MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, June 17, 2019
At the Meetinghouse

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Vice-Chairman, Linda Chase, called the meeting to order at 7:02 p.m. Present were Vice-Chairman, Linda Chase; Selectmen, George Colby, Tammy Donovan, Joseph Davis and Karen Gilles; Town Manager, Carrie Castonguay; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

- **Special Town Meeting** – 7:00 p.m., Wednesday, June 19, 2019, at the Amvets
- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, July 1, 2019 at the Meetinghouse

A. Adjustments to the Agenda

None.

IV. PUBLIC PARTICIPATION

Peter Bragdon, resident, spoke to the Board concerning an error on the Agenda and about Ms. Chase serving on the Comp Plan Update Committee as a citizen.

V. SCHEDULED ITEMS

5.45 To See What Action the Board Wishes to take in Regard to Electing a *Chairman* of the Board

Ms. Gilles moved and Ms. Donovan seconded a motion to nominate Linda Chase for Chairman of the Board of Selectman.

Mr. Colby moved and Ms. Donovan seconded a motion to cease nominations. The motion carried on a vote of 4-0-1, with Ms. Chase abstaining.

The motion carried on a vote of 4-0-1, with Ms. Chase abstaining.

5.46 To See What Action the Board Wishes to take in Regard to Electing a *Vice-Chairman* of the Board

Mr. Davis moved and Ms. Donovan seconded a motion to nominate Karen Gilles for Vice-Chairman of the Board of Selectman.

Mr. Colby moved and Ms. Donovan seconded a motion to cease nominations. The motion carried on a vote of 4-0-1, with Ms. Gilles abstaining.

The motion carried on a vote of 4-0-1, with Ms. Gilles abstaining.

5.47 To See What Action the Board Wishes to take in Regard to *Bid Proposals for Paving*

The following bids were opened:

Crooker Construction, LLC (Topsham, ME)	
Latex Modified Single Chip Seal (33,000 sq yd)	$ 2.55
Surface Mix 9.5mm HMA (3,850 tons)	$79.31
Butt Joints (3,250 sq yd)	$11.50
P & B Paving, Inc. (Gray, ME)	
Paving Shim 1.25" (2,406 tons)	$80.92
Paving Shim 1.25" and .75" Overlay (3,850 tongs)	$77.12
Butt Joints (3,250 sq yd)	included
Tack Coat (1,425 gals)	included
Shaw Brothers Construction, LLC (Gorham, ME)	
Surface Mix 9.5mm HMA (3,850 tons)	$80.70
Butt Joint (3,250 sq yd)	$12.00
Tack Coat (1,425 gal)	$ 8.00
All States Asphalt, Inc. (Richmond, ME)	
Latex Modified Single Chip Seal (33,500 sq yd)	$ 2.47
Surface Mix 9.5mm HMA (3,850 tons)	$73.10
Butt Joint (3,250 sq yd)	$ 9.40

Ms. Gilles moved and Mr. Colby seconded a motion for the Public Works Director and Town Manager review the submitted bids for Paving and make their recommendation to the Board at the July 1, 2019, Selectmen's Meeting. The motion carried on a vote of 5-0.

5.48 To See What Action the Board Wishes to take in Regard to *Bid Proposals for Sand and Gravel*

The following bids were opened:

Portland Sand & Gravel, Inc. (Cumberland, ME)

Sub-Base	$ 7.00 cu yd
Base	$ 7.00 cu yd
Standard Surface	$14.00 cu yd
M.D.O.T. Surface	$14.00 cu yd
Winter Sand	$ 6.00 cu yd

M-T Pit (New Gloucester, ME)

Sub-Base	$ no bid
Base	$ no bid
Standard Surface	$ no bid
M.D.O.T. Surface	$ no bid
Winter Sand	$ 6.00 cu yd

Pike Industries (Westbrook, ME)

Sub-Base	$ 9.45 cu yd
Base	$14.15cu yd
Standard Surface	$14.15 cu yd
M.D.O.T. Surface	$14.15 cu yd
Winter Sand	$ no bid

Mr. Colby moved and Ms. Gilles seconded a motion for the Public Works Director and Town Manager review the submitted bids for Sand & Gravel and make their recommendation to the Board at the July 1, 2019, Selectmen's Meeting. The motion carried on a vote of 5-0.

