

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Minutes of the previous meeting**
 - a. July 19, 2023 – Special Meeting
 - b. July 24, 2023
- 5. Public Comments on Items Not on the Agenda**
- 6. New Business**
 - a. Repeal of the Purchasing and Bidding Ordinance
 - b. Sheepscot Fire Station Temperature Control
- 7. Unfinished Business**
 - a. Interim Town Clerk Appointment
 - b. Traffic and Parking Ordinance
 - c. Interim Manager Employment Contract Addendum
- 8. Town Manager Report and Communications**
- 9. Fiscal Warrants**
 - a. FY24 Third Warrant: \$360,711.61
- 10. Executive Session**
 - 1 M.R.S.A. Section 405 (6) A – Personnel
- 11. Future Agenda Items**
- 12. Adjournment of Meeting**

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

Manager commentary for August 14th, 2023 Agenda packet items.

New Business Items: This location for agenda items is meant for items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

New Business Item: **6A – Repeal of the Purchasing and Bidding Ordinance**

Manager's Commentary: The current Purchasing and Bidding Ordinance ([PAGE 10](#)) is outdated and does not match the Town Meeting / Select Board / Town Manager form of government that is currently in place for Newcastle. Additionally, unless it is required by state statute, I advocate for administrative work to be in policy form, not as a local law. Working with staff, we've drafted a policy ([PAGE 13](#)) that could be approved at our next meeting (with any changes you may have) and to also make that approval conditional on repeal of the Purchasing and Bidding Ordinance at a Special Town Meeting.

What's the process for repealing an ordinance? Nearly the same as creating one.

Article X: Shall the Town repeal the "Purchasing and Bidding Ordinance" in its entirety?

Note: The intent of this repeal is to allow some flexibility for the Select Board's Purchasing and Bid Policy to be in line with today's standards while operating under a Town Manager Plan form of government.

New Business Item: **6B – Sheepscot Fire Station Temperature Control**

Manager's Commentary: At a previous meeting I mentioned our efforts to chase down Efficiency Maine grants to replace the boiler at the Sheepscot Fire Station. Since a heat pump is not efficient to heat a garage space as the primary source, Efficiency Maine grants are not eligible as a secondary heat source. The question to the board, do we move forward with just a propane heater (~5,300) and a Dehumidifier, or to reduce our carbon footprint, scrap the dehumidifier and install heat pumps to provide secondary heat and primary cooling/dehumidifying (an additional ~11k above the propane heater)? I've heard from the Fire Department that they are in favor of the propane heater and dehumidifier approach. Either way, we will need to use some of our contingency account to cover this as it was not previously budgeted.

Unfinished Business Items: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.

Unfinished Business Item: **7A – Interim Town Clerk Appointment**

Manager's Commentary: Friday July 28th was Lauren Allen's last day as Town Clerk. On Monday July 31st I appointed Michelle Cameron as the Interim Town Clerk. I'm asking for your affirmation of this appointment while we search for our next full-time Town Clerk. The job was posted to our website on Wednesday August 2nd, up on the MMA job bank as of the 7th, and in the local paper on August 10th, 2023.

A Possible motion: ***"To confirm the appointment of Michelle Cameron as the Interim Town Clerk of Newcastle effective July 31st, 2023."***

Unfinished Business Item: **7B – Traffic and Parking Ordinance**

Manager’s Commentary: At the Annual Town Meeting some suggested edits were additionally proposed and the drafted ordinance was voted down. At my first meeting serving in this role, I heard more about the municipal officer’s authority around laws related to traffic and parking. Upon further review of the state statutes, most ordinances need to follow the procedure that involves a town meeting approval, but there are a few specific laws that can have a different process for ordinance creation. The first sentence in [Section 3002](#), "Unless otherwise provided by charter or law, a municipality must enact ordinances by the following procedure..." opens the door for enacting traffic ordinances in [section 3009](#) under different rules. I’ve reviewed the proposed ordinance and have provided some additional edits and comments – they can be found in the redlined document on [PAGE 16](#). I have several questions for you, such as who will become responsible for the enforcement of this ordinance? Is the plan to consider creating a police department or a contract with another agency in the future to address enforcement?

While not required, I would suggest holding an additional public hearing on these and any other changes you may have.

A Possible motion: ***“To schedule a public hearing for the proposed Traffic and Parking Ordinance as (written /amended) for September 11th, 2023”.***

Unfinished Business Item: **7C – Interim Manager Employment Contract Addendum**

Manager’s Commentary: I am requesting some flexibility in the contract under section 10. My compensation is based on an ‘up to three days of work each week’. However, a recent example – the emergency meeting day 7/19 where I had to switch gears and work both that day and then Thursday the 20th to get all the information for the emergency meeting and the following Monday select board meeting, therefore working an extra unpaid day. My request is to add a provision to the contract through an addendum ([PAGE 27](#)) that allows me, when necessary and with Select Board approval, to work 4 (or 5? In a major event) days one week and then take them as a paid day off in a future week – never to exceed 3 days of work or paid days off each week.

A Possible motion: ***“To approve the addendum to Town Manager Employment Contract and authorize the Town Manager to use the previously unpaid workday of 7/20 as a paid day off on 8/15.”***

Fiscal Warrants: **9A – FY24 Third Warrant**

Manager Commentary: This can be found starting on [PAGE 28](#).

A possible motion: ***“To approve the FY24 Third Warrant”***

Select Board & Board of Assessors Special Meeting**July 19, 2023 @ 3:30 p.m.****Town Hall, 4 Pump Street.****Present Board Members- Karen Paz, Tor Glendinning, Thomas Kostenbader, and Rufus Percy.****Interim Town Manager- Kevin Sutherland via phone****Minutes transcribed by Lauren Allen- Town Clerk**

1. **Call to Order -*Select Board Chair, Karen Paz called the Select Board Special Meeting to order at 3:32pm***
2. **New Business**
 - a. **Construction Overlimit Permit and Agreement -*Karen Paz requested a motion to accept the Permit and Agreement. Tor Glendinning made a motion. Motion was seconded by Thomas Kostenbader. Tor Glendinning requested information on if we needed to bond the project and whether we need to bond a two-day project vs. a one-week project? Kevin Sutherland responded that, based on his conversation with the state, a bond would protect the Town from any damage to the road over an extended period of time. Since this was an extremely short window of use and the local road needed for potential use is in great shape and can handle the load for a short period of time, therefore a bond requirement is unnecessary. Vote 4-0 with 1 absence as Joel Lind was not in attendance. Motion to accept passed.***
3. **Adjournment of Meeting – *Karen Paz requested a motion to adjourn. Rufus Percy made a motion. Motion was seconded by Thomas Kostenbader. Vote 4-0 with 1 absence as Joel Lind was not in attendance. Motion to accept passed. The meeting was adjourned at 3:38pm.***

Manager commentary for July 19th, 2023 Special Meeting Agenda packet item.

Item: 1 – Call to Order

Manager Commentary: Select Board Chair Karen Paz called for a Special Select Board meeting via email (see attached) as permitted under Section 10 of the Newcastle Select Board Bylaws.

