

Select Board & Board of Assessors Meeting - Agenda
January 8, 2024 @ 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. November 27th, 2023
 - b. December 11th, 2023
- 4. Public Comments on Items Not on the Agenda**
- 5. New Business**
 - a. South Dyer Neck Bridge
 - b. Harbor Management Ordinance
 - c. Community Resilience Partnership
- 6. Unfinished Business**
 - a. Board and Committee Membership
 - b. Fireworks Ordinance
 - c. Finance Committee Ordinance
 - d. Fire Truck Procurement – Request for Proposal (RFP)
- 7. Town Manager Report and Communications**
- 8. Fiscal Warrants**
 - a. FY24 Thirteenth AP Warrant: \$53,771.02
- 9. Executive Session**
- 10. Future Agenda Items**
 - a. Comprehensive Plan State Approval
 - b. Posted Road Application
 - c. Ground Lease Agreement
 - d. Fish Ladder Agreement
 - e. Historic Preservation Ordinance
- 11. Adjournment of Meeting**

Manager commentary for January 8th, 2024 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 – South Dyer Neck Bridge**

Manager's Commentary: The Town office received a copy of the attached ([PAGE 13](#)) letter from the MaineDOT on Monday the 18th of December. The letter specifically states the end of December for a posting must be up by date, well before a Select Board meeting could have been called. I've pre-emptively requested the Road Commission put the signs up ahead a formal recognition from the Select Board. I have also notified the Fire Chief, the school administrators and bus departments, and the CLC Ambulance services.

Additionally, we're still working to get to the root cause of this letter and recommendation from the MaineDOT, but the best information I have available at this time is that the state is updating many of their load ratings in their inventory to current standards which are not condition driven.

In understanding the impact we will share with the State's posting committee, our commissioner shared this:

"This rating is huge for the town, this road has limited access, the bridge is the only way in or out for folks. The other end of the road is dead ended by an impassable section of an old logging road, that the town has never utilized. We stop on either side of this section, essentially making two dead end roads, one on South Dyer Neck, and the other on North Dyer Neck. This bridge provides the only point of access for all of the residents on South Dyer Neck Rd.

This rating limits the use of emergency vehicles as far as the fire department is concerned, along with limits the ability to maintain the road from a plowing, and regular maintenance standpoint. The majority of the road is dirt and every year a significant amount of material is needed to make repairs to the road. The cost alone to bring the material in by small truck load would more than double the budget for these types and any other type of repair that is needed on this road. In addition to this, recently there have been several new homes built on this road, and there is plenty of room for additional homes. The limit of 27 tons will severely limit the ability of the homeowners who have already purchased land to make improvements or build anything new."

We are working with VHB, who did a study on this bridge for us about a year ago, to see if this can be adjusted but, in the meantime, I would strongly recommend the Select Board conform to the state's recommendation and approve the

posting. We can work with VHB to perform a refined analysis to take to the state's posting committee for their consideration at a later date.

A Possible Motion: ***"To authorize the road commissioner to post a 30-ton weight restriction on the South Dyer Neck Bridge as prescribed by the Maine Department of Transportation"***

New Business Item: 5B – Harbor Management Ordinance

Manager's Commentary: The Harbor Committee chair provided me with the attached history to provide some context from his point of view. (See [PAGE 14](#)). The attached document starting on [PAGE 16](#) is a red-lined version that the Harbor Committee approved in April of 2023 (see [PAGE 38](#) for the minutes of that meeting). This committee recommended version is also what the Newcastle attorney had developed based on the comments and requests of the committee.

Our Harbor Management Ordinance is a two-town ordinance that any modification will need the approval of both communities. Therefore, it would be best to hold another workshop with the Damariscotta Select Board sometime this month to further explore the proposed changes and other modifications you all may want to consider.

Andy Dorr, the Town Manager in Damariscotta and I were looking to consider two possible evenings – 1/11 and 1/18. The Damariscotta Select Board met on 1/3 and were given a copy of the red-lined ordinance. They did not have a preference or concern for either date. I know our Select Board Chair will not be able to attend 1/11 as she is still out of town, so maybe the 18th works for the rest of you? How about 6pm?

Since our chair is out of town to call the meeting, I will ask for the remaining Select Board to take a vote.

A Possible Motion: ***"To schedule a joint workshop with the Town of Damariscotta Select Board at ___pm on January ___, 2024 in the Newcastle Fire Station Community Room at 86 River Rd."***

New Business Item: 5C – Community Resiliency Partnership

Manager's Commentary: We were recently approached by staff from the Lincoln County Regional Planning Commission (LCPRC) and the Coastal Rivers Conservation Trust offering their services to assist the Town of Newcastle in becoming members of the Community Resiliency Partnership (For more info, see [PAGE 39](#)). I have worked with communities in the past who have become members of this state program and over two funding cycles have been able to benefit from over \$100,000 of state funds to implement education programming and vehicle charging stations (See [PAGE 41](#) for some other examples around the state). I'd much prefer to have some outside help in our gaining membership, so I would suggest we send a letter support for LCPRC and Coastal Rivers Conservation Trust [PAGE 42](#) in their effort to get grant money and be our service provider and assist our staff in collecting the necessary information (see [PAGE 43](#) and [PAGE 47](#)) and for holding the community outreach meeting on our behalf.

A Possible Motion: ***“To support the draft letter to the Community Resilience Partnership Program Manager and express our intent to enroll and participate in the Community Resilience Partnership with the assistance from Service Providers, LCRPC and Coastal Rivers Conservation Trust.”***

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 – Board and Committee Membership**

Manager’s Commentary: At the [December 11th meeting](#), I shared with the Select Board some gaps in our tracking and appointment/re-appointment efforts. It would be very beneficial if the Select Board would take action for some of the appointed board and committee members for whom we do not have an accurate record as well as a few who have recently expressed interest in serving. You’ll see some suggested appointments to the Finance Committee – I think it would be ideal, with the suggested changes outlined in 6C, to keep a small group of residents with some financial background engaged in these efforts.

Possible Motions: ***“To re-appoint Kevin Houghton to the Planning Board with a term expiring 6/30/2026, and Ben Frey to the Planning Board with a term expiring 6/30/2025.”***

“To appoint Wanda Wilcox to the Planning Board with a term expiring 6/30/2026.”

“To re-appoint Ben Frey to the Finance Committee with a term expiring 6/30/2025 and John Hartman to the Finance Committee with a term expiring 6/30/2026.”

“To re-appoint David Lawrence to the Harbor Committee with a term expiring 6/30/2026 and Gisela Heimsath-Rhodes to the Harbor Committee with a term expiring 6/30/2024.”

“To re-appoint Robert Wallace to the Shellfish Conservation Committee with a term expiring 6/30/2026.”

Unfinished Business Item: **6B – Fireworks Ordinance**

Manager’s Commentary: As part of the Ordinance and Policy Review Work Plan, we reviewed this policy ([PAGE 57](#) for the redline and [PAGE 61](#) for the clean draft) at the [December 11, 2023 meeting](#). There were no additional recommended changes at that meeting. To reiterate, nothing of substance was suggested to be changed. Mostly clarification of wording, a few more commas, and some shuffling of the articles. At this point, I would suggest scheduling a public hearing and, in that notice, we will include an administrative note in the public posting explaining why we’re doing this to hopefully stave off some, dare I say, fireworks.

A Possible Motion: ***“To schedule a public hearing on the proposed amendments to the Fireworks Ordinance for February 12, 2024.”***

Unfinished Business Item: **6C – Finance Committee Ordinance**

Manager’s Commentary: At the [December 11, 2023 meeting](#), we further discussed reaching out to previous members of the committee to hear about their thoughts of the proposed changes and/or repeal. Both John Mills and John Hartman were the only two who responded, and both expressed interest in remaining involved. Additionally, Ben Frey, who was at our 12/11 meeting mentioned he had been appointed to the committee and expressed interest in remaining on the committee if the decision was not to repeal. There were a few additional changes we’ve made based on the feedback that we received. [PAGE 64](#) for the red-line and [PAGE 66](#) for a clean draft.

Reduce the committee further (to 3), recommend residents with some experience in the financial sector be appointed, a provision to create their own rules subject to the Select Boards approval and to clean up a few additional parts of the supervise investments.

A Possible motion: ***“To schedule a public hearing on the proposed amendments to the Finance Committee Ordinance for February 12, 2024.”***

Unfinished Business Item: **6D – Fire Truck Procurement – Request for Proposal (RFP)**

Manager’s Commentary: We’re finally ready to share the RFP on [PAGE 67](#). Also, not included in the packet, but on the website and linked in the RFP is the [Bid Specifications document](#). Our newly implemented purchasing policy would normally just require a process completely administered by the Town Manager, but for two reasons we are bringing this to the Select Board. 1) This item cannot be covered in the current FY24 budget, so I am looking to the Select Board for guidance, support, and approval. 2) The scoring mechanism outlined in the RFP on [PAGE 69](#) suggests a Total Cost approach. This approach gives Technical Suitability the greatest weight in determining the winning bid.

While I believe we have the cash in unassigned fund balance to cover this (still waiting on auditor confirmation for the past two fiscal years) it would likely take us below our policy threshold. Therefore, I would recommend a bond approval by Town Meeting to cover this, as I am also cognizant of future expenses related to the replacement of the Lynch Road minor span. These expenses may have to be paid for by the town before we’re reimbursed.

There is an aggressive timeline written into this RFP to allow for a Special Town Meeting to approve a bond for a fire truck. If that is the direction the Select Board would like to go, I will need support at this meeting to both allow the RFP process to play out and begin the process of preparing bond documents to be shared as part of a March Special Town Meeting.

While we are addressing the Fire Truck, I would suggest we marry the two big ticket items, covering both the Fire Truck and the Minor Span with “up to” language for \$2.5 million (\$700k for the truck and an estimated \$1.7+ for the Lynch Road minor span replacement with a bridge).

Mitigating Risk: There’s a clause in the RFP that the winning bid is still contingent on a Town Meeting vote. The Lynch Road ‘culvert’ is part of federal declaration #4719 and has the potential to be substantially covered with federal dollars. If we’re awarded monies to cover the Lynch Road span, a substantial portion (roughly 2/3rds) would be paid off.

Aside from my tangent on bonds and timelines, I’ve asked members of the Fire Department to attend and answer any questions about the RFP or bid specs you may have.

A Possible Motion: *“To seek bids utilizing the Fire Truck Procurement RFP as presented, establish a Special Town Meeting for March 25th at 7pm in the Community Room of the Fire Station at 86 River Road, and notify the Interim Town Clerk.”*

Fiscal Warrants: 8A – FY24 Thirteenth AP Warrant

Manager Commentary: This can be found starting on [PAGE 71](#).

A Possible motion: *“To approve the thirteenth FY24 AP Warrant.”*

**Select Board & Board of Assessors Meeting - Agenda
November 27, 2023 @ 7:00 p.m.
Fire Station Community Room, 86 River Rd.**

Present Board Members: Karen Paz, Tor Glendinning, Joel Lind, Rufus Percy

Absent Board Members: Thomas Kostenbader

Staff: Kevin Sutherland, 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 amendments were made to the agenda.
3. **Minutes of the previous meeting**
 - a. **November 13, 2023:** Tor made a motion to approve the minutes of the November 13, 2023, meeting as written. Motion was seconded by Joel. Motion was passed 4-0, 1 absent.
4. **Public Comments on Items Not on the Agenda**
 - a. **Kevin Voigt:** Kevin, a resident of Newcastle, shared concerns regarding potential street parking on Mills Rd because of the Village Partnership Initiative and the impact of the construction of apartments at 10 Mills Rd. He doesn't believe there is enough business that would warrant parking on Mills Rd. He had additional concerns regarding how fast people drive in that section of Mills Rd and the conditions of the sidewalk. The Board clarified that the Town currently has a request for bid proposals for a study to be conducted in the pre-determined area. At this time, there is no plan; the Town is exploring possibilities which will be completed with the study. There will be ample opportunity to discuss concerns once the study has been completed. Kevin questioned what would happen if the apartments were built and they remained vacant and their aesthetics to be in line with other homes on the road. Town Manager and the Board explained that the plans for the apartment are similarly designed to fit in with the other homes, and there is a significant housing crisis in the state. They don't believe the apartments will go un-filled.
5. **New Business**
 - a. **North Newcastle Road Weight Limit Petition:** The Town received a petition from residents of North Newcastle requesting that there be a posted weight limit on the road. Residents cited heavy truck use as a shortcut, the road width, and pedestrian traffic being some of the reasons for their request. Town Manager will draft a process/application to address this request and future requests and bring this back to the Select Board for further discussion in January.
 - b. **Finance Committee Ordinance:** The Town has had a Finance Committee since 2016. However, the committee hasn't met for a while and there is only one unexpired membership out of the seven positions. Discussion of advantages and disadvantages of a Finance Committee. Town Manager will attempt to engage with previous members and see if there is interest to update the ordinance and revive some membership. If not, to request a repeal of the Finance Committee Ordinance.
 - c. **Personnel Policy – Amendments:** Town Manager and Board reviewed proposed changes to the personnel policy presented at the Select Board meeting on November 13, 2023, and changes that were made during that meeting. One additional correction was made for a spelling error. Board will move forward with a final vote during the December 11, 2023 meeting which will include the personnel policy with amendments

6. Unfinished Business

- a. **Special Town Meeting Warrant:** Select Board reviewed the proposed warrant for the Special Town Meeting scheduled for December 11, 2023. Town Manager recommended that the Special Town Meeting start at 6:30pm as there will be a regularly scheduled Select Board meeting following. Tor made a motion to establish a Special Town Meeting for December 11, 2023, at 6:30pm in the Community Rom of the Fire Station at 86 River Rd and send notice to R. Benjamin Frey to inform the inhabitants of the Town of Newcastle of said meeting. Motion was seconded by Rufus. Motion was passed 4-0, 1 absent.
- b. **December 25th Select Board Meeting:** Town Manager and Select Board discussed options for the Select Board meeting scheduled for December 25, 2023, including canceling the meeting or rescheduling the meeting. Joel made a motion to cancel the December 25th Select Board meeting. Motion was seconded by Karen. Motion was passed 4-0, 1 absent.
- c. **Traffic and Parking Ordinance:** Town Manager and Select Board reviewed amendments to the Traffic and Parking Ordinance. The changes allow the Town Manager to appoint a person, or people, to enforce parking violations with a warning, ticket, or towing. The Board made wording changes to include 'ticketing and towing.' Joel made a motion to adopt the revised Traffic and Parking Ordinance as amended. Motion was seconded by Rufus. Motion was passed 4-0, 1 absent.
- d. **Fee Schedule:** Town Manager reviewed the updated Fee Schedule of the things that were missing. Town Manager clarified that, in the instances of hunting and fishing licenses, the most commonly requested items are listed. There are booklets available at the Town Office of IFW hunting and fishing laws and fees. Mal Carey, resident of North Newcastle, sought clarification on Freedom of Access Act fees. Joel made a motion to approve the Newcastle Town Fee Schedule as presented. Motion was seconded by Tor. Motion was passed 4-0, 1 absent.
- e. **Ordinance and Policy Review:** Town Manager reviewed the updated version of the Ordinance and Policy Review chart presented at the meeting on November 13, 2023. Presently, there is a plan for there to a Special Town Meeting quarterly to vote on the revised ordinances and policies. Town Manager explained that items were put in order due to their age. The Select Board would like to keep in mind the timeliness of the ordinances (ex: Transient Seller and Lunch Wagon Ordinance and Fireworks Ordinance being utilized in the summer months). The Select Board will be voting on the revised personnel policy which will include a updated health insurance policy at the Select Board meeting on December 11, 2023. Town Manager and Select Board will review progress in 3 months. Rufus made a motion to accept the Ordinance and Policy Review Work Plan memo dated November 22, 2023, and commit to reviewing this document for progress and potential modification on a biannual basis. Motion was seconded by Tor. Motion was passed 4-0, 1 absent.
- f. **Select Board Priorities:** A survey was sent to the Select Board and Town staff; there was a 64% completion rate. Town Manager reviewed the report of the survey results. Top priorities, based on responses, include Lynch Rd/May Day project completion and housing. Town Manager noted that some items may be delayed, and have been accounted for, due to needing to work with other towns. There will be ongoing reviews of the progress of this list. Karen made a motion to accept the Select Board List of Updated Project Priorities for Newcastle presented in the memo dated November 22, 2023, and commit to reviewing for progress and potential modification in March of 2024. Motion was seconded by Tor. Motion was passed 4-0, 1 absent.

7. **Town Manager Report and Communications:** Town Manager reviewed his report. Topics discussed were: Newcastle Fire Department submitted a grant through the Maine Forest Service, residents' concerns regarding street lighting, upcoming Planning Board workshop to discuss the Shoreland Zoning Ordinance, upcoming agenda items, and Public Works projects have been impacted due to this year's weather. There will be a community meeting at the Harriet Bird Building in Sheepscot Village from 4:30pm-7pm on November 28, 2023. There will be a Planning Board Workshop scheduled for November 30, 2023, at 6:30pm at the Newcastle Fire Station Community Room.

8. Fiscal Warrants

- a. **FY24 Tenth AP Warrant: \$305,722.44:** Joel made a motion to approve both sections of the Tenth AP Warrant for \$305, 722.44. Motion was seconded by Rufus. Motion was passed 4-0, 1 absent.

9. Executive Session**10. Future Agenda Items**

- a. **Fire Engine Bid**
- b. **Comprehensive Plan State Approval**
- c. **Reserve Account Review**
- d. **Board and Committee Membership**
- e. **Ground Lease Agreement**

11. **Adjournment of Meeting:** Joel made a motion to adjourn the meeting at 9:06pm. Motion was seconded by Rufus. Motion was passed 4-0, 1 absent.

DRAFT

**Select Board & Board of Assessors Meeting - Minutes
December 11, 2023 @ 7:00 p.m.
(immediately following the Special Town Meeting)
Fire Station Community Room, 86 River Rd.**

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

Minutes transcribed by Emma McKearney, Deputy Town Clerk

1. **Call to Order:** Meeting started at 7:50pm.
2. **Amendments to the Agenda:** No amendments were made.
3. **Minutes of the previous meeting:** No minutes were presented to approve. Minutes from the November 27, 2023, meeting will be presented at the next meeting.
4. **Public Comments on Items Not on the Agenda**
 - a. **Ben Frey:** Ben, Newcastle resident and Chair of the Planning Board, expressed concerns regarding the vote to not pass the Article 7 amendments to the Core Zoning Code at tonight's Special Town Meeting. He feels as though there is now a large hole in the Core Zoning Code that someone can, and eventually will, take advantage of. He plans to have the Planning Board work with the Town Planner, Michael Martone, to create alternative changes and recommendations.
 - b. **Wanda Wilcox:** Wanda, Newcastle resident, voiced concerns about people's desire to have a weight restriction on the North Newcastle Road. She doesn't see a reason for there to be a weight limit because some people may need deliveries from trucks that would exceed the weight limit. Wanda expressed that she is not in favor of the possible weight limit posting of the North Newcastle Road.
 - c. **Mal Carey:** Mal, Newcastle resident, is following up on what he brought forward at the November 13, 2023, Select Board Meeting: ownership and maintenance plan of East Hassan Ave. The Select Board is working on creating a maintenance plan for the Town's roads which will be shared with the public upon completion. Currently, there is a list of roads that are part of the budget to be worked on.
 - d. **Roger Wilcox:** Roger, Newcastle resident, also expressed that he is not in favor of weight limit posting of the North Newcastle Road. He stated that reaching that area of town for larger trucks would be very difficult and out of the way.
 - e. **Joel Lind:** Joel, Newcastle resident, expressed an observed theme of Newcastle residents feeling as though the Select Board puts forth policy and ordinance changes that have an ulterior motive. Joel clarified that this isn't the case. He encourages that public to regularly attend public hearings and meetings to allow for a greater understanding and open conversations prior to voting at Town Meetings.
 - f. **Kevin Sutherland:** Kevin, Newcastle resident on Pond Rd, explains that he did try to hand out copies of the Select Board Priorities and Policies/Ordinances review plan. He welcomes the public to schedule a time to meet with him at the Town Office to discuss the timeline, concerns, and other related items.
 - g. **Kevin Verney:** Kevin, Newcastle resident on North Newcastle Rd, sought clarification from the Select Board regarding the original weight limit posting of the North Newcastle Road and why the posting was lifted. It was explained that the posting wasn't enforceable due to a lack of legal roads and parking ordinance.
5. **New Business**
 - a. **Farm Space Classification Removal Penalty:** Assessor's Agent is requesting that the identified property be removed from the Farm Space Classification. The property owner would be responsible for the owed taxes.

Wanda Wilcox, property owner, explained that the property should have been removed from the Farm Space Classification several years ago, but it is now recognized. Joel made a motion to assess a Farm Space Withdrawal Penalty as recommended and presented by Assessor's Agent Murphy. Motion was seconded by Tor. Motion passed unanimously.

- b. **Fireworks Ordinance:** Town Manager presented proposed changes to the current Fireworks Ordinance. He explained that in addition to some content changes, the formatting was altered to make all the ordinances look similar. The Select Board had some grammatical changes. Town Manager will make the necessary changes and will provide an updated copy. Then, a public hearing will be set.
- c. **Reserve Account Review:** Town Manager reviewed reserve fund accounts and balances. Balances are noted to be from June 30, 2021. Town Manager and Select Board want to clarify that what was spent, or will be spent, from the accounts will be in line with the intent of the accounts when they were created. There was discussion about how to utilize building maintenance accounts and which Town buildings would fall under each reserve account.
- d. **Board and Committee Membership:** Town Manager reviewed the Town's Boards and Committees. Many boards and committees have vacancies. The public is encouraged to explore those vacancies and be the touch with the Town Office if they would like to participate. The Select Board would like to explore having more than one Newcastle resident on the Alewife Committee. Currently, the Ad-hoc Historic Preservation Committee is idle awaiting a clearer direction regarding the proposed ordinance. The Broadband Committee hasn't met for some time and is believed to have been an ad-hoc committee. The Select Board may explore restarting the Broadband Committee once the first phase of broadband implementation is complete to explore underserved residents and gain more information about making the service accessible. There is a vacancy on the Great Salt Bay Sanitary District board. This is an elected position; Newcastle will need to find a resident who is interested in participating. Ben Frey is interested in running for this board position. Select Board Chair, and Historical Society participant, will provide the Town with updated committee members and contact information. The Planning Board has a member vacancy.
- e. **Updates on Recent Community Meetings:** The Aquaculture Meeting, held on November 21, 2023, included a variety of interested parties including the Department of Marine Resources, oyster farms, clambers, elected officials, and residents. Medomak River community members expressed their aversion to oyster farms on the river. The Planning Board Meeting, held on November 30, 2023, discussed options and changes for the Shoreland Zoning Ordinance to bring it in line with Chapter 1000 of the State's code. The Newcastle School Committee Meeting, held on November 30, 2023, discussed AOS options. The Great Salt Bay School District will remain intact as a K-12 committee which includes the towns of Damariscotta, Newcastle, and Bremen. Moving away from an AOS and to an alternative school district system could allow for more money from the State.

6. Unfinished Business

- a. **Personnel Policy:** A completed, revised version of the Personnel Policy was presented. Town staff have been notified of the changes. Joel made a motion to approve the updates to the Personnel Policy effective January 1, 2024. Motion was seconded by Rufus. Motion passed unanimously.
- b. **Domestic Partnership Coverage:** Tor made a motion that, effective January 1, 2024, the Town of Newcastle amends its personnel benefits policy to allow any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner. Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, said employee has been advised there could be tax implications for adding a domestic partner. The Domestic Partner of an Employee shall be: a "life partner of either the same sex or opposite sex of the employee; not legally married or separated, to either the employee or anyone else; at least 18 years of age and mentally competent to consent to contract; are each other's Domestic Partners and intend to remain so indefinitely;

have been each other's Domestic Partner for at least 12 months prior to the date of the signed Affidavit; are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine; are jointly responsible for each other's common welfare; share financial obligations and share their primary residence." Motion was seconded by Rufus. Motion passed unanimously.

- c. **Finance Committee Ordinance:** Joel made a motion to table this topic until January 8, 2024, meeting. Motion was seconded by Tor. Motion passed unanimously.

7. Town Manager Report and Communications: Town Manager reviewed his report. Topics discussed were: the Community Meeting in Sheepscot focusing on the streetlights, the MDOT project on Main St and Mills Rd progress which is not a Town project, they will be patching what they've dug up for the winter until they can complete paving in the Spring.

8. Fiscal Warrants

- a. **FY24 Twelfth AP Warrant: \$229,800.41:** Joel made a motion to approve the Twelfth AP Warrant for \$299,800.41. Motion was seconded by Thomas. Motion was passed unanimously. Select Board Chair would like to explore moving the Sheepscot Cemetery Mapping to the Sheepscot Cemetery Perpetual Care Fund.

9. Executive Session

- a. **1 M.R.S.A. Section 405 (6) A – Personnel:** Joel made a motion to enter Executive Session regarding personnel. Motion was seconded by Thomas. Motion passed unanimously. No report upon exiting Executive Session.

10. Future Agenda Items

- a. **Fire Engine Bid**
- b. **Comprehensive Plan State Approval**
- c. **Posted Road Application**
- d. **Ground Lease Agreement**
- e. **Fish Ladder Agreement**
- f. **Historic Preservation Ordinance**
- g. **Harbormaster Ordinance**

11. Adjournment of Meeting: Rufus made a motion to adjourn the meeting at 9:46pm. Motion was seconded by Karen. Motion passed unanimously.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

December 11, 2023

Municipality of Newcastle
P.O. Box 386
Newcastle, Maine 04553

Re: Posting of Neck Bridge #3764

Dear Municipal Officials,

This letter is to inform you that MaineDOT is recommending Neck Bridge that carries Lower Dyer Neck Road over Dyer River in Newcastle is to be posted to 30 tons in order to protect the safety of the travelling public. The bridge will be reevaluated and may be further restricted or closed as a result.

The bridge should be posted as soon as practical. The municipalities have the primary responsibility for safety of the bridge including load posting and closure as explained in the Maine's 2001 Local Bridge Law under 23 MRSA Chapter 9, subchapter 4-A. The town should notify the Fire Department, the school district, ambulance service, and plow personnel of this restriction to protect the safety of those vehicles.

The bridge posting should follow the Manual for Uniform Traffic Control Devices. It is recommended that a Bridge Posted Ahead sign be placed at the nearest intersection on each end to allow overload vehicles to use an alternate route.

MaineDOT will provide you with the initial signs and will provide appropriate guidance. If the signs are not in place by December 29th, 2023, MaineDOT will exercise its authority to protect public safety and post the structure. The Department will invoice the municipalities for time and materials required to install the posting signs. If the municipality fails to maintain the signs, MaineDOT will do so and again invoice the municipality for the costs incurred.

If you have any questions regarding the signage or traffic related issues you may contact Darryl Belz, the Region Traffic Engineer at 624-3275, or Dave Allen, the Region Engineer at 624-8227. If you have any structural questions regarding the condition of the bridge, do not hesitate to contact me at 624-3246.

Sincerely,

Ronald W. Taylor, P.E.

Cc Ben Foster / Dave Allen / Darryl Belz / File

Newcastle/Damariscotta Harbor Committee History

The Newcastle/Damariscotta Harbor Committee was established under the terms of the Harbor Management Ordinance that was approved by both town Select Boards in May of 2015. Administration of the Ordinance is delegated to the Harbor Committee that is authorized to:

1. Oversee and plan the general operation of activities on and in the tidal waters of the Damariscotta River, Great Salt Bay and Sheepscot River in the towns of Damariscotta and Newcastle (the Harbor) including defining channels and their boundary lines in harbors and waterways;
2. Provide guidance in assigning portions of the Harbor for anchorages, mooring districts, boating facilities owned by the towns and aquaculture sites;
3. Establish regulations for uses of these waters;
4. Oversee the duties of the Harbor Master in implementing these provisions;
5. Adopt written policies and procedures to facilitate their administration;
6. Make recommendations for balancing the enhancement of harbor usage with conservation of natural, cultural and aesthetic resources for the long-range benefit of all stakeholders; and
7. Assure public participation in deliberations and recommendations to the Boards of Selectmen with four meetings per calendar year, one each quarter, with all meetings open to the public following due public notice.

The Harbor Committee was established and has been in operation since approval of the Ordinance (5/13/15) with its authorized six members, three appointed by the Select Board of each town. Since its establishment the Committee has had two Chairs, multiple changes in membership and met periodically to establish guidelines for Harbor safety, mooring locations, maintenance, management and administration.

The Harbor was in operation for centuries prior to the 2015 formal agreement by the town Select Boards to operate jointly under a joint Harbor Ordinance. Paul Bryant became the Harbor Master in the early 1970s and served for a half-century (unpaid) until his retirement in 2022. He assisted the town Managers in drafting the the Ordinance that established the the Harbor Committee and codified the policies and rules governing the Committee and the Harbor Master's role pursuant to state statute.

The joint Harbor Ordinance delegated administration of the Harbor and the mooring fee system to the towns. Initially these responsibilities and record keeping were carried out by Damariscotta's Town Manager and Clerk but in 2018 the towns agreed to shift them to Newcastle. (Prior to the creation of the Ordinance, all such administration was accomplished by the Harbor Master and Riverside Boat Company staff.)

Over the years discussions at Harbor Committee meetings have revolved around systematizing the mechanisms of running a safe and efficient harbor. While the policies governing operation are presented in the Ordinance, operationalizing them requires coordination among the town staff and Harbor Masters as well as oversight by the

Committee. In addition, decisions such Harbor Master job descriptions and hiring as well as increases in fines and mooring fees must be approved by Town Managers or Select Boards.

Also, periodically the Committee has been called upon to arbitrate issues raised by concerned citizens. One such case involved a shorefront homeowner on Cottage Point who believed he should not be required to pay an annual mooring fee for his self-installed, 30-year old mooring. Resolution required only careful reading of the Ordinance which clearly states that it regulates **all** tidal waters of the Damariscotta River in the towns of Damariscotta and Newcastle, not just the Inner Harbor!

Additional agenda items recently considered by the Harbor Committee include the potential mitigation of conflicts between oyster farm lease areas and kayak/SUP/sailboat navigation possibly through new buoy requirements; restrictions of dinghy size at Town Dock; increases in annual mooring permit fees and fines for failures to pay; and Signage to control Harbor speed and Town Dinghy Dock use.

Discussions among Committee Members, Harbor Masters and Town Managers just before Covid stresses and meeting restrictions intervened raised numerous issues likely to require Ordinance revision for resolution. Covid repercussions combined with multiple Town Manager turnovers in both towns, as well as overworked town attorney's review delays, have resulted in a lapse of nearly four years between the initial Draft Revision and attached version approved by the Committee and Newcastle's Town Attorney.

NEWCASTLE-DAMARISCOTTA HARBOR MANAGEMENT ORDINANCE**&****INTERLOCAL AGREEMENT**~~**ADOPTED MAY 13, 2015**~~**WORKING DRAFT March 12, 2020****SECTION 1: PURPOSE**

The purpose of this Interlocal Agreement and Ordinance (“Ordinance”) is to insure boater and public safety, provide for consensus among towns bordering the territorial waters of Damariscotta and Newcastle, and to balance the public’s interest in the recreational, commercial, natural and cultural resources and other uses in Damariscotta’s and Newcastle’s waters in the Damariscotta River, Great Salt Bay and the tidal waters of the Sheepscot River.

This ordinance may be terminated by a vote of either Damariscotta or Newcastle upon fourteen days’ notice to the other municipality.

SECTION 2: AUTHORITY

This Ordinance has been prepared under the authority granted to the Towns by 38 M.R.S.A. § 1-§13, operation of vessels and 30-A MRSA, Chapter 141, § 3001 – 3012, home rule ordinance promulgation and 30-A § 4456

SECTION 3: APPLICATION

This Ordinance applies in all tidal waters of the Damariscotta River, Great Salt Bay and the Sheepscot River in the Towns of Damariscotta and Newcastle.

SECTION 4: ADMINISTRATION

Pursuant to 38 M.R.S.A. § 2 through 7, the responsibility for administration of this Ordinance shall be as follows:

- 4.1 Damariscotta/Newcastle Harbor Committee (Harbor Committee) authorization:
- 4.2 The Harbor Committee is authorized to:
 - a. oversee and plan the general operation of the activities on and in the Damariscotta River Great Salt Bay and the Sheepscot River including defining channels and their boundary lines in harbors and waterways,

- b. provide guidance in assigning suitable portions of harbors and other coastal and tidal waters for anchorages, mooring districts, boating facilities owned by the Towns and aquaculture sites,
- c. establish regulations governing ~~for~~ uses of the waterways, navigation lanes, anchorage areas, the towns' boating facilities and mooring districts,
- d. ~~establish, and oversee the duties of the Harbor Master District system in the implementation of the provisions of this Ordinance for mooring permit management in coordination with the Harbormaster and administering towns.~~
- e. Establish permit charges and fee schedules for noncompliance with permitting requirements.
- e.f. adopt written policies and procedures to facilitate administration of the Ordinance,
- f.g. make recommendations for balancing the enhancement of harbor usage with the conservation of natural, cultural and aesthetic resources for the long-range benefit of all stakeholders,
- g.h. assure public participation in deliberations and recommendations to the Boards of Selectmen with four meetings per calendar year, one each quarter, with all meetings open to the public and following due public notice.

4.3 Committee Composition:

- a. The Harbor Committee shall be comprised of six members.
- b. Upon enactment of this Ordinance, the two Towns' Boards of Selectmen shall each designate three members of the public to serve on the Harbor Committee. ~~One member appointed from each Town shall have an initial term of office of one year. One member appointed from each Town shall have an initial term of two years. One member appointed from each Town shall have an initial term of three years.~~
- c. ~~Thereafter, as normal terms of office expire, a~~Appointment to the Committee shall be for three year terms.
- d. The Committee shall annually at the first meeting after the Board of Selectmen has appointed any new members, elect a chairman, a vice-chairman and a secretary from among its own members. Those so elected shall take office at the close of the meeting and shall continue in office until the next annual election. If the chairman's position becomes vacant, the vice-chairman shall succeed to that position and a new Vice Chairman shall be elected.
- e. If any Committee member's position becomes vacant, a replacement shall be appointed by the Board of Selectmen to serve out the remainder of the vacating member's term.

- f. Either Board of Selectmen can, at any time, remove one of their appointed members, with or without cause and initiate replacement.
- g. If a vacancy occurs within three months of a normal term's expiration, the Board of Selectmen that made the initial appointment may either leave the position vacant for the remainder of the term or appoint a new member whose term will fulfill the remainder of the unexpired term.

4.4 Damariscotta River Harbor Master:

A Harbor Master shall be appointed annually by the Boards of Selectmen and receive compensation determined jointly by the Boards of Selectmen. The Harbor Master shall not make arrests or carry a weapon.

The duties of the Harbor Master are to:

a. promote public safety within the Harbor Districts.

a.b. determine acceptable locations of uses and uses to insure boater and public safety.

b.a. administer and enforce the regulations of this Ordinance.

e.b. assign mooring sites; ~~conduct or oversee direct~~ ~~conduct~~ inspections, employ harbor Master approved divers, relocation and/or removal ~~of moorings~~.

c. exercise jurisdiction over all moorings in the Harbor Districts of the Damariscotta River, Great Salt Bay and the tidal waters of the Sheepscot River.

d. ÷ create, update and maintain waiting lists for moorings.

e. update annually charts for Harbor Committee review (available at the Town office) depicting Damariscotta River/Great Salt Bay/Sheepscot Harbor Districts, navigation channels, hazard areas, moorings, anchorage areas, public wharves, boat launch facilities, aquaculture sites and marine protected areas.

f. understand and perform statutory duties and responsibilities as set forth in 38 M.R.S.A. § 1-§13, and mandated by federal statute.

g. exercise jurisdiction over the entry of any vessel into the harbor districts.

~~promote public safety within the Harbor Districts.~~

i.h. assist local, County, State and Federal authorities in the operation of the Harbor Districts.

i.i. attend all Committee meetings and be a non-voting advisor to the Harbor Committee.

4.5 Deputy Harbor Master(s)

The Towns may appoint one or more Deputy Harbor Masters, set their compensation and describe their responsibilities. A Deputy Harbor Master is authorized to exercise the powers and duties of the Harbor Master subject to the provisions of this Ordinance under the direction of the Harbor Master.

4.6 Selectmen

The Selectmen of either Town shall have the authority to approve wharves, and floats within their respective jurisdictions in District 1.

The Board of Selectmen of the Town having jurisdiction over the harbor territory in an appeal shall hear appeals of decisions, orders, rulings or actions taken by the Harbor Master and Deputy Harbor Master pursuant to Section 14 of this ordinance.

4.7 Permits and Records

The administering town shall maintain records of such licenses and permits as requested by the Committee and the administrators and Boards of Selectmen.

SECTION 5: PLAN & REGULATIONS ON ALL USES

A districting plan of designated Damariscotta River, Great Salt Bay and Sheepscot River tidal waters within Damariscotta and Newcastle is established to implement the purposes of this Ordinance. The Plan consists of designated locations and the regulations governing marine activities within them.

5.1 The Harbor Master shall promulgate a Harbor Map in consultation with the Harbor Committee.

5.2 Establishment of Harbor Districts

There shall be five districts as depicted on the map and as follows:

- a. District 1: Inner Harbor - On the Damariscotta River from the western-most point of Lewis Point downstream to the southern-most edge of Walker's Point (also known as Jack's Point or Barroll's Point) defined by a line across the Damariscotta River to the southern-most edge of Belknap's Point.
- b. District 2: Lower Harbor – On the river from the southern boundary of District 1 (Inner Harbor) downstream to a line connecting the southernmost points of the two town's boundaries.
- c. District 3: Upper Harbor - On the Damariscotta River from the western-most point of Lewis Point upstream into Great Salt Bay to the Marine Protected Area.

- d. District 4: Great Salt Bay – On the water body beginning at the southerly boundary of the Marine Protected Area northerly to the Newcastle Town line.
- e. District 5: Sheepscoot River-The body of water within the corporate limits of Newcastle that includes the Sheepscoot River and its tidal tributaries including the tidal portion of the Marsh River.

5.3 Navigation Channels

The U.S. Coast Guard (USCG) designates some navigation channels of the Damariscotta River (the River) and Great Salt Bay (the Bay). The Harbor Master and Harbor Committee shall designate additional channels pursuant to 38 M.R.S.A. §2 for the safe and convenient passage of vessels. To obtain approval by the Harbor Master or Selectmen for boating facilities and permanent and seasonal structures in and on waters of the Damariscotta River, Great Salt Bay and the Sheepscoot River an applicant must first receive approval from the U.S. Army Corps of Engineers (ACE). These structures are prohibited in navigation channels except as authorized by the Harbor Master or the Board of Selectmen having jurisdiction.

5.4 Aquaculture Sites

The Harbor Committee, in consultation with the ~~or~~ Harbor Master shall maintain ~~depict on~~ maps and charts displaying each Maine Department of Marine Resources (DMR) approved site and indicate the type of activity conducted within each site.

5.5 Mooring Districts, Anchorage Areas and Public Wharves and Boat Launch Areas

~~The~~ Harbor Committee, in consultation with the Harbor Master, ~~the DMR, the USCG~~ and other authorities shall designate on the map and charts: mooring districts, anchorage areas, public wharves and boat launch facilities. The Committee and Harbor Master shall also determine the duration of anchorage allowed and other time limits for use of water facilities.

5.6 Special criteria for Approval of Wharves, and Floats in District 1

Due to greater activity, safety conditions, and other factors, District 1 is considered a special boater and public safety area. Any person wishing to install or erect a wharf, pier, ramp pilings, or float in District 1 shall make application to the Board of Selectmen having jurisdiction. The Selectmen shall consider special criteria for all proposed wharves, boating facilities, and floats in District 1.

Within 30 days of receiving an application, the Selectmen shall give at least 3 days' public notice of the application in a newspaper, published in the town or Lincoln County, and shall designate in the notice a day and time on which they or their designee will meet on or near the premises described, to examine the same and hear all parties interested.

To approve a use in District 1, the Selectmen must make affirmative findings that:

- a. The proposed use will not adversely affect public safety due to the strong tidal currents in District 1 with special consideration of the currents caused by the Damariscotta-Newcastle Bridge.
- b. The proposed use will not adversely affect public safety due to the eddy currents in District 1.
- c. The proposed use and configuration will provide for safe ingress and egress to and from the proposed use location and be designed to prevent accident and public harm.
- d. The proposed use will not adversely affect public access to the water and placement of moorings.
- e. The proposed use will not adversely affect public safety or convenient use of the channels of the District 1 due to the density and proximity of other uses.
- f. The proposed use complies with all other aspects of this ordinance.

If, following such examination, hearing of all parties interested, and in consultation with the Harbor Master the Selectmen decide that such placement, erection or extension will not be an obstruction to navigation or injury to the rights of others, that all required affirmative findings are met, and determine to allow the same, they shall issue a license under their hands to the applicant, authorizing the applicant to make such an erection or extension, and to maintain the same within the limits mentioned in such license. The Selectmen shall, within 10 days after the date of hearing, give written notice by mail of their decision to all parties interested.

[Appeals to the Selectman's decision can be made in accordance with Section 15 of this Ordinance.](#)

SECTION 6: MOORINGS, WHARVES, FLOATS & USES

The Harbor Master is responsible for making all decisions on the location, equipment, duration and rules for acquiring, maintaining, adjusting and removing moorings as set forth below. While mooring gear is owned and maintained by the mooring site assignee; the sites themselves are owned by the State, with permitting and management delegated by the Harbor Committee to the Harbor Master. Mooring registration fees are collected from mooring applicants by the Town office designated by the Boards of Selectmen as the administering town.

6.1 Mooring Assignment Permits

- a. Mooring assignment permits are required for all moorings.
- b. Only one boat may be secured at a mooring at a time without prior approval of the Harbor Master.

- c. Unattended rafting of boats is not permitted.
- d. Mooring assignment permits are not transferable. Mooring equipment may be transferred however, the location of the mooring shall be determined by the Harbormaster
- e. Any rental of the rights to use a mooring must be approved by the Harbor Master. Commercial renting of a mooring requires a separate permit from the Army Corps of Engineers.

6.2 Mooring Assignment Application

- a. Applications are available at the town offices or through the two towns' websites.
- b. Each non-commercial mooring assignment application shall identify the vessel for which the applicant is requesting a mooring assignment permit. Only vessel owners may apply and receive non-commercial mooring assignment permits. The applicant must provide proof of ownership at the time of application. Completed applications shall be submitted to the Harbor Master for review and approval.
- c. Each commercial mooring assignment application other than applications from commercial fishermen shall identify the commercial enterprise requesting the mooring assignment, the purposes for which the mooring assignment shall be used, and the maximum vessel size indicated for the mooring assignment. Except in cases of emergency, securing a vessel to a commercial mooring that exceeds the maximum vessel size indicated on the approved permit shall terminate the applicants mooring assignment permit. The applicant must provide an Army Corps of Engineers permit authorizing commercial use at the time of application. Completed applications shall be submitted to the Harbor Master for review and approval.
- d. Permit fees shall be paid in full at the time of submitting a Registration Application, either new or renewal. Permit fees may be changed from time to time as recommended by the Harbor Committee and approved by the Board of Selectmen. No applications will be processed until all related fees, excise taxes, charges, or penalties have been paid in full.