5.49 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:

Under Class Title, change to "Working Public Works Director".
Under Supervised Exercised, remove the word "and" after "workers".
Under Essential Duties, fourth bullet, insert "." at the end.
Under Special Requirements, valid "Class A or B" and add another bullet to read "Must take and pass a CDL pre-employment drug and alcohol test and periodically submit to random drug and alcohol testing."
Under Tools and Equipment, add after "including" ", but not limited to," and make this section the same on all Public Works job descriptions.

Working Deputy Director:

Change title from "Working" to "Operational".

Under Class Title, change from "Working" to "Operational".

Under Essential Duties:

Fifth bullet, change "pbulci" to "public".

Sixth bullet, change "or" to "to".

Under Desired Minimum Qualifications:

First bullet, change "graduation" to "diploma" and add "with continuing technical education in a related field."

Add under first bullet, "Considerable knowledge and experience in the supervision of personnel."

Fourth bullet, change to read "Class A or B".

Under Special Requirements, remove third bullet.

Under Tools and Equipment, make this section the same on all Public Works job descriptions.

Under Physical Demands, remove "italics font".

Public Works Employee:

Under Essential Duties, third bullet, change "or" to "to".

Under Desired Minimum Qualifications, first bullet, change "graduation" to "diploma".

Under Tools and Equipment, make this section the same on all Public Works job descriptions.

Under Physical Demand, remove "italics font".

Equipment Maintenance Technician:

Under Supervision Received, add second sentence, "In the Public Works Director's absence, will work under the general guidance of the Operational Deputy Director."

Under Desired Minimum Qualifications:

First bullet, change "graduation" to "diploma" and add second sentence, "Advanced training or post-secondary education or training in a related field."

Add new second bullet, "10-years' experience in a similar environment."

Add new third bullet, "ASE and EVT certification."

Under fifth bullet, change to read "Class A or B".

Under Tools and Equipment, make this section the same on all Public Works job descriptions.

Under Physical Demands, remove "italics font".

On Signature Page, remove duplicate paragraph.

No action taken.

5.50 To See What Action the Board Wishes to take in Regard to *Public Safety Compensation Policy*

The Board made the following changes to the Public Safety Compensation Policy:

Appendix A:

Remove "(Includes live-in students)".
Add ":" after "Meeting Rate".
Under Incident Rate, add "Junior Personnel $12.00 per hour" and add the word "Member" in front of "Base Rate",

Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Public Safety Compensation Policy, as amended. The motion carried on a vote of 3-1-1, with Mr. Davis opposing and Mr. Colby abstaining.

The Board made the following changes to the Public Safety Meetings, Trainings and Details Policy:

Under Meetings, after 2) Officer's Meeting, add ":".
Under Details, 2) Miscellaneous Details, remove "C) Open House".

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Public Safety Meetings, Trainings and Details Policy, as amended. The motion carried on a vote of 5-0.

5.51 To See What Action the Board Wishes to take in Regard to *Public Safety Billing Rates*

Mr. Martin said the billing rates he is proposing are in the range of neighboring communities and our billing agency, Medical Reimbursements, recommends we increase our fees. He said he added Intercept for $300 as towns are charging New Gloucester for this service. He said the No Transport $150 is also new and insurances will cover this cost.

Mr. Davis moved and Mr. Colby seconded a motion to approve the Public Safety Billing Rates per the Fire/Rescue Chief, effective July 1, 2019. The motion carried on a vote of 4-1, with Ms. Chase opposing.

5.52 To See What Action the Board Wishes to take in Regard to *Carryover Funds from FY19 to FY20*

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Carryover of Funds from FY19 to FY20 for the Planning Comp Plan Budget Line 122-9-12, of a total of $3,813.03. The motion carried on a vote of 4-1, with Mr. Davis opposing.