Item: 2A – Construction Overlimit Permit and Agreement

Manager Commentary: Attached is the document the state requires elected officials agree to and sign to permit the state to direct traffic and overlimit equipment down local roads. Many of the prepared details can be found in the prior attached item.

A proposed motion: **“to agree to the construction overlimit permit pursuant to MRSA 29-A section 2382 and waive the bond required as allowed by MRSA 29-A section 2388.”**

Select Board & Board of Assessors Meeting- Agenda**July 24, 2023 @ 7:00 p.m.****Fire Station Community Room, 86 River Rd.****Present Board Members-Karen Paz, Joel Lind, Tor Glendinning, Thomas Kostenbader, and Rufus Percy.****Interim Town Manager- Kevin Sutherland. Minutes transcribed by Lauren Allen- Town Clerk**

1. **Call to Order- Karen Paz called the meeting to order at 7:01pm.**
2. **Pledge of Allegiance**
3. **Amendments to the Agenda - Joel Lind made a motion to add an Executive Session to the agenda. Rufus Percy seconded the motion. Vote 5-0. Motion passed.**
4. **Minutes of the previous meeting**
 - a. **July 10, 2023 -Tor Glendinning made a motion to accept the minutes. Joel Lind seconded the motion. Vote 5-0. Motion passed.**
5. **Public Comments on Items Not on the Agenda - There were no public comments.**
6. **New Business**
 - a. **Special Town Meeting - Kevin Sutherland requested a Special Town Meeting to discuss state-funded water testing and several other topics. Tor Glendinning made a motion to approve the request. Thomas Kostenbader seconded the motion. Mal Carey (58 Spruce Road) asked if there was a vicinity zone that testing would need to occur. Kevin Sutherland stated there is a vicinity and could provide that to Mr. Carey. Vote 5-0. Motion passed. The Special Town Meeting will be held at the Fire Station Community Room located at 86 River Road on Monday, August 7, 2023, at 7pm.**
 - b. **Hagar Enterprises Road Maintenance Contract for Fiscal Year 2024 – The Select Board asked for details on contract changes which Kevin Sutherland answered. The Select Board discussed the changes and amended the contract. Mal Carey (58 Spruce Road) commented that he “liked the changes made, including invoice details, and adding the Town Manager as part of the steps”. He also brought up questions about the Independent Contactors section. Ben Frey helped answer several of Mr. Carey’s questions. Joel Lind made a motion to accept the contract as modified. Rufus Percy seconded the motion. Vote 5-0. Motion passed.**
7. **Unfinished Business**
 - a. **Treasurer and Tax Collector Appointment – Kevin Sutherland requested the confirmation of Michelle Cameron as Tax Collector, Treasurer and General Assistant effective 07/24/2023. Tor Glendinning made a motion to confirm the appointment. Joel Lind seconded the motion. Vote 5-0. Motion passed.**
 - b. **Tax Commitment for Tax Year 2023 / Fiscal Year 2023-2024 -Kevin Sutherland explained the mil rate increase from \$15.90/\$1,000 to \$16.00/\$1,000. He also stated that the senior Tax Stabilization Program had been changed at the state level recently but was in place for this tax year and that we’ll be requesting just over \$5,000 for reimbursement for this state program. Joel Lind made a motion to accept the 2023 tax commitment at the new mil rate. Tor Glendinning seconded the motion. Vote 5-0. Motion passed.**
 - c. **Select Board Bylaws – Bylaws were reviewed as presented with modifications. Joel Lind made a motion to accept. Tor Glendinning seconded the motion. Vote 5-0. Motion passed.**
 - d. **Project Priorities for Newcastle - Kevin Sutherland’s questionnaire and results were discussed. The questionnaire was sent to Town of Newcastle staff and elected officials of the Select Board last week. The results showed several issues of immediate concern and a timeline of when to address them as answered**

by staff and the Select Board. Joel Lind made a motion to accept and support the Project Priorities list as presented with a quarterly review. Rufus Percy seconded the motion. Vote 5-0. Motion passed.

8. **Town Manager Report and Communications** -Kevin Sutherland briefly mentioned the Lynch Road work and the Historic Preservation draft review. The draft will be discussed at Lincoln Academy on Wednesday, July 26, 2023, at 6:30pm. The North Dyer Neck Road work has been completed and positive feedback has been received regarding the work completed. Lastly, Kevin announced the resignation of the current Town Clerk, Lauren Allen effective Friday, July 28, 2023.
9. **Fiscal Warrants- Tor Glendinning made a motion to accept both Warrants. Joel Lind seconded the motion. Vote 5-0. Motion passed.**
- | | |
|--------------------------------|--------------|
| a. FY23 End of Year Warrant 2: | \$ 29,196.59 |
| b. FY24 Second Warrant: | \$215,944.08 |
10. **Executive Session - Joel Lind made a motion to move into Executive Session. Thomas Kostenbader seconded the motion. Vote 5-0. Motion passed. The Select Board moved to Executive Session at 8:20pm. The Executive Session ended at 9:05pm.**
11. **Future Agenda Items**
12. **Adjournment of Meeting – Joel Lind made a motion to adjourn the meeting. Rufus Percy seconded the motion. Vote 5-0. Motion passed. The meeting was adjourned at 9:05pm.**

Upcoming Events

August 7 at 7PM – Special Town Meeting, Fire Station Community Room, 86 River Road
 August 14 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road
 August 28 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road

Manager commentary for July 24th, 2023 Agenda packet items.

NOTE: While the Select Board discussed the distinction of New Business vs. Unfinished Business Items at their meeting on July 10th, the revised bylaws haven't been approved yet (later in the meeting) but I took the liberty for this meeting to apply the proposed distinction as I understood the intent for this meeting.

New Business Items: This location for agenda items is meant for items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

New Business Item: 6A – Special Town Meeting

Manager's Commentary: With the Lynch Road engineering contract now signed and the May Day storm expenses still sitting on my desk unpaid, I am asking the Select Board to call for a Special Town Meeting on July 7th to move a total of \$200,000 from unassigned fund balance. The total bill for May Day storm expenses is currently just under \$187,000 and would ask that we set aside another \$13,000 for PFA related contamination. The DEP is currently testing drinking water wells near the landfill. State law from 2021 puts the responsibility to mitigate this on the municipality. Fortunately, we're working closely with the state DEP now to ensure our compliance and access to the cost share program (90 state / 10 local), but that still be deplete our contingency (depending on the actual number of properties effected) - so it would be ideal to move additional funds to cover those unknown expenses at that time and keep our contingency intact for other potential unknowns this year.

A possible motion: ***“To establish a Special Town Meeting for August 7th at 7pm in the Community Room of the Fire Station at 86 River Road and send notice to R. Benjamin Frey to inform the inhabitants of the Town of Newcastle of said meeting.”***

New Business Item: 6B – Hagar Enterprises Road Maintenance Contract for Fiscal Year 2024

Manager's Commentary: Annually, the Select Board approves a contract with Hagar Enterprises to assist us with our road maintenance and capital improvement needs. Typically, the Select Board also reviews and approves pricing for the upcoming fiscal year and the budget is built assuming these figures. Unfortunately, that approval never took place. Hagar Enterprises is currently providing services to the town without a signed contract or an agreement on time and material but has been honoring these prices and the redlined contract for the better part of a month (both attached). Most of the changes are minor, pronoun use, commas, dates, etc, but the major changes on the contract are around further shifting the day to day responsibilities from the Select Board to your Town Manager. There's still the expectation that if budgets can't be held, staff are coming to Select Board with solutions for your consideration and that all are aware of what major projects are being undertaken in a given year. I would ask that the Select Board discuss this Monday night and either support this contract with the redline changes and the pricing or come back to the Select Board at the first August meeting with a further revised version.

Should this be the case, a possible motion: ***“To authorize the Town Manager to sign the road maintenance contract with Hagar Enterprises for Fiscal Year 2024 and accept the pricing for time and material as presented.”***

Unfinished Business Item: **7A – Treasurer and Tax Collector Appointment**

Manager’s Commentary: On Wednesday, July 12th, Michelle Cameron accepted my offer to return to employment with Newcastle as our Tax Collector and Treasurer. Michelle has been assisting the town over the last several weeks on her day off to address financial matters and help keep the books in order. Michelle was also instrumental in year-end close out during my first week. Michelle will look to join us full-time starting on July 31st, however I would ask that the Select Board confirm her appointment as of July 24th so that she can administer the tax commitment.

A Possible motion: ***“To confirm the appointment of Michelle Cameron as Newcastle’s Treasurer and Tax Collector effective July 24th, 2023.”***

Unfinished Business Item: **7B – Tax Commitment for Tax Year 2023 / Fiscal Year 2023-2024**

Manager’s Commentary: Newcastle’s Select Board also serves as Newcastle’s Board of Assessors. While the town hires Jim Murphy to manage the information related to assessments and prepare the documentation for the select board’s review, it is still the responsibility of the select board to approve the mil rate. I spent some time with Jim this past week reviewing the information and ensuring the budget approved reflects what’s needed for a mil rate. We still have work to do to further understand the impact of the Senior Stabilization Program and we will hopefully have more to share at the meeting on Monday.

A Possible motion: ***“To approve the Tax Year 2023 mil rate of \$16 per \$1,000 of assessed value.”***

Unfinished Business Item: **7C – Select Board Bylaws**

Manager’s Commentary: At our meeting on the 10th of July, we reviewed a redlined version of the bylaws that contained some of my comments, questions, and suggested edits. The attached redlined version includes additional changes that were discussed, and I hope it reflects the spirit of that conversation. I’ve also included a clean version of this document for an easier read-through.

A Possible motion: ***“To approve amendments to the Select Board Bylaws as presented July 24, 2023.”***

Unfinished Business Item: **7D – Project Priorities for Newcastle**

Manager’s Commentary: Last week, I sent a survey out to the select board and staff to help identify a project priority list based on the conversation around projects and goals from our July 10th meeting. Attached is a report developed based on the survey result. As a Town Manager, I find it very helpful in better understanding how I can help Newcastle move through the list with our staffing size and financial limitations. I really look forward to the discussion and assisting you in achieving them.

A Possible motion: ***“To accept the Town of Newcastle Select Board Project Priorities document dated July 24, 2023 and commit to reviewing this document for progress and potential modification on a quarterly basis.”***

TOWN OF NEWCASTLE

PURCHASING AND BIDDING ORDINANCE

SECTION I. Applicability

The Board of Selectmen's shall have the authority to make purchases of any goods or services not approved by the voters at Town Meetings in an amount up to \$25,000 on a direct basis from a selected vendor or by means of a simplified bid processor as determined by a majority vote of the Board.

All purchases with an estimated total cost in excess of \$25,000 shall be subject to the bidding process of the Town described as follows:

- A. The goods, services, or improvements subject to the bid process shall be adequately described in the bid request documents so all potential bidders shall have reasonable understanding of the scope of the goods, services, or improvements to be provided.
- B. The availability of bid specifications shall be advertised in at least one publication with the largest circulation in the local area encompassing the Town of Newcastle for a period of not less than two weeks. The notice shall include a general description of the goods or services to be purchased, the physical location where bid specifications may be obtained, the name of a contact person(s) in the event there are questions concerning the bid specifications, the manner in which the completed bid must be returned, the date and time all bids must be received, and the specific location where bids will be received.
- C. If the cost of the goods, services, or improvements is estimated to exceed \$100,000 the Board of Selectmen's shall schedule a pre-bid open meeting to allow all potential bidders the opportunity to make inquiries concerning for the proposal. This pre-bid meeting may be convened and conducted by the Town Administrator.
- D. If the cost of the goods, services, or improvements is estimated to exceed \$100,000 the Board of Selectmen's shall schedule a pre-bid open meeting to allow all potential bidders the opportunity to make inquiries concerning the proposal. This pre-bid meeting may be convened and conducted by the Town Administrator.
- E. The Board of Selectmen may require bids to include a bid bond on any project for which they deem a bid bond necessary or desirable.
- F. All bids on infrastructure projects with an estimated cost exceeding \$100,000, shall be accompanied by a bid bond unless the Board should, for any reason, elect to waive the preceding requirements. The Board may waive this requirement by a unanimous vote of the quorum present. If the

Commented [TM1]: I recommend the Select Board repeal this ordinance and replace with the Town Policy that meets the needs of a SB/TM/TM form of government.

Commented [TM2]: Given today's inflated costs, I would recommend increasing this to 40k - will be reflected in the proposed policy.

Commented [TM3]: This can be incorporated into the bid document template (replacing Board with TM)

Commented [TM4]: Repeat?

Board should waive these requirements, their reasons for doing so shall be recorded in the official minutes of a meeting.

Commented [TM5]: This can be incorporated into the bid document template (replacing Board with TM)

G. Opening of bids shall occur at the next regularly scheduled meeting of the Board of the Selectmen.

Commented [TM6]: Manager responsibility - the guidelines can be part of the policy

H. At the bid opening, the administrator shall record the proceedings including the date of receipt, the order and results of each bid being opened, which should occur one at a time, with each bid price read aloud and entered into the official minutes of the bid opening meeting. All bidders shall receive notice of the bid opening meeting which is sufficient if included in the advertisement for the bid process.

I. The selection of the successful bidder shall be left to the sole discretion of the Board of Selectmen. If they should select a bid other than the lowest submitted, they shall document their reasons for doing so by providing a reasonable explanation in the minutes of the Board meeting.

J. In addition to “bid amount”, the lowest responsible bidder shall be selected by consideration of, but not limited to, the following criteria:

1. The ability, capacity and skill of the bidder to perform the bid or provide the services required.
2. Whether the bidder can perform the bid or provide the service promptly, or within the time specified, without delay or interference.
3. The character, reputation and experience of the bidder.
4. The quality of performance under previously awarded bids.
5. The sufficiency of the financial resources and ability of the bidder to perform the bid as specified.
6. The number and scope of conditions attached to the bid.
7. Any other criteria that the Board of Selectmen’s may adopt, from time to time, to assist them in their judgment of seeking the most appropriate and responsible bidder.

K. If no bids are received by the bid closing deadline for the particular project being contemplated, or if the Board of Selectmen determine that none of the bidders are qualified, the Selectmen’s shall have the option of re-advertising for bids or proceeding to select an appropriate qualified vendor to perform the work.

Commented [TM7]: A variation of this information can be in the bid document template

SECTION II. Exceptions

The bid process shall not apply to:

1. Any purchases determined to be of an emergency nature as determined by a majority vote of the Board of Selectmen.

2. The goods, services, or improvements are available only from a single source vendor, determined by a majority vote of the Board to have previous experience, knowledge and expertise in a specific area of the Town that provides continuity, reliability and availability and the vendor is in good standing. However, the Board of Selectmen's shall be required to exercise due diligence in reviewing single vendor relationships at the time of contract renewal to determine whether the goods, services, or improvements being provided may be available from multiple vendors at the time of contract expiration. If it is determined that there are more than a single vendor, the Board shall perform its due diligence in considering whether such other vendors pricing should be solicited accordingly.

Commented [TM8]: This is the section of the ordinance that gives authority to the Select Board to have the current contract with Hagar in place. A provision around this should be included in the replaced policy.

3. Professional services related to legal, banking, accounting and audit work contracted from a vendor who has a local reputation of providing quality work and has served the Town in a similar capacity in the past and has experience in handling Municipal Government matters considered advantageous and beneficial to the Town.

SECTION III. Multi-year Contracts

Multi-year contracts may not exceed five years. The requirements of this ordinance shall apply to multi-year contracts based on their annual cost, not on the total amount of the contract.

SECTION IV. Definitions

Annual Cost: The total amount paid over the pendency of a contract divided by the number of the Town's fiscal years for which the contract runs.

Infrastructure: Infrastructure are all projects involving roads, bridges, buildings, structures, or physical improvements to town owned properties that require maintenance to remain useable over time. Infrastructure does not include landscaping, statues, or monuments.

ADOPTED:

CERTIFIED BY: _____
Dawn Burns, Town Clerk



Town of Newcastle Purchasing and Bid Policy

Purpose: The Purchasing and Bid Policy has been established to:

- spell out the responsibilities and authority of purchasing
- promote consistent and fair relations with vendors
- allow for level competition to set prices
- control spending with budget limits
- set a professional standard of organizational behavior
- create an organized system of checks and balances
- enhance public trust

Definitions:

Professional Services - nonphysical products or services that individuals or companies provide to help manage or improve a specific area of local government businesses.

Spending Authority: The Town Manager is designated by MRSA Title 30-A §2636(7) as the Purchasing Agent for the Town. Accordingly, the Manager and staff are authorized to spend within budget appropriations. Purchases within the dollar ranges specified below must meet the requirements listed.

\$0 - \$3,000. Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. The Town Manager or their designee can approve the purchase.

\$3,000 - \$12,000. Verbal quotations shall be solicited from a minimum of three qualified bidders, if available. The quotes must be documented and attached to the warrant documentation. Signature by the Town Manager is required.

\$12,000 - \$40,000. Written proposals or bids shall be solicited from a minimum of three qualified bidders, if available and attached to the warrant documentation. Signature by the Town Manager is required.

Over \$40,000. Written bid specifications or equivalent shall be approved by the Town Manager. The bid shall be advertised by the most efficient means possible, in order to encourage the widest possible competition. Sealed bids shall be specified and opened at a public meeting. The Town Manager may award the bid to the lowest bidder and authorize or sign the contract.

Total Cost Bidding: If the Town Manager feels that it is in the best interest of the Town not to award the bid to the low bidder, the manager may refer the award of the bid to the Select Board. The Select Board shall award the bid to the best bidder; not necessarily the lowest bidder; keeping in mind the total cost over the life of the project or equipment, the quality of material, availability of service, contributions by the bidder to the local tax or employment base and other significant factors.

Competitive Purchasing: Competitive bidding requirements may be delegated by the Town Manager to area-wide, County-wide, or State-wide purchasing cooperatives.

Exemptions from Competitive Bidding:

1. Contracts for professional services.
2. Hourly rate contracts, which cannot be effectively estimated.
3. Situations in which it is determined by the Town Manager that only one firm can effectively provide the required service or materials.
4. Emergency repair or replacement where it is determined by the Town Manager that the repair or replacement cannot be delayed sufficiently to conform to the policy.
5. The letting of contracts or purchases of additional quantities, where the Town has recently awarded bids as normally required, and the successful bidder is willing to honor the original price.

- 6. Purchases from vendors which have been vetted by a professional association. Such documentation must be attached to invoices for payment.

The Town Manager will notify the Select Board when an exemption is utilized above the \$12,000 threshold. In the notification, it shall include the reason and the methodology used to assure the best possible price.

Enactment: This policy will be implemented upon a majority vote of the Select Board and repeal of the Purchasing and Bid Ordinance by Special Town Meeting. Any future change or amendment to the policy will also require a majority vote by the Select Board.

Date of Adoption: XX-XX-XXX (pending Repeal of the Purchasing and Bidding Ordinance)

Karen Paz _____
Chair

Joel Lind _____
Vice Chair

Tor Glendinning _____

Thomas Kostenbader _____

Rufus Percy _____

Legislative History
XX-XX-XXXX Repeal of the Purchasing and Bidding Ordinance
XX-XX-XXXX Adoption (implementation contingent on Repeal of Ordinance)



Town of Newcastle TRAFFIC & PARKING ORDINANCE

1 AUTHORITY

- 1.1 This ordinance is adopted pursuant to 30-A M.R.S.A. §3009, 29-A M.R.S.A. §2395 and §2388.

Commented [TM1]: This is the part of state statute that gives the municipal officials (in our case, the Select Board) the authority to implement this ordinance without having to take it to Town Meeting. I would also say, you can repeal the current parking ordinance under the same section of state law.

2 PURPOSE

- 2.1 This ordinance is designed to protect public health, welfare, and infrastructure by regulating the parking and operation of motor vehicles on public ways.
- 2.2 Restricting vehicle weight extends infrastructure life expectancy on town ways and bridges.
- 2.3 Reduces safety hazards and the risk of injury to the traveling public.

3 DEFINITIONS

- 3.1 The definitions contained in Title 29-A M.R.S.A. shall govern the construction of words contained in this Ordinance.
- 3.2 Any words not defined therein shall be given their common and ordinary meaning.

**Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection A: Parking**

4 SIGNAGE & MEDIA

- 4.1 It shall be the duty of the Town Manager, Road Commissioner or their designee to erect appropriate signs giving notice of any parking time limit imposed or parking prohibition and no such regulations shall be effective unless said signs are erected and in place at the time of the alleged offense.
- 4.2 The notification of any prohibition may be immediate as determined by the Town Manager, Road Commissioner, or their designee. The notification does not require any public notification by means of public notice requirements or other advance warning or permission by the ~~Board of Selectmen~~ **Select Board**. This notice may or may not be published digitally by means of the town website or other social media platforms.
- 4.3 ~~The winter parking ban is a notice and does not require street signage. This parking ban will remain in effect annually.~~

5 REGULATED AREAS – PARKING

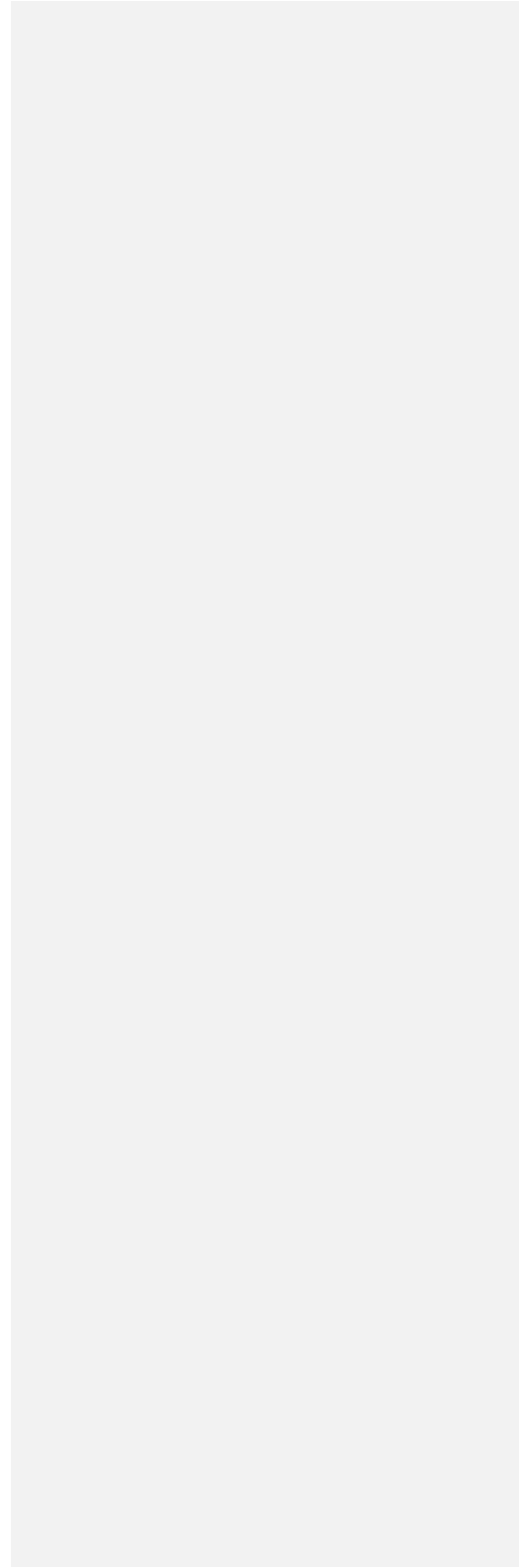
- 5.1 ~~Between November 1 and April 15, no vehicle or motorcycle shall be parked on any public street or way from 9:00 p.m. to 7:00 a.m., so as to interfere with or hinder the removal of snow from said street or way by the Town plowing / sanding / salting or loading and hauling.~~
- 5.2 Parking may be prohibited with notification to facilitate daytime snow removal.
- 5.3 When signs are erected giving notice thereof, no person shall park any motor vehicle at any time on the following public ways or specified portions thereof:
- a. ~~5.3.1.~~ South bound side of Route One from the intersection of Hopkins Hill Road to Lewis Hill Road.
 - b. ~~5.3.2.~~ Both sides of Route 215 (Mills Road) from the Nobleboro Town Line to the intersection with Academy Hill Road.
 - c. ~~5.3.3.~~ Both sides of River Rd from the intersection of Bus. Rt. 1 to Snead Spur.
 - d. ~~5.3.4.~~ Any place where an official sign or curb painting so prohibit.

Commented [TM2]: Does Newcastle have an overnight winter parking problem? There are better ways to establish a winter parking ban on a day by day (night by night basis) then to outright ban it.

Commented [TM3]: Technology today can address this rather than an all out ban.

Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection A: Parking

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Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection A: Parking

5.4 Under no circumstances shall a person park any motor vehicle on the following public ways or specified portions thereof:

- a. ~~5.4.1.~~ On a sidewalk.
- b. ~~5.4.2.~~ Within 10 feet of a fire hydrant.
- c. ~~5.4.3.~~ In front of or preventing any access to fire department emergency equipment i.e. sprinkler connections, dry hydrants, designated landing zones.
- d. ~~5.4.4.~~ On the opposite side of a roadway direction of traffic.
- e. ~~5.4.5.~~ Upon a bridge.
- f. ~~5.4.6.~~ Within 20 feet of the nearest corner of the curb at an intersection.
- g. ~~5.4.7.~~ In front of a public or private driveway or alleyway.

6 PARKING EXCEPTIONS

6.1 This ordinance does not apply to motor vehicles parked in prohibited areas for the following reasons:

- a. ~~6.1.1.~~ Mechanical problems or breakdown.
- b. ~~6.1.2.~~ Emergency situations as verified by Emergency Services, the Town Manager, Road Commissioner, or designee.
- c. ~~6.1.3.~~ Maintenance, construction, repair or installation of utilities or the public way by any State or municipal agency or utility company.

7 TOWING – PARKING

7.1 Any motor vehicle parked upon a public street or municipal parking lot of the Town of Newcastle in a place, manner or for a length of time prohibited by this Ordinance, or during any parking ban declared by the Municipal Officers/Town Manager/Road Commissioner or their Authorized Designee(s) is hereby declared to be an obstruction in the public way and a menace to the safety of the traveling public.

7.2 Any motor vehicle parked which constitutes an obstruction under this section of this Ordinance may, at the request and under the direction of the Town Manager, Road Commissioner or their Authorized Designee(s) be towed to a suitable garage or storage space and impounded thereon until all towing, storage fees, and fines are paid. Towing will be at the expense of the owner of said vehicle and without the Town being liable for any damage that may be caused by such removal.

Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection A: Parking

8 DAMAGE - PARKING

- 8.1 Should damage occur to personal property as a result of owners placing obstructions or objects in a town road right of way, said damages shall be at the owner's expense.
- 8.2 Should a registered owner of a motor vehicle prevent the town from snow removal due to obstruction, the contractor shall file a claim through the Town Office to the Town Manager for approval. Upon approval, the registered owner of any motor vehicle found in violation of this ordinance shall be responsible for the costs of said snow removal if additional claims are brought forth.

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Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection B: Posted Roads

9 RESTRICTIONS & NOTICES – POSTED ROADS

- 9.1 The ~~Town Manager, Road Commissioner or designee~~ Select Board may, either ~~permanently~~ temporarily or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in their judgment, be necessary to protect the traveling public and prevent abuse of the highways, and designate the town ways and bridges to which the restrictions shall apply.
- 9.2 Whenever notice has been posted as provided herein, ~~no person may thereafter operate any vehicle with a gross registered weight in excess of 23,000 pounds during any applicable time period on any way or bridge so posted unless otherwise exempt as provided herein.~~
- 9.3 Pursuant to 29-A M.R.S.A. § 2395, the notice shall contain, at a minimum, the following information:
- a. ~~9.3.1.~~ The name of the way or bridge
 - b. ~~9.3.2.~~ The gross registered weight limit
 - c. ~~9.3.3.~~ The time period during which the restriction applies
 - d. ~~9.3.4.~~ The date on which the notice was posted
 - e. ~~9.3.5.~~ The signature of the Town Manager, Road Commissioner or designee
 - f. ~~9.3.6.~~ The notice shall be conspicuously posted at each end of the restricted portion of the way or bridge in a location clearly visible from the traveled way
- 9.4 Whenever a restriction expires or is lifted, the notices shall be removed wherever posted.
- 9.5 Whenever a restriction is revised or extended, existing notices shall be removed and replaced with new notices.
- 9.6 No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

Commented [TM4]: How is this enforced?

