

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

**BOARD OF SELECTMEN'S MEETING**

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

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

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**III. SCHEDULE NEXT MEETING:**

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, November 18, 2019 at the Meetinghouse

**A. Adjustments to the Agenda**

None.

**IV. PUBLIC COMMENTS**

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

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

## V. PRIOR MEETING UPDATE

### A. Selectmen Chair

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

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

### B. Town Manager

Ms. Castonguay said the following:

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

## VI. ORAL COMMUNICATION

### A. Selectmen

George Colby – no comments.

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

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

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

Linda Chase – no comments.

**B. Town Manager**

Ms. Castonguay said the following:

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

**C. Dept. Heads**

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

**D. Boards & Committees**

**VII. SCHEDULED ITEMS**

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

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

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

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

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

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

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

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

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

The Board discussed the schedule with the following changes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**IX. APPOINTMENTS AND RESIGNATIONS**

None.

**X. LEGAL**

None.

**XI. WRITTEN COMMUNICATION**

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

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

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

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

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

**XII. EXECUTIVE SESSION**

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

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

**XIII. RETURN TO OPEN SESSION**

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

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

**XIV. ADJOURN**

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

Approved November 18, 2019

  
Linda D. Chase, Chairman

  
Karen L. Gilles, Vice-Chairman

  
George W. Colby

  
Joseph S. Davis

  
Tammy L. Donovan