

MINUTES
Town of New Gloucester
BOARD OF ASSESSOR'S AND BOARD OF SELECTMEN'S MEETING
6:00 p.m.
Monday, May 18, 2020
Via Zoom

BOARD OF ASSESSOR'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; Assessor's Agent, Mike O'Donnell; and Recorder, Sharlene Myers.

II. To See What Action the Board Wishes to take in Regard to Revaluation Update

Mike O'Donnell, Assessor's Agent, gave an overview of the revaluation and the upcoming timeline as it nears completion. He said to establish a timeline, it's easier to work backwards from the commitment, as he outlined below and dates could be adjusted if needed:

August 17, 2020	Monday	Tax Commitment
July 20-24, 2020	Monday-Friday	Review Hearings
July 10, 2020	Friday	Send Value Notice Letters and Open Online Data
June 26, 2020	Friday	Assessor's Value Lists to Selectmen

Mr. O'Donnell said the following items need to be finalized:

Workshop on CAMA program and pricing:

The next step will be to schedule a workshop with the Board to discuss CAMA program and the costs associated with it.

Review Hearings:

The format of Review Hearings needs to be set. He said once the letters are mailed, the review hearings are the next step and wanted direction on how to handle the hearings due to COVID-19 restrictions. He can schedule appointments and meet in person but would need a venue large enough to incorporate social distancing. Another option is appointments via phone.

Real Estate Market Over-Time:

Normally, we look backwards and use value we know from the last two years. This is the best way and option.

Trio Conversion and Module Change:

Many towns have changed to the Trio SQL and understand New Gloucester is doing the conversion after July 1st. Recommendation is to use O'Donnell's software and they will handle the conversion.

Mr. Colby said he would like to see the workshop held in person at the Meetinghouse.

Ms. Chase asked Ms. Myers to schedule the workshop with the Board and Town Manager.

Ms. Myers suggested utilizing the Community Building and the Meetinghouse to hold the review hearings.

Mr. O'Donnell said this would work and it would allow enough area for social distancing.

The Board asked Mr. O'Donnell to work with Ms. Myers to coordinate the time, dates and meeting space.

III. ADJOURN

Ms. Gilles moved and Mr. Colby seconded a motion to adjourn the Board of Assessor's Meeting at 6:38 pm. The motion carried on a vote of 5-0.

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 6:38 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.

III. SCHEDULE NEXT MEETING:

A. Adjustments to the Agenda

Ms. Gilles moved and Ms. Donovan seconded a motion to add Item 5.57, To See What Action the Board Wishes to take in Regard to Appointment of Brenda Fox-Howard, Town Manager, as Tax Collector, Town Clerk, Road Commissioner, Welfare Director, Freedom of Access Act (FOAA) Officer. The motion carried on a vote of 5-0.

IV. PUBLIC COMMENTS

A. Dedication of the 224th Town of New Gloucester Annual Report

Ms. Gilles said the 224th Edition of the Town of New Gloucester Annual Report is dedicated to Jeff Hamilton, and read the dedication from the report.

Mr. Hamilton said he was speechless and appreciated the gesture. He said he loves the community and thanked everyone.

B. Other

Stephen Hathorne, resident, spoke to the Board about the following: Budget Committee budget recommendation for a \$40,000 truck for the Fire Department; tree cutting on Sunset Shores and Black Point Road; new signs in the parking lot of Town Hall; and the re-seeding of the lawns at the Town complex.

Peter Bragdon, Budget Committee Member, said there is an error on the Budget sheet included in the packets. He said the Budget Committee recommendation for the Fire Department CIP Truck Request was for \$40,000, not the \$60,000 as stated.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

Ms. Chase said she wanted to thank all those who sent comments and thank the Budget Committee for all their work.

B. Prior Meeting Update – Town Manager

Mr. First said he had no comments from the previous meeting.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Joseph Davis – said he wanted to congratulate Jeff Hamilton.

George Colby – said he wanted to thank Jeff Hamilton for his dedication to the Town.

Tammy Donovan – said she wanted to thank Jeff Hamilton and said it was a touching moment to see his reaction to the dedication.

Karen Gilles – said she wanted to thank Jeff Hamilton for all he has done for the community and the appreciation she feels towards him. She said she wanted to welcome the new Town Manager aboard.

Linda Chase – said she wanted to thank Jeff Hamilton. She said the US Census is arriving in your mailbox and to please fill it out as this data will help states and counties.

b. Town Manager

Paul First, Interim Town Manager, said the following:

1. Thanked Jeff Hamilton for all his work and dedication to the Community.
2. The Governor’s new Executive Order states all vehicles must be registered by June 12th.

