

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.

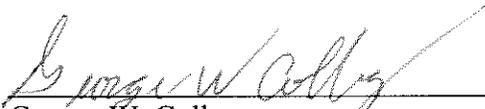
VII. ADJOURN

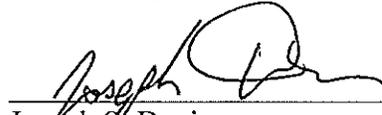
Mr. Davis moved and Mr. Colby seconded a motion to adjourn at 10:08 pm. The motion carried on a vote of 5-0.

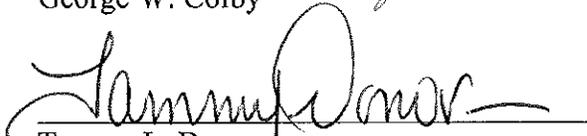
Approved December 16, 2019


Linda D. Chase, Chairman


Karen L. Gilles, Vice-Chairman


George W. Colby


Joseph S. Davis


Tammy L. Donovan