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

Mr. Davis said he is a member of the Fraternal Order of Eagles #4131.

Ms. Gilles moved and Mr. Colby seconded a motion approve the Liquor License Application for the Fraternal Order of Eagles #4131. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

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

Ms. Castonguay said some Towns provide tablets or laptops for their Board or Council to use at meetings and receive agenda packets via email. She said approximate cost run from $100 to $1,700, but our IT vendor said you could receive a decent one with a 10" screen for approximately $250.

Ms. Chase asked to table this item until a definitive cost can be received.

No action taken.

VI. APPROVE FY19 WARRANTS AND PAYROLLS #50 and #51

Mr. David moved and Mr. Colby seconded a motion to approve FY19 Warrants and Payrolls #50 and #51. The motion carried on a vote of 5-0.

VII. RESIGNATIONS

A. *Resignation* of *Brady White* from Parks & Recreation Committee and Public Safety Committee

Ms. Gilles moved and Mr. Colby seconded a motion to accept the Resignation of Brady White from the Parks & Recreation and Public Safety Committees, with regret. The motion carried on a vote of 5-0.

VIII. APPOINTMENTS

Please see attached paperwork. All those up for re-appointment were sent a letter via the mail as well as two follow-up emails.

A. ***Board of Appeals** – 2 three-year terms available*
Jeff Hamilton – would like to be re-appointed
Donald Libby – would like to be re-appointed

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Jeff Hamilton and Donald Libby, to the Board of Appeals, for three-year terms. The motion carried on a vote of 5-0.

B. ***Budget Committee** – 6 three-year terms available*
1 completion of 2021 Term

Joe Bean – would like to be re-appointed
Jeff Hamilton – would like to be re-appointed

Steven Libby – would like to be appointed

Ms. Gilles moved and Mr. Davis seconded a motion to appoint Joe Bean, Jeff Hamilton, and Steven Libby, to the Budget Committee, for three-year terms. The motion carried on a vote of 5-0.

C. ***Cable TV Committee*** – *6 three-year terms available*
Richard Erwin – would like to be re-appointed

Cliff Andrews – would like to be appointed

Ms. Donovan moved and Mr. Davis seconded a motion to appoint Richard Erwin and Cliff Andrews, to the Cable TV Committee, for three-year terms. The motion carried on a vote of 5-0.

D. ***Candidate/Referendum Issues Committee*** – *1 three-year term available*

Lucinda Brakey – would like to be appointed

Ms. Gilles moved and Mr. Colby seconded a motion to appoint Lucinda Brakey to the Candidate/Referendum Issues Committee, for a three-year term. The motion carried on a vote of 5-0.

E. ***Economic Development Committee*** – *3 three-year terms available*
1 two year term
1 completion of one year term
Beth Blakeman-Pohl – would like to be re-appointed
and requested a one-year term
Julie Fralich – would like to be re-appointed

Mr. Davis moved and Ms. Gilles seconded a motion to appoint Beth Blakeman-Pohl, to a 1-year term and Julie Fralich, to a three-year term, to the Economic Development Committee. The motion carried on a vote of 5-0.

F. ***Environmental Resources Committee*** - *6 three-year term available*
1 completion of 2020 term
Anthony Hodgdon – would like to be re-appointed
Trudy Hodgdon – would like to be re-appointed
Joanne McKee – would like to be re-appointed

Ms. Donovan moved and Mr. Colby seconded a motion to appoint Anthony Hodgdon, Trudy Hodgdon and Joanne McKee to the Environmental Resources Committee, for three-year terms. The motion carried on a vote of 5-0.

G. ***Land Management Planning Committee*** – *3 three-year terms available*
John Salisbury – would like to be appointed

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint John Salisbury, to the Land Management Planning Committee, for a three-year term. The motion carried on a vote of 5-0.

H. ***Library Board of Trustees*** – *2 three-year terms available*
Allison Kostivick – would like to be re-appointed
Tim Terranova – would like to be re-appointed

Mr. Colby moved and Ms. Gilles seconded a motion to appoint Allison Kostivick and Tim Terranova, to the Library Board of Trustees, for three-year terms. The motion carried on a vote of 5-0.

