carried on a vote of 5-0.

Approved December 16, 2019

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

B. 4.79

MINUTES
 Town of New Gloucester
 SPECIAL BOARD OF SELECTMEN'S MEETING
 6:30 p.m.
 Thursday, November 21, 2019
 At the Town Hall

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 6:30 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan.

II. NEW BUSINESS

A. Action Items

- 4.69 **To See What Action the Board Wishes to take in Regard to Quitclaim for Map 10 Lot 13-F3**

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Quitclaim for Map 10 Lot 13-F3. The motion carried on a vote of 5-0.

- 4.70 **To See What Action the Board Wishes to take in Regard to Appropriating Funds from G405-00, Bridge Reserve (balance \$192,333.53) the sum of \$8,000, for Sediment Testing (\$4,500) and Beneficial Use Permit Application (\$3,500)**

The Board discussed who owned the property; has a test been done for salt; can the landowner be asked to pay half of the cost; and can the funds come from Parks & Recreation.

Ms. Gilles moved and Mr. Davis seconded a motion to Appropriate Funds from G405-00, Bridge Reserve (balance \$192,333.53) the sum of \$8,000, for Sediment Testing (\$4,500) and Beneficial Use Permit Application (\$3,500). The motion failed on a vote of 0-5, with all opposing.

Ms. Gilles moved and Mr. Colby seconded a motion to completely expend the Stevens Brook Engineering account along with up to \$8,000 from the Unbudgeted Account to pay for Sediment Testing (\$4,500) and Beneficial Use Permit Application (\$3,500) and a Salt Test on the water be performed by the Code Enforcement Officer. The motion carried on a vote of 5-0.

B. Executive Session

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

Ms. Gilles moved and Mr. Colby seconded a motion to enter into Executive Session per M.R.S.A. 31 Title 1, Chapter 13, Section 6, A., Contract Negotiations, at 7:02pm. The motion carried on a vote of 5-0.

b. Return to Open Session

The Board returned to open session at 8:03pm.

Ms. Donovan moved and Mr. Colby seconded a motion to retain Paul First as interim Town Manager, part-time, pending background check. The motion carried on a vote of 5-0.

c. Action Items

4.71 To See What Action the Board Wishes to take in Regards to Scheduling a Meeting with David Barrett, of Maine Municipal Association

Ms. Gilles moved and Mr. Colby seconded a motion to schedule a meeting with David Barrett, of Maine Municipal Association, for Monday, December 16, 2019, at 6:00 pm., at the Meetinghouse. The motion carried on a vote of 5-0.

4.72 To See What Action the Board Wishes to take in Regards to Employee Survey of Town Manager

Ms. Gilles moved and Ms. Chase seconded a motion to send a copy of the survey to each employee with their paychecks on November 27th and surveys to be returned to the Board by the December 6th. The motion carried on a vote of 5-0.

III. ADJOURN

Ms. Gilles moved and Mr. Colby seconded a motion to adjourn at 8:28pm. The motion carried on a vote of 5-0.

Approved December 16, 2019

Linda D. Chase, Chairman

Karen L. Gilles, Vice-Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan