

**7pm – Public Hearings:**  
**1) General Assistance Ordinance**  
**2) General Assistance Ordinance Appendices A-H for 2023-2024**

**Select Board & Board of Assessors Meeting - Agenda**  
**October 23, 2023 @ 7:00 p.m.**  
**Fire Station Community Room, 86 River Rd.**

- 1. Call to Order**
- 2. Amendments to the Agenda**
- 3. Minutes of the previous meeting**
  - a. September 25, 2023
  - b. September 27, 2023
- 4. Public Comments on Items Not on the Agenda**
- 5. New Business**
  - a. Midcoast Conservancy
  - b. Historic Preservation Ordinance
  - c. Route 1B /Main Street and Mills Road Pre-Engineering Services
- 6. Unfinished Business**
  - a. General Assistance Ordinance
  - b. General Assistance Ordinance Appendices A-H for 2023-2024
  - c. VHB Report on Lynch Road Culvert
  - d. Special Town Meeting
  - e. Select Board Priorities Review
- 7. Town Manager Report and Communications**
- 8. Fiscal Warrants**
  - a. FY24 Seventh AP Warrant: \$ 29,173.55
  - b. FY24 Eighth AP Warrant: \$383,976.53
- 9. Executive Session**
  - 1 M.R.S.A. Section 405 (6) A – Personnel
  - 1 M.R.S.A Section 405 (6) D – Contract Negotiations
- 10. Future Agenda Items**
  - a. Ordinance and Policy Review Process
  - b. Traffic and Parking Ordinance
  - c. Town Fee Schedule
  - d. Fire Engine Bid Documents
  - e. Comprehensive Plan State Approval
- 11. Adjournment of Meeting**

## Manager commentary for October 23<sup>rd</sup>, 2023 Agenda packet items.

**5. New Business Items:** This location on the agenda 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: **5A – Midcoast Conservancy**

Manager's Commentary: Midcoast Conservancy, a Town of Newcastle provider agency, has been working with landowners to install erosion control best management practices around the Damariscotta Lake Watershed as part of Section 319 of the Clean Water Act grant. Damariscotta Lake Watershed Manager, Patricia Nease will provide an update on these projects as well as a brief water quality update for Damariscotta Lake.

### New Business Item: **5B – Historic Preservation Ordinance**

Manager's Commentary: The Ad-Hoc Historic Preservation Committee was formed in January 2023 for the purpose of discussing issues related to historic preservation in the community with the goal of returning to the Select Board with a recommended Historic Preservation Ordinance. The Ad-hoc committee met nine times to draft their proposal. More information and documents created by the committee can be found [HERE](#). As part of the process, the Planning Board met on September 21<sup>st</sup> and held a public hearing on the proposed Historic Preservation Ordinance. The video of the meeting and the commentary from the public hearing can be found [HERE](#). The agenda item starts at the 8-minute mark. They ultimately made a recommendation to move it forward for the Select Board's consideration. See memo from Michael Martone, Town Planner on [Page 12](#). Since the Select Board has not had a discussion on this topic since the first of year, it would be ideal to review the work completed to date (Draft Ordinance on [Page 13](#)) and further discuss whether this is ready for special town meeting on December 11, 2023 (see agenda item 6D) or to postpone to allow further review, consideration, and potential vote at the Annual Town Meeting in June. Either way, a decision should be made by Select Board no later than November 27<sup>th</sup>. Michael will be in attendance to answer questions and provide perspective should the Select Board request it.

### New Business Item: **5C – Route 1B /Main Street and Mills Road Pre-Engineering Services**

Manager's Commentary: One of the top 10 priorities is "Downtown Traffic Planning". Thanks to the previous work of Ben Frey and Tor Glendinning, we were already in a good position to receive approval from the Maine Department of Transportation (MDOT) for a Village Partnership initiative last month. Starting on [Page 34](#) is the contract I've pre-emptively approved so that we may move forward with the scope of work document ([Page 41](#)) and to get a bid document ([Page 47](#)) prepared for the meeting on October 23 and out to potential consultants. Since we're still operating under the [Purchasing and Bid Ordinance](#), we're bringing this to your attention for consideration tonight. I am not certain we can or should tweak the bid document too much as it's already been reviewed by MDOT, but pending your support, we'll get a notice out and sent out.

Additional note: The maximum allowed for this design work is up to \$150,000. Half (\$75,000) by each the Town of Newcastle and MDOT. The Town of Newcastle, as part of the budget process for FY24 allocated \$50,000 for this effort. If an acceptable bid comes in at or below \$100,000, we won't need to move any additional money, however, if it's above, we'll need to move enough money to cover the additional amount.

A possible motion: ***“To authorize Town staff to solicit proposals for Pre-Engineering Service on Main Street and Mills Road in Newcastle as drafted.”***

**6. 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: **6A – General Assistance Ordinance**

Manager’s Commentary: The Model Ordinance update approved by the Select Board last November (2022) had not been given a proper hearing. On September 11, 2023 this was brought to the attention of the Select Board and a public hearing was set for this evening. This was also notified in the paper on October 12<sup>th</sup>. The full ordinance is not part of the packet for this evening, but was in the Select Board agenda packet for 9/11 and can be found directly on the website [HERE](#). This ordinance and future amendments, by state statute ([Title 22, Section 4305\(1\)](#)), does not require a Town Meeting vote.

A Possible motion: ***“To adopt the General Assistance Ordinance as (written/amended)”***.

Unfinished Business Item: **6B – General Assistance Ordinance Appendices A-H for 2023-2024**

Manager’s Commentary: Each year, an update to Appendices A-H ([Page 56](#)) of the General Assistance Ordinance approved in the prior agenda item (same [LINK](#) as above) is necessary to reflect the changes in the maximum amounts for General Assistance. This action will update the appendices table of content on page 95 of the PDF and replace pages 97-112. This too was noticed in the paper on October 12<sup>th</sup> with public hearing this evening. Pending your approval, I’ll have a copy of [Page 55](#) at the meeting for your signature.

A Possible motion: ***“To adopt the General Assistance Ordinance Appendices A-H for 2023-2024.”***

Unfinished Business Item: **6C – VHB Report on Lynch Road Culvert**

Manager’s Commentary: On the first of May, a severe weather event compromised a three-sided culvert on Lynch Road. VHB was able to assess the issue with our road commissioner and provide guidance for a fix that would temporarily stabilize the structure. Due to the immediacy and time requirements to get this fixed for potential FEMA reimbursement, the Select Board authorized signature to contract with VHB on July 10<sup>th</sup> to address preliminary design work and at a Special Town Meeting on August 7<sup>th</sup>, the community approved the use of unassigned fund balance to cover the cost of that contract (as well as the clean-up efforts related to it).

As a separate LINK due to file size is the preliminary design, recommendations, cost estimates, photos, and the hydrologic and hydraulic report from VHB. At the meeting, I’d like to review a few key elements of the document, a discussion about which direction you’d like to go, how to best move forward given our tight timelines, and what avenues we have to help pay for final design, permitting, and finally its construction. Representatives from VHB will be in attendance to answer questions.

A Possible motion: ***“To authorize the Town Manager to sign a contract extension with VHB for final design of (an In-Kind Structure / a 4 Sided Box / a bridge), bid development, DEP permitting and construction oversight not to exceed \$150,000.”***

Unfinished Business Item: **6G – Special Town Meeting**

Manager’s Commentary: In August, the Select Board approved a purchasing and bid policy that will replace the Purchasing and Bid Ordinance once it has been repealed at a Town Meeting. Additionally, the Planning Board provided a recommendation on the Historic Preservation Ordinance last month for your consideration. Finally, the Planning Board is considering several recommendations (after public hearings) in November for an update to the Core Zoning Code and an update to the Shoreland Zoning Code. Holding a Special Town Meeting on December 11<sup>th</sup> would be a great opportunity to address these ordinances and allow us to move onto additional efforts for other ordinance creation and changes. Pending your support, we will look to finalize the warrant with you at your November 27<sup>th</sup> meeting.

A Possible motion: ***“To establish a Special Town Meeting for December 11th at 7pm in the Community Room of the Fire Station at 86 River Road and notify the Interim Town Clerk.”***

Unfinished Business Item: **6H – Select Board Priorities Review**

Manager’s Commentary: Included in the packet on [PAGE 71](#) is a memo that reviews the agreed upon list of priorities and where we stand on each of the Top 10 items. The Select Boards of Newcastle and Damariscotta are set to meet on October 30, 2023 to hear a presentation from the Lincoln County Regional Planning Commission on the county-wide housing needs assessment and then follow up with a facilitated conversation about priorities that the two towns could or should be working on together. I’d recommend we hold off on modifying our priority list until after we’ve met with Damariscotta and then decide whether anything prioritized collectively with them goes above or below the items currently on the list. Our November 13<sup>th</sup>, 2023 meeting is far enough out to prepare the information for your consideration.

Fiscal Warrants: **8A – FY24 Seventh Warrant**

Manager Commentary: This can be found starting on [PAGE 75](#).

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

Fiscal Warrants: **8B – FY24 Eighth Warrant**

Manager Commentary: This can be found starting on [PAGE 80](#).

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

**7pm Public Hearing on the Traffic and Parking Ordinance  
No comments were made.**

**Select Board & Board of Assessors Meeting – Minutes  
September 25, 2023 @ 7:00 p.m.  
Fire Station Community Room, 86 River Rd.**

**Present Board Members: Karen Paz, Tor Glendinning, Joel Lind, Thomas Kostenbader, Rufus Percy  
Staff: Kevin Sutherland, Interim Town Manager**

**Minutes transcribed by Emma McKearney, Deputy Town Clerk**

- 1. Call to Order:** Meeting started at 7:04pm
- 2. Amendments to the Agenda:** No changes to the agenda.
- 3. Minutes of the previous meeting**
  - a. September 11, 2023:** Joel made a motion to approve the minutes of the September 11, 2023, as written with the correction of “Mel” to “Mal Carey.” Motion was seconded by Tor. Motion was passed unanimously.
  - b. September 14, 2023:** Tor made a motion to approve the minutes of the September 14, 2023, meeting as written. Motion was seconded by Tom. Motion was passed unanimously.
- 4. Public Comments on Items Not on the Agenda**
  - a. Anne Jacobs** – Anne is the parent of a student at Lincoln Academy. When she was a student at Lincoln Academy, over 30 years ago, there was a study-abroad program called American Field Service (AFS). Her belief is that the school’s secondary funding for the student’s education would go from the town to the school, to the parents to reimburse for the study-aboard tuition. Over time, the program has been dropped, and only one student has participated in AFS in the last 20 years. Receiving school districts would need to be assessed for safety to receive payment. Anne notes that students are unable to fully unenroll from Lincoln Academy due to Maine’s requirement for students to receive four years of English education. The sending school is responsible for ensure the English requirement is met. Rufus recommends a discussion between the Selectboard and Lincoln Academy Superintendent and School Board. \*\*\*\* notes that Lincoln Academy would oversee the AFS process and English requirement which would allow them to bill the Town. Joel recommends contacting the AOS representatives to discuss.
- 5. New Business**
  - a. Coastal Kids Pre-school:** Karen Mook and Chrissy Wajer are seeking the support of the Selectboard to increase the Town’s contribution to Coastal Kids from \$2,000 to \$4,000. Tuition covers 70% of their needs. 15% of Coastal Kids’ students are from Newcastle. Many of their employees are also from Newcastle. Coastal Kids provides early intervention treatment to its students. Chrissy is a board member of Coastal Kids and owns a private, smaller, daycare in the Sheepscot Village. Both cited increased operations costs and decreased providers as strains on their programs. Currently, Coastal Kids has a waitlist of over 70+ while Chrissy has a waitlist of around 50. The Selectboard sought clarification on how long Newcastle has been supporting Coastal Kids with \$2,000. Karen Mook reported that, in 2015, the Town decreased from \$3,000 to \$1,500. In 2017, the Town increased from \$1,500 to \$2,000. The Interim Town Manager and Selectboard would like to review the Town’s Appropriation Policy. The Selectboard recommends that a representative from Coastal Kids be present at the Town Meeting to answer any questions. The letter requesting

additional financial support by Caer Hallunbaek, Executive Director of Coastal Kids, is considered the request for budget season.

- b. **Town Fee Schedule:** Interim Town Manager reports Core Zoning Code and Subsurface Wastewater Disposal System are part of the fee schedule presented. Many fees that the Town collects are tied to state statute. Rufus would like to look into other towns' fee schedules for parking violations. Interim Town Manager will poll surrounding towns' parking violation fees and present it at the next Selectboard meeting on October 23, 2023. Mal Carey states that fishing licenses for those over 70 years of age have been left off the list. He suspects some hunting license costs may also not be listed/ He also states that Freedom of Access costs are not listed. He reports that there's a maximum of \$.10 per printing page, \$0 for electronic delivery, and there is no cost listed in the statute pertaining to documents scanned into a PDF for electronic delivery. Interim Town Manager believes that there isn't a fee for scanning but the time that it takes to scan those documents is a part of the free first 2 hours. FOA requests that require more than 2 hours are \$15/hr every hour following. Tor would like an explanation on the percentage breakdown of the plumbing permit cost. Interim Town Manager will provide clarification at the next meeting; however, Interim Town Manager believes this is the internal breakdown of the total fee. Joel made a motion to approve the Town Fee Schedule, Core Zoning Code Fee Schedule, and the Plumbing/Subsurface Wastewater Disposal Permit Fee Schedule as presented. Motion was seconded by Tor. Motion was pass unanimously.
- c. **Shoreland Zoning:** Zoning regulations provided are a combination of state regulations and the Town's regulations. Interim Town Manager reports that the zoning code would include an excavation contractor be on site, and there must be an excavation contractor prior to receiving the permit. This code would also include having the Code Enforcement Office conduct random visits to the site to ensure licensed personnel are always present. Interim Town Manager has sent this to the Town's attorney, Peter Drum, for review. Tor made a motion to send the proposed amendments and legal advice on Section 16. Administration, Subsection H. Appeals to the Shoreland Zoning Code for the Planning Board's consideration. Motion was seconded by Joel. Motion was passed unanimously.
- d. **Town Manager Financial Report:** Interim Town Manager reviewed the provided budget update. General Government and Public Safety are over the anticipated 16% budget-spent threshold. Interim Town Manager reports that General Government is over the anticipated threshold due to the payout of the previous town manager and the high-than-expected cost of the Interim Town Manager. Additionally, the Town's legal services get paid upfront in a lump sum. The Town has paid its ambulance service bill. Overall, the Town is at about 13% of its budget. The Selectboard should like a line item break down and narrative if items are getting close to reaching their budgeted amount. Selectboard would like a budget breakdown, similar to what was provided, with the revenue also listed on a monthly trial basis.

## 6. Unfinished Business

- a. **Traffic and Parking Ordinance:** Public hearing was held on September, 25, 2023. Joel made a motion to repeal the parking ordinance of 1989 and adopt the proposed parking and traffic ordinance as written. Motion was seconded by Rufus. Motion was passed unanimously.
- b. **Deputy Town Clerk Appointment:** Interim Town Manager reports that Emma started with the Town as Deputy Clerk on September 18, 2023. Rufus made a motion to appoint Emma McKearney as Deputy Town Clerk for the Town of Newcastle. Motion was seconded by Tor. Motion was passed unanimously.

- 7. **Town Manager Report and Communications:** Interim Town Manager reviewed his report. Topics discussed were: upcoming Pumpkinfest, PFAs mitigation, Village Partnership Agreement, Comprehensive plan progress, Proposed Historic Preservation Ordinance will be presented at the Selectboard meeting on October 23, 2023, Tidewater Broadband update, Damariscotta Selectboard joint workshop scheduled for October 30, 2023, at the Newcastle Fire Department Community Room, and Damariscotta exploration into a transportation grant.

**8. Fiscal Warrants**

- a. **FY24 Warrant: \$256,357.47: Joel made a motion to approve the town AP Warrant for \$256,357.47. Motion was seconded by Rufus. Motion was passed unanimously.**

**9. Executive Session: Joel made a motion to go into executive session regarding personnel. Motion was seconded by Tor. Motion was passed unanimously.**

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

**10. Future Agenda Items: None****11. Adjournment of Meeting: Rufus made a motion to adjourn the meeting at 9:15pm. Thomas seconded this motion.****Upcoming Events**

Pumpkinfest! October 5-9<sup>th</sup> (with weigh in events on the September 30<sup>th</sup> and October 1<sup>st</sup>)  
 October 23 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road  
 October 30 at 7PM – Joint Workshop with Damariscotta Select Board,  
 Fire Station Community Room, 86 River Road

**Manager commentary for September 25<sup>th</sup>, 2023 Agenda packet items.**

**5. New Business Items:** This location on the agenda 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: 5A – Coastal Kids Pre-school**

Manager's Commentary: Coastal Kids Pre-school is one of nearly a dozen provider agencies that the Town budget currently supports. Board members Chrissy Wajer and Karen Mook, also residents of Newcastle, reached out to request some time for the organization to update the Select Board and discuss increasing their contribution for FY25 from \$2,000 to \$4,000. Please see the attached letter ([PAGE 12](#)) from their Executive Director and the information below that was shared with me. Additionally, I will have some handouts for the Select Board at the meeting.

*Coastal Kids Preschool has been providing a high quality, developmentally appropriate preschool program for children of all incomes and abilities for 27 years. The school provides financial aid for families who qualify, reducing the barriers that so many working families face in securing quality care for their children. Our inclusive program also focuses on serving children with disabilities. We are the largest provider of preschool special needs educational services in midcoast Maine.*

*Each year, we serve nearly 100 children and their families. We are proud to hold accreditation from the National Association for the Education of Young Children (NAEYC) and to be a Maine Roads to Quality (MRTQ) Level 4 program - the highest designation offered by the state's early career and education professional development network. Tuition covers just 70% of our annual operating budget, with the remainder coming from private donations, town support, and grants.*

*Requested funds are used for programming costs including operations, facilities, classroom supplies, and financial aid. Last year there were fourteen Newcastle children who received services. Additionally, Coastal Kids employs multiple Newcastle residents as teaching staff.*

*As you probably know, our community needs more childcare and early childhood education resources for families. We're doing our part to serve as many local children as possible (our program has a waiting list), and our NAEYC accreditation and our particular focus on serving children with special needs make us unique in the community.*

*We work very hard to raise about \$350,000 each year. This year we will be asking towns to consider increasing their support for this vital community resource with increased contributions.*

#### **New Business Item: 5B – Town Fee Schedule**

Manager's Commentary: This came up as a part of the discussion on the Traffic and Parking Ordinance. The proposed ordinance includes the language "See Town Fee Schedule" under 12.2. Interestingly, as we dug into it, we were only able to locate the fee schedule referencing the Core Zoning Code and the Plumbing/Subsurface Wastewater Disposal System Permit. The first attachment for this agenda item is a fee schedule staff put together ([PAGE 13](#)). We'd appreciate your acceptance of these fees as this is what we've been charging for services (some of the items are state mandated amounts). As for the existing documents, the one tied to the Core Zoning Code that says it was revised on January 24, 2022 but I can not find minutes or an agenda reflecting such (last approved was April 12, 2021) so I'd ask for Select Board approval on the more recent version ([PAGE 15](#)). (The only difference between the two was the addition of utilities and services at \$.10 per square foot). Second, the Plumbing/Subsurface Wastewater Disposal System Permit Fee Schedule which was likely accepted back in 2020 could benefit from you seeing it and accepting it again (unclear if we can change any of it – all items I hope to address as part of the budget process). ([PAGE 17](#))

A possible motion: ***"To approve the Town Fee Schedule, Core Zoning Code Fee Schedule, and the Plumbing/Subsurface Wastewater Disposal System Permit Fee Schedule as presented."***

#### **New Business Item: 5C – Shoreland Zoning**

Manager's Commentary: Another item on the top 10 priorities list. We've received feedback from the state DEP and we have reviewed the changes. My request to the Select Board is to ask the Planning Board for their recommendation.

Attached ([PAGE 19](#)) is an email from our planner, Michael Martone, followed by the ordinance and its proposed changes by the DEP ([PAGE 20](#)). My response to Michael on the first item was:

*"Yes, the application would require a contractor that has their certification in order to get approval. The challenge / expectation is for Code Enforcement to 'swing by' when the work is being done to make sure the person with the certification is 'present at the site each day earthmoving activity occurs for a duration that is sufficient to ensure that proper erosion and sedimentation control practices are followed."*

The second item has been passed on to our attorney for review/consideration. My only comment to Peter was that the process should match / reflect what we currently do for the Board of Appeals.

I would suggest sending it to the Planning Board tonight, asking them to review at their meeting in October, hold a public hearing in November, and make a recommendation for the modification to be addressed as part of a warrant article at a future Special Town Meeting. At this moment in time, we can hopefully address this and three other ordinance changes on December 11<sup>th</sup>.



A Possible motion: *“To send the proposed amendments and legal advice on Section 16. Administration, Subsection H. Appeals to the Shoreland Zoning Code for the Planning Board’s consideration.”*

**New Business Item: 5D – Town Manager Financial Report**

Manager’s Commentary: See [PAGE 81](#) for the first draft of a monthly financial report that I’d like to start bringing to your attention. My goal is to create something that isn’t necessarily focused on the line by line but becomes a broad conversation about where we stand each month and becomes an effort to address budget challenges before they are budget emergencies. I am not necessarily wedded to this design, so I welcome your feedback and input.

DRAFT

**6. 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: **6A – Traffic and Parking Ordinance**

Manager’s Commentary: This item was discussed at the August 14<sup>th</sup> meeting and the August 28<sup>th</sup> meeting. A public hearing was then scheduled for tonight to gather any additional input from the public. Under [Title 30-A Section 3009](#) of Maine State Statutes, the Select Board has the authority to enact this ordinance without taking it to a Town Meeting. Should the Select Board be comfortable with what is presented starting on [PAGE 82](#) and after taking public comment may choose to take a vote as presented or further amended.

A Possible motion: ***“To adopt the proposed Traffic and Parking Ordinance as (written /amended)”***.

Unfinished Business Item: **6B – Deputy Town Clerk Appointment**

Manager’s Commentary: On Wednesday, September 13<sup>th</sup>, Emma McKearney accepted my offer to join the Newcastle team! Emma was able to get started on September 18<sup>th</sup> and has just cannonballed in. We’re all very glad to have her on board and to create a little more space to tackle the many necessary tasks and special projects.

A Possible motion: ***“To confirm the appointment of Emma McKearney as Deputy Town Clerk for Newcastle.”***

Fiscal Warrants: **8A – FY24 Fourth Warrant**

Manager Commentary: This can be found starting on [PAGE 92](#).

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

Select Board & Board of Assessors Meeting – Minutes  
September 27, 2023 @ 6:00 p.m.  
Fire Station Community Room, 86 River Rd.

Present Board Members: Karen Paz, Tor Glendinning, Joel Lind, Thomas Kostenbader, Rufus Percy  
Town Attorney: Peter Drum

Minutes recorded by Karen Paz, Chair and transcribed by Kevin Sutherland, Interim Town Manager

1. **Call to Order:** Meeting started at 6:11pm
2. **Executive Session:** Rufus Percy made a motion to go into executive session regarding Contract Negotiations (1 M.R.S.A. Section 405 (6) D). Motion was seconded by Tor Glendinning. Motion passed unanimously. There was no report or action taken upon exiting executive session.
3. **Adjourn:** Tor Glendinning made a motion to adjourn. Tom Kostenbader seconded the motion. Motion passed unanimously. The meeting ended at 8:12pm.

Thursday, October 5, 2023

**To: Select Board  
Kevin Sutherland, Interim Town Manager**

**From: Planning Board  
Michael Martone, Town Planner**

**Subject: Recommendation Regarding Proposed Historic Special  
District Review Ordinance**

Following the Public Hearing held on Thursday, September 21, 2023 at a regular meeting of the Planning Board and consistent with the process and requirements set forth in Article 7, Section 21, *Zoning Amendment* of the Core Zoning Code, the Planning Board has reviewed the proposed *Historic Special District Review Ordinance*, considered a) the adopted Comprehensive Plan of the Town of Newcastle, b) the purpose of the Core Zoning Code, in general, and c) the purpose of the district in question, and provides the following written recommendation to the Select Board:

*The Planning Board, having found the proposed ordinance to be consistent with the Town's Comprehensive Plan; noting that all of the nine public comments at the September 21, 2023 Public Hearing were opposed to the adoption of the proposed ordinance; recommends that the proposed Historic Special District Review Ordinance be sent to the Select Board.*

The above recommendation was motioned by Planning Board Member Lee Emmons and seconded by Planning Board Member Kevin Houghton with the vote recorded as follows:

Yea: 4  
Nay: 0  
Abstain: 0  
Absent: 1

The motion passed.

It may be noted that an original motion was made but failed to pass. The details of the original motion are as follows:

The following recommendation was motioned by Planning Board Chair Ben Frey and seconded by Planning Board Member Kevin Houghton:

*That the Planning Board recommend that the Historic Special District Review ordinance be forwarded to the Select Board, because it has been shown by the consulting planner, that the proposed ordinance is consistent with Comprehensive Plan of the Town of Newcastle, is consistent with the Core Zoning Code, in general, and is consistent with the purpose of the district, that would be applied to the properties in question.*

The vote was recorded as follows:

Yea: 2  
Nay: 2  
Abstain: 0  
Absent: 1

The motion failed.

# HISTORIC SPECIAL DISTRICT REVIEW ORDINANCE

## Article 1: General

### A. Purpose and intent.

1. Protect Newcastle's historic, architectural, and cultural heritage.
2. Assist property owners with maintaining the architectural integrity of the district.
3. Protect, preserve, and enhance the outward appearance and architectural features of identified historic structures.
4. Prevent the demolition or removal of buildings or structures within designated historic districts.
5. Preserve, protect, and enhance the essential character of designated districts by protecting relationships of groups of buildings and structures.
6. Accept new buildings and structures which are designed and built in a manner which is compatible with the character of the district.

### B. Applicability.

1. Unless otherwise specified, this Ordinance shall apply to all property within the Historic Special District as shown on the Official District Map in Article 1 of the Core Zoning Code.
2. In addition, certain standards shall apply to designated Local Landmarks as described in this subsection.
  - a. Reserved.

### C. Exempt Activities.

1. Activities exempt from review under the standards of Article 2, as may be applicable, are the following:
  - a. Alteration to or addition of removable decorative features including but not limited to: mailboxes, flowerboxes, flags.
  - b. Change in paint color, except when the painting of brick, stone or other masonry is proposed.
  - c. The installation of security devices, including but not limited to: control panels, touch key plates, mirrors, cameras, and peepholes.
  - d. Exterior placement of utility meters, vents, cable or telephone boxes, wiring, antennas, satellite dishes, and components of HVAC systems, when the placement is not on the Primary Facade;
  - e. General maintenance and repair of structures, including but not limited to the following: scraping and repainting, caulking and weather-stripping, and the replacement of materials when the materials will look the same when viewed from the Public Realm;
  - f. Alteration or replacement of existing gutters, downspouts, storm windows, conduit, venting or other features which already exist and are required for the existing operation and physical health of the building and do not significantly

alter the building or compromise character-defining elements on the structure (subject to the determination of the Planning Department).

**D. Meaning & Purpose.**

1. Words, phrases and terms used within this Ordinance are defined in the Definitions section or within the Articles that contain standards associated with the term.
2. Words, phrases and terms not defined in this Ordinance must be accorded their commonly accepted meanings as defined in the most recent edition of the Webster's Unabridged Dictionary.
3. The terms "standards," "regulations," and "requirements" are used to mandate a specific course of action or built outcome.
4. The words "must," "will", and "shall" are mandatory and when used require compliance with standards, regulations, and requirements of the Ordinance.
5. The words "may" and "should" are permissive.

**E. Authority & Compliance.**

**1. Authority.**

- a. This Ordinance is adopted under the authority granted by Title 30-A, §2101.

**2. Relationship to Other Standards.**

- a. This Ordinance does not abrogate, annul, or otherwise interfere with any easement, covenant, and/or other private agreements.
- b. Where the standards of this Ordinance impose a greater restriction than required by other ordinances, regulations, resolutions, rules, easements, covenants, or agreements, the provision of this Ordinance must apply.
- c. Where standards conflict, the standards of this Ordinance must take precedence over those of other codes, ordinances, regulations, and standards that may be in conflict with this Ordinance. Additions or Alterations for the purpose of complying with other codes, ordinances, regulations, and standards are still subject to review by this Ordinance. This Ordinance does not abrogate or annul any other codes, ordinances, regulations or standards.
- d. All development activity must comply with relevant Federal and State laws and regulations. Where there is a direct conflict between this Ordinance and the standards of a Federal or State Law, Federal or State Law supersedes the standards of this Ordinance.

- 3. Hazard Buildings.** No provision in this Ordinance shall be construed to prevent the Alteration, Demolition, or Relocation of a building when the Code Enforcement Officer certifies that such action is required for the public safety.

- 4. Appeals.** An appeal from the final decision of the Historic Special District Review Board may be taken by any party or person aggrieved to the Zoning Board of Appeals within 30 days from the date of the decision. Appeals from final decisions from the Planning Department may be taken by any party or person aggrieved but

must be taken to the Historic Special District Review Board within 30 days from the date of the decision.

DRAFT FOR PUBLIC HEARING

## Article 2: Standards

### 1. Alterations and Additions

- A. **Purpose.** The purpose of this subsection is to further the purposes of this Ordinance by preserving the essential character of buildings which are important to the education, culture, history, traditions, and the economic value of the Town.
- B. **Applicability.** The following standards shall be used by the Permitting Authority in reviewing applications for Certificate of Appropriateness when an Alteration or Addition to an existing Primary or Accessory Building is proposed in the Historic Special District, or when an Alteration or Addition to a designated Local Landmark is proposed, except for the installation of Renewable Energy Systems which shall be governed by Article 2, Section 4 below.
- C. **Standards.**
  1. The character-defining qualities of a structure and its site (including but not limited to: architectural features, finishes, and construction techniques or examples of skilled craftsmanship) shall not be destroyed. The removal or alteration of any historic material (for the purposes of this Ordinance, pre-1930) or character-defining architectural features should be avoided when possible. If removal of historic material or a distinctive feature is proposed, an analysis shall be submitted which identifies: (1) what considerations were taken before ultimately deciding on removal and why the other considerations were not feasible; (2) if an alternative material is proposed, how the alternative material is considered a similar substitute in durability, longevity, and appearance.
  2. All Primary and Accessory Buildings shall be recognized as products of their own time period, place and use. Alterations that have no historical basis or create a false sense of historical development such as adding conjectural features or architectural elements from other time periods shall not be undertaken.
  3. Changes which may have taken place in the course of time are evidence of the history and development of a structure, object or site and its environment. Changes that have acquired significance in their own right shall not be destroyed.
  4. Damaged historic features shall be repaired rather than replaced wherever economically or technologically feasible, as demonstrated by the applicant. Where the severity of damage requires replacement of a distinctive feature, the new feature shall match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of damaged historic features shall be based on accurate duplications of features, substantiated by documentary, physical or photographic evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.
  5. The surface cleaning of structures and objects, if appropriate, shall be undertaken with the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be undertaken.



6. Every reasonable effort shall be made to protect and preserve significant archeological resources affected by or adjacent to any project. If resources must be disturbed, mitigation measures shall be undertaken by the applicant.
7. Contemporary design for Additions to existing properties shall not be discouraged when such Additions do not destroy significant cultural, historical, architectural or archeological materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, color, material and character of the property, neighborhood or site.
8. New Additions or Alterations to structures shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and structural integrity of the historic property would be unimpaired.
  - a. Additions should be made on a side or rear elevation, not on the Primary Façade, unless in the determination of the Permitting Authority an addition to the side or rear elevation is not economically possible due to unique constraints of the project.

## 2. Demolitions and Relocations

- A. **Purpose.** The purpose of this subsection is to further the purposes of this Ordinance by preserving historic buildings which are important to the education, culture, traditions, and the economic value of the Town. Furthermore, the purpose of this section is to afford the Town, historic societies, other preservation organizations, and others interested in preservation the opportunity to acquire or arrange for the preservation of historic buildings and structures, or important portions and features thereof, or proper removal of historic artifacts, or the proper recordation of the building, structure and/or site.
- B. **Applicability.** The following standards shall be used by the Review Board in reviewing applications for Certificate of Appropriateness when Demolition or Relocation of an existing Primary Building is proposed within the Historic Special District, or when the Demolition or Relocation of a designated Local Landmark is proposed.
- C. **Stay.**
  1. At the hearing on the application for Demolition or Relocation, the Review Board may, in the interest of exploring reasonable alternatives, delay issuance of the Certificate of Appropriateness for a delay period of up to 90 days from the date of the hearing. If, 10 days prior to the expiration of the original delay period, the Maine Historic Preservation Commission or State Historic Preservation Office recommends that there are still reasonable alternatives to explore, the Review Board may continue the delay for an extension of 30 days from the end of the original period. The purpose of the delay is to assist the applicant in finding alternatives to Demolition or Relocation, such as:
    - a. Assisting in securing funding to preserve in place the structure or important features thereof; or
    - b. Finding other ways to preserve the structure, such as outright purchase if possible, or relocation; or
    - c. At minimum, to provide the opportunity for the proper recordation of buildings, structures, and sites, including photography and narrative report.

- d. If, after the initial 90 day extension and the 30 day delay period, the application for Certificate of Appropriateness for Demolition or Relocation has not been withdrawn by the applicant or acted upon by the Review Board, the Review Board shall act on the application at their next regularly scheduled meeting, provided that enough time for noticing is available in accordance with Article 3, Section 2.H.
- D. **Standards.** In order to approve an application to relocate or demolish a building within the Historic Special District, or the Demolition or Relocation of a designated Local Landmark, the Review Board must find that the proposal meets at least one of the following standards for approval:
1. The Review Board determines that the structure is not of historic significance based on findings from the Maine Historic Preservation Commission or an architectural historian meeting the Secretary of the Interior's Professional Qualifications Standards (36 CFR Part 61).
    - a. In order to make this determination, the Review Board shall require the applicant to obtain a letter from the Maine Historic Preservation Commission or escrow funds with the Town to hire a qualified architectural historian (as defined above) to make a determination as to the eligibility of the structure to be listed on the National Register of Historic Places, either on its own or as a contributing structure to an eligible Historic District. If the structure is considered eligible for listing by the Maine Historic Preservation Commission and the applicant formally applies to the National Register and is declined, this Ordinance will not prevent the applicant from reapplying for a reconsideration of a previously issued Certificate of Appropriateness specific to Demolition or Relocation of the building.
  2. The structure, or predominant portions thereof, has been determined to represent an immediate hazard to the public health or safety because of severe structural deficiencies, which hazard cannot be abated by reasonable measures.
    - a. In order to make this determination, the applicant must escrow funds with the Town sufficient to hire a third-party structural engineer to provide a written report as to the integrity of the building.
  3. No prudent and feasible alternative exists.
    - a. In order to assist the Review Board in making this determination, the applicant must submit an analysis indicating the alternatives to demolition considered and the reasons that they are not feasible. Economic hardship may be a consideration, but the applicant must demonstrate through quotes from experienced professionals that the economic hardship would be too great. In this case, Relocation will be encouraged rather than Demolition.
- E. **Conditions of Approval for Demolition.** In approving an application to demolish a building within the Historic Special District, or the Demolition of a designated Local Landmark, the Review Board may impose either or both of the following conditions, or others that would further the stated purpose of this section:

1. The applicant shall allow the Review Board, Historical Society, or another historic preservation entity of the Board's choosing to document the structure inside and out prior to the structure's destruction at no cost to the applicant.
2. The applicant shall advertise to the general public the structure as available for free with removal at the sole of a recipient, offering the structure to be moved or scrapped for salvage materials. The advertisement shall appear in a newspaper of local circulation a minimum of two times and the cost of the advertisement will be borne by the applicant.

### 3. New Construction and Additions

- A. **Purpose.** The purpose of this subsection is to further the purposes of this Ordinance by allowing new construction within the Historic Special District that preserves, protects, and enhances the essential character of the District. This subsection provides standards to ensure that new buildings are designed and built in a manner which is compatible with the essential character of the district.
- B. **Applicability.** The following standards shall be used in reviewing applications for Certificate of Appropriateness when New Construction of a Primary or Accessory Building, or an Addition to a Primary or Accessory Building, is proposed within the Historic Special District.
- C. **Standards.**
  1. **Scale and form.**
    - a. **Height.** The proposed height of the building shall be visibly compatible with immediately adjacent structures and the neighborhood as a whole when viewed from the public realm.
    - b. **Width.** The width of a building shall be visually compatible with immediately adjacent structures and the neighborhood as a whole when viewed from the public realm.
    - c. **Proportions of principal facades.** New construction shall be compatible in proportion with existing buildings in the neighborhood.
    - d. **Roofs.**
      1. **Roof shapes.** The proposed roof shape shall fit in with the established context of the neighborhood and of immediately adjacent structures.
      2. **Rooftop decks.** Rooftop decks shall be designed so that they cannot be seen from the public realm.
      3. **Rooftop utilities.** When rooftop utilities, including but not limited to communication antennae, satellite dishes, mechanical units, elevator towers, and vents are proposed, the utility shall be placed in such a way that they are not visible from the public realm, such as on the side or rear of the building. Alternatively, rooftop utilities shall be visually screened from view from the public realm by the placement of decorative elements that are in keeping with the established context of the neighborhood and of immediately adjacent structures.
  2. **Composition.**
    - a. The characteristic sizes and proportions of window and door openings, and the rhythm of entrances, porches and other projections to public ways shall be

consistent with the proportions of openings found either within the specific Historic SD District

- b. **Relationship of materials.** Building materials shall be reflective of and complementary to existing buildings within the historic district. Materials shall be durable and of high-quality.
3. **Relationship to street.**
  - a. **Walls of continuity.** Facades and site structures, such as masonry walls, fences and landscape masses, should, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual continuity with the structures, public ways and places to which such elements are visually related.
  - b. **Unifying development pattern.** The new construction shall maintain any unifying development pattern such as orientation of buildings, setbacks, and building coverage.
4. Other standards.
  - a. **Uses.** Non-residential uses shall not alter the character-defining features of the structure such that it would not be recognizable as its original residential use.
  - b. **Distinguishing original character.** The distinguishing original qualities or character of a site and its environment shall not be destroyed. If a distinguishing original feature is proposed to be altered or removed, an analysis must be submitted which indicates the reasons for alteration or removal.
  - c. **Archeological resources.** Every reasonable effort shall be made to protect and preserve significant archeological resources affected by or adjacent to any project. If, on the basis of an archeological site survey or other information, the Permitting Authority determines that there is an archeological resource on or immediately adjacent to the parcel, it may limit excavation or building to preserve or protect the site or may approve a plan or conditions to provide for appropriate evaluation, excavation or protection of the resource. If resources must be disturbed because no feasible alternative exists, documentation of the resource shall be undertaken and provided to the Town and to the Maine Historic Preservation Commission.

#### 4. Renewable Energy Systems

- A. **Purpose.** Recognizing that historic properties may need to adapt to changing technologies, this section is intended to provide clear standards for the review of the installation of renewable energy systems, including but not limited to solar panels or windmills, on historic properties. The intent is not to discourage the installation of Renewable Energy Systems, but to ensure that historic resources and the overall character of historic districts is protected to the extent practical.
- B. **Applicability.** The following standards shall be used by the Review Board in reviewing applications for Certificate of Appropriateness when the installation of Renewable Energy Systems are proposed on any property within the Historic Special District or on a designated Local Landmark building.
- C. **Standards.**

1. All Renewable Energy Systems shall be placed in such a way that they are unable to be seen from the public realm. When this is not economically or technologically feasible, one of the following alternatives may be approved:
  - a. Renewable Energy Systems located on Accessory Buildings, in accordance with subsection C.2 below.
  - b. Renewable Energy Systems located on rear roof slopes, behind existing architectural features or parapets, where such visibility does not detract from the overall historic character of the property.
  - c. Ground-mounted Renewable Energy Systems located in the rear yard.
  - d. Only in instances when the Review Board determines, based on information provided by the applicant, that none of the above are technologically or economically feasible, the Renewable Energy System may be placed in such a way where it will be seen from the public realm. The standards in subsection C.2 below must be met.
2. The following standards shall be met when the installation of Renewable Energy Systems is proposed on the roof of a structure:
  - a. Removal of historic roofing materials as part of the installation of solar panels on portions of a roof visible from the public realm shall not be undertaken.
  - b. Permanent removal or otherwise altering a historic roof element and configuration (dormers, chimneys, or other features) on portions of a roof visible from the Public Realm shall not be undertaken.
  - c. Any installation procedure that will cause irreversible changes to historic features or materials on portions of a roof visible from the public realm shall not be undertaken.
  - d. The placement of solar panels on top of visible slate or clay tile roofing shall not be undertaken in any instance.
  - e. The color of conduit and all attachment mechanisms for Renewable Energy Systems shall match the existing building materials to which it is attached or directly adjacent, including roof, siding, or similar.
  - f. The placement of panels in an array shape that does not echo that of the visible roof plane shall not be undertaken in any instance. The slope of solar panels must match the existing slope of the roof to which they are attached or located on.

## Article 3: Administration

### 1. Historic Special District Review Board.

- A. **Membership.** The Historic Special District Review Board's membership shall be comprised of five regular members appointed by the Selectboard. The Selectboard shall make every effort to appoint at least one member from each of the Town's three Historic Special Districts (Damariscotta Mills, Sheepscot Village, and Glidden Street).
- B. **Appointment.** Members of the Historic Special District Review Board (the Review Board) shall be appointed by a majority vote of the Selectboard to serve staggered terms of 3 years.
1. **Initial Appointment.** The five appointments made by the Select Board in establishing the initial Historic Special District Review Board shall be as follows: one appointment for a term of one year, two appointments for a term of two years, and two appointments for a term of three years. Thereafter, with the exception of filling a vacant position resulting from a resignation before the conclusion of a complete term, all appointments to the Historic Special District Review Board shall be for three-year terms.
  2. In the case of a vacant Historic Special District Review Board position before the conclusion of a complete term, the Select Board's appointment to fill the vacant Historic Special District Review Board position shall be for only the remainder of the unserved term.
  3. Historic Special District Review Board members may serve multiple terms and may be reappointed for consecutive or nonconsecutive terms.
- C. **Qualifications.** Appointments to the Review Board shall be made on the basis of demonstrated interest in promoting historic preservation in Newcastle. It is preferred that members have architectural design skills or other experience related to historic preservation, such as history, architectural history, landscape architecture, planning, engineering, law, archaeology and building construction or trades, but not required.
- D. **Board Rules.** The Review Board may adopt rules of procedure and policy as it may deem necessary to conduct its affairs, following a public hearing thereon. Board rules shall include application forms and checklists of required submittals that will sufficiently allow applicants to demonstrate compliance with the relevant standards of review. Meetings. The Review Board should hold at least one meeting per month, or more as it deems necessary. A quorum of at least three members will be required for voting purposes.
- E. **Meetings.** The Review Board should hold one meeting per month, or more as it deems necessary. A quorum of at least three members are required for voting purposes. An affirmative vote requires a majority of voting members present.

1. A regular meeting schedule, including meeting location, shall be established by the Historic Special District Review Board on an annual basis and shall be posted in the Town office and in a newspaper of local circulation upon adoption by the Board.
2. **Special Meetings.** Meetings of the Historic Special District Review Board not included on the established regular meeting schedule must be posted at least once in a newspaper of local circulation, as well as posted in the Town Office, no less than seven days before the meeting. Such notice must include the date, time, location, and proposed agenda of the meeting.

**F. Responsibilities.**

1. The Historic Special District Review Board shall review applications for Certificate of Appropriateness which are determined to be either Tier 2 or Tier 3 Projects under Article 3, Section 2.F and 2.G below. The review of such applications is limited to the applicable review standards under this Ordinance. The Historic Special District Review Board's authority is limited to the standards of this Ordinance, as may be amended.
2. The Historic Special District Review Board shall provide a report to the Planning Board and Selectboard following a petition to establish or expand the Historic Special District or a petition to designate a property as a Local Landmark as described in Article 3, Section 3 below.
3. The Historic Special District Review Board may provide advice to the Planning Board, Selectboard, or any other Town body regarding historic preservation and issues or opportunities related to historic preservation in Newcastle.
4. The Historic Special District Review Board shall review and make recommendations to the Maine Historic Preservation Commission regarding all National Register proposals for properties and districts within the Town.
5. The Historic Special District Review Board maintains the Town's Historic Resources Inventory. To assist in the maintenance of the Historic Resources Inventory, the Historic Special District Review Board shall conduct or cause to be conducted a continuing survey of historic, architectural and cultural resources in the community.
6. The Historic Special District Review Board acts to advance the Purpose and Intent of this Ordinance as described in Article 1, Section A.

**2. Procedure for Certificate of Appropriateness.**

- A. **Application & Fees.** A Certificate of Appropriateness application must be submitted, including payment of the applicable fee, with the Planning Department on forms created by the Town for that purpose.
- B. **Independent Consulting and Peer Review Fees.**
1. Where a Permitting Authority determines that the scale or complexity of a project necessitates third party professional or technical services to assist with project review and determination of compliance with the relevant standards of this Ordinance, the applicant may be required to escrow funds with the Town prior to the commencement of project review sufficient to pay the costs incurred by the Town in review of the application.
  2. Funds will be held by the Town Treasurer in a non-interest bearing escrow account. The escrow may be used by the Planning Department only to pay reasonable costs incurred which relate directly to the review of the Certificate of Appropriateness application pursuant to the review criteria. The results of the consultation or peer review for which such fees are assessed shall be available for public review, but such results shall be deemed to have been made solely for the benefit of the Town and shall remain its property. Such fees shall be assessed for the privilege of review and shall be payable without regard to consultation or peer review results or the outcome of the application.
  3. The escrow fund amount shall be set by the Selectboard and will be available on the Town's adopted Fee Schedule. When the escrow account is 75% depleted, the applicant shall submit funds sufficient to bring the amount of the account back to the original escrow fund amount.
- C. **Determination of Completeness.** Upon receipt of an application, the Planning Department shall determine whether the application is complete and shall determine whether the proposed project requires review by the Historic Special District Review Board according to the standards set forth in Article 3, Section 2.E, 2.F, and 2.G of this Ordinance, as may be applicable.
- D. **Other Permits.** No Permit, including Demolition Permits, Use Permits, or otherwise, may be issued for any construction, reconstruction, alteration, or demolition until a Certificate of Appropriateness has been issued by the relevant Permitting Authority in accordance with this Ordinance.
- E. **Tier 1 Projects.**
1. **Permitting Authority.** Tier 1 Projects shall be reviewed administratively by the Planning Department.
  2. **Applicability.** Tier 1 Projects include but are not limited to, the following:



- a. The removal of architectural features that are not in compliance with Section 3.C below;
  - b. The replacement of materials and features not in compliance with Section 3.C below with materials and features that are in keeping with Section 3.C;
  - c. The installation of missing historical materials and features, supported by photographic or physical documentation;
  - d. Repointing and other masonry repairs;
  - e. Construction or replacement of patios or decks where the majority of the patio or deck cannot be seen from the public realm;
  - f. Placement of meters, vents, cable or telephone boxes, wiring, antennas, satellite dishes, and components of HVAC systems, when the placement is not on the primary facade;
  - g. Addition, removal or replacement of cloth, canvas, or acrylic awnings that otherwise comply with the relevant review standards;
  - h. Removal of deteriorated accessory buildings which are not original to the site or otherwise historically significant;
  - i. Installation of a temporary structure designed to promote safe access for individuals with disabilities, so long as the temporary structure can be removed and does not impact the essential form of the property;
  - j. The installation of fences or low walls of wood, stone, or brick (unless proposed in the Frontage Zone of the lot);
  - k. The replacement of exterior light fixtures and the installation of new light fixtures, including fixtures to illuminate signage.
3. **Exemption.** Tier 1 Projects proposed on structures which were built after the year 1930 per the Town's Assessor's Records (property cards) are exempt from Tier 1 Project review.
  4. **Process.** Where the Planning Department determines that an application meets the relevant review standards, the Certificate of Appropriateness shall be issued within ten (10) business days, without presentation to the Historic Special District Review Board for approval. If the Planning Department has not acted within ten (10) business days, the applicant may seek approval from the Review Board, rather than staff. Inaction by the Planning Department does not constitute approval of the application.
    - a. Applicants proposing Tier 1 Projects may elect for their application to be reviewed by the Review Board rather than the Planning Department. The

Planning Department can, for any reason, forward an application to the Review Board for review.

- b. The Planning Department shall provide its written findings and decision on any applications to the Review Board with written notice of any action taken on applications as an informational item at the next meeting.

#### F. Tier 2 Projects.

1. **Permitting Authority.** Tier 2 Projects are reviewed by the Historic Special District Review Board at a duly-noticed public hearing.
2. **Applicability.** Tier 2 Projects include, but are not limited to, the following:
  - a. Replacement of architectural details when there will be a change in design from the existing details;
  - b. The installation of fences or low walls of wood, stone, brick, when proposed to be within the Frontage Zone;
  - c. The installation or modification of Renewable Energy Systems;
  - d. Changes to roof lines, including rooftop additions, rooftop decks, or dormers.
3. **Process.** Upon receipt of a complete Tier 2 application the application shall be placed on the agenda for the next available Historic Special District Review Board meeting, provided that applicable noticing requirements can be met. Within forty-five (45) days of receipt of a complete application by the Historic Special District Review Board, the Review Board shall make a decision to approve, approve with conditions, or deny the application.
  - a. Upon mutual agreement by the Board and the Applicant, the review of an application may be continued to subsequent meetings.
  - b. Inaction by the Historic Special District Review Board within the above time frame shall constitute an approval of the application.

#### G. Tier 3 Projects.

1. **Permitting Authority.** Tier 3 Projects are reviewed by the Historic Special District Review Board at a duly-noticed public hearing, and require the assistance of a qualified historic preservation consultant.
2. **Applicability.** Tier 3 Projects include, but are not limited to, the following:
  - a. New Construction or Additions to buildings;
  - b. Demolition of any part of a structure;
  - c. Discovery of any archaeological resource on the site;

- d. Moving of buildings;
  - e. New Additional Structures.
3. **Process.** Upon receipt of a complete Tier 3 application, the application shall be placed on the agenda for the next available Historic Special District Review Board meeting, provided that applicable noticing requirements can be met. Within sixty (60) days of receipt of a complete application by the Historic Special District Review Board, the Board shall make a decision to approve, approve with conditions, or deny the application.
- a. Upon mutual agreement by the Board and the Applicant, the review of an application may be continued to subsequent meetings
  - b. Inaction by the Historic Special District Review Board within the above time frame shall constitute an approval of the application.
- 4.

#### H. Public Hearings.

- 1. The Historic Special District Review Board shall hold a public hearing on each Tier 2 or Tier 3 application for Certificate of Appropriateness prior to a decision being rendered. A notice of the hearing shall be mailed by the Town to direct abutters via USPS first class mail, postmarked at least 7 days in advance of the hearing. A notice shall also be posted by the Planning Department at the Town Office and on the Town's website. In the case of an application for a new Primary Building or an addition to an existing Primary Building, the noticing area shall be extended to abutting property owners within 250' of the subject property. Notice shall be made by the applicants, with receipt of mailing required to be submitted to the Town.
  - 2. Public Hearings and notifications are not required for Tier 1 Projects.
- I. **Approval.** If the Permitting Authority determines that the proposed Addition, Alteration, Relocation, New Construction or Demolition meets the standards of this Ordinance, it shall approve a Certificate of Appropriateness, and shall notify the applicant and Code Enforcement Officer, in writing, of the determination along with any conditions of approval within ten (10) business days.
- J. **Denial.** If the Permitting Authority determines that the proposed Addition, Alteration, Relocation, New Construction or Demolition does not meet the standards of this Ordinance, a Certificate of Appropriateness shall not be issued. A record of findings, describing how the application does not meet the standards of this Ordinance, shall be created, made available to the applicant, and maintained in the Town's records. The Permitting Authority shall notify the applicant and the Code Enforcement Officer within ten (10) business days of the final determination.

**K. Time Limits on Certificates of Appropriateness.**

1. Substantial construction shall commence within one (1) year of the issuance of a Certificate of Appropriateness. Approval may be extended for one (1) additional year from the conclusion of the original one (1) year time limit by the Planning Department upon written request of the applicant. Requests for a time extension must be submitted in writing within one (1) year of the initial approval. After the approval has expired or an extension has been denied, the applicant may reapply without prejudice. The extension shall be approved by the Planning Department, as outlined above, unless there is:
  - a. Additional information that indicates that the plan does not meet the standards of this Ordinance;
  - b. A failure to meet a condition of approval;
  - c. An amendment to this Ordinance that prohibits or otherwise alters the proposed project.

**3. Establishment of Historic Special Districts or Local Landmarks**

- A. Purpose.** To provide a clear amendment process for the establishment or expansion of Historic Special Districts or Local Landmarks, in accordance with Title 30-A, M.R.S.A § 4352 (Zoning Ordinances), as may be amended from time to time.
- B. Applicability.** This section shall apply to all petitions to establish a new Historic Special District or expand an existing Historic Special District. In addition, this section shall apply to all petitions to establish a Local Landmark.
- C. Procedure.**
  1. **Application.** Any person or group seeking to add or expand historic districts shall request the amendment in writing to the Historic Special District Review Board. Any proposal by the Selectboard or Planning Board shall be referred to the Historic Special District Review Board for comment before any further action. Any applications shall be in writing.
    - a. Applications for the establishment of Local Landmarks may only be made by a property owner or their assigns.
  2. **Studies and recommendations.** Before making its recommendation concerning the proposed establishment or expansion of an historic district or Local Landmark, the Historic Special District Review Board may conduct studies and research on the proposal. The Historic Special District Review Board shall make a report on every request received within six months. The final report shall also be mailed to the Maine Historic Preservation Commission for review.

3. **Public hearing.** Prior to making a recommendation concerning the proposed establishment or expansion of an historic district or Local Landmark, the Historic Special District Review Board shall hold a public hearing on the request, after due notice is provided twice in a newspaper of general circulation. The date of the first publication must be at least 12 days before the hearing and the date of the 2nd publication must be at least 7 days before the hearing. The notice must be written in plain English, understandable by the average citizen. Mailed notice of the proposal shall also be sent to the applicant, owners of all property to be included within the proposed designation, and property within a 250-foot radius of the property under consideration.
  4. **Final report.** Not later than 30 days after the public hearing, the Review Board shall submit a final report to the Planning Board with the Review Board's recommendation.
  5. **Further action.** After the Planning Board's receipt of the Review Board's recommendations, as provided above, the petition will make its way through the Zoning Amendment process as described in Article 7, Section 21 of the Core Zoning Code.
- D. Eligibility for Historic Designation.** The properties designated in accordance with this section shall have one or more of the following characteristics:
1. **History of Newcastle.** Structures, buildings or sites at which events have occurred that contribute to and are identified with or significantly represent or exemplify the broad cultural, political, economic, military, or social history of Newcastle, the State of Maine, or the nation, including but not limited to sites or buildings at which visitors may gain insight or see examples of particular items or of larger patterns in the North American heritage.
  2. **Persons.** Structures, buildings or sites associated with important historic persons.
  3. **Ideas.** Structures, buildings or sites associated with important examples of a great idea or ideal.
  4. **Architecture.** Structures or structural remains and sites embodying examples of architectural types or specimens valuable for the study of a period, style or method of building construction; for the study of community organization and living; landscaping; a single notable structure; or a site representing the work of a master builder, master designer, architect or landscape architect.
  5. **Visual continuity.** Structures or buildings contributing to the overall visual continuity of the historic district.
  6. **National Register.** Those sites or areas listed on or eligible for listing on the National Register of Historic Places.

#### 4. Interim Protection for Nominations

- A. **Nominated Local Landmarks and Historic Districts.** From the time of nomination of a Local Landmark or Historic Special District, including expansion of Historic Special Districts, until the Historic Special District Review Board acts upon such nomination, a site, structure, or area shall be subject to all of the provisions of Article 2, Section 2 governing demolition, to the same extent as if designated.
- B. Upon final action of the Historic Special District Review Board recommending the designation of a Local Landmark or Historic Special District, including expansion of Historic Special Districts, the site, structure, or area nominated shall be subject to all of the protections of Article 2, Section 2 of this Ordinance until such time as a final decision on designation by the legislative body of the Town of Newcastle becomes effective.
- C. Upon final action of the Historic Special District Preservation Review Board not recommending the designation of a Local Landmark, Historic Special District, or expansion of a Historic Special District, that site, structure, or area, the protections of Article 2, Section 2 of this Ordinance shall expire after 30 days from the date of the Board's action.
- D. Upon a vote by the legislative body of the Town of Newcastle to designate a Local Landmark, Historic Special District, or to expand a Historic Special District which fails to pass, that site, structure, or area shall no longer be subject to the provisions of Article 2, Section 2 of this Ordinance.

#### 5. Enforcement

- A. Where the applicant has done work or caused work to be done on a structure or a property for which a Certificate of Appropriateness is sought and such work is either not done in compliance with an approval received under this Ordinance, or any other Ordinance of the Town of Newcastle, or was performed without the approvals required under this Ordinance or any other Ordinance of the Town of Newcastle, no application for such structure or property shall be considered by the Planning Department or by the Historic Special District Review Board until the work done without approval is brought into compliance with the requirements of the relevant Ordinance.
- B. Review of any application by the Planning Department or by the Historic Special District Review Board in accordance with this Ordinance shall not constitute waiver of any future claims by the Town concerning violations and shall not stop the Town from prosecuting any violation.
- C. Failure to perform any act required by this Ordinance or of any conditions of approval on any Certificate of Appropriateness issued hereunder, or performance of any act prohibited by this Ordinance, shall constitute a violation and be subject to a fine as provided in 30-A M.R.S. §4452, as may be amended. Each day on which there is failure to perform a required act or on which a violation exists shall constitute a separate violation for purposes of this section.

## Article 4: Definitions

**Accessory Building:** Same as the definition found in Article 8 of the Core Zoning Code.

**Addition:** An improvement that increases the square footage of a structure or the addition of decks or patios. These include lateral additions added to the side or rear of a structure or vertical additions added on top of a structure.

**Additional Structure:** Same as the definition found in Article 8 of the Core Zoning Code.

**Alteration:** For the purposes of this Ordinance, this includes any change in foundations, gutters, door and window sash and character-defining decorative elements, such as, but not limited to, cornices, brackets, window architraves, doorway pediments, railing, balusters, columns, cupolas and cresting and roof decorations. This definition also includes the addition of skylights, utilities, and similar when seen from the Public Realm.

**Applicant:** Same as the definition found in Article 8 of the Core Zoning Code.

**Architectural Feature:** The architectural elements embodying style, design, general arrangement, and components of the exterior of any building or structure, including, but not limited to: decorative elements, the kind or texture of the building materials, and the style and type of all windows, doors, lights, and porches.

**Certificate of Appropriateness:** The approval documentation indicating compliance with the relevant standards of this Ordinance.

**Character or Character-Defining:** The visual aspects and physical features that comprise the appearance of a building, which may include the overall shape of the building and its materials, craftsmanship, decorative details, and unique aspects of its site or environment.

**Conjectural Features:** Features added based only on availability or added without research into what would be the historically accurate feature for a type of architectural style.

**Demolition:** The razing of a building or a structure or the removal of any exterior architectural feature or structure or object.

**Frontage Zone:** Same as the definition found in Article 8 of the Core Zoning Code.

**Hazard Building(s):** Any building which, because of inadequate maintenance, dilapidation, physical damage (including damage from a fire, flood, or similar), unsanitary condition, or abandonment, constitutes a fire hazard or a danger to public health.

**Historic Preservation:** Broadly, this is a conversation about the past for the purposes of planning for the future. For the purposes of this Ordinance, this means identifying and regulating buildings, structures, sites or districts with cultural, social, architectural or historic value in order to communicate with future generations those places (including individual buildings or sites and whole neighborhoods) which have been important or significant to the broader story of the Town of Newcastle and its inhabitants.

**Historic Resource Inventory:** An inventory, maintained by the Town, of sites, buildings and resources within the Historic Special Districts, and, if applicable, their Character-Defining features.

**Historic Special Districts:** Those shown on the Official District Map of the Town of Newcastle, Maine as may be amended from time to time. The Official District Map is included in Article 1 of the Core Zoning Code.

**Legislative Body:** Voters of the Town of Newcastle at a duly-noticed Town Meeting.

**Local Landmarks:** Those properties, which may be located outside of the Historic Special Districts but which have significant architectural, social, cultural or historical value in their own right, and which have been designated as Local Landmarks through the process outlined in Article 3, Section 3 of this Ordinance. Only property owners or their agents/assigns may initiate a petition to designate their property as a Local Landmark.

**Minor Alteration:** Incidental changes or additions to a building which will neither result in substantial changes to any significant historic features nor obscure such features. In no event shall any change be deemed minor when, in the determination of the Planning Department, such change shall alter the historic character of the building.

**New Construction:** New construction includes the placement of a new Primary or Accessory Building on a site, whether the new building is post-and-beam construction or factory-built/manufactured.

**Permitting Authority:** The Planning Department or the Historic Special District Review Board, as may be applicable.

**Planning Department:** The Town Planner or their designee.

**Primary Building:** Same as the definition found in Article 8 of the Core Zoning Code.

**Principal Facade or Principal Elevation:** The front of a building facing the street.

**Proportions:** The relationship of the size, shape, and location of one building element to all of the other elements; each architectural style typically has its own rules of proportion.

**Projections:** A part or feature of a building which extends out beyond the enclosing walls (for example, steps, porches, or enclosed entries, or bay windows, balconies, and cornices).

**Public Realm:** All public or civic lands including publicly-owned parks and open spaces, roads, sidewalks, rights-of-way, frontage zones, and water bodies.

**Reconstruction:** The act or process of depicting, through new construction, the form, features, and details of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time (usually using documentary or photographic evidence).

**Renewable Energy Systems:** Systems that harness energy from solar, geothermal and/or wind sources.

**Repointing:** To repair the joints of brickwork or masonry with mortar or cement.

**Review Board:** The Newcastle Historic Special District Review Board, as established by Article 3 of this Ordinance.

**Rhythm:** An ordered, alternating, recurring pattern of solids (walls) to voids (windows and doors) in building facades along the street. The recurrent alternation of walls to windows and doors (solids to



voids) along the front facade of a building establishes a pattern which can be perceived when observing the building from a distance.

**Temporary:** For the purposes of this Ordinance, the term Temporary shall have the same meaning as Temporary Structure, as outlined in Article 4, Section 9 of the Core Zoning Code.

DRAFT FOR PUBLIC HEARING



<b>Study Location:</b> Newcastle	<b>Agreement Begin Date:</b> 10/4/2023
<b>Municipality Vendor Number:</b> VC1000068078	<b>Agreement Expiration Date:</b> 7/1/2025
<b>WIN:</b> 27790.00	<b>Estimated Project Amount:</b> \$150,000.00
<b>CSN#:</b> 45695	<b>Agreement Payable Amount:</b> \$75,000.00
<b>AMS Advantage #:</b> 20231004000000000156	<b>Program:</b> Bureau of Planning

**NOTE: The information in the table above is for administrative purposes only.**

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**MAINE DEPARTMENT OF TRANSPORTATION  
PLANNING STUDY GRANT AGREEMENT  
PLANNING PARTNERSHIP INITIATIVE  
VILLAGE PARTNERSHIP INITIATIVE**

**This Planning Study Grant Agreement (the "Agreement")** is entered into by and between the State of Maine Department of Transportation ("MaineDOT") and Town of Newcastle (the "Grantee"). This Agreement is effective as of the date of the last signature below (the "Effective Date").

**RECITALS**

1. MaineDOT has established the Planning Partnership Initiative ("PPI") to assist municipalities, Regional Planning Organizations, and other transportation stakeholders with locally-initiated transportation planning and feasibility studies by providing grant funds.
2. MaineDOT has also established the Village Partnership Initiative ("VPI"), which includes the Large Transformative Initiative intended to assist municipalities with the revitalization of village and downtown centers to make them more walkable, bicycle-friendly, and business-friendly, and as an initial step in this endeavor, is providing grant funds under the VPI for locally-initiated planning and feasibility studies for developing a vision for village and downtown centers.
3. The terms and conditions of this Agreement apply equally to planning studies under the PPI and the VPI.

4. Grant funds for such planning studies ("Grant Funds") available under the PPI and the VPI are non-federal funds from MaineDOT to be matched by funds to be provided by the Grantee.
5. In reliance on the representations made by Grantee in its application for Grant Funds for its planning study under the PPI or the VPI, or both, as applicable (the "Application"), which is incorporated by reference into and made part of this Agreement, MaineDOT has selected Grantee's planning study for Grant Funds subject to the terms of this Agreement.

In consideration of the foregoing Recitals, which are an integral part of this Agreement, and the mutual covenants and agreements contained herein, MaineDOT and Grantee hereby agree as follows:

**A. Grantee's Planning Study**

1. Grantee will undertake and complete its planning study in accordance with the scope of work and in the study area described in Grantee's Application (the "Planning Study") and referenced in Appendix A hereto, which is incorporated into and made part of this Agreement. Grantee will not make any changes to the scope of work or study area for the Planning Study unless it has received the prior written approval of MaineDOT.
2. Grantee will appoint a project manager to administer, oversee, and monitor the progress of the Planning Study ("Grantee's Project Manager"), who will be the primary contact for Grantee for the Planning Study. Grantee's Project Manager must be a certified Local Project Administrator ("LPA") under MaineDOT's Local Project Administration process, or must make a reasonable effort to obtain LPA certification. Grantee will ensure that the Planning Study is conducted in accordance with the requirements of this Agreement, and all applicable Federal, Maine, and local laws and regulations.
3. Grantee will retain a qualified consultant to conduct the Planning Study, using the applicable selection method described in Chapter 2, "Hiring Consultants" of the *MaineDOT Local Project Administration Manual & Resource Guide* as currently in effect. MaineDOT will assist Grantee in evaluating consultant qualifications during the consultant selection process.
4. Grantee will not initiate the Planning Study until it receives MaineDOT's written authorization to proceed.
5. During the course of the Planning Study, MaineDOT will actively participate in Planning Study meetings and will provide planning, regulatory, and design and engineering input and guidance to Grantee and its consultant.

6. Grantee will complete the Planning Study no later than the date set forth in Appendix A hereto (the "Completion Date"), unless the Completion Date is extended by mutual written agreement of MaineDOT and Grantee. In the event Grantee foresees a delay in completing the Planning Study, Grantee will promptly inform MaineDOT of the anticipated delay and the reasons for the delay.
7. At the completion of the Planning Study, and in no event later than the date of Grantee's request for Grant Funds as provided in Section B.7 below, Grantee will provide to MaineDOT a copy of a Planning Study final report that includes a narrative of the Planning Study process, a description of the alternatives considered and of the evaluation criteria for those alternatives, the preliminary preferred alternative with reasons, and illustrations of conceptual designs, with cross-sections, for the preferred alternative ("Final Report"). MaineDOT will review the Final Report to determine if it conforms to the requirements of this Agreement.
8. Any transportation improvements that result from the Planning Study must conform to MaineDOT's design and engineering standards for federally-funded projects and to applicable Maine standards.
9. Grantee acknowledges and agrees that any future capital project that results from the Planning Study will include a local share of the costs of the project, which may be a municipal, private, or other non-federal share. MaineDOT and Grantee acknowledge and agree, however, that participation in the Planning Study and their entry into this Agreement do not constitute a commitment by either of them to participate in any future studies or projects that may be recommended by the Planning Study or to incur any operational or capital costs therefor.
10. In any discussion of the Planning Study in a public forum, whether in-person or virtual, or in addressing public and media inquiries concerning the Planning Study, Grantee will introduce and refer to the Planning Study as locally-requested and sponsored. Grantee will provide meeting space and audio-visual aids during public meetings associated with the Planning Study and lead any public discussion of the Planning Study.

**B. Funding of Planning Study**

1. The full agreed cost of the Planning Study is the amount set forth in Appendix A attached hereto (the "Full Agreed Cost").
2. MaineDOT will provide Grant Funds to Grantee for the Planning Study in the maximum dollar amount set forth in Appendix A attached hereto, which represents the percentage of the Full Agreed Cost set forth in Appendix A ("MaineDOT Percent Share"). Grantee will use the Grant Funds only for the Planning Study and for no other purpose.

3. Grantee will provide matching funds for the Planning Study in the dollar amount and from the source identified in Appendix A, which represents the percentage of the Full Agreed Cost set forth in Appendix A ("Grantee Percent Share"). Grantee will not vary the Grantee Percent Share unless it has received the prior written consent of MaineDOT.
4. In the event the final actual cost of the Planning Study is less than the Full Agreed Cost, MaineDOT will pay the MaineDOT Percent Share and Grantee will pay the Grantee Percent Share of the final actual cost.
5. If the final actual cost of the Planning Study exceeds the Full Agreed Cost, Grantee will be solely responsible for paying all costs above the Full Agreed Cost, unless MaineDOT and Grantee agree otherwise.
6. The disbursement of Grant Funds will be made only a reimbursement basis. During the course of the Planning Study, Grantee will advance all funds to pay the costs of the Planning Study.
7. Grantee may request Grant Funds from MaineDOT no earlier than the date that the Planning Study has been completed and the Final Report has been accepted by MaineDOT. The request for Grant Funds must be accompanied by all of the following:
  - (a) A copy of the Final Report if not previously provided to MaineDOT.
  - (b) An invoice showing (i) the total amount of the final actual cost of the Planning Study paid by Grantee; (ii) the dollar amount of the MaineDOT Percent Share of the final actual cost; and (iii) the dollar amount of the Grantee Percent Share of the final actual cost, with a deduction of the dollar amount of the Grantee Percent Share shown on the invoice. Grantee's invoice must be accompanied by invoices from Grantee's consultant for the Planning Study supporting the reimbursement request.
  - (c) The request for Grant Funds must reference the MaineDOT WIN number for the Planning Study.
8. MaineDOT will review the request for disbursement of Grant Funds and supporting materials and may request additional information deemed necessary by MaineDOT before disbursing Grant Funds. In the event such information is not provided by Grantee, MaineDOT may elect to withhold Grant Funds, or a portion thereof, until such information is provided in acceptable form.

**C. Termination; Funding**

1. Grantee may, upon not less than ten (10) days advance written notice to MaineDOT, terminate the Planning Study prior to its completion, and in such event, Grantee will be solely responsible for paying all costs incurred for the Planning Study to the date of termination, and MaineDOT will not be responsible for paying any portion of the MaineDOT Percent Share or any other amount in connection with the Planning Study.
2. MaineDOT may terminate this Agreement in the event of a material failure by Grantee to carry out its responsibilities under this Agreement that has not been cured to MaineDOT's satisfaction within the period of time specified by MaineDOT, and in the event of such termination, MaineDOT will not be responsible for paying the MaineDOT Percent Share or any portion thereof.
3. Grantee acknowledges and agrees that MaineDOT's obligations under this Agreement are conditioned on the availability of funds and on MaineDOT's continued authorization under applicable laws, regulations, or appropriations to use such funds for the purposes described in this Agreement, and in the event such funds become unavailable or may not legally be used by MaineDOT for the purposes described in this Agreement, MaineDOT will have the right to terminate this Agreement upon ten (10) days advance written notice to Grantee and will not be responsible for paying the MaineDOT Percent Share.

**D. No Liability**

Notwithstanding MaineDOT's selection of Grantee's Planning Study for an award of Grant Funds, or its provision of Grant Funds to Grantee or participation in the Planning Study as provided in this Agreement, MaineDOT will have no responsibility to Grantee or its agents, consultants, or contractors or any other third party for any damages, costs, claims, demands, or causes of action arising from any errors or omissions relating to the Planning Study or the Final Report. Grantee is acting solely as an independent contractor and not as an agent of MaineDOT under this Agreement.

**E. Contact Information; Notices; Amendments; Signatures**

1. MaineDOT's Project Manager and Grantee's Project Manager for this Agreement are set forth in Appendix A hereto.
2. Any notice provided for in this Agreement may be given by email.
3. This Agreement and its Appendix A may be amended only in a writing signed by MaineDOT and Grantee.

- 4. This Agreement may be signed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. The parties agree that this Agreement and any related documents may be signed electronically and that any electronic signatures appearing on this Agreement and any related documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.


**F. Nondiscrimination**

Grantee will not discriminate against any person on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, disability, age, or familial status.

**In witness whereof**, MaineDOT and Grantee have executed this Agreement by their respective duly authorized representatives.

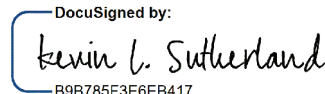
**STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION**

10/4/2023  
\_\_\_\_\_  
Date

By:   
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Dale F. Doughty  
Director, Bureau of Planning

**GRANTEE**

10/4/2023  
\_\_\_\_\_  
Date

By:   
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Kevin Sutherland, Interim Town Manager

**APPENDIX A  
TO  
GRANT AGREEMENT**

**WIN Number 27790.00**

**Name of Grantee: Town of Newcastle**

**Grantee's Contact Information for Planning Study:**

**Project Manager: Michael Martone, Town Planner**

**Mailing address: P.O. Box 386, Newcastle, ME 04553**

**Tel.: O: 207-563-3441 C: 201-341-4030**

**Email: planner@newcastlemaine.us**

**MaineDOT Contact Information for Planning Study**

**Project Manager: Stephen Cole**

**Mailing Address: 16 State House Station, Augusta, ME 04333-0016**

**Tel.: 207-441-4803**

**Email: stephen.cole@maine.gov**

**Name of Grantee's Planning Study: Newcastle Main Street Project**

**Physical location of Planning Study Area: Rt. 1 Ramp Interchange, Rt. 1B & Rt. 215, Village District**

**Planning Study Completion Date: 7/1/2025**

**Full Agreed Cost of Planning Study: \$150,000.00**

**MaineDOT Percent Share: 50%**

**MaineDOT Maximum Dollar Amount: \$75,000.00**

**Grantee Percent Share: 50%**

**Grantee Dollar Amount: \$75,000.00**

**Source of Grantee Percent Share: Town of Newcastle**



# Town of Newcastle

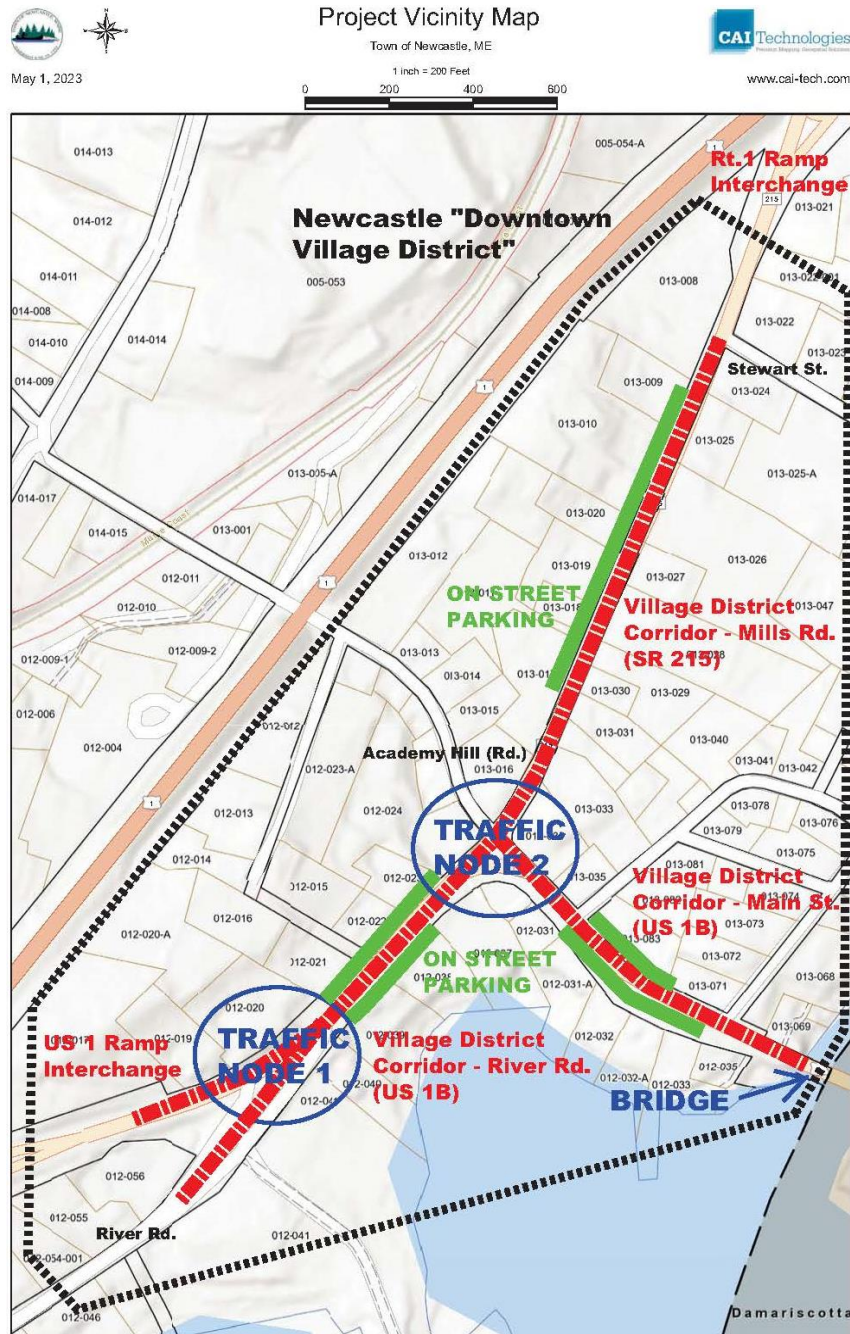
## Main Street Pre-Engineering Services

### Scope of Work

October 23, 2023

#### Introduction

The municipality of Newcastle in collaboration with the Maine Department of Transportation (MaineDOT) pursuant to a Village Partnership Initiative (VPI) agreement is soliciting proposals to reconfigure two central traffic nodes and the connecting vehicle corridors to better organize and calm traffic flow, support a pedestrian-friendly village district, and add on-street parking to encourage commercial and residential development in the study area depicted below:



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

The Town of Newcastle proposes a study that will focus on the street network in the community's downtown village. The result of the study is expected to benefit the Town with the following three possibilities:

- 1) It can serve as base information for future road and infrastructure improvements.
- 2) It can serve as a visionary guide to attract private development in the district where residential infill construction is desperately needed.
- 3) The Town can use the study to seek additional grant funding and assess the implementation of incentives, such as a TIF district.

The study shall support transportation planning as it has been designated in the Town's Comprehensive Plan. A decade ago, the town engaged in a rigorous community outreach process to broadly reassess land use. A Local Planning Committee was formed, and the town invested in hiring an outside planning consulting firm. This work led to the adoption of a new, visionary Comprehensive Plan and a complimentary Core Zoning Code that best represents the future of Newcastle. During this process, the town residents identified the desire to create a pedestrian-friendly downtown district and for it to be an extension of the neighboring Damariscotta Village District along the Business Rt.1/Main Street transportation corridor. To this end, the town has identified three needs that must be addressed for a pedestrian-friendly district to flourish, they are:

- 1) the need to calm traffic as it is delivered to and from US Rt.1,
- 2) the need to address two problematic intersection nodes that are the cause of driver confusion,
- 3) and the need for on-street parking that supports growing commerce in the downtown village, including restaurants, retail, mixed use, and residential infill development.

#### **Summary for Pre-Engineering Services:**

Reconfigure two Traffic Nodes to better organize and calm traffic flow on adjacent corridors; support a pedestrian-friendly mixed-modal village district of mixed-use zoning; and improve the downtown streetscape while adding on-street parking to encourage local commerce and residential development.

#### **Project Location and Proposed Improvements:**

1. Main Street (US 1B) from Traffic Node 1 to Traffic Node 2
  - Add on-street parking to Main St. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
2. Main Street (US 1B) from Traffic Node 2 to Damariscotta River Bridge
  - Add on-street parking to Main St. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
3. Mills Rd. (SR 215) from Traffic Node 2 to Stewart Street
  - Add on-street parking on Mills Rd. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
4. Traffic Node 1 (intersection of River Rd, Barroll Pt Rd, and US 1B/Main Street)
  - Redesign intersection, which currently encourages high speeds and creates a confusing, problematic, and inhospitable intersection and adjacent area.

- Assess different redesign solutions, including a roundabout (center drive-over), to reduce vehicle speed, calm traffic, and ease intersection navigation for traffic entering and exiting the downtown village area.
- Create a gateway to the downtown Newcastle and Damariscotta ‘Twin Village’ area.
- Take advantage of and complement the scenic view of the river and historic village area in Damariscotta.

#### 5. Traffic Node 2

- Modify or redesign confusing, and inhospitable intersection which currently lacks adequate pedestrian accommodations, disrupts the flow of local traffic, and discourages development of adjacent land.
- Assess different redesign solutions, including a four-way stop with US 1B northbound slip lane, to calm traffic, limit vehicle speed, and create/reconnect a hospitable pedestrian network within the downtown village area.
- Improve streetscape to accommodate and encourage traditional village development in the downtown area.

#### **Task 1 – Project Kick-Off Meeting**

The consultant will meet with representatives from the municipality of Newcastle and MaineDOT under a collaborative planning process. At a minimum, the kick-off meeting should accomplish the following:

- Identify and understand local issues
- Identify and understand relevant state and federal regulatory requirements
- Finalize the scope of work
- Identify previous related study efforts
- Identify available traffic data and the additional data that will need to be collected.
- Identify baseline environmental data to be collected
- Draft a preliminary study purpose and need

#### **Task 2 – Review Available Data**

The consultant team will review available information provided by the municipality of Newcastle and MaineDOT. These will include, but not be limited to, the following:

- Local Comprehensive Plan,
- Recent MaineDOT traffic counts and crash summaries for the Study Area
- Available land use and economic development information that could affect transportation in the study area provided by the municipality Newcastle.
- Other relevant reports, studies, and policies.
- StreetLight origin-destination traffic data if applicable.
- desktop screening of environmental conditions to identify known environmental resources in the study area

**Task 3 – Collect Additional Data if necessary, based on Task 1**

As part of Task 1 and Task 2, the Consultant Team and the Project Manager will identify additional data to be collected. At a minimum, the data need collection tasks anticipated are:

- Collect traffic volume and turning movement counts as required including
- Collect Environmental Baseline Conditions
- Conduct a parking study to review local parking policies, inventory parking supply, identify shortages or surpluses, and estimate future parking demand.
- Coordinate a Road Safety Audit.
- Conduct a Speed Study or Speed-Delay Study.

**Task 4 – Assessment of Current Conditions**

The consultant team will evaluate the existing and recent historic performance of traffic in the study area based on traditional forecasting and growth models. The assessment will include but not be limited to:

- Transportation Operation Analysis. Existing safety and transportation deficiencies as well as the impacts on traffic associated with growth and future year traffic will be assessed.
- Safety Assessment. The consultant will analyze the three most recent years of crash records to identify High Crash Locations and other locations that have high crash frequencies.
- Bicycle, pedestrian, and ADA Analysis. The consultant will analyze the bicycle and pedestrian infrastructure within the study area to identify gaps in the infrastructure and barriers to person with disabilities
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered.

**Task 5 – Assessment of Future Conditions**

The consultant team will evaluate future traffic volume based on traditional growth forecasts and considering anticipated development and land use changes underway. It will include:

- A 2045 forecast of traffic volumes in the study area, based on historical traffic data and available MaineDOT traffic forecasts
- Analysis of future traffic volume conditions of the study area. Analysis of alternatives under future existing conditions to prevent or minimize loss of service. The analysis will include predicted changes in mobility and safety.
- Analysis of existing and recommended access management
- Review of possible changes to the lane configuration without widening the roadway
- Analysis of the impacts associated with the construction of frontage roads and additions to the roadway grid

- Review of possible traffic signal modifications and implementation of traffic demand management
- Analysis of impacts to bicycle and pedestrian facilities
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered

### **Task 6 Develop Preliminary Recommendations**

Based on the analysis of alternatives determined in Task 5, the consultants will develop recommendations based on effectiveness of meeting the study area transportation needs. These recommendations may include low-cost improvements, a recommended roadway cross-section or cross-sections to improve the consistency of the study area corridor for its users, and other roadside or off-road improvement recommendations.

- Develop recommendations based on effectiveness and viability from a regulatory perspective. In some efforts based on budget, prior studies, municipal priorities, a consultant may be asked to consider a set number of recommendations, including a specific alternative and low cost/ non-capital alternatives.
- Measurements for effectiveness will include benefits to mobility and safety, cost and practicality of implementation, and ability to meet the purpose and need.
- The recommendations will include a discussion of the potential and degree of effort associated with environmental analysis, secondary, cumulative impacts, etc., including anticipated future costs of remaining planning, design and construction phases.
- Develop cost estimates for recommendations (including construction and potential right-of-way costs).
- Develop a recommendation for phasing of implementation.
- Develop a draft report containing the analysis of existing and future conditions, alternatives analysis, and recommendations, including a matrix summarizing recommendations along with an appendix of traffic and crash data.
- Develop basic conceptual renderings of recommended alternatives on aerial photography.

### **Task 6 Public and Agency Feedback**

The consultant team should expect to meet with the study team including representatives from the municipality of Newcastle and MaineDOT up to 10 times including Task 1. The consultant team's proposal should include an approach to effectively inform and solicit feedback from the public and other stakeholders. Most VPI's include 3-5 study team meetings and at least 2-3 public meetings one of which may be a standing Board of Selectman Meeting.

### **Task 7 – Final Report**

The Tasks discussed above will be combined into a final narrative report documenting the project. At a minimum the report will include a narrative of the study process, a description of the various alternatives considered, documentation of the evaluation criteria, and illustrations of conceptual designs and cross sections for the preferred alternative. The final report will incorporate all applicable technical memorandums.

### **Standards to be used in Proposals for the Town of Newcastle Transportation Study**

Any Transportation improvements in the Town of Newcastle would need to meet the following conditions:

1. All design features must reflect MaineDOT design guidance for Highway Corridor Priorities (HCPs) and must be consistent with the MaineDOT Highway Design Guide and the MaineDOT Bridge Design Guide.
2. All capacity, queuing, and level-of-service analyses will be done in accordance with the 2010 Highway Capacity Manual (HCM) methodologies.
3. Signalized and stop sign controlled intersections will be modeled using the latest version of Synchro/SimTraffic. Computer modeling showing impacts of queuing and level of service will be provided to MaineDOT. The design hour volumes will be based on estimated 30th highest hourly volumes for the design year.
4. Design year traffic estimates will be 2045.
5. Design speed – match existing posted speed,
6. Safety analysis of any proposed design will include an inventory of existing crashes, a prediction of crashes with the proposed design, and a comparative evaluation. Crash analysis will be based on the most recent five years of data available from MaineDOT. Safety analysis will generally follow Highway Safety Manual methodologies.
7. Drainage – needs to match into surrounding drainage structures.
8. Signing shall be in accordance with MUTCD (including potential changes to existing overhead signage in the area)
9. Any proposed lighting shall meet minimum AASHTO light levels
10. The Design Vehicle for the major intersections shall be a WB-67, all other intersection shall be for a bus/fire truck unless otherwise specified.
11. Any new traffic signal recommendations must be accompanied by a warrant analysis justifying the recommendation.

**MUNICIPALITY OF NEWCASTLE  
REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES FOR PRE-ENGINEERING SERVICES**

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The Municipality of Newcastle, in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for Pre-Engineering Services, MaineDOT WIN 27790.00. Proposers must provide a.) a technical proposal; and b.) a price proposal in a separate, sealed package. *Price shall not be part of the technical proposal; otherwise, that proposal shall be rejected.*

The Municipality is undertaking this Village Partnership Initiative (VPI) study with funding from the Maine Department of Transportation (MaineDOT). This project is subject to applicable federal and state laws, regulations, policies, and procedures, including but not limited to those described in the MaineDOT Local Project Administration Manual: <http://www.maine.gov/mdot/lpa/manual/>

**1. APPENDICES:**

Appendix A – Proposer’s Cost Proposal Form

**2. PROPOSALS ARE TO BE RECEIVED NO LATER THAN:**

Date Due: **Monday, December 11, 2023**

Local Time: **12:00 pm (noon)**

Any proposal, portion of a proposal, or unrequested proposal revision received at the Municipality after the time and date specified above **will not** be accepted.

**3. COMMUNICATIONS:**

Communications regarding the RFP must be submitted by email and directed to the RFP Coordinator listed below. The subject line must reference the project name, RFP title and Project WIN.

Name and Title: **Michael Martone, Town Planner**

Office Phone: **207.563.3441**

Email: **Planner@NewcastleMaine.US**

**4. REQUEST FOR CLARIFICATION/RFP AMENDMENTS.**

All requests for clarification and additional information must be submitted by email to the RFP Coordinator listed above by **12:00 pm (noon)** on **Tuesday, November 7, 2023**. Late requests will not be accepted. When appropriate, responses will be placed on the Municipality’s website:

**<https://www.newcastlemaine.us/planning>** no later than close of business on **Tuesday, November 21, 2023**.

## 5. PROPOSAL SCOPE OF WORK and LOCATION MAP

The scope of work of the project is as follows:

The Town of Newcastle proposes a study that will focus on the street network in the community's downtown village. The result of the study is expected to benefit the Town with the following three possibilities:

- 1) It can serve as base information for future road and infrastructure improvements.
- 2) It can serve as a visionary guide to attract private development in the district where residential infill construction is desperately needed.
- 3) The Town can use the study to seek additional grant funding and assess the implementation of incentives, such as a TIF district.

The study shall support transportation planning as it has been designated in the Town's Comprehensive Plan. A decade ago, the town engaged in a rigorous community outreach process to broadly reassess land use. A Local Planning Committee was formed, and the town invested in hiring an outside planning consulting firm. This work led to the adoption of a new, visionary Comprehensive Plan and a complimentary Core Zoning Code that best represents the future of Newcastle. During this process, the town residents identified the desire to create a pedestrian-friendly downtown district and for it to be an extension of the neighboring Damariscotta Village District along the Business Rt.1/Main Street transportation corridor. To this end, the town has identified three needs that must be addressed for a pedestrian-friendly district to flourish, they are:

- 1) the need to calm traffic as it is delivered to and from US Rt.1,
- 2) the need to address two problematic intersection nodes that are the cause of driver confusion,
- 3) and the need for on-street parking that supports growing commerce in the downtown village, including restaurants, retail, mixed use, and residential infill development.

### **Summary for Pre-Engineering Services:**

Reconfigure two Traffic Nodes to better organize and calm traffic flow on adjacent corridors; support a pedestrian-friendly mixed-modal village district of mixed-use zoning; and improve the downtown streetscape while adding on-street parking to encourage local commerce and residential development.



### **Project Location and Proposed Improvements:**

1. *Main Street (US 1B) from Traffic Node 1 to Traffic Node 2*
  - Add on-street parking to Main St. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
2. *Main Street (US 1B) from Traffic Node 2 to Damariscotta River Bridge*
  - Add on-street parking to Main St. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
3. *Mills Rd. (SR 215) from Traffic Node 2 to Stewart Street*
  - Add on-street parking on Mills Rd. where State R.O.W. easement allows.
  - Modify sidewalks and make crosswalk improvements.
4. *Traffic Node 1 (intersection of River Rd, Barroll Pt Rd, and US 1B/Main Street)*
  - Redesign intersection, which currently encourages high speeds and creates a confusing, problematic, and inhospitable intersection and adjacent area.
  - Assess different redesign solutions, including a roundabout (center drive-over), to reduce vehicle speed, calm traffic, and ease intersection navigation for traffic entering and exiting the downtown village area.
  - Create a gateway to the downtown Newcastle and Damariscotta ‘Twin Village’ area.
  - Take advantage of and complement the scenic view of the river and historic village area in Damariscotta.
5. *Traffic Node 2*
  - Modify or redesign confusing, and inhospitable intersection which currently lacks adequate pedestrian accommodations, disrupts the flow of local traffic, and discourages development of adjacent land.
  - Assess different redesign solutions, including a four-way stop with US 1B northbound slip lane, to calm traffic, limit vehicle speed, and create/reconnect a hospitable pedestrian network within the downtown village area.
  - Improve streetscape to accommodate and encourage traditional village development in the downtown area.



# Project Vicinity Map

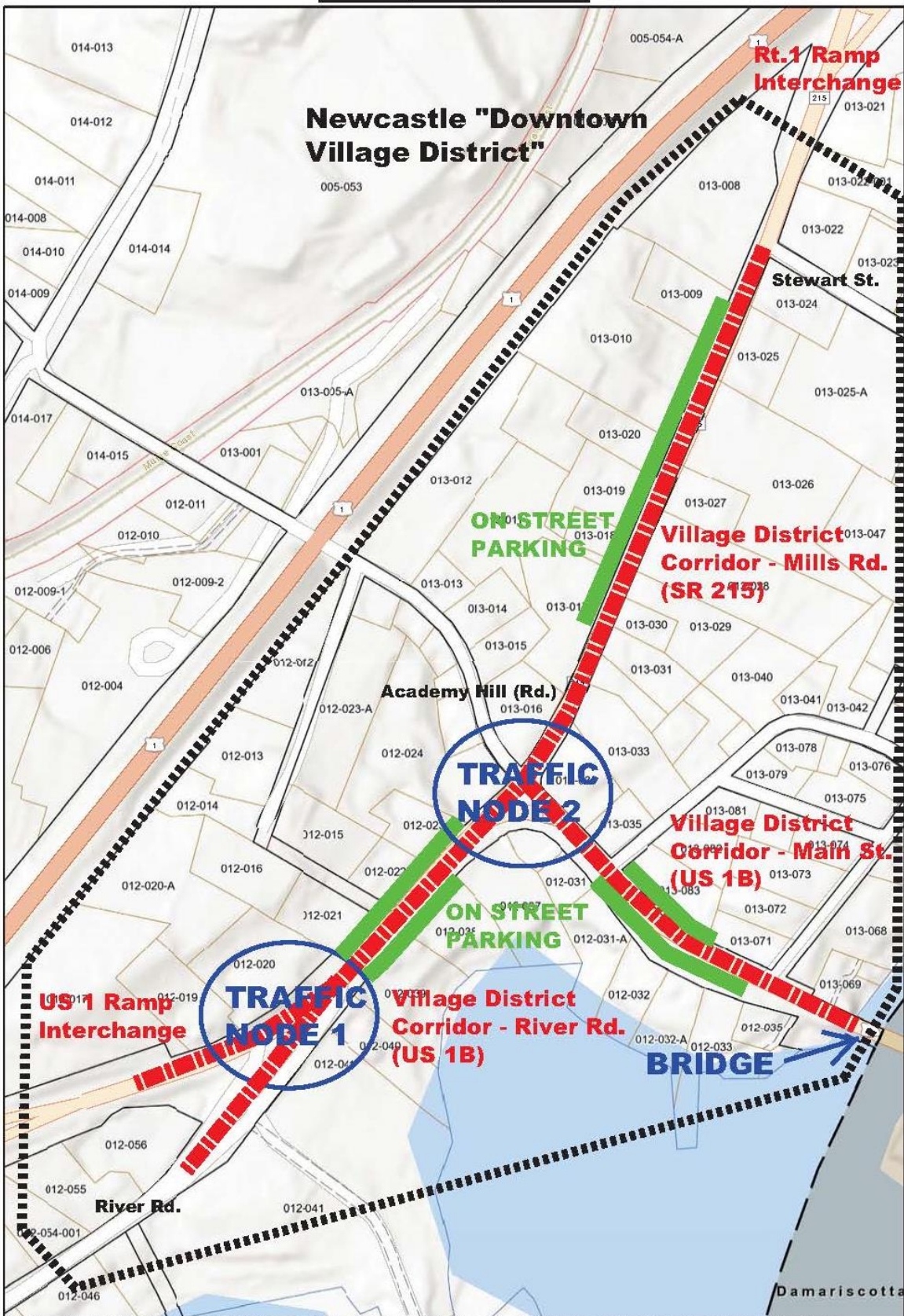
Town of Newcastle, ME



May 1, 2023

1 inch = 200 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

## 6. PROPOSAL RATING AND SELECTION PROCESS

- a. Technical proposals will be reviewed and scored using the responses to the criteria in the “Proposer Information” section below.
- b. This is a qualifications-based selection process, meaning that technical proposals alone will be used to select the successful Proposer. Upon selecting the successful Proposer, the Municipality will open that Proposer’s price proposal and begin negotiations. *Price proposals from all other Proposers will remain sealed during negotiations and returned unopened upon contract award.*

## 7. PROPOSER INFORMATION

- a. **Quality of Consultant Team** – (25 points) How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? How will information be presented or published during the process? Has the consultant adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project?
- b. **Project Understanding** (25 points) – How well does the consultant understand all aspects of this project? What elements of the process require extraordinary focus to achieve meaningful recommendations and meet the schedule?
- c. **Prior experience** (25 points) – Has the consultant presented a proven history of study similar to that set forth in the scope of work?
- d. **References** (15 points) – Proposers should include contact information for similar projects completed within the last five years. Similar projects performed by personnel proposed for this study will be evaluated more favorably. Respondents should focus on projects that have progressed beyond planning to implementation.
- e. **Schedule Quality** (10 points)- The Proposal should demonstrate that the team has the availability and necessary human resources to respond to and deliver this project. The proposal should lay out timelines for the various elements and identify the responsibilities of all parties as they relate to scheduled deadlines.
- f. **Contact Information:** Provide the name, address, phone number, and email address of the Proposer.
- g. **Signature Page:** Signature pages must be included with the technical and price proposals stating that “I certify that all of the information in this technical/price proposal is true and accurate.”

## 8. PACKAGING AND SUBMITTING YOUR TECHNICAL AND PRICE PROPOSALS

**Organization and Format:** Your technical proposal, which should be organized in the format and sequence indicated in these proposal instructions, must be submitted as outlined below.

- a. **RFP Title.** The Proposer’s full business name and address as well as the RFP title must be written on your proposal package, with reference to Project WIN 27790.00.
- b. **Hard Copy.** Technical proposals must be submitted as follows: **Three (3)** copies of the technical proposal must be submitted in hard copy format accompanied by **two (2)** electronic copies in .pdf format.
- c. **Price proposal:** The price proposal (**Appendix A**) must be provided in a separate, sealed envelope that will be opened only if the initial scoring of technical proposals results in a Proposer being ranked as best qualified. **NO MENTION OF PRICE WILL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE, THAT PROPOSAL WILL BE REJECTED.**

- d. **Proposal Package Submittal:** Proposal packages must be mailed/delivered as follows:

Regular Mail Delivery	Hand Carried Delivery	Federal Express/UPS Delivery
Address to: <b>P.O. Box 386 Newcastle, ME 04553</b>	Address to: <b>4 Pump Street Newcastle, ME 04553</b>	Address to: <b>4 Pump Street Newcastle, ME 04553</b>

## 9. TERMS & CONDITIONS / GENERAL INFORMATION

- The contract type used for this project will be a stand-alone project contract, and the method of payment will be adjustable burdened hourly rate.
- The initial contract term will be for one **(1) year**, commencing upon execution of the contract documentation. The Municipality reserves the right to modify the initial contract term at its discretion, as well as to award additional phases of the Project.
- This RFP does not commit the Municipality to pay costs incurred in preparing and submitting your proposal.

## 10. PROPOSAL PRICING

Price proposal and supporting data must be submitted on the standard Cost Proposal Form (Appendix A), which is available on the MaineDOT's Local Project Administration website under the heading labeled *Consultants*: <http://www.maine.gov/mdot/lpa/lpadocuments/>.

The price proposal must include the following:

- Project WIN, location, firm name, and address, contact name, and email address.
- Employee Classifications and Direct Labor Rates:**  
The Proposal must include each employee's classification and rate of pay. *Note: A cap on direct labor of \$62.00 per hour for the project manager and \$50.00 per hour for all other personnel applies to this project.*
- Overhead Rate:**  
The price proposal will reflect the Consultant's latest Audited Overhead Rate approved by the MaineDOT's Office of Audit. *(Note: Use of a fixed commercial rate will be accepted for small firms without an Audited Overhead Report.)*
- Fixed Fee/Profit:**  
The proposed fixed fee/profit is based on factors such as degree of risk, relative difficulty of work, and the size of the job. It must fall within the range of 6 percent to 15 percent.
- Direct Expenses:**  
This will consist of project expenses such as mileage (45 cents per mile), tolls, printing, postage, and subconsultant costs that are not included in direct labor, overhead and profit. *Note: Markup on direct costs is prohibited.*
- Total Proposed Cost:**  
This is the maximum amount proposed.

## **Section B: Proposal Pricing Attachments**

- **Insurance Certificates:**

Insurance certificates for the coverages listed below must be included with the Consultant's Cost Proposal Form:

- Professional Liability;
- Commercial General Liability, listing the Municipality as additional insured;
- Automobile Liability;
- Worker's Compensation;
- Excess/Umbrella Liability (if applicable).

Consultants must provide current insurance certificates by email to **Planner@NewcastleMaine.US**.

## **Section C: Subconsultant Proposal**

If a subconsultant will work on the project, the prime consultant must submit the subconsultant's proposal as supporting documentation.

## **11. DEBARMENT CERTIFICATION**

The signature pages required in Section 7, "Proposer Information," must have the following statement:

"By submitting to this RFP, I certify to the best of my knowledge and belief that the organization, its principals, and any subconsultants named in this proposal:

- Are not debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- Have not within three (3) years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.
  - violating federal or state antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default."

*Failure to provide this certification may result in the disqualification of the proposal.*

**12. FREEDOM OF ACCESS ACT: CONFIDENTIALITY.**

Under Maine's Freedom of Access Act, 1 M.R.S.A. §401, et seq., "public records" are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP will be considered "public records" available for inspection and copying once an award notification is made. If a Proposer contends that parts of its Proposal fall under an exception set forth in 1 M.R.S.A. §402(3), the Proposer may submit those parts of its Proposal in a separate envelope marked "Confidential," with each page marked "Confidential." Included in the envelope should be a non-confidential statement of the basis for the Proposer's claim that those parts of its Proposal fall within one or more exceptions to the definition of "public records." Designating parts of a Proposal "Confidential" does not by itself ensure that they will stay confidential.

If the Municipality receives a request to inspect or copy parts of a Proposal marked confidential, the Municipality will notify the Proposer. Within 14 days of receiving the Municipality's notice, any Proposer claiming documents are confidential must send the Municipality a list identifying each document that it claims is confidential. The Municipality will notify the party requesting disclosure that the documents will be withheld. If the party seeking disclosure files a legal action to gain access to the confidential information, the Proposer must retain counsel and join the legal action to defend its position that the release of information should be denied. The Proposer's failure to join the action and defend its position will constitute a waiver of its claim that the information is confidential. The Municipality will comply with the order issued by the court reviewing the case.

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

**MUNICIPALITY OF NEWCASTLE  
GENERAL ASSISTANCE ORDINANCE**

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Newcastle, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 2023 through September 30, 2024. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the municipal officers:

\_\_\_\_\_  
Karen Paz

\_\_\_\_\_  
Joel Lind

\_\_\_\_\_  
Tor Glendinning

\_\_\_\_\_  
Thomas Kostenbader

\_\_\_\_\_  
Rufus Percy

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

## 2023-2024 GA Overall Maximums

### Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	886	1,029	1,316	1,638	2,241
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	846	853	1,126	1,408	1,537
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,367	1,593	2,045	2,611	3,201
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219



COUNTY	1	2	3	4	5*
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,154	1,217	1,509	1,961	2,207
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

\*Note: Add \$75 for each additional person.

### Non-Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	742	812	951	1,281	1,464
<b>Franklin County</b>	781	834	1,033	1,383	1,695
<b>Hancock County</b>	965	996	1,198	1,521	1,655
<b>Kennebec County</b>	879	899	1,120	1,470	1,587
<b>Knox County</b>	905	913	1,120	1,490	1,592
<b>Lincoln County</b>	1,004	1,013	1,282	1,582	2,069
<b>Oxford County</b>	873	878	1,072	1,514	1,761
<b>Piscataquis County</b>	752	810	1,000	1,326	1,598
<b>Somerset County</b>	810	851	1,098	1,430	1,532
<b>Waldo County</b>	1,041	1,047	1,256	1,558	2,132
<b>Washington County</b>	811	816	1,060	1,328	1,453

\* Please Note: Add \$75 for each additional person.

