

**MINUTES**  
**Town of New Gloucester**  
**BOARD OF SELECTMEN'S MEETING**  
**6:00 p.m.**  
**Monday, June 1, 2020**  
**Via Zoom**

**BOARD OF SELECTMEN'S MEETING**

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

Chairman, Linda Chase, called the meeting to order at 6:04 pm. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Town Manager, Brenda Fox-Howard; and Recorder, Sharlene Myers.

**II. PLEDGE OF ALLEGIANCE**

All joined in the Pledge of Allegiance.

**II. SCHEDULE NEXT MEETING:**

**A. Adjustments to the Agenda**

*Mr. Colby moved and Ms. Donovan seconded a motion to add Item 5.69, To See What Action the Board Wishes to take in Regard to Future Board of Selectmen's Meetings. The motion carried on a vote of 5-0.*

**IV. PUBLIC COMMENTS**

Stephen Hathorne, Peter Bragdon, Julie Fralich and Kathleen Potter spoke to Board concerning various items.

**V. OLD BUSINESS**

**A. Prior Meeting Update – Selectmen Chair**

None.

**B. Prior Meeting Update – Town Manager**

None.

**VI. NEW BUSINESS**

**A. Updates**

**a. Selectmen**

Joseph Davis said he following:

- 1) Wanted to thank all the Military for their service to our country.

- 2) Memorial Day was not the same without the annual parade in the Upper Village.

Tammy Donovan said the following:

- 1) Received an email from Beth Blakeman-Pohl resigning from the Economic Development Committee.
- 2) Received an email from an elderly citizen concerning the proposed reduction of services.

George Colby said the following:

- 1) Echoed Mr. Davis' comments.

Karen Gilles – no comments.

Linda Chase said the following:

- 1) There have been reports of roadside dumping in the Town. Clean-up week at the Transfer Station is June 9<sup>th</sup> thru 13<sup>th</sup> and no bulky waste stickers are needed for that week. For more information, please check the Town website or call the Transfer Station.
- 2) Committees are wanting to meet again and reminded them that the Board passed a policy that all meetings are to be held via Zoom. All Boards and Committees must submit their Agendas/Minutes as well as date(s) of your meeting to Ms. Myers so she can place the information on the calendar and website.
- 3) In response to a concern during the public comments, the Board discussed in Executive Session to bring back Mr. First as the Interim Town Manager and all voted in the affirmative; the Board voted as whole on the Town Manager's contract, in Executive Session; and the closing of Town Hall was a decision by the Town Manager following the Governor's Executive Order.

#### **b. Town Manager**

Brenda Fox-Howard said the following:

- 1) Received many calls concerning dumping of trash in many areas of Town and has brought it to the Selectmen's attention.
- 2) Received calls concerning the Town Halls hours.
- 3) Library will remain closed for the time being until she has made a plan to open it safely. Concerns for not only the employees but the residents as well.

#### **c. Dept. Heads**

Toby Martin, Fire/Rescue Chief, said as Emergency Management Director, he has concerns with reopening in Town. He said the number of cases in Androscoggin County are increasing and he asks that the Town of New Gloucester transitions slowly.

**d. Boards & Committees**

**B. Action Items**

**5.58 To See What Action the Board Wishes to take in Regard to Liquor License Application for Fraternal Order of Eagles #4131**

*Mr. Colby moved and Ms. Donovan seconded a motion to approve the Liquor License Application for Fraternal Order of Eagles #4131 and to note per the Code Enforcement Officer there have been no issues or violations. The motion carried on a vote of 5-0.*

**5.59 To See What Action the Board Wishes to take in Regard to Carryovers**

Ms. Chase said the Town Manager is asking to carry over the following funds:

- 1) Comp Plan Budget of \$8,813.03
- 2) Paving \$94,192.48
- 3) Approve returning of \$100,000 to Transfer Station Capital Reserves, which was not used to purchase a loader

*Mr. Colby moved and Ms. Gilles seconded a motion to approve all carryovers as recommended. The motion carried on a vote of 4-1, with Mr. Davis opposing.*

**5.60 To See What Action the Board Wishes to take in Regard to New Hours for Town Hall**

Ms. Fox-Howard said she is proposing changing the Town Hall hours to Monday thru Thursday, 8am to 5pm, and closed on Friday. She said opening at 8am, half hour earlier than current schedule) will help the working people. She said in the winter months, the Friday closure will also help Public Works during storms.

Ms. Donovan said she would like to see the office open one or two evenings until 7pm.

The Board was in agreement with at least one night until 7pm.

The Board asked the Town Manager and staff to further discuss and look at history of transactions and bring back at the next meeting.

No action taken.

**5.61 To See What Action the Board Wishes to take in Regard to Opening of Town Hall following the Governor's Executive Order**

Ms. Fox-Howard said she would like to open Town Hall to the public beginning on Monday, June 8<sup>th</sup>, for normal hours. She said to incorporate the six-foot social distancing requirement, the maximum amount of patrons in Town Hall would be limited to eight and entering/exiting would be via the back door of Town Hall. She said currently, appointments are needed to do a transaction and though it was beneficial, it was also a hindrance.

Ms. Gilles moved and Mr. Colby seconded a motion to open Town Hall, no appointments needed, on June 8<sup>th</sup>, normal hours, and maximum amount of patrons would be capped at eight.

Mr. Davis asked if plexiglass was going to be installed and hand sanitizer available.

Ms. Fox-Howard said plexiglass has been installed, hand sanitizer will be available and ask those entering to please wear masks.

*Ms. Gilles moved and Mr. Colby seconded a motion to reopen Town Hall on Monday, June 8<sup>th</sup> and returning to normal hours. The motion carried on a vote of 5-0.*

**5.62 To See What Action the Board Wishes to take in Regard to Annual Town Meeting**

Ms. Chase said we had reserved a date set of June 15<sup>th</sup> or June 29<sup>th</sup> to hold the Annual Town Meeting at Memorial School. She said the school has contacted the Town with concerns of holding the meeting following the guidelines of the Governor's Executive Order.

Ms. Fox-Howard said she looked into holding it at the New Gloucester Fairgrounds but the costs associated with renting a tent, police, chairs, video equipment, parking, speakers and keeping public safety in mind, logistically, it is not feasible.

*Ms. Donovan moved and Ms. Gilles seconded a motion to hold the Annual Town Meeting in person at the New Gloucester Fairgrounds on June 29<sup>th</sup>.*

Mr. Colby said there are two options, in person or by ballot.

Mr. Martin said the Board has to keep in the mind the safety and health risk of staff and 5,700 residents of New Gloucester.

*The motion failed on a vote of 1-4, with Ms. Chase, Mr. Colby, Mr. Davis and Ms. Gilles opposing.*

*Ms. Gilles moved and Mr. Colby seconded a motion to place the Annual Town Meeting Warrant on the ballot for July 14, 2020.*

Mr. Davis asked if the meeting could be via Zoom.

Ms. Chase said per Maine Municipal Association, using Zoom for the Annual Town Meeting is not allowed.

*The motion carried on a vote of 4-1, with Ms. Donovan opposing.*

Ms. Gilles said asked staff to look into holding a question and answer session via Zoom, to give everyone a chance to speak on the budget if they wish.

**5.63 To See What Action the Board Wishes to take in Regard to Annual Town Meeting Warrant**

Ms. Donovan asked by the 102 Administration wage line is not being reduced by \$27,000, as mentioned by Mr. Bragdon.

Ms. Chase said the Town Manager's contract is for one year and will end before the next fiscal year begins.

Ms. Fox-Howard said she does not agree with the Budget as it stands. She said the Town should not be cutting positions and says she would like time to review the budget to see if it is possible to retain positions.

*Mr. Davis moved and Ms. Donovan seconded a motion to eliminate Article 16, Replacement of H3 One-ton Dump Truck for Public Works.*

Mr. Davis said this has no effect on the tax rate but does not see the need for a new vehicle.

*The motion failed on a vote of 1-4, with Ms. Chase, Mr. Colby, Ms. Donovan and Ms. Gilles opposing.*

*Ms. Donovan moved and Mr. Davis seconded a motion to reduce the 102-1-01 Administration Wage line by \$15,000, (338,968). The motion carried on a vote of 4-1, with Mr. Colby opposing.*

*Ms. Gilles moved and Mr. Davis seconded a motion to put the Town Planner back full-time in the 122 Planning Budget.*

Ms. Fox-Howard said the Town Planner is vital to the Town and the Board needs to look at the big picture of what this Town is striving for in the future. She said she would like the chance to review the budget before the warrant is signed.

Ms. Gilles and Mr. Davis withdrew their motion.

*Mr. Davis moved and Ms. Donovan seconded a motion for the Town Manager to review the budget numbers to see if the positions currently being cut can be put back in and cuts made elsewhere. The motion carried on a vote of 5-0.*

The Board tabled Item 5.63.

**5.64 To See What Action the Board Wishes to take in Regard to Closing Town Hall on Tuesday, July 14, 2020, for Election Day**

Ms. Chase said due to the warrant being placed on the ballot, these ballots will need to hand counted and staff is asking to close Town Hall for the following:

Monday, July 13<sup>th</sup>, close early at 4pm

Tuesday, July 14<sup>th</sup>, closed

Wednesday, July 15<sup>th</sup>, closed

*Mr. Colby moved and Ms. Donovan seconded a motion to close Town Hall as discussed. The motion carried on a vote of 5-0.*

**5.65 To See What Action the Board Wishes to take in Regard to Community Fair**

Ms. Chase said at a previous meeting there was discussion to cancel the Community Fair but no definite decision or motion.

Mr. Bragdon, Community Fair Committee Chairman, said the State says no to large gatherings and the though the Committee is disappointed, we must follow the guidelines and cancel the Fair.

Mr. Colby said the fair is scheduled for August 15<sup>th</sup> and would like to see it happen.

Mr. Davis said he would like to hold off until July 1<sup>st</sup> in case the Governor opens up the State.

Ms. Gilles asked if the refunds need to be in this fiscal year.

The Board tabled this item until the next meeting so clarification can sought if refunds will need to be done this fiscal year.

**5.66 To See What Action the Board Wishes to take in Regard to Opening of Fairgrounds and Rowe Station Facilities**

*Mr. Colby moved and Ms. Gilles seconded a motion to open up the Fairground and Rowe Station Road Facilities.*

Mr. Martin said he is not in favor of opening up those two facilities. He said thought has to be given to the Executive Orders and risking those utilizing the facilities.

Ms. Gilles said she sees no issues with teams wanting to hold skills and drills practices but no scrimmages/games taking place.

Morgan Rocheleau said he brought this to the Town Manager as he was receiving many calls about utilizing the fields and is trying to have guidelines in place for July 1<sup>st</sup>, in case he is not here.

Mr. Davis said he has concern with trash, using the woods for a bathroom and no water available.

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

The Board asked for this to be revisited on the next agenda.

**5.67 To See What Action the Board Wishes to take in Regard to Approving FY20 Warrants and Payrolls #46, #47 and #48**

*Ms. Donovan moved and Mr. Colby seconded a motion to approve FY20 Warrants and Payrolls #46, #47 and #48. The motion carried on a vote of 4-0-1, with Ms. Gilles abstaining.*

**5.68 To See What Action the Board Wishes to take in Regard to Approving Minutes of the May 18, 2020, Board of Assessor's and Board of Selectmen's Meeting**

*Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Minutes of the May 18, 2020, Board of Assessor's and Board of Selectmen's Meeting. The motion carried on a vote of 5-0.*

**5.69 To See What Action the Board Wishes to take in Regard to Future Board of Selectmen's Meeting Being Held in Person**

*Mr. Colby moved and Ms. Donovan seconded a motion to hold Board of Selectmen's Meeting in person. The motion carried on a vote of 5-0.*

**5.70 To See What Action the Board Wishes to take in Regard to Closing Town Hall on Tuesday, June 30<sup>th</sup>, to close out the Fiscal Year**

*Ms. Donovan moved and Ms. Gilles seconded a motion to close the Town Hall as 12:00pm on Tuesday, June 30<sup>th</sup>, to close out the Fiscal Year Books. The motion carried on vote of 4-1, with Mr. Davis opposing.*

**C. ADJOURN**

*Ms. Donovan moved and Mr. Colby seconded a motion to adjourn at 8:57pm. The motion carried on a vote of 3-2, with Ms. Chase and Mr. Davis opposing.*

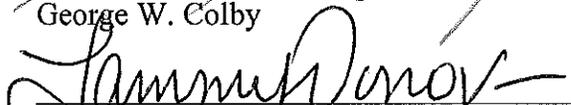
Approved June 15, 2020

  
Linda D. Chase, Chairman

  
Karen L. Gilles, Vice-Chairman

  
George W. Colby

  
Joseph S. Davis

  
Tammy L. Donovan