I. ***Parks & Recreation Committee*** – *2 three-year terms available*
1 completion 2021 term
Michael Fralich – would like to be re-appointed
Kathleen Potter – would like to be re-appointed

Mr. Colby moved and Ms. Gilles seconded a motion to appoint Michael Fralich and Kathleen Potter, to the Parks & Recreation Committee, for three-year terms. The motion carried on a vote of 5-0.

J. ***Planning Board*** – *2 three-year terms available*
Erik Hargreaves – would like to be re-appointed

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint Erik Hargreaves, to the Planning Board, for a three-year term. The motion carried on a vote of 5-0.

K. ***Public Safety Committee*** – *2 three-year terms available*
1 completion of 2021 term
Richard Maguire – would like to be re-appointed

Ms. Donovan moved and Ms. Gilles seconded a motion to appoint Richard Maguire, to the Public Safety Committee, for a three-year term. The motion carried on a vote of 5-0.

L. ***Tax Collector, Town Clerk, Road Commissioner, Welfare Director, Freedom of Access Act (FOAA) Officer***
Carrie Castonguay – currently serves in these positions

Mr. Colby moved and Ms. Gilles seconded a motion to appoint Carrie Castonguay, as Tax Collector, Town Clerk, Road Commissioner, Welfare Director and Freedom of Access Act (FOAA) Officer. The motion carried on a vote of 5-0.

M. ***Treasurer***
Lori Anne Wilson (Carrie Castonguay currently serves in this position)

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Lori Anne Wilson, as Treasurer. The motion carried on a vote of 5-0.

N. ***Acting Town Manager in the Absence of the Town Manager***

Sharlene Myers currently serves in this position

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Sharlene Myers, as Acting Town Manager in the absence of the Town Manager. The motion carried on a vote of 5-0.

O. ***Animal Control Officer***

Ryelle Atkins currently serves in this position
Mikayla Trafford currently serves in this position
Larissa Needham currently serves in this position

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Ryelle Atkins, Mikayla Trafford and Larissa Needham, as Animal Control Officers. The motion carried on a vote of 5-0.

P. ***Code Enforcement Officer//Local Plumbing Inspector/Public Health Officer***

Debra Parks Larrivee currently serves in these positions

Mr. Colby moved and Ms. Gilles seconded a motion to appoint Debra Parks Larrivee, as Code Enforcement Officer, Local Plumbing Inspector and Public Health Officer. The motion carried on a vote of 5-0.

Q. ***Emergency Management Director***

Toby Martin currently serves in this position

Ms. Gilles moved and Mr. Colby seconded a motion to appoint Toby Martin, as Emergency Management Director. The motion carried on a vote of 5-0.

R. ***Fence Viewer***

Douglas Bowie currently serves in this position

Mr. Colby moved and Ms. Donovan seconded a motion to appoint Douglas Bowie, as Fence Viewer. The motion carried on a vote of 5-0.

S. ***Registrar***

Kimberly Getchell currently serves in this position

Mr. Colby moved and Ms. Gilles seconded a motion to appoint Kimberly Getchell, as Registrar. The motion carried on a vote of 5-0.

T. ***Tree Warden***

Robert Cotiaux currently serves in this position

Ms. Gilles moved and Ms. Donovan seconded a motion to appoint Robert Cotiaux, as Tree Warden. The motion carried on a vote of 4-0-1, with Mr. Colby abstaining.