6.3 Vacant Moorings

Moorings that are vacant for more than three years become subject to removal following 14 days notice sent by first class mail to the applicant's address indicated on the mooring assignment permit application.

6.4 Mooring Assignments

Applicants will be assigned an appropriate mooring site by the Harbor Master on a first come – first serve basis pursuant to the priority guidelines of Section 6.5.

6.5 The Harbor Master shall have authority to approve or disapprove a mooring permit application and/or assigning a mooring location to a Commercial Marine Facility only after a public hearing is held on the application, attended by the Harbor Master and Harbor Committee. No mooring permit will be issued or renewed to a Commercial Marine Facility nor will there be an assignment of a mooring location for a Commercial Marine Facility, unless all necessary Army Corps of Engineers permits have been obtained.

6.6 Waiting lists

When there are more applicants for a mooring assignment than mooring spaces available, the Harbor Master shall create and maintain a waiting list in accordance with Section 6.65(a). When a mooring space becomes available it shall be offered in accordance with Section 6.65(a) to the first applicant on the list for which its configuration is appropriate for the dimensions and weight of the applicant's vessel.

a. Priority Guidelines

Moorings shall be assigned in accordance with the sequential priority category list, but subject to the exceptions to priority allocation under 6.6(b).

Sequential Priority Categories are:

1. Shorefront owners with a request for locations immediately adjacent to frontage;
2. Resident commercial vessel owners;
3. Resident pleasure vessel owners;
4. Non-resident commercial vessel owners;
5. Non-resident pleasure vessel owners;
6. Vessel owners with multiple mooring locations.

b. Exceptions to Sequential Priority Allocation

1. If less than 10% of all moorings are currently assigned to non-resident commercial applicants, then the next available space, if suitable, shall be offered to the first such applicant on the list;
2. If less than 10% of all moorings are currently assigned to non-resident pleasure vessel applicants, then the next available space, if suitable, shall be offered to the first such applicant on the list;
3. If neither non-resident commercial or non-resident pleasure vessel applicants currently constitute 10% of moorings assigned, then whichever has the lowest percent shall be offered the first available and suitable space; and
4. Shorefront owners applying for a mooring in front of their property shall not be placed on a waiting list but assigned a mooring space, based only on the

suitability of the location, the ownership of a vessel and payment of the fee.
If mooring space fronting their property is not suitable they may apply in the usual manner for mooring space in the designated mooring areas

c. Waiting Lists

Applicants may decline a mooring space when offered without losing their position on the list. Waiting list positions may be retained from one year to the next by submitting a new application before April 1st of the following year. Applications not renewed shall be removed from the waiting list on that date.

6.7 Mooring Reassignment

Moorings may be reassigned only by the Harbor Master.

6.8 Mooring Tackle Standards

- a. Minimum mooring weight and type shall be established on a boat by boat basis by the Harbor Master based on the location of the mooring, weight and type of boat.
b.

GRANITE BLOCK MOORINGS	BOTTOM CHAIN	TOP CHAIN
500 LB GRANITE BLOCK-BOATS TO 1,000 LBS	½" CHAIN	3/8" CHAIN
1,000 LB GRANITE BLOCK-BOATS TO 2,500 LBS	5/8" CHAIN	1/2" CHAIN
2,000 LB GRANITE BLOCK-BOATS TO 7,000 LBS	¾" CHAIN	1/2" CHAIN
3,000 LB GRANITE BLOCK-BOATS TO 12,000 LBS	¾" CHAIN	5/8" CHAIN
4,000 LB GRANITE BLOCK-BOATS TO 24,000 LBS	¾" CHAIN	5/8" CHAIN

MUSHROOM ANCHORS	BOTTOM CHAIN	TOP CHAIN
50 LB MUSHROOM-BOATS TO 250 LBS	½" CHAIN	3/8" CHAIN
75 LB MUSHROOM-BOATS TO 400 LBS	½" CHAIN	3/8" CHAIN
100 LB MUSHROOM-BOATS TO 800 LBS	½" CHAIN	3/8" CHAIN
150 LB MUSHROOM-BOATS TO 1,500 LBS	5/8" CHAIN	1/2" CHAIN
200 LB MUSHROOM-BOATS TO 2,500 LBS	5/8" CHAIN	1/2" CHAIN
250 LB MUSHROOM-BOATS TO 4,000 LBS	5/8" CHAIN	1/2" CHAIN
300 LB MUSHROOM-BOATS TO 8,000 LBS	¾" CHAIN	5/8" CHAIN
400 LB MUSHROOM-BOATS TO 14,000 LBS	¾" CHAIN	5/8" CHAIN
500 LB MUSHROOM-BOATS TO 24,000 LBS	¾" CHAIN	5/8" CHAIN

- b. All moorings must have adequate bottom chain to reach the surface at half tide for complete top chain inspection by boat.
- c. All moorings in the Inner Harbor (District 1) must have enough scope for double the water depth at high tide due to limited swinging room.
- d. Boats outside the Inner Harbor must have a scope of three times the water depth at high tide.
- e. All moorings must be equipped with a mooring buoy adequate to support its mooring chain at high tide.

6.9 Mooring Markings

Permittees shall conspicuously affix a buoy identification to their buoy stating the owner's name and mooring space number. All mooring markings must comply with USCG regulations.

6.10 Transient Moorings

The Towns may provide transient moorings within its territorial jurisdiction on the Damariscotta River, Great Salt Bay and the Sheepscot River.

6.11 Change or Addition of Vessel

A non-commercial mooring assignment is valid only for the vessel or vessels indicated on the current application and approved by the Harbor Master. If different or additional vessels are to be secured at a non-commercial mooring assignment a revised application must be submitted to the Harbor Master for approval prior to securing the new vessel. A resubmitted application does not trigger the waiting list or priority allocation regulations of this ordinance.

6.12 Floats on Moorings

Floats, not to exceed 12x20 ~~6-x-18~~ feet in dimension, may be allowed on moorings but require Harbor Master and Army Corps of Engineers approval to determine mooring size requirements and adequate swinging room. Floats must be marked (routed in or with nameplate) with ownership information including phone number.

6.13 Boats on Moorings, Wharves or Floats

- a. Boats (not more than 12 feet ~~or less~~ in length), shall be identified with the owner's name and telephone number affixed thereon, used to access vessels moored or anchored in one of the designated Harbor Districts or for other purposes approved by the Harbor Master may tie up on a continuing basis at certain floats designated by the Harbor Master provided they display on the inner side of the transom the current year's dinghy sticker. Such boats are to be tied by the bow only in designated areas.

- b. A person shall not place moorings, wharves, or floats in navigation channels or hazard zones. The Harbor Master shall treat moorings, wharves, or floats in navigation channels or hazard zones as abandoned watercraft and may order the owner to remove said object.

6.14 Inspection of Moorings

All moorings must be inspected. Inspection shall be the responsibility of the mooring assignee with documentation to the Harbor Master. The mooring gear that can be accessed above the water surface must be inspected annually by a Harbor Master approved mooring inspector. Mooring bottom gear inaccessible from a boat must be inspected every three years by an Harbor Master approved diver. An ongoing record of inspections is maintained by the Harbor Master and the Harbor Committee Master. When deficiencies are noted, the Harbor Master will issue a written statement to the mooring assignee with appropriate remedies and a time frame for completing them.

6.15 Mooring fees

Mooring fees will be assessed on an annual basis by the Boards of Selectmen with input from the Harbor Committee. Fees will be collected at the town office designated as the administering town by the Boards of Selectmen

6.16 Non-compliance

In response to non-compliance with any provision of this section, the Harbor Master or Deputy Harbor Master may deny a permit application, revoke a permit, or direct mooring tackle to be removed from Damariscotta and Newcastle waters at the owner's expense and be subject to all other penalties under this ordinance.

6.17 Temporary Use of Moorings or Floats

Temporary use of a mooring by a vessel other than the permitted one is allowed for up to 14 days provided the temporary vessel is of the same or smaller size and weight as the permitted vessel. The Harbor Master must approve such use.

6.18 Use of Floating Commercial Wharves

Commercial floats and wharves may be permitted by application to the Harbor Master, if governed by Section 5.5, with design plans that meet generally accepted float and wharf construction standards that are approved by the Army Corps of Engineers, and in consideration of the following criteria and in conformance with all other provisions of this ordinance:

- a. Overall physical location of the proposed project.
- b. The number and size of floats.

- c. The method of attachment, anchoring, mooring or securing the float
- d. Impact on other uses near or adjacent to the proposed project.
- e. Geographic location and overall configuration of the proposed project.

Floats and wharves shall be inspected and registered annually by the Harbor Master with a fee paid by the owner to the administering town. Annual inspections, submitted to the Harbor Master, consist of examination of the general condition of the float and its mooring system or its attachment to shore, and if multiple floats, attachment to each other. If there is access for the public and/or patrons and the floats are attached to the shore or to constructed facilities, the annual inspection is to include gangway, handrails, accessible life rings, and all other equipment required to meet boater and public safety standards.

6.19 Non-conforming Uses of Moorings or Floats or Wharves

a. Operation of Moorings or Floats

The on-going use of a mooring, float or wharf in existence before the effective date of this Ordinance that becomes a non-conforming use as a result of the adoption of this Ordinance may continue so long as it meets equipment standards of this Ordinance and its use is not substantially changed. Substantial changes, as determined by the Harbor Master include, but are not limited to, substituting a heavier or longer boat, changing the dimensions, weight, chains or other gear of the mooring, float or wharf or changing the location of the mooring, float or wharf. When a substantial change is proposed, the change shall conform to the regulations of this Ordinance. Nothing in this Subsection precludes the annual inspections of non-conforming moorings, floats or other boating facilities for above-water gear and tri-annual inspections for underwater gear. Nothing in this Subsection precludes the Harbor Master from imposing or enforcing requirements of use to protect the public safety upon non-conforming uses.

- b. A vacated non-conforming mooring or float shall be removed by the assignee within 14 days after notification by the Harbor Master.

6.20 Floating Pump-out Station

The Towns may install and maintain a float for the purpose of collecting and storing sewage from commercial and recreational boaters on a mooring in the harbor. The regulations regarding the dimensions and use of this float shall be determined by the Committee subject to requirements of the Army Corps of Engineers and other federal and state regulatory agencies.

SECTION 7: NATURAL AND HISTORIC RESOURCES

7.1 Aquaculture, Clamming, Worming and Commercial Fishing

Applicants for aquaculture licenses in the Damariscotta River, the Great Salt Bay and the Sheepscoot River in the Towns of Damariscotta and Newcastle shall be subject to the regulations and procedures of MRSA Title 12, Chapter 605 §6072 and the Maine Department of Marine Resources. Commercial and recreational clammers, wormers and fishermen shall be subject to the regulations of MRSA Title 12, Chapter 605 §6072 and all pertinent local ordinances and regulations of Newcastle and Damariscotta ordinances.

7.2 Wildlife Conservation

- a. In administering this ordinance, the Harbor Master shall consider impacts to wildlife by referring to existing wildlife documentation including, but not be limited to, inventory and information sources available through Maine Inland Fisheries & Wildlife and the Maine Natural Areas Program. The Harbor Master shall also consult with local experts such as the Coastal Rivers Conservation Trust (CRCT) ~~Damariscotta River Association (DRA)~~ and the Darling Marine Center regarding impacts on wildlife.
- b. The Harbor Master shall specifically consider impacts or potential impacts to critical wildlife habitat such as areas important to the migration of fish and other aquatic species, wildlife corridors, horseshoe crab spawning grounds, alewife migratory movements, eel grass beds, bird colonies and eagle nesting sites and any site or area associated with endangered, threatened or rare species.
- c. In siting moorings, floats, wharves and other marine facilities and uses, the Harbor Master shall consider the impact on existing protected lands which serve the public through water access, boat access, beach access, shore fishing, recreational mussel picking and other recreational fishing areas, kayaking and other recreational boating areas.

7.3 Historic and Archeological Resources

The Maine Historic Preservation Commission (MHPC) has identified prehistoric and historic archeological sites below the high water line in the five districts. The Harbor Committee and Harbor Master shall cooperate with the MHPC in reviewing any conservation measures consistent with MHPC regulations within the designated harbor districts of Section 5. The Harbor Committee and Harbor Master shall cooperate with the MHPC in reviewing development proposals with structures located below the high water line when a MHPC permit is required.

SECTION 8: MARINAS

8.1 Marina Requirements

Consistent with the requirements administered by each of the Towns' Planning Boards, including but not limited to the Shoreland Zoning Ordinance, the application, review and

consideration for approval of moorings, slips, floats and boating facilities of marinas shall be based on the requirements of Sections 5, 6 and 7 of this Ordinance.

8.2 Moorings and Shoreside Vehicle Parking

Marina owners shall provide parking spaces for moorings or slip rental spaces in accordance with each Town's land use and site plan review ordinances

SECTION 9: ABANDONED WATERCRAFT, FLOATS, BOUYS, MATERIALS AND FISH SHANTIES

9.1 Prohibition

No person shall abandon or cause to be abandoned any watercraft, fish shanty or related equipment or appurtenances within the waters of the Damariscotta River, Great Salt Bay-, Sheepscot River in the Towns of Damariscotta and Newcastle.

9.2 Presumption

Watercraft, floats, moorings, rafts and any other gear in the waters of the Damariscotta River, Great Salt Bay and the Sheepscot River. within the Towns of Damariscotta and Newcastle without registration or an approved permit by the Harbor Master or another State or Federal agency shall be declared abandoned.

9.3 Procedures

Upon determining that watercraft, floats, moorings, rafts or other gear has been abandoned pursuant to 9.2, the Harbor Master shall take possession of such item and shall make reasonable efforts to identify and notify the owner. If the Harbor Master deems an abandoned item to be a nuisance, a threat to navigation or a safety hazard, it may be impounded until compliance with all procedures pursuant to 25 M.R.S.A. §3501-3507 have been met. All expenses and fines pursuant to 38 M.R.S.A. §12, and the net proceeds of any auction, shall accrue to the Town.

SECTION 10: HARBOR USE REGULATIONS

10.1 Operators of all watercraft will adhere to established and posted 'No-Wake' zones and speed limits.

10.2 No water skiing or "tubing" will be allowed in the Inner harbor/District 1.

10.3 Boat size and tie-up time limits and location at Town Landings shall be observed. This information shall be posted at Town Landings.

10.4 Operators shall observe all regulations of the Marine Protection Act in District 4 The Great Salt Bay.

10.5 Illegal Operations

- a. No overnight anchoring is allowed in District 1. No unattended daytime anchoring is allowed in District 1.
- b. Whoever operates any watercraft, however propelled, on or in waters of Newcastle or Damariscotta-, (1) recklessly, (2) in a manner which endangers any person or property, or (3) while intoxicated or under the influence of any narcotic drug, barbiturate or marijuana shall be guilty of a Class E crime as provided in M.R.S.A. 38 §13.

10.6 Excessive noise is regulated by the Towns' ordinances.

SECTION 11: POLLUTION CONTROL

- 11.1 Except in case of emergency imperiling life or property or unavoidable accident, collision or stranding, no person shall discharge or suffer or permit the discharge of sewage, petroleum products, garbage, trash or other refuse of any kind, by any method, means or manner into or upon the Towns of Damariscotta and Newcastle-, wharves, floats or the waters of the Damariscotta River Great Salt Bay or Sheepscot River.
- 11.2 No person shall establish a live-aboard use unless 1) the vessel has established and identifiable access to property with shoreline of the Damariscotta River, Great Salt Bay or Sheepscot River which is equipped with wastewater pump-out facilities; 2) sewage holding tanks attached to each marine toilet; and 3) the vessel's sewage system shall not be equipped with "Y" valves to permit overboard discharge.
- 11.3 No person shall establish a live-aboard use for more than fourteen (14) consecutive days on any type of watercraft, float, or wharf within the Harbor Districts without prior approval of the Harbor Master. Any live-aboard use longer than 14- consecutive days constitutes a continuing live aboard use. Any live aboard use 14 consecutive days or less shall constitute a temporary live aboard use.
- 11.4 Upon request from the Harbor Master, a person maintaining a live-aboard use shall provide proof of each of the elements listed in Section 11 to the Harbor Master's satisfaction.

SECTION 12: SHORELINE PUBLIC ACCESS

- 12.1 To insure that the town landing facilities of the Towns of Newcastle and Damariscotta are available for use by the general public, the Town's wharves and floats shall be used only for loading and unloading as posted.
- 12.2 Boats 12 feet or less in length and used exclusively to access vessels moored or anchored in one of the Harbor Districts may tie-up on a continuing basis at specific sides of certain floats designated by the Harbor Master for that purpose provided they display a current year's dinghy sticker.
- 12.3 Swimming and recreational fishing from town landings are permitted provided they do not cause litter, disturb the peace or interfere with the docking, loading or unloading of vessels.

The public shall use town landings at their own risk.