10 POSTED ROAD EXEMPTIONS

The following vehicles are exempt under State law:

- 10.1 Any vehicle delivering home heating fuel and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying

Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection B: Posted Roads

sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4-A).

- 10.2 The following vehicles are also exempt under the specific provisions of this ordinance:
- a. ~~40.2.1.~~ Any vehicle or combination of vehicles registered for a gross weight of 23,000 pounds or less.
 - b. ~~40.2.2.~~ Any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and traveling without a load other than tools or equipment necessary for the proper operation of the vehicle.
 - (1) ~~a.~~ This exemption does not apply to special mobile equipment
 - (2) ~~b.~~ It shall be a defense to a violation of this sub-section if the combined weight of any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and its load is in fact less than 23,000 pounds.
 - c. ~~40.2.3.~~ MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
 - d. ~~40.2.4.~~ Authorized emergency vehicles as defined in 29-A M.R.S.A. § 2054, school buses, a wrecker towing a disabled vehicle of legal weight from a posted roadway, and vehicles with three axles or less under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
 - e. ~~40.2.5.~~ Any two axle vehicles registered for a gross weight in excess of 23,000 pounds and less than or equal to 34,000 pounds that are carrying any of the Special Commodities may operate without a permit. Special Commodities includes any of the following:
 - (1) ~~a.~~ Home delivered heating fuel (oil, gas, coal, stove size wood that is less than 36" in length, propane and wood pellets);
 - (2) ~~b.~~ Petroleum products;
 - (3) ~~c.~~ Groceries;
 - (4) ~~d.~~ Bulk milk;
 - (5) ~~e.~~ Waste;
 - (6) ~~f.~~ Animal bedding;
 - (7) ~~g.~~ Returnable beverage containers;
 - (8) ~~h.~~ Sewage from private septic tanks or porta-potties;
 - (9) ~~i.~~ Medical gases;
 - (10) ~~j.~~ Animal feed.

Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection B: Posted Roads

- 11.1 The owner or operator of any vehicle not otherwise exempt as provided herein may apply in writing to the Town Manager, Road Commissioner, or designee for a permit to operate on a posted way or bridge notwithstanding the restriction. The Town Manager, Road Commissioner or designee may issue a permit only upon all of the following findings:
- a. ~~11.1.1.~~ No other route is reasonably available to the applicant;
 - b. ~~11.1.2.~~ It is a matter of economic necessity and not mere convenience that the applicant uses the way or bridge; and
 - c. ~~11.1.3.~~ The applicant has tendered cash, a bond or other suitable security running to the municipality in an amount sufficient, in their judgment, to repair any damage to the way or bridge which may reasonably result from the applicant's use of same.
- 11.2 Even if the Town Manager, Road Commissioner, or designee make the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the highways and bridges.
- 11.3 In ~~determining whether to issue a permit, the Town Manager, Road Commissioner, or designee shall consider the following factors:~~
- a. ~~11.3.1.~~ the gross registered weight of the vehicle;
 - b. ~~11.3.2.~~ the current and anticipated condition of the way or bridge;
 - c. ~~11.3.3.~~ the number and frequency of vehicle trips proposed;
 - d. ~~11.3.4.~~ the cost and availability of materials and equipment for repairs;
 - e. ~~11.3.5.~~ the extent of use by other exempt vehicles; and
 - f. ~~11.3.6.~~ such other circumstances as may, in their judgment, be relevant.
- 11.4 The Town Manager, Road Commissioner, or designee may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

Commented [TM5]: Should the permit be denied, what is the recourse of the applicant? Can they request a hearing of the Select Board?

12 PENALTIES – OVERWEIGHT VEHICLES

- 12.1 Each violation shall be deemed a separate offense.

Town of Newcastle
TRAFFIC & PARKING ORDINANCE
Subsection B: Posted Roads

- 12.2 Any violation of this Ordinance for being overweight on posted roads shall be a civil infraction - Class E crime and handled as a traffic violation. See Town Fee Schedule.
- 12.3 In addition to any fine, the Town of Newcastle may seek restitution for the cost of repairs to any damaged town property, damaged way or bridge and reasonable attorney fees and costs.
- 12.4 Prosecution shall be in the name of the municipality and shall be brought in the Maine District Court.

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**Town of Newcastle
TRAFFIC & PARKING ORDINANCE**

13 ADMINISTRATION & ENFORCEMENT

13.1 This Ordinance shall be administered and may be enforced by the Town Manager, Road Commissioner, or a duly authorized designee such as a law enforcement officer.

14 SEVERABILITY

14.1 In the event that any portion of this Ordinance is declared invalid by a Court of competent jurisdiction, the remaining portions shall continue in full force and effect.

15 EFFECTIVE DATE

15.1 This Ordinance shall take effect immediately upon enactment by the municipal officers at any properly noticed meeting.

This Ordinance is hereby approved and signed by the Municipal Officers on June 20, 2023:

~~Joel Lind~~Karen Paz, Select Board Chair
Select Board

~~Tor Glendinning~~Joel Lind,

~~Tor Glendinning~~Robert Nelson, Select Board
~~Paz~~, Select Board

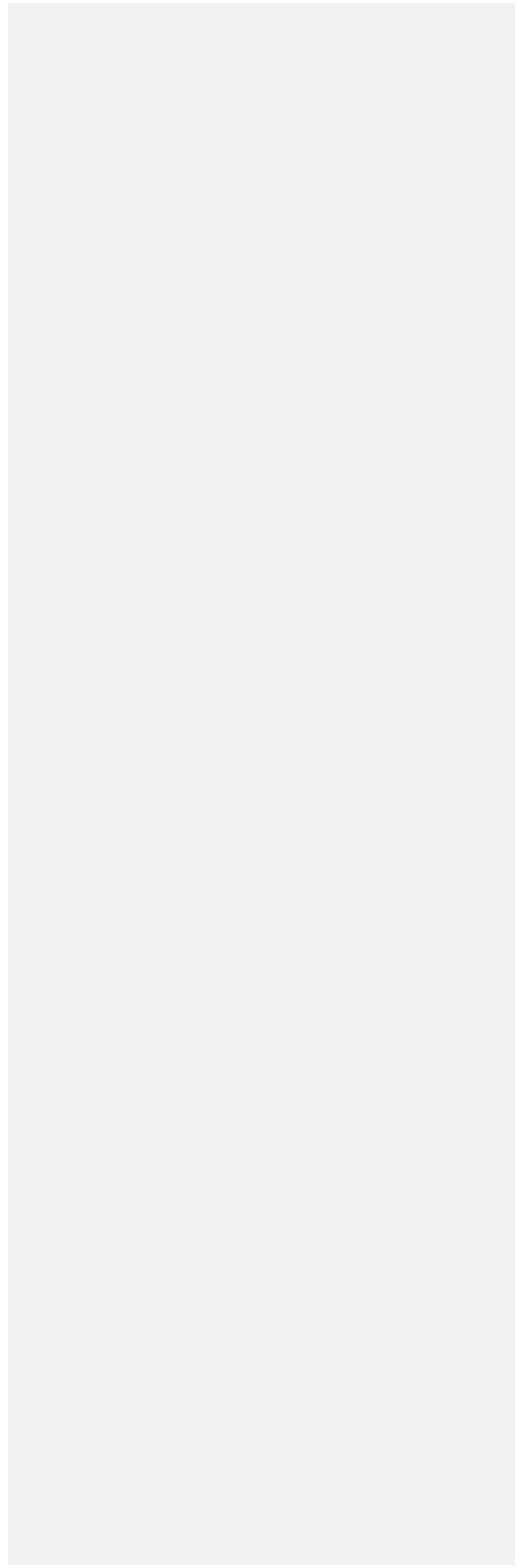
Thomas Kostenbader, ~~Karen~~

~~Thomas Kostenbader~~Rufus Percy, Select Board

**Town of Newcastle
TRAFFIC & PARKING ORDINANCE**

A true & attested copy by: _____
~~Michelle Cameron~~ ~~Lauren Allen~~, Interim Town Clerk

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Addendum to the Employment Contract

Presented Date: August 14, 2023

- I. **The Parties.** This addendum hereby becomes part of the Employment Contract between the Inhabitants of Newcastle, by the Newcastle Select Board (“Employer”) and Kevin L. Sutherland (“Interim Town Manager”) authorized on June 22nd, 2023.
- II. **Amendment.** Employer and Interim Town Manager agree that the Contract shall be amended as follows:

10. Compensation

(b) Should the Interim Town Manager need to work an additional day(s) in a given week to meet deadlines or participate in specific events, the Interim Town Manager may, with approval from the Select Board, bank those additional days to use as a paid day(s) off in future week.

Note: Payment for days worked and paid days off not to exceed three (3) days each week.

All other sections, terms, and conditions of the Contract shall remain the same. This Addendum shall go in effect on the date of the undersigned parties.

INTERIM TOWN MANAGER:

Kevin L. Sutherland Date

EMPLOYER:

Karen Paz Date

Thomas Kostenbader Date

Joel Lind Date

Rufus Percy Date

Tor Glendinning Date

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00387 AMAZON CAPITAL SERVICES, INC.				
0038	2 Seperate Invoices	Office Supplies		
	1RVY-DDPP-9RVT - Off Sup	E 101-25-95	47.47	0.00
		GEN GOVT - OPERATIONS / SUPPLIES		
	A27GVBENYFOENR - Off Sup	E 101-25-95	146.34	0.00
		GEN GOVT - OPERATIONS / SUPPLIES		
		Vendor Total-	193.81	
00348 AT&T MOBILITY				
0038	Hbr Master Phone	287314985671		
	Hbr Master Phone	E 103-25-18	42.67	0.00
		PLANNING - OPERATIONS / CELL PHONE		
		Vendor Total-	42.67	
00033 CENTRAL MAINE POWER CO				
0038	Various Electric Accts			
	35013844770 - STR LIGHTS	E 105-57-02	55.68	0.00
		PUB SAFETY - INFRASTRUCT / ST. LIGHTS		
	35013306861 - FLASHER	E 105-57-03	28.52	0.00
		PUB SAFETY - INFRASTRUCT / FLASHER RT 1		
	35011988843 - T.O.	E 101-65-02	103.16	0.00
		GEN GOVT - TOWN OFFICE / ELECTRICITY		
	35011641467 - F.D.	E 105-66-02	139.91	0.00
		PUB SAFETY - FIRE STA/COM / ELECTRICITY		
	35015543313 - BIRD	E 101-67-02	34.35	0.00
		GEN GOVT - BIRD PLAYGR / ELECTRICITY		
	35015543750 - SHPS FD	E 105-68-02	28.38	0.00
		PUB SAFETY - SHEEPSCT STA / ELECTRICITY		
	35016922797 - SANDLOT	E 107-40-01	30.91	0.00
		PUBLIC WORKS - FACILITIES / ELECTRICITY		
	30012720394 - AC HL STR L	E 105-57-02	41.31	0.00
		PUB SAFETY - INFRASTRUCT / ST. LIGHTS		
		Vendor Total-	462.22	
00380 Constellation Newenergy, Inc.				
0038	Various Electric Accts			
	35013844770 - St Lights	E 105-57-02	64.05	0.00
		PUB SAFETY - INFRASTRUCT / ST. LIGHTS		
	35015543750 - Shps FD	E 105-66-02	2.77	0.00
		PUB SAFETY - FIRE STA/COM / ELECTRICITY		
	35011641467 - Fire Co.	E 105-66-02	182.79	0.00
		PUB SAFETY - FIRE STA/COM / ELECTRICITY		
	35013306861 - Flasher Rtl	E 105-68-02	3.03	0.00
		PUB SAFETY - SHEEPSCT STA / ELECTRICITY		
	35015543313 - H. Bird	E 101-67-02	7.16	0.00
		GEN GOVT - BIRD PLAYGR / ELECTRICITY		
		Vendor Total-	259.80	
00073 Excalibur Grounds Maintenance/Tony				
0038	Roadside Mowing	July Invoice		
	Roadside Mowing	E 107-42-04	2,400.00	0.00
		PUBLIC WORKS - ANNUAL OPS / MOWING		
		Vendor Total-	2,400.00	
00009 FIRST NATIONAL BANK				
0038	ACADEMY HILL LOAN	Acct 8489	*** PAID ***	Check # 2422
	ACADEMY HILL LOAN	E 110-30-70	210,782.58	0.00
		DEBT SERVICE - DEBT SERV / LOAN PYMT AH		
		Vendor Total-	210,782.58	
00307 GOOGLE LLC				
0038	Google Workspace	4777325385		
	Google Workspace	E 101-25-11	136.80	0.00
		GEN GOVT - OPERATIONS / SOFTWARE		