U. ***Selectmen Liaisons to Boards & Committees***

1. **Adhoc Retail Marijuana Committee** *(non-voting)*
   Joseph Davis
2. **Adhoc Public Works Building Committee** *(voting)*
   George Colby
3. **Budget Committee** *(non-voting)*
   Linda Chase and Karen Gilles
4. **Business Communications**
   Chandler Brothers – *George Colby*
   Pineland Farms – *Karen Gilles*
   Shakers – *Linda Chase*
5. **Cable TV Committee** *(non-voting)*
   Karen Gilles and Joseph Davis
6. **Candidates/Referendum Issues Committees** *(voting)*
   Linda Chase
7. **CDBG Municipal Oversight Committee** *(voting)*
   None Appointed
8. **CIP Committee** *(voting)*
   Tammy Donovan
9. **Community Fair Committee** *(voting)*
   Joseph Davis
10. **Comprehensive Plan Update Committee** *(voting)*
    Karen Gilles
11. **Cumberland County Finance Committee** *(voting)*
    None Appointed
12. **Economic Development Committee** *(non-voting)*
    Tammy Donovan
13. **Environmental Resources Committee** *(voting)*
    Linda Chase
14. **Foreclosure Committee** *(voting)*
    Tammy Donovan and Linda Chase
15. **GNG Joint Leaders**
    Linda Chase and Karen Gilles
16. **Land Management Planning Committee** *(voting)*
    George Colby
17. **Library Board of Trustees** *(non-voting)*
    Joseph Davis
18. **MMWAC Executive Committee Member & Alternate** *(voting)*
    Carrie Castonguay and Karen Gilles (alternate)
19. **Parks & Recreation Committee** *(voting)*
    Linda Chase

20. **Public Safety Committee** *(voting)*
Karen Gilles and Tammy Donovan
21. **School Board** *(non-voting)*
Joseph Davis
22. **Water District** *(non-voting)*
George Colby

IX. LEGAL

None.

X. WRITTEN COMMUNICATION

A. Approve Minutes of the June 3, 2019, Board of Assessor's & Board of Selectmen's Meeting

Ms. Gilles moved and Mr. Davis seconded a motion to approve the Minutes of the June 3, 2019, Board of Assessor's and Board of Selectmen's Meeting. The motion carried on a vote of 3-0-2, with Mr. Colby and Ms. Donovan abstaining.

XI. ORAL COMMUNICATION

A. Selectmen

Joseph Davis – said Congratulations to our newly elected Selectmen, Tammy Donovan and George Colby and wishing everyone a Happy Summer.

Karen Gilles – said Congratulations to the newly elected Selectmen, School Board Member and Water District Trustee. She asked that a future agenda include a discussion on the Upper Village Plan and Public Works Building demolition and a discussion pertaining to the Bald Hill Road/Upper Village intersection.

George Colby – no comments.

Tammy Donovan – said she wanted to thank all the voter who turned out for the election. She said at a future meeting, she would like to discuss a Welcome to New Gloucester/Open House/Meet and Greet with Town Officials.

Linda Chase – no comments.

B. Town Manager

Ms. Castonguay said the following:

1. Ms. Myers filed seventy 2019 Tax Liens at the registry earlier that day. This number is down from previous years.
2. Metal roof has arrived for the new sand/salt shed and should begin being installed within the week.
3. The crane in the current Public Works garage is being disassembled and in the process of being moved down to the new facility for installation.

4. The roof on the new Public Works Garage is three quarters done and the wash bay tank is installed.

C. Dept. Heads

Mr. Martin said the following:

1. Engine 3 is out of service for the next two-three weeks. Work is being done at East Coat in Casco on the rust issues.
2. Former offices at the Fire/Rescue Station are in the process of being converted into bedrooms.
3. Thank you to the Public Works Department for the getting the grounds around the Station looking good.
4. Town of New Gloucester Fire and Rescue received a Homeland Security Grant for $14,122.24 to purchase nineteen (19) portable radios.

Selectman, George Colby, left the meeting at 9:15 p.m.

D. Boards & Committees

Peter Bragdon, Community Fair Committee Chairman, gave a detailed update to the Board on the Community Fair, being held on August 17th, at the Fairgrounds.

XII. ADJOURN

Ms. Donovan moved and Ms. Gilles seconded a motion to adjourn at 9:30 p.m. The motion carried on a vote of 4-0.

Approved July 1, 2019

Linda D. Chase, Chairman

George W. Colby

Joseph S. Davis

Tammy L. Donovan

Karen L. Gilles, Vice-Chairman