- 12.4 EQUIPMENT: No person shall place or maintain on town landing facilities any boats, barrels, boxes, gear, traps, pots, nets, sails, equipment or any other materials longer than necessary for the prompt loading or unloading of the same, subject to the exception stated in 12.2.
- 12.5 TYING TO PUBLIC FLOATS: No person shall leave any vessel tied to the ends or fronts of any public float of the Towns of Damariscotta or Newcastle for any purpose, including fueling, loading or unloading of supplies, for longer than the posted period except for emergencies or with the approval of the Harbor Master.
- 12.6 BLOCKAGE OF PUBLIC RAMPS/FACILITIES: No person shall place or cause to be placed any vessel, boat cradle, trailer, vehicle or other object on a town ramp, wharf, parking lot or other town harbor facility in such a way that it blocks or impedes access by other users.
- 12.7 BAIT: No person shall place or maintain on public facilities any fish or other bait, except for immediate delivery to a vessel ready to receive same, without written permission from the Harbor Master.

SECTION 13: ENFORCEMENT

- 13.1 It shall be the duty of the Harbor Master to oversee enforcement of the provisions of this ordinance and the watercraft laws of the State of Maine on the jurisdictional waters of Damariscotta and Newcastle. If he/she finds ~~that any party is~~ violations of the provisions of this ordinance, he/she shall notify appropriate law enforcement agencies and the in writing the person responsible for such violation, indicate the nature of the violation and order the action necessary to correct such violation.
- 13.2 The Harbor Master and his deputies shall conduct on-site inspections to ensure compliance with all applicable laws and conditions attached to permit approvals. The Harbor Master shall also investigate all complaints of alleged violations of this Ordinance.
- 13.3 When the above action does not result in the correction or abatement of the violation or nuisance condition, the Harbor Master with approval of the Selectmen having jurisdiction or the Selectmen on their own motion may institute any and all actions and proceedings including holding hearings, imposing fines, or seeking court ordered imposition of injunctions or fines that may be necessary to enforce the provisions of this Ordinance in the name of the municipality.

SECTION 14: VIOLATIONS

- 14.1 A person is guilty of failure to obey an order of the Harbor Master or a Deputy Harbor Master if the person fails to obey any lawful order of the Harbor Master authorized by this Ordinance pursuant to 38 M.R.S.A. Chapter 1. Failure to obey an order of a Harbor Master is a Class E crime and subject to imprisonment and/or fines to be recovered on complaint by the Harbor Master before the District Court.

14.2 A person may also be subject to fines and injunctive action under this ordinance pursuant to 30-A M.R.S.A. § 4452.

SECTION 15: APPEALS

- 15.1 The Board of Selectmen of the Town having jurisdiction shall hear an appeal by any aggrieved person affected directly or indirectly by a decision, order, rule, act or failure to act by the Harbor Committee or Harbor Master or his or her deputies. Appeal must be made within 30 days of such administrative action
- 15.2 An appeal shall be submitted to the Town Clerk on a form provided by the Board of Selectmen of the Town having jurisdiction, and shall describe the complaint and the relief sought. The original appeal form shall be kept on file at the Town Office of the Town having jurisdiction. A copy shall be forwarded to the Chairman of the Board of Selectmen in that Town.
- 15.3 The Board of Selectmen of the Town having jurisdiction shall act on any appeal within forty-five (45) days of its receipt by the Town. An extension of the forty-five (45) day requirement may be mutually agreed in writing between the applicant and the Town. The Board of Selectmen shall set a hearing date taking into consideration the schedules of the applicant and Board of Selectmen members. Notice of the hearing shall be posted at the Town Office not less than seven (7) days prior to the hearing. In its decision, the Board of Selectmen shall grant or deny relief from any order, rule, act or failure to act by the Harbor Committee or Harbor Master or his or her deputies, except that in no instance shall its decision violate State or Federal regulations, or this Ordinance. Any failure by the Board of Selectmen to issue a written decision within the time limits above shall constitute a denial.
- 15.4 At the hearing, the Board of Selectmen shall hear any oral or documentary evidence that is relevant and material. Appellants, defendants or their agents shall have the right to present oral and documentary evidence, to submit rebuttal evidence, and to conduct reasonable cross-examinations.
- 15.5 The minutes of the hearing, together with all documentary evidence presented in the proceeding, shall constitute the official record of the appeal. The record shall include a written statement of the Board of Selectmen's findings and conclusions and its decision, and shall be filed at the Town Office. Notice of the decision shall be mailed or hand delivered to appellants and defendants or their agents within seven (7) days of a decision, and copied to the Harbor Committee or Harbor Master. Any failure by the Board of Selectmen to issue a written notice or decision within the time limits above shall constitute a denial.
- 15.6 An appeal to Superior Court may be made within thirty (30) days from any act or decision of the Board of Selectmen.

SECTION 16: CONFLICT OF REGULATIONS

Whenever a specific provision of this Ordinance conflicts with or is inconsistent with another specific provision of this Ordinance, or of any specific provision of any other ordinance, regulation or statute administered by the municipality or State, the more restrictive specific provision shall control.

Where this ordinance conflicts with the Harbor Ordinance of either Town, the Harbor Ordinance of the Town shall control.

SECTION 17: SEVERABILITY

If any section, subsection, clause, phrase or word of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of any other section, subsection, paragraph, sentence, clause, phrase or word of this Ordinance.

SECTION 18: EFFECTIVE DATE AND POSTING

18.1 The effective date of this ordinance is the date of enactment.

18.2 A copy of this Ordinance certified by the Town Clerks shall be retained in the Town's files.

SECTION 19: AMENDMENT

This Ordinance may be amended by majority vote of the registered voters of the Towns.

SECTION 20: BUDGET & COSTS

The Towns of Newcastle and Damariscotta shall jointly and equally fund all costs of the Harbor Committee including enforcement costs. All fees shall be paid as described elsewhere in this ordinance. The administering town shall attribute operational costs to the appropriate Harbor accounts expensed in the administration of the harbor, the Harbor Committee, and the Harbor Master.

SECTION 21: DEFINITIONS

In general all words and terms used in this Ordinance shall have their customary dictionary meanings. More specifically, certain words and terms are defined below as they are used in this Ordinance.

Administering Town. The town office designated by both Boards of Selectmen as the office that shall process the licenses and permits required by this ordinance and as otherwise empowered in this ordinance.

Anchoring. To secure a vessel to the bottom within a body of water by dropping an anchor(s) or other ground tackle, which is carried aboard a vessel when underway as regular equipment.

Army Corps of Engineers (ACE) Permit. Permit issued by the Army Corps of Engineers that is required for floats, rental moorings and commercial moorings.

Channel. Areas of the Harbor kept open for navigation or other purposes by rule or regulation of the Towns Harbor Master, the Harbor Committee, the Army Corps of Engineers, the U.S. Coast Guard, or other regulatory or legislative body.

Commercial Vessel. Watercraft that generate income by their use and operation.

Dinghy. A watercraft twelve feet or less to access moored or anchored vessels.

Float. A movable floating platform that in the normal course of its use is secured to a wharf, pier or mooring and not designed for self-propelled navigation. Floats include but are not limited to lobster cars, fisherman work floats and upwellers.

Live-Aboard Use. The residential use of watercraft, floats, or other boating facilities.

Marina. A shorefront facility providing one or more of the following services: boat berthing, boat launching, boat storage, boat repair and servicing, sale of marine supplies and/or fuel, sale and/or servicing of marine equipment and accessories, and wastewater pump-out facilities.

Mooring. All equipment and methods used to secure a watercraft to a specific location on the water, other than those that are connected to the shore.

Commercial mooring. A mooring assigned to a commercial enterprise involved in sales, service, storage, construction, repair or operation of vessels for hire or used to moor watercraft which are serviced by the business or used as a maneuvering device for leaving or entering a berth, which may be used by a suitable sized vessel with the permission of such commercial enterprise to which the mooring is assigned.

Non-commercial mooring. Any mooring that is not a commercial mooring.

Transient mooring. Town designated mooring for temporary use by visitors.

Mooring Assignment. A specific location on, in, and under the waters governed by this ordinance, selected by the Harbor Master, for placement of mooring gear and tackle to allow a vessel to be secured to that location through the use of a mooring.

Mooring Assignment Permit. A permit required for use of a specific mooring assignment, granted by the Harbor Master pursuant to this ordinance.

Non-resident. For the purposes of this Ordinance, a non-resident is a person who does not qualify under the definition of resident.

Rafting. The act of securing one vessel to another, or the act of allowing two vessels to remain secured to each other.

Rental mooring. Mooring site assigned to an individual or business, the use of which is rented or leased.

Resident. For purposes of this Ordinance, a resident shall mean any person who resides or owns residential property in the Towns of Damariscotta, Newcastle or Nobleboro.

Shorefront owner. An owner of a parcel of land that borders upon the waters governed by this Ordinance.

Watercraft. Any mobile floating apparatus.

Wharf. A permanent platform contiguous with the shoreline