

**Select Board & Board of Assessors Meeting – Minutes**  
**August 14, 2023 @ 7:00 p.m.**  
**Fire Station Community Room, 86 River Rd.**

**Present Board Members - Karen Paz, Tor Glendinning, Thomas Kostenbader, and Rufus Percy (remote).**

**Excused – Joel Lind**

**Staff - Interim Town Manager- Kevin Sutherland. Road Commissioner-Seth Hagar**

**Minutes transcribed by Michelle Cameron Interim Town Clerk**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda – On motion Glendinning/Kostenbader made a motion to add Newcastle Letter of Support to the agenda as 6C. Vote 4-0. Motion Passed**
- 4. Minutes of the previous meeting – On motion Glendinning/Kostenbader made a motion to approve the minutes from the July 19, 2023, special meeting and the July 24, 2023, meeting as written. Vote 4-0. Motion Passed**
- 5. Public Comments on Items Not on the Agenda – *no public comments***
- 6. New Business**
  - a. Repeal of the Purchasing and Bidding Ordinance:** Sutherland recommended the ordinance be repealed and replaced with a policy, which is fitting for the Town Manager/Select Board form of government. Sutherland drafted a policy for the Board's consideration. The town attorney has no issues or edits to the proposed policy. Discussion ensued regarding the policy.
  - b. Sheepscot Fire Station Temperature Control:** Sutherland said the expense will have to come out of contingency or move some funds around to pay for it. We are not eligible for a grant for a primary heat source or a secondary heat source. Sutherland asked, do we move forward with a propane heater and a dehumidifier which costs about \$5500, or do we scrap the purchase the humidifier and purchased heat pumps to provide secondary heat and primary cooling dehumidification for an additional \$11,000? The fire department is in favor of the propane heater and dehumidifier approach. The Board's consensus was to move forward with the purchase of a propane heater and a dehumidifier.
  - c. Newcastle Letter of Support:** Sutherland stated there was a request for the Board to write a letter of support to an applicant for the DECD Housing Opportunity Grant. There is no obligation for the town financially or require us to participate in anything. Sutherland asked how the Board would like to handle requests for letters of support. The Board agreed that the Town Manager can write letters of support on behalf of the Board and update the Board when he has done so. **On motion Kostenbader/Glendinning moved to authorize the Town Manager to write a letter of support on behalf of the town of Newcastle. Vote 4-0 Motion Passed**
- 7. Unfinished Business**
  - a. Interim Town Clerk Appointment:** Sutherland appointed Michelle Cameron as Interim Town Clerk. **On motion Glendinning/Kostenbader moved to approve the appointment of Michelle Cameron as Interim Town Clerk effective as of July 31, 2023. Vote 4-0 Motion Passed**
  - b. Traffic and Parking Ordinance: No motion at this time**

- c. **Interim Manager Employment Contract Addendum:** Sutherland explained the addendum which allows him to apply for hours worked beyond what is stated in the contract to be banked for a day off during a subsequent week. **On motion Glendinning/Kostenbader moved to approve the addendum to the Interim Town Manager contract and authorize him to use the previously unpaid workday of July 20 as a paid day off on August 15. Vote 4-0 Motion Passed**

**8. Town Manager Report and Communications:** Sutherland went over his manager's report. Subjects discussed were; the Legislative Policy Committee for MMA, the town received a Maine Municipal Association Risk Management Workers' Compensation Fund reimbursement for about \$1400, and the Historic Preservation Ordinance. Also, Great Salt Bay Sanitary District has contracted with Hagar Enterprises to replace and improve the water main systems on Pump Street, River Road, and Glidden Street.

**9. Fiscal Warrants**

- a. **FY24 Third Warrant: \$360,711.61: On motion Glendinning/Kostenbader moved to approve the town AP warrant for \$360,711.61. Vote 4-0 Motion Passed**

**10. Executive Session: On motion Glendinning/Kostenbader moved to enter into executive session. Vote 4-0 Motion Passed**

1 M.R.S.A. Section 405 (6) A – Personnel

**11. Future Agenda Items: NONE**

**12. Adjournment of Meeting: On motion Glendinning/Kostenbader moved to adjourn at 9:20 p.m.**

**Upcoming Events**

August 28 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road

September 11 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road