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
Vendor Total-				136.80	
00011 GREAT SALT BAY SANITARY DIST.					
0038	River Rd / 16 Hydrants	CID: 1716			
(16)	HYDRANTS	E 105-57-01		4,110.34	0.00
	PUB SAFETY - INFRASTRUCT / HYDRANTS				
Vendor Total-				4,110.34	
00897 HAGAR ENTERPRISES, INC					
0038	9 SEP INVOICES - STORM	MAY/JULY			
#6679	- N. Newcastle	E 101-99-99		2,114.00	0.00
	GEN GOVT - MISC / CONTINGENCY				
#6682	- Storm Clean-up	E 101-99-99		9,834.00	0.00
	GEN GOVT - MISC / CONTINGENCY				
#6683	- Storm Clean-up	E 101-99-99		15,847.00	0.00
	GEN GOVT - MISC / CONTINGENCY				
#6684	- Storm Clean-up	E 101-99-99		11,900.00	0.00
	GEN GOVT - MISC / CONTINGENCY				
#6807	- Storm Clean-up	E 101-99-99		71,993.60	0.00
	GEN GOVT - MISC / CONTINGENCY				
#6915	- Grading N. Dyer	E 107-42-03		1,062.50	0.00
	PUBLIC WORKS - ANNUAL OPS / GRADING				
#6916	- Sign/N. Newcastle	E 107-44-02		195.00	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS				
#6916	- Labor/N. Newcastl	E 107-43-01		390.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
#6917	- Sign/Lynch	E 107-44-02		130.00	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS				
#6917	- Labor/Lynch	E 107-43-01		260.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
#6918	- Bridge - S. Dyer	E 107-43-02		2,688.75	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT				
#6918	- Labor/S. Dyer	E 107-43-01		1,072.50	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
Vendor Total-				117,487.35	
00912 HANCOCK LUMBER COMPANY					
0038	FD: J. BRYANT / PPE EQUI	INV#2883686			
INV#2883686		E 105-05-45		209.92	0.00
	PUB SAFETY - FIRE DEPT / PPE				
Vendor Total-				209.92	
00384 ISABELLE OECHSLIE					
0038	Historic Preservation Inv	#230105			
Historic Pres. Invoice		E 103-01-21		806.40	0.00
	PLANNING - COMPENSATION / DEVELOP ADM				
Vendor Total-				806.40	
00013 LINCOLN COUNTY NEWS					
0038	ADS - Sp Selectboard Meet	P 202226			
Ads - Sp. SelectBoard Mee		E 101-25-55		404.05	0.00
	GEN GOVT - OPERATIONS / ADS				
Vendor Total-				404.05	
00115 LINCOLN COUNTY REG. DEEDS					
0038	Liens Processed	July 2023			
July Liens Processed		E 101-25-91		855.00	0.00
	GEN GOVT - OPERATIONS / RECORDINGS				
Vendor Total-				855.00	
00121 LOUIS DOE, INC.					
0038	BALANCE DUE ON ACCT	LD000356			
BAL. DUE ON ACCT		E 101-25-95		1.00	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
Vendor Total-			1.00	
00015 MAINE MUNICIPAL ASSOC.				
0038	2 SEP. INVS - TRAINING	LAUREN/RUFUS		
	LAUREN - FOAA	E 101-25-80	40.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
	RUFUS - ELECT OFFICIALS	E 101-25-80	50.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
Vendor Total-			90.00	
00821 MAINE MUNICIPAL ASSOC/PROP-CAS POOL				
0038	PROPERTY & CASUALTY INS	INV#59974		
	P15110PC2023	E 101-03-05	10,263.50	0.00
	GEN GOVT - INSURANCE / PROP/CASUALT			
Vendor Total-			10,263.50	
00017 MAINE TOWN & CITY CLERKS ASSOCIATION				
0038	Annual Membership Dues	Lauren Allen	*** PAID ***	Check # 2423
	Annual Membership-Allen	E 101-25-80	30.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
Vendor Total-			30.00	
00360 MODERN PEST SERVICES				
0038	INV#5950300	ACCT#267722		
	PEST REMOVAL-ACCT#267722	E 101-65-04	95.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
Vendor Total-			95.00	
00109 PROPERTY CARE PLUS, INC				
0038	VARIOUS MOWING LOCATIONS	INV#051005		
	INV#051005 - EXTRA MOWING	E 101-70-02	640.00	0.00
	GEN GOVT - CEMETERIES / MOWING			
Vendor Total-			640.00	
00102 READY REFRESH/BLUE TRITON BRANDS INC				
0038	TOWN OFFICE WATER	23G0424000511		
	TOWN OFFICE WATER	E 101-25-95	19.99	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
Vendor Total-			19.99	
00287 REGIONAL RUBBISH REMOVAL INC				
0038	JULY TRASH PICK-UP			
	JULY TRASH PICK-UP	E 101-65-04	16.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
Vendor Total-			16.00	
00185 SUPPLIES UNLIMITED				
0038	Post Cards - Historic Pre	INV #2205		
	Post Cards - Historic Pre	E 101-25-95	76.50	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
Vendor Total-			76.50	
00189 TIDEWATER TELECOM INC				
0038	PHONE LINES	Town Office		
	TOWN OFFICE LINES	E 101-65-05	215.28	0.00
	GEN GOVT - TOWN OFFICE / TELEPHONES			
Vendor Total-			215.28	
00030 TOWN OF NEWCASTLE/PETTY CASH				
0038	REPLENISH PETTY CASH			
	REPLENISH PETTY CASH	E 101-25-05	27.93	0.00
	GEN GOVT - OPERATIONS / POSTAGE/ENV			
Vendor Total-			27.93	
01300 TREASURER, STATE OF MAINE-DEH/DEP				
0038	SURCHARGE-(JULY)			
	SURCHARGE-(JULY)	G 1-343-00	30.00	0.00

9A

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
GEN'L GOV. / PLMBG SURCHG					
Vendor Total-				30.00	
00023 TREASURER, STATE OF ME-BMV					
0038	7/14 - 7/21 & 7/21-7/28	BMV REPORTS	*** PAID ***	Check # 2424	
	7/14-7/21/23 BMV Report	G 1-345-00		2,627.75	0.00
		GEN'L GOV. / STATE MV FEE			
	7/21-7/28/23 BMV Report	G 1-345-00		5,636.00	0.00
		GEN'L GOV. / STATE MV FEE			
Vendor Total-				8,263.75	
00029 TREASURER, STATE OF ME-DHHS/CDC					
0038	PLUMBING REPORT	JULY			
	JULY PLUMBING REPORT	G 1-342-00		445.00	0.00
		GEN'L GOV. / STATE PLMB			
Vendor Total-				445.00	
00027 TREASURER, STATE OF ME-IFW					
0038	MOSES - IFW REPORT	JULY			
	MOSES - IFW REPORT	G 1-350-00		2,144.12	0.00
		GEN'L GOV. / STATE IFW \$			
Vendor Total-				2,144.12	
01444 TREASURER, STATE OF ME-VITALS					
0038	SEMI-ANNUAL VITALS REPORT	JULY			
	Marriage Liscense	G 1-360-00		4.00	0.00
		GEN'L GOV. / STATE MARRYL			
Vendor Total-				4.00	
01503 U.S. BANK EQUIPMENT FINANCE, INC					
0038	COPIER LEASE/MAINT CONTRA	#506224831			
	T.O. COPIER LEASE & MAINT	E 101-26-01		198.60	0.00
		GEN GOVT - LEASES / COPIER			
Vendor Total-				198.60	
Prepaid Total-				219,076.33	
Current Total-				141,635.28	
Warrant Total-				360,711.61	

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

DATE: 7/14, 2023

JOEL LIND _____
 TOR GLENDINNING _____
 RUFUS PERCY _____
 KAREN PAZ _____
 THOMAS KOSTENBADER _____