2023

General Assistance Maximums Reference Sheet-Lincoln County

2024

Oct 1, 2023 to Sept 30, 2024

**OVERALL MAXIMUMS (A)**

Persons in Household				
1	2	3	4	5
\$1,004	\$1,013	\$1,282	\$1,582	\$2,069

Household of 6 = \$2,144  
\* Add \$75 for each additional person

**FOOD MAXIMUMS (B)**

Persons	Weekly	Monthly
1	\$67.67	\$291
2	\$124.42	\$535
3	\$178.14	\$766
4	\$226.28	\$973
5	\$268.60	\$1,155
6	\$322.33	\$1,386
7	\$356.28	\$1,532
8	\$407.21	\$1,751

Add \$219 per month for each + person

**HEATING FUEL (E)**

Month	Gallons	Month	Gallons
January	225	June – Aug	0
February	225	September	50
March	125	October	100
April	125	November	200
May	50	December	200

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**HOUSING MAXIMUMS (C)**

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$200	\$860	\$230	\$989
1	\$200	\$860	\$232	\$996
2	\$242	\$1,040	\$293	\$1,261
3	\$300	\$1,288	\$362	\$1,557
4	\$397	\$1,707	\$474	\$2,039

**PERSONAL CARE & HOUSEHOLD SUPPLIES (F)**

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**  
When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

**MILEAGE RATE (G)**  
46 cents (\$0.46) per mile

**FUNERAL MAXIMUMS (H)**  
Burial: \$1,475+; Cremation: \$1,025+

**ELECTRIC (D)**

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households with Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

## Appendix B

Effective: 10/01/23 to 09/30/24

## 2023-2024 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the [U.S.D.A. Thrifty Food Plan](#). As of October 1, 2023, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

**Note: For each additional person add \$219 per month.**

## Appendix C

Effective: 10/01/23-09/30/24

## 2023-2024 GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)****

### Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	134	577	169	726
1	139	598	185	794
2	156	672	216	929
3	218	940	292	1,256
4	243	1,044	333	1,434
<b>Franklin County</b>				
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	616	178	765
1	144	620	190	816
2	175	754	235	1,011
3	242	1,042	316	1,358
4	296	1,275	387	1,665
<b>Hancock County</b>				
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	191	821	221	950
1	191	821	228	979
2	222	956	274	1,177
3	285	1,227	348	1,496
4	301	1,293	378	1,625
<b>Kennebec County</b>				
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	171	735	201	864
1	171	735	205	882
2	204	878	256	1,099
3	274	1,176	336	1,445
4	285	1,225	362	1,557

## Appendix C

Effective: 10/01/23-09/30/24

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
<b><u>Lincoln County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039
<b><u>Oxford County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
<b><u>Piscataquis County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
<b><u>Somerset County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102

<b><u>Washington County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	185	796
1	155	667	186	799
2	190	818	242	1,036
3	241	1,034	303	1,303
4	254	1,091	331	1,423

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	742	203	871
1	196	841	235	1,012
2	250	1,074	301	1,295
3	313	1,344	375	1,613
4	437	1,879	514	2,211

<b><u>Cumberland Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	959	253	1,088
1	244	1,047	283	1,218
2	322	1,384	373	1,605
3	408	1,755	471	2,024
4	431	1,853	508	2,185

<b><u>Lewiston/Auburn MSA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840

**Appendix C**  
Effective: 10/01/23-09/30/24

**Metropolitan FMR Areas**

<b><u>Penobscot Cty. HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	163	702	193	831
1	163	702	194	836
2	206	884	257	1,105
3	259	1,114	322	1,383
4	273	1,175	351	1,507
<b><u>Portland HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	284	1,223	314	1,352
1	327	1,405	366	1,576
2	419	1,803	471	2,024
3	539	2,317	601	2,586
4	660	2,839	738	3,171
<b><u>Sagadahoc Cty. HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	185	794	215	923
1	216	930	256	1,101
2	260	1,118	311	1,339
3	364	1,563	426	1,832
4	432	1,857	509	2,189
<b><u>York Cty. HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	235	1,010	265	1,139
1	239	1,029	279	1,200
2	295	1,267	346	1,488
3	388	1,667	450	1,936
4	429	1,845	506	2,177
<b><u>York/Kittery/S. Berwick HMFA</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	275	1,183	305	1,312
1	280	1,205	320	1,376
2	370	1,592	422	1,813
3	511	2,195	573	2,464
4	654	2,813	731	3,145

## **2023-2024 Mileage Rate**

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>



2023-2024 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2023 to September 30, 2024.**

**APPENDIX A - OVERALL MAXIMUMS**

<u>County</u>	<u>Persons in Household</u>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Lincoln	\$1,004	\$1,013	\$1,282	\$1,582	\$2,069	\$2,144

**NOTE:** For each additional person add \$75 per month.

**(The applicable figures from Appendix A, *once adopted*, should be inserted here.)**

**APPENDIX B - FOOD MAXIMUMS**

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

**NOTE:** For each additional person add \$219 per month.

**APPENDIX C - HOUSING MAXIMUMS**

<b>Number of Bedrooms</b>	<u>Unheated</u>		<u>Heated</u>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	See Ga Maximum Reference Sheet			
1				
2				
3				
4				

**(The applicable figures from Appendix C, *once adopted*, should be inserted here.)**

FOR MUNICIPAL USE ONLY

**APPENDIX D - UTILITIES****ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

**NOTE:** For each additional person add \$10.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

**NOTE:** For each additional person add \$14.50 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

**APPENDIX E - HEATING FUEL**

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

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**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

### **APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<b><u>Number in Household</u></b>	<b><u>Weekly Amount</u></b>	<b><u>Monthly Amount</u></b>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

### **SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<b><u>Number of Children</u></b>	<b><u>Weekly Amount</u></b>	<b><u>Monthly Amount</u></b>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

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## Appendix H

Effective: 10/01/23-9/30/24

### Funeral Maximums

#### Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is \$1,475. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

#### Cremation Maximums

The maximum amount of assistance granted for a cremation shall be \$1,025.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

**Appendix H****Effective: 10/01/23-9/30/24**

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

## 2023-2024 GA Housing Maximums Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2023- 9/30/2024

### Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.88	595.50

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	153.00	612.00

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	183.56	734.25

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	661.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	672.00

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.75	747.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.44	645.75

<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.50	594.00

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.38	599.25

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	193.13	772.50

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	149.81	599.25

### Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	189.75	759.00

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	228.38	913.50

<u>Lewiston/Aub urn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	170.25	681.00

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.75	627.00

<u>Portland HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	295.50	1182.00

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	206.44	825.75

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	225.00	900.00

<u>York/Kittery/S . Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	258.00	1032.00



# Town of Newcastle

[www.NewcastleMaine.us](http://www.NewcastleMaine.us)

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Fax. (207) 563-6995

FROM: Kevin L. Sutherland, Interim Town Manager  
 TO: Newcastle Select Board  
 CC: Town Staff  
 DATE: October 18, 2023  
 RE: Select Board Supported Priorities – 3 month review.

On July 20<sup>th</sup>, we developed an analysis and report from a survey of goals and initiatives that led to prioritized list that the Select Board agreed to support at their meeting on July 24<sup>th</sup>. Below is the list of the top 10.

## Select Board Supported Priorities (7/24/2023)

Task	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3		
Hire a Town Manager	█																					
Roads/Sidewalks/Parking Ordinance	█																					
Repeal the Bidding Ordinance replace w/Policy	█																					
Downtown Traffic Planning					█																	
Fund Balance Policy					█																	
Comp Plan Modifications/Implementation						█																
Ordinance and Policy Housekeeping							█															
Core Zoning Code Updates														█								
Shoreland Zoning and Conservation Commission														█								
Town Property Maintenance Schedule															█							

**Gantt Chart of Top 10 Priorities.** The time estimates in the gantt chart above were developed from the averages provided from the survey responses. A good initial working goal is to always be working on three projects at any given time. Based on these assumptions, it would take until February 2025 to complete the top 10. I do believe some of these can be achieved faster than listed, but this is a good starting place and I'd suggest we continue to review progress on a quarterly basis and assess the order in which they're addressed.

In addition to supporting staff efforts to focus on these items, we all agreed to review the priorities on a quarterly basis and consider modifications. The rest of this report looks to review our progress and build a framework for further revisions to the Newcastle Select Board Priorities.

Select Board 7/24/23 Supported Priorities as of 10/23/2023

Task	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
Hire a Town Manager		A																		
Roads/Sidewalks/Parking Ordinance	B																			
Repeal the Bidding Ordinance replace w/Policy	C				D															
Downtown Traffic Planning	E		F			G														
Fund Balance Policy	H																			
Comp Plan Modifications/Implementation		I				J														
Ordinance and Policy Housekeeping					K															
Core Zoning Code Updates			L			M														
Shoreland Zoning and Conservation Commission			N																	
Town Property Maintenance Schedule					O															

- A. The Select Board will be negotiating a potential contract this evening in executive session.
- B. The Traffic and Parking Ordinance was reviewed at both meetings in August and after a public hearing in September, was adopted by the Select Board as permitted by MRS 30-A Section 3009. While it will likely need a few small edits in the month ahead, it follows the same process as any policy that the Select Board enacts or edits so clean up should be a one or two meeting process.
- C. The Select Board approved a purchasing policy that will go into effect after the Purchase and Bid Ordinance is repealed by a Town Meeting.
- D. The current proposal is to hold a Special Town Meeting on December 11<sup>th</sup>, 2023 to address the Purchasing and Bid Ordinance as well as several others tied to Land Use.
- E. Approval from the Maine Department of Transportation (MDOT) to develop a Village Partnership Initiative Agreement was granted and a joint RFP process was created for pre-engineering.
- F. Pending approval on 10/23 by the Select Board, the RFP will be released to the public and open to potential bidders until December 11th.
- G. Responses to the RFP will be reviewed by Committee and theoretically we'd have a design plan in place in this timeframe
- H. Afet two meetings with the Select Board, we had a cleaned-up version of the Fund Balance Policy. Once the audit is completed for FY23, we'll look to discuss what to do with any overages.
- I. Contact with the State was re-established at the end of September, staff are working through the documentation and are attempting to address issues raised.
- J. We intend to review any changes with the Select Board in November. If there are items determined to be of significance, we'll look to do some more public outreach.
- K. This item was intended to be in front of the Select Board this evening, but are posting this item to 11/13 as the current agenda is already rather lengthy. Our goal for the item is to develop a schedule and timeline for reviewing the two dozen ordinances and nine policies.
- L. At the September 11<sup>th</sup> meeting, we discussed tackling updates to the Core Code in small bites. The first one identified some rather minor updates to better preserve all historic structures and was sent to the Planning Board to go through the formal process. This will have to be voted on by the public at a Town Meeting. Currently suggested for December 11, 2023.
- M. We'll look to bring some additional updates for future Special Town Meetings and/or Town Meeting.
- N. Introduced on September 25<sup>th</sup>, these updates to our Shoreland Zoning were suggested by the state. The Select Board sent the changes to the Planning Board to be worked through the formal process. This will have to be voted on by the public at a Town Meeting. Currently suggested for December 11, 2023.
- O. Staff have not begun the process of reviewing and developing a plan to address this item.



Select Board side by side comparison of 1<sup>st</sup> Quarter

Task		8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
Hire a Town Manager	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar A from 9 to 11]																			
Roads/Sidewalks/Parking Ordinance	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar B from 8 to 9]																			
Repeal the Bidding Ordinance replace w/Policy	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar C from 8 to 9]				[Green bar D from 11 to 12]															
Downtown Traffic Planning	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar E from 8 to 9]	[Green bar F from 10 to 11]	[Green bar G from 12 to 3]																	
Fund Balance Policy	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar H from 8 to 9]																			
Comp Plan Modifications/Implementation	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar I from 9 to 10]	[Green bar J from 11 to 4]																		
Ordinance and Policy Housekeeping	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar K from 10 to 11]	[Green bar L from 12 to 3]																		
Core Zoning Code Updates	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar M from 9 to 11]			[Green bar N from 12 to 5]																
Shoreland Zoning and Conservation Commission	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023	[Green bar O from 9 to 11]																			
Town Property Maintenance Schedule	7/24/2023	[Blue bar from 8 to 12]																			
	10/23/2023				[Green bar P from 11 to 12]																

**Manager Observation:** We’ve made a lot of progress in a short amount of time. Granted, the blue bars are based on an average of both Select Board members and staff’s best guess as how long things might take to achieve back in July, our efforts to collectively stay informed and focusing as much as we can on working through these will continue to give us the advantage of staying ahead (green bars). Already we’ve learned – modifying ordinance should take at least two meetings if not more. Those that are tied to land use also require public hearings and recommendations from the Planning Board. And almost all ordinances need to be approved at a Town Meeting. Fortunately, you have the power to call for Special Town Meetings when it’s appropriate. Policies on the other hand typically only require one or two meetings for review or implementation. I also foresee some of the more community dividing items will require public outreach and involvement. So, over time, I suspect these comparison bars will gradually get closer to one another and shorter or longer depending on the topic and level of authority required to enact and enforce.

**What’s next?** While a lot of progress has been made, at the time of this memo’s writing two of these tasks have been completed. After the meeting on Monday, I hope that three will be ready to be removed from the list.

If that’s the case, the next three on the priority list (items 11,12,13) that could move up to put attention towards include:

- Downtown Development Strategy
- Initiate a Charter Commission
- Housing Development Strategy

Additionally, the Select Boards of Newcastle and Damariscotta are set to meet on October 30, 2023 to hear a presentation from the Lincoln County Regional Planning Commission on the county-wide housing needs assessment and then follow up with a facilitated conversation about priorities that the two towns could or should be working on together.

**Manager Recommendation:** I’d suggest we hold off on modifying our priority list until after we’ve met with Damariscotta and then decide whether anything prioritized collectively with them goes above or below the items currently on the list.

**Appendix A: Additional Items beyond the Top 10 that were initially identified and are in ranking order (or alphabetically if no points were received)**

- Downtown Development Strategy
- Initiate a Charter Commission
- Housing Development Strategy
- Island Road Classification
- Short-term Rental Ordinance
- Sand/Salt Shed Locations
- Cable Franchise Agreement
- Create a Cemetery Committee
- Create a Finance Committee
- Develop a Fish Ladder Agreement with Nobleboro
- Explore additional funding opportunities for Broadband
- Explore Municipal Solar Options
- Historic Preservation Ordinance
- Town Office Relocation Strategy
- Update Harbor Ordinance

**Appendix B: Additional items identified in the survey beyond the initial list of 25 (duplicates have been merged)**

- TIF / Utility capacity + needs
- Investigating and making a road maintenance schedule for all town-maintained roads. Replace or pave roads and make specific roads a priority.
- Lynch Road/Sherman Stream crossing design and funding plan.
- Foreseeable long term needs planning.
- We need to understand and have a program/policy to address the PFA issue.
- Improve/make more user friendly the town website.
- Budgeting strategies (Clear up Accounts if needed)
- review/discuss Hagar contract and road commissioner
- Pedestrian access throughout Town, Charging stations, Glidden St. Reconstruction.

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
<b>00387 AMAZON CAPITAL SERVICES, INC.</b>					
0187	6 INVOICES	14MRFH7DQXLR			
9/13	- Monitor / Cable	E 101-25-95		243.25	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
8/15	- Prime Essentials	E 101-25-80		179.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
9/19	- Desk Mount / Cable	E 101-25-95		48.66	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
8/30	- Paper,Clips, Trash	E 101-25-95		218.49	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
8/30	- Fire Co. Mailbox	E 105-05-55		189.99	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		<b>Vendor Total-</b>		<b>879.39</b>	
<b>00402 AMES TRUE VALUE</b>					
0187	HAGAR - WOODCHIPPER RENTA	ACCT#633441			
	WOOD CHIPPER RENTAL	E 107-43-02		300.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT				
		<b>Vendor Total-</b>		<b>300.00</b>	
<b>00348 AT&amp;T MOBILITY</b>					
0187	Hbr Master Phone	287314985671			
	Hbr Master Cell Phone	E 103-25-18		42.67	0.00
	PLANNING - OPERATIONS / CELL PHONE				
		<b>Vendor Total-</b>		<b>42.67</b>	
<b>00033 CENTRAL MAINE POWER CO</b>					
0187	Various Electric Accts				
35013844770	- STR LIGHTS	E 105-57-02		56.33	0.00
	PUB SAFETY - INFRASTRUCT / ST. LIGHTS				
35011641467	- F.D.	E 105-66-02		132.16	0.00
	PUB SAFETY - FIRE STA/COM / ELECTRICITY				
30012720394	- AC HL STR L	E 105-57-02		45.87	0.00
	PUB SAFETY - INFRASTRUCT / ST. LIGHTS				
		<b>Vendor Total-</b>		<b>234.36</b>	
<b>00074 COLBY &amp; GALE</b>					
0187	FIRE COMPANY GAS ACCT	SEPTEMBER			
	FIRE CO VEHICLE FUEL	E 105-05-60		406.28	0.00
	PUB SAFETY - FIRE DEPT / VEH GAS/OIL				
		<b>Vendor Total-</b>		<b>406.28</b>	
<b>00380 Constellation Newenergy, Inc.</b>					
0187	Various Electric Accounts				
35013306861	- Flasher Rt1	E 105-68-02		2.46	0.00
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY				
35015543313	- H. Bird	E 101-67-02		7.33	0.00
	GEN GOVT - BIRD PLAYGR / ELECTRICITY				
		<b>Vendor Total-</b>		<b>9.79</b>	
<b>00004 DEAD RIVER COMPANY</b>					
0187	Pre-Buy Fuel Contract	Town Office	*** PAID ***	Check #	2506
	Pre-Buy Fuel Contract	E 101-65-01		1,974.89	0.00
	GEN GOVT - TOWN OFFICE / HEATING FUEL				
		<b>Invoice Total-</b>		<b>1,974.89</b>	
0187	Pre-Buy Fuel Contract	Fire Station	*** PAID ***	Check #	2507
	Pre-Buy Fuel Contract	E 105-66-01		3,770.24	0.00
	PUB SAFETY - FIRE STA/COM / HEATING FUEL				
		<b>Invoice Total-</b>		<b>3,770.24</b>	
		<b>Vendor Total-</b>		<b>5,745.13</b>	
<b>00314 EES Consulting Inc</b>					
0187	IT Services	INV#8665			
	IT Services - INV#8665	E 101-25-09		1,282.50	0.00

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
GEN GOVT - OPERATIONS / COMP SUPPORT				
Vendor Total-			1,282.50	
<b>00397 EMMA MCKEARNEY</b>				
0187	REIMBURSEMENT MILEAGE	Elections Class		
	Elections Class 9/21/23	E 101-25-75	42.18	0.00
GEN GOVT - OPERATIONS / MILEAGE				
Vendor Total-			42.18	
<b>00011 GREAT SALT BAY SANITARY DIST.</b>				
0187	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	
<b>00400 IIA FIRE DEPARTMENT TESTING</b>				
0187	Hose & Ladder Testing	INV-063873		
	Hose/Ladder Testing	E 105-66-04	4,157.87	0.00
PUB SAFETY - FIRE STA/COM / MAINT/REPAIR				
Vendor Total-			4,157.87	
<b>00384 ISABELLE OECHSLIE</b>				
0187	Historic Preservation Ord	INV #230107		
	Historic Pres. - 230107	E 103-75-06	782.40	0.00
PLANNING - PLANNING BRD / PB CONSULT				
Vendor Total-			782.40	
<b>00013 LINCOLN COUNTY NEWS</b>				
0187	ADS - Hx Spec Dist Ord	P203018		
	Ads - Hx Spec Dist Ord	E 101-25-55	230.00	0.00
GEN GOVT - OPERATIONS / ADS				
Vendor Total-			230.00	
<b>00115 LINCOLN COUNTY REG. DEEDS</b>				
0187	September Discharges			
	September Discharges	E 101-25-91	323.00	0.00
GEN GOVT - OPERATIONS / RECORDINGS				
Vendor Total-			323.00	
<b>00121 LOUIS DOE, INC.</b>				
0187	Car Wash Supplies - FD	INV#2309-293034		
	Car Wash Supplies - FD	E 105-66-04	129.53	0.00
PUB SAFETY - FIRE STA/COM / MAINT/REPAIR				
Vendor Total-			129.53	
<b>00398 LUKE VELHO</b>				
0187	Reimb. of Sales Tax	Charged to BT		
	Reimb. of Sales Tax	G 1-345-00	1.00	0.00
GEN'L GOV. / STATE MV FEE				
Vendor Total-			1.00	
<b>00015 MAINE MUNICIPAL ASSOC.</b>				
0187	MMA Convention 10/4-10/5	Kevin & Emma		
	Oct. 4 - 5th MMA Conven.	E 101-25-80	270.00	0.00
GEN GOVT - OPERATIONS / PRO.DEV/FEES				
Vendor Total-			270.00	
<b>00017 MAINE TOWN &amp; CITY CLERKS ASSOCIATION</b>				
0187	Title 21A (Elections)	Michelle / Emma		
	9/21 - Title 21A Class	E 101-25-80	140.00	0.00
GEN GOVT - OPERATIONS / PRO.DEV/FEES				
Invoice Total-			140.00	
0187	MTCCA MEMBERSHIP	Emma McKearney	*** SEPARATE ***	
	MTCCA MEMBERSHIP - EMMA	E 101-25-80	30.00	0.00
GEN GOVT - OPERATIONS / PRO.DEV/FEES				
Invoice Total-			30.00	

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
Vendor Total-			170.00	
00300	MICHELLE CAMERON			
0187	REIMBURSEMENT Mileage	Election Class		
	Election Class 9/22/23	E 101-25-75	43.89	0.00
	GEN GOVT - OPERATIONS / MILEAGE			
Vendor Total-			43.89	
00366	NC HUNT INC			
0187	Statement#2309-418526	Plastic Culvert		
	#2309-418526	E 107-43-03	2,336.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / CULVERTS			
Vendor Total-			2,336.00	
00109	PROPERTY CARE PLUS, INC			
0187	Various Mowing Entities	INV#628428		
	Various Mowing Entities	E 101-70-02	705.00	0.00
	GEN GOVT - CEMETERIES / MOWING			
Vendor Total-			705.00	
00287	REGIONAL RUBBISH REMOVAL INC			
0187	SEPTEMBER TRASH PICK-UP			
	SEPT. TRASH PICK-UP	E 101-65-04	8.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
Vendor Total-			8.00	
00395	SEACOAST SECURITY INC.			
0187	Adding a Security Code	Inv#862592		
	Adding Security Code	E 101-65-04	30.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
Vendor Total-			30.00	
01510	SYMQUEST GROUP, INC.			
0187	Contract #37884	Fire Station		
	Contract #37884-Fire Co.	E 105-05-55	586.78	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC			
Vendor Total-			586.78	
00399	THOMAS STEVENS			
0187	FIRE DEPT PAY			
	FIRE DEPT PAY	E 105-01-10	60.81	0.00
	PUB SAFETY - COMPENSATION / FD HOURLY			
Vendor Total-			60.81	
00189	TIDEWATER TELECOM INC			
0187	PHONE LINES			
	TOWN OFFICE LINES	E 101-65-05	219.37	0.00
	GEN GOVT - TOWN OFFICE / TELEPHONES			
	FIRE DEPT	E 105-05-09	117.35	0.00
	PUB SAFETY - FIRE DEPT / PHONES			
Vendor Total-			336.72	
00962	TREASURER, STATE OF ME - MDOT			
0187	Fall 2023 Training	Kevin / Michael		
	Training - MDOT \$40 each	E 101-25-80	80.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
Vendor Total-			80.00	
00023	TREASURER, STATE OF ME-BMV			
0187	9/15-9/22, 9/22-29	BMV REPORTS		
	9/15 - 9/22 - BMV Report	G 1-345-00	1,772.25	0.00
	GEN'L GOV. / STATE MV FEE			
	9/22 - 9/29 - BMV Report	G 1-345-00	3,795.68	0.00
	GEN'L GOV. / STATE MV FEE			
Vendor Total-			5,567.93	

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
00027	TREASURER, STATE OF ME-IFW				
0187	MOSES REPORT	SEPTEMBER			
	SEPTEMBER MOSES REPORT	G 1-350-00		92.00	0.00
	GEN'L GOV. / STATE IFW \$				
		<b>Vendor Total-</b>		<b>92.00</b>	
01161	WHITE SIGN				
0187	AC HL, WILDERNESS, PERKIN	STREET SIGNS			
	ST. SIGNS	E 107-44-02		209.98	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS				
		<b>Vendor Total-</b>		<b>209.98</b>	
		<b>Prepaid Total-</b>		<b>5,745.13</b>	
		<b>Current Total-</b>		<b>23,428.42</b>	
		<b>Warrant Total-</b>		<b>29,173.55</b>	

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: 10/10, 2023

JOEL LIND \_\_\_\_\_  
 TOR GLENDINNING \_\_\_\_\_  
 RUFUS PERCY \_\_\_\_\_  
 KAREN PAZ \_\_\_\_\_  
 THOMAS KOSTENBADER \_\_\_\_\_

**Fire Warrant 10-10-2023**

<b>Vendor</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
Colby & Gale	105-05-60	Fuel	\$ 406.28
Louis Doe	105-66-04	Car Wash Supp	\$ 129.53
IIA Fire Dept Testing	105-66-04	Equip Testing	\$4,157.87
SymQuest Group Inc	105-05-55	Contract	\$ 586.78
Tom Stevens	105-01-10	Compensation	\$ 60.81
Tidewater	105-05-09	Phone Lines	\$ 117.35
Total for Submission:			<b>\$5,458.62</b>

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
<b>Vendor Total-</b>				<b>9,984.00</b>	
<b>00381 TREASURER, STATE OF ME- SOS OFC</b>					
0230	Emma McKerney - Notary		*** PAID ***	Check #	2562
	Emma - Notary Public	E 101-25-80		50.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
<b>Vendor Total-</b>				<b>50.00</b>	
<b>00023 TREASURER, STATE OF ME-BMV</b>					
0230	9/29-10/6 & 10/6-10/13	BMV REPORTS			
	9/29-10/6 - BMV Report	G 1-345-00		2,840.63	0.00
	GEN'L GOV. / STATE MV FEE				
	10/6-10/13 - BMV Report	G 1-345-00		5,084.55	0.00
	GEN'L GOV. / STATE MV FEE				
<b>Vendor Total-</b>				<b>7,925.18</b>	
<b>Prepaid Total-</b>				<b>50.00</b>	
<b>Current Total-</b>				<b>383,926.53</b>	
<b>Warrant Total-</b>				<b>383,976.53</b>	

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: 10/23, 2023

JOEL LIND  
TOR GLENDINNING  
RUFUS PERCY  
KAREN PAZ  
THOMAS KOSTENBADER

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Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
<b>00348 AT&amp;T MOBILITY</b>				
0230	Cell Phone Accounts	Fire Chief		
	Fire Chief Phone	E 105-05-09	234.52	0.00
	PUB SAFETY - FIRE DEPT / PHONES			
		<b>Vendor Total-</b>	<b>234.52</b>	
<b>00277 BANGOR SAVINGS BANK</b>				
0230	Fire Truck Loan Pymt	November		
	November Fire Truck Pymt	E 110-30-60	2,256.92	0.00
	DEBT SERVICE - DEBT SERV / LOAN PYMT FT			
		<b>Vendor Total-</b>	<b>2,256.92</b>	
<b>00403 BULLDOG FIRE APPARATUS INC</b>				
0230	P0736901/P0755201	2 Invoices		
	P0736901/P0755201	E 105-05-40	414.90	0.00
	PUB SAFETY - FIRE DEPT / NEW EQUIP			
		<b>Vendor Total-</b>	<b>414.90</b>	
<b>00033 CENTRAL MAINE POWER CO</b>				
0230	Various Electric Accounts			
	35011988843 - T.O.	E 101-65-02	97.16	0.00
	GEN GOVT - TOWN OFFICE / ELECTRICITY			
	35016922797 - SANDLOT	E 107-40-01	30.91	0.00
	PUBLIC WORKS - FACILITIES / ELECTRICITY			
		<b>Vendor Total-</b>	<b>128.07</b>	
<b>00380 Constellation Newenergy, Inc.</b>				
0230	Various Electric Accts			
	35013844770 - St Lights	E 105-57-02	43.61	0.00
	PUB SAFETY - INFRASTRUCT / ST. LIGHTS			
	35011641467 - Fire Co.	E 105-66-02	89.21	0.00
	PUB SAFETY - FIRE STA/COM / ELECTRICITY			
		<b>Vendor Total-</b>	<b>132.82</b>	
<b>00008 DAMARISCOTTA HARDWARE</b>				
0230	Re: 232230			
	Re: 232230	E 105-05-42	70.93	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT			
		<b>Vendor Total-</b>	<b>70.93</b>	
<b>00356 Damariscotta Region Chamber of Commerce</b>				
0230	Membership Dues	INV#7686		
	Membership Dues Inv#7686	E 103-75-06	225.00	0.00
	PLANNING - PLANNING BRD / PB CONSULT			
		<b>Vendor Total-</b>	<b>225.00</b>	
<b>00376 Dead River Company</b>				
0230	Sheepscot Station	Inv#48370		
	Sheepscot Station	E 105-68-04	751.35	0.00
	PUB SAFETY - SHEEPSCT STA / MAINT/REPAIR			
		<b>Vendor Total-</b>	<b>751.35</b>	
<b>00293 ELAN FINANCIAL SERVICES</b>				
0230	VISA COMMUNITY CARD	Google etc		
	Google, Zoom, Adobe etc	E 101-25-11	127.50	0.00
	GEN GOVT - OPERATIONS / SOFTWARE			
		<b>Vendor Total-</b>	<b>127.50</b>	
<b>00089 FIRE TECH &amp; SAFETY OF N.E. INC</b>				
0230	Invs:216821,216824,216831	Misc Fire Equip		
	Inv#216824	E 105-05-20	2,765.42	0.00
	PUB SAFETY - FIRE DEPT / S.C.B.A.			
	Invs#216821,216831	E 105-05-40	635.22	0.00
	PUB SAFETY - FIRE DEPT / NEW EQUIP			
		<b>Vendor Total-</b>	<b>3,400.64</b>	

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
<b>00010 GREAT SALT BAY COMM. SCHOOL</b>				
0230	SCHOOL/ELEMENTARY	October		
	October School/Elem.	E 116-60-01	149,770.83	0.00
	SCHOOLS - SCHOOLS / ELEMENTARY			
		<b>Vendor Total-</b>	<b>149,770.83</b>	
<b>00897 HAGAR ENTERPRISES, INC</b>				
0230	SNOW PYMT #3	NOVEMBER		
	Snow Removal Roads	E 107-41-01	31,167.14	0.00
		PUBLIC WORKS - WINTER OPS / SNOW REMOVAL		
	Snow Downtown	E 107-41-02	5,793.78	0.00
		PUBLIC WORKS - WINTER OPS / SNOW DWNTWN		
		<b>Invoice Total-</b>	<b>36,960.92</b>	
0230	Recon - Station Road	Capital Project		
	Recon-Station Rd	E 202-50-48	154,050.00	0.00
		ROADS RES - ROADS RES / CAPITAL PROJ		
		<b>Invoice Total-</b>	<b>154,050.00</b>	
		<b>Vendor Total-</b>	<b>191,010.92</b>	
<b>00404 HSE FIRE/SAFETY EQUIPMENT</b>				
0230	INV#F-248279			
	INV#F-248279	E 105-05-40	281.00	0.00
		PUB SAFETY - FIRE DEPT / NEW EQUIP		
		<b>Vendor Total-</b>	<b>281.00</b>	
<b>00165 KONICA MINOLTA/SYMQUEST</b>				
0230	500-0622968-000	YRLY CONTRACT		
	500-0473754-000 YRLY	E 105-05-55	897.41	0.00
		PUB SAFETY - FIRE DEPT / ADMIN/OFC		
		<b>Vendor Total-</b>	<b>897.41</b>	
<b>00318 LCTV</b>				
0230	10-2-23 BOS Meeting	Recording		
	Video Recordings	E 101-25-81	100.00	0.00
		GEN GOVT - OPERATIONS / VIDEO RECORD		
		<b>Vendor Total-</b>	<b>100.00</b>	
<b>01606 LINCOLN CEMETERY ASSOCIATION, INC.</b>				
0230	REIMB VETERANS CEMETERY	Mowing/Maint		
	Reimb. Vet. Cemetery	E 104-70-02	540.00	0.00
		GRANTS - CEMETERIES / MOWING		
		<b>Vendor Total-</b>	<b>540.00</b>	
<b>01074 LINCOLN COUNTY</b>				
0230	ACO - WAGES	September		
	ACO - Wages - September	E 105-55-01	145.84	0.00
		PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL		
		<b>Vendor Total-</b>	<b>145.84</b>	
<b>00005 LOCKBOX #936724</b>				
0230	TRANSCO IN4029242	CN32314-01		
	CN32314-01	E 101-26-01	24.15	0.00
		GEN GOVT - LEASES / COPIER		
		<b>Vendor Total-</b>	<b>24.15</b>	
<b>00016 MAINE MUNICIPAL EMPL. HEALTH TRUST</b>				
0230	October Contribution	MHT.15110		
	Dental	E 101-02-04	238.78	0.00
		GEN GOVT - FRINGE BENEF / VISION/DENTA		
	Health (Medical)	E 101-02-02	7,476.78	0.00
		GEN GOVT - FRINGE BENEF / HEALTH INS		
	IPP (Income Protection)	E 101-02-05	244.17	0.00
		GEN GOVT - FRINGE BENEF / IPP		
	Vision	E 101-02-04	27.89	0.00
		GEN GOVT - FRINGE BENEF / VISION/DENTA		

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
			<b>Vendor Total-</b>	<b>7,987.62</b>	
<b>00360 MODERN PEST SERVICES</b>					
0230	9/28 - INV6049297	Town Office			
	PEST REMOVAL-ACCT#267722	E 101-65-04		103.50	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR				
			<b>Vendor Total-</b>	<b>103.50</b>	
<b>00383 NAPA AUTO PARTS</b>					
0230	INV426-321699	Fire Company			
	INV426-321699	E 105-05-42		215.83	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
			<b>Vendor Total-</b>	<b>215.83</b>	
<b>00145 NEWCASTLE FIRE - REIMB.</b>					
0230	Reimbursement	Sheepscot Stati			
	Reimbursement for July	E 105-68-04		50.63	0.00
	PUB SAFETY - SHEEPSCT STA / MAINT/REPAIR				
			<b>Vendor Total-</b>	<b>50.63</b>	
<b>00109 PROPERTY CARE PLUS, INC</b>					
0230	Monthy Mowing	November			
	November Mowing	E 101-70-02		1,500.00	0.00
	GEN GOVT - CEMETERIES / MOWING				
			<b>Invoice Total-</b>	<b>1,500.00</b>	
0230	Various Mowings	INV 14693/14694			
	Various Mowings	E 101-70-02		825.00	0.00
	GEN GOVT - CEMETERIES / MOWING				
			<b>Invoice Total-</b>	<b>825.00</b>	
			<b>Vendor Total-</b>	<b>2,325.00</b>	
<b>00102 READY REFRESH/BLUE TRITION BRANDS INC</b>					
0230	TOWN OFFICE WATER	33I0424000511			
	TOWN OFFICE WATER	E 101-25-95		93.94	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
			<b>Vendor Total-</b>	<b>93.94</b>	
<b>00321 SBA TOWERS X, LLC</b>					
0230	CUSTOMER#ME24363-A-05	Inv Date 10/1			
	ME24363-A-05	E 105-05-25		95.70	0.00
	PUB SAFETY - FIRE DEPT / COMMUNICATN				
			<b>Vendor Total-</b>	<b>95.70</b>	
<b>00395 SEACOAST SECURITY INC.</b>					
0230	DAILY AUTO TESTING	FIRE & TOWN OFF			
	Town Office Monitoring	E 101-65-04		93.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR				
	Fire Sta. Monitoring	E 105-66-04		135.00	0.00
	PUB SAFETY - FIRE STA/COM / MAINT/REPAIR				
			<b>Vendor Total-</b>	<b>228.00</b>	
<b>01442 TOWN OF DAMARISCOTTA</b>					
0230	Interlocal Agreement	Shared Planner			
	July Adjustments	E 103-01-21		147.31	0.00
	PLANNING - COMPENSATION / DEVELOP ADM				
	August Adjustments	E 103-01-21		147.31	0.00
	PLANNING - COMPENSATION / DEVELOP ADM				
	Septmeber Planning	E 103-01-21		4,109.71	0.00
	PLANNING - COMPENSATION / DEVELOP ADM				
			<b>Vendor Total-</b>	<b>4,404.33</b>	
<b>00354 TOWN OF NOBLEBORO</b>					
0230	NOVEMBER TIPPING FEES				
	NOV. TIPPING FEES	E 102-10-10		9,984.00	0.00
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA				

**Fire Warrant 10-23-2023**

<b>Vendor</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
AT&T	105-05-09	Cell Phone	\$ 234.52
Bulldog Fire App.	105-05-40	-----	\$ 414.90
Damariscotta Hardware	105-05-42	Re: 232230	\$ 70.93
Fire Tech & Safety	105-05-20	Inv#216824	\$ 2765.42
“ “	105-05-40	2 Invoices	\$ <u>635.22</u>
			\$ 3400.64
HSE Fire/Safety Equipment	105-05-40	Inv#F-248279	\$ 281.00
Konica Minolta/SymQuest	105-05-55	Yrly Contract	\$ 897.41
NAPA Auto Parts (Wiscasset)	105-05-42	INV426-321699	\$ 215.83
SBA Towers X, LLC	105-05-25	Communications	\$ 90.70
Total for Submission:			<b>\$ 5,610.93</b>