3. Received a letter on March 27th from the Maine Town and City Clerk's Association, congratulating Deputy Clerk, Sharlene Myers, on receiving her certification of Certified Clerk of Maine. Many hours of classes and dedicated service to the Town was invested in this certification. Sharlene will be receiving her certificate at the MTCCA Annual Meeting on September 20th in Waterville. Congratulations Sharlene!
4. His contract expires on March 15th and he has enjoyed the experience. Welcomes Brenda aboard and wishes her success.

c. Dept. Heads

Toby Martin, Fire/Rescue Chief, said the following:

1. All the Departments vehicles are due for inspection in the Month of May. There is one left to be inspected, the ambulance, and its scheduled for May 21st.
2. Thank all for the Proclamation for National EMS Week.
3. Flags are to flown at half-staff for the upcoming Memorial Day weekend.
4. His role as Emergency Management Director, is to discuss activities and events, one being the Community Fair. All agricultural fairs have been cancelled through the end of August and the decision needs to be made sooner than later on the New Gloucester Community Fair. The State social distancing guidelines mandates maximum number of people at an event is 50.

d. Boards & Committees

Peter Bragdon, Community Fair Committee Chairman, said the Committee was going to make a decision by the end of May.

B. Action Items

5.45 To See What Action the Board Wishes to take in Regard to Introduction of New Town Manager

Mr. Colby moved and Mr. Davis seconded a motion to confirm Brenda Fox-Howard, as Town Manager of New Gloucester. The motion carried on a vote of 5-0.

5.46 To See What Action the Board Wishes to take in Regard to Awarding of Bid for Public Works Tree Cutting RFP

Ms. Chase said the Board received a memo in their packets from Ted Shane, Public Works Director. She said in the memo, Mr. Shane spoke with the low bidder and they were willing to reduce their bid amount to \$21,000, which is below the budget, and Public Works will do some of the

work. She said he recommends awarding the bid to Tip Line Tree Service of New Gloucester.

Ms. Donovan moved and Mr. Colby seconded a motion to award the Tree Cutting Bid to Tip Line Tree Service, of New Gloucester, for a bid amount of \$21,000.

Mr. Davis asked why the trees need to be cut.

Mr. Shane said it will allow more room for snow removal and allow the sunlight on the road to help with melting.

The motion carried on a vote of 5-0.

5.47 To See What Action the Board Wishes to take in Regard to Fire/Rescue Department Utility 1 Pick-Up

Ms. Chase said the Board received in their packet a memo from the Town Manager concerning the Fire/Rescue Department Utility 1 pick-up truck and the amount of work needed to pass inspection. She said the suggestion after discussions with Public Works Director, is to swap vehicles, H4 for Utility 1.

The Board agreed they did not want to spend additional monies repairing Utility 1.

Ms. Chase said you can't take from one department to give to another. She said if Utility 1 is not okay for the Fire/Rescue Department, then why is it okay for the Public Works Department to use. She said Public Works needs a dependable vehicle also.

Mr. Martin said he would like a ¾ ton pick-up to utilize hauling of hoses and a 300-gallon water tank. He said he has looked at used pick-up trucks but the costs are the same if not more than the estimates he received for a new one.

Ms. Gilles moved and Mr. Colby seconded a motion to approve CIP Request for \$42,000 for a new Utility 1 Pick-up Truck from the Fire Department Capital Reserve. The motion carried on a vote of 4-1, with Mr. Davis opposing.

5.48 To See What Action the Board Wishes to take in Regard to Spring Clean-up Week at the Transfer Station

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Transfer Station Spring Clean-up week be held June 9th through June 13th, during their regularly scheduled hours. The motion carried on a vote of 5-0.

5.49 To See What Action the Board Wishes to take in Regard to Proclamation for National Public Works Week

Ms. Gilles moved and Ms. Donovan seconded a motion to Proclaim the week of May 17th to 23rd, as National Public Works Week. The motion carried on a vote of 5-0.

5.50 To See What Action the Board Wishes to take in Regard to Proclamation for Emergency Medical Services (EMS) Week

Ms. Gilles moved and Ms. Donovan seconded a motion to Proclaim the week of May 17th to 23rd, as National Emergency Medical Services Week. The motion carried on a vote of 5-0.

5.51 To See What Action the Board Wishes to take in Regard to FY21 Budget

Ms. Gilles moved and Ms. Chase seconded a motion to agree with the Budget Committee to reduce the wage increase in all budgets to maximum 2.5%. The motion carried on a vote of 4-1, with Mr. Colby opposing.

Mr. Davis moved and Ms. Gilles seconded a motion to match the Budget Committee in 104 Buildings and Grounds Budget for total of \$65,842, removing four hours for cleaning of Public Works Garage. The motion carried on a vote of 3-2, with Ms. Chase and Ms. Gilles opposing.

Mr. Davis moved and Ms. Gilles seconded a motion to match the Budget Committee in 116 Public Works Budget for total of \$739,514, removing \$2,750 from Operating Supplies. The motion carried on a vote of 5-0.

Ms. Donovan moved and Mr. Colby seconded a motion to match the Budget Committee in 123 Library Budget for total of \$91,140, with Librarian at 36 hours and Assistant Librarian at 24 hours. The motion failed on a vote of 2-3, with Mr. Davis, Ms. Chase and Ms. Gilles opposing.

Ms. Donovan moved and Ms. Gilles seconded a motion to match the Budget Committee on 127 Capital Reserves Budget with \$100,000 going into Fire Department Capital Reserve. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Chase opposing.

Mr. Davis moved and Ms. Gilles seconded a motion to match the Budget Committee on 127 Capital Reserve Budget with \$25,000 going into Transfer Station Capital Reserve. The motion failed on a vote of 1-4, with Ms. Gilles, Mr. Colby, Ms. Donovan and Ms. Chase opposing.

Mr. Davis moved and Mr. Colby seconded a motion to set 133 Parks & Recreation Budget at \$32,300, a different of \$500 from Budget Committee Budget. The motion carried on a vote of 4-1, with Ms. Gilles opposing.

5.52 To See What Action the Board Wishes to take in Regard to First Review of the Annual Town Meeting Warrant

Ms. Chase said the yellow highlights will be filled in with numbers after tonight's budget discussion.

Mr. First said Article 2 could be removed depending on the Budget numbers from the Assessor's Agent.

Mr. Davis said he received an email from the Cable TV Committee asking if the dollar amount on Article 31, could be increased to \$11,000, which would allow for replacement of the video server.

Ms. Chase asked for the email to be forwarded to the Town Manager.

Ms. Myers said she believed there was an article to be added from the Planning Department on Solar.

Ms. Chase said to add that article.

No action taken.

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

Mr. Colby moved and Ms. Donovan seconded a motion to approve the Elections Clerks List. The motion carried on a vote of 5-0.

5.54 To See What Action the Board Wishes to Take in Regard to Appointment of the July 14, 2020 Election Warden

Ms. Donovan moved and Mr. Colby seconded a motion to appoint Kimberly Getchell, as Election Warden of the July 14 2020 Election. The motion carried on a vote of 5-0.

5.55 To See What Action the Board Wishes to take in Regard to Approving FY21 Warrants and Payrolls #43, #44 and #45

Mr. Colby moved and Ms. Donovan seconded a motion to approve FY21 Warrants and Payrolls #43, #44 and #45. The motion carried on a vote of 4-0-1, with Mr. Davis abstaining.

5.56 To See What Action the Board Wishes to take in Regard to Approving Minutes of the May 4, 2020, Board of Selectmen's Meeting

Mr. Davis moved and Ms. Donovan seconded a motion to approve the Minutes of the May 4, 2020, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

5.57 To See What Action the Board Wishes to take in Regard to Appointment of Brenda Fox-Howard, Town Manager, as Tax Collector, Town Clerk, Road Commissioner, Welfare Director, Freedom of Access Act (FOAA) Officer

Mr. Colby moved and Mr. Davis seconded a motion to appoint Brenda Fox-Howard, Town Manager, 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.

C. ADJOURN

Mr. Colby moved and Ms. Chase seconded a motion to adjourn at 8:40pm. The motion failed on a vote of 1-4, with Ms. Donovan, Mr. Davis, Ms. Gilles and Ms. Chase opposing.

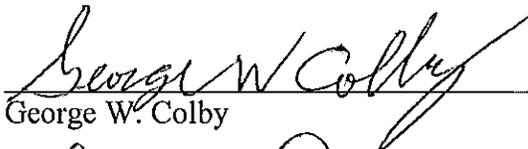
The Board thanked Paul First and Steven Libby for all their work on the FY21 Budget.

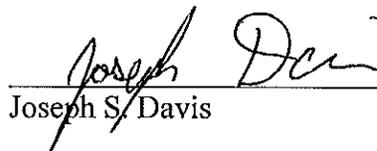
Ms. Gilles moved and Ms. Donovan seconded motion to adjourn at 8:45pm. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Chase opposing.

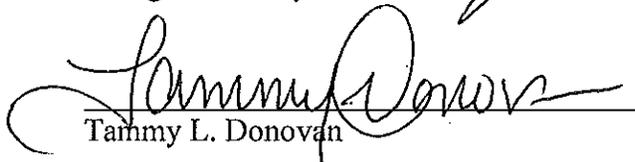
Approved June 1, 2020


Linda D. Chase, Chairman


Karen L. Gilles, Vice-Chairman


George W. Colby


Joseph S. Davis


Tammy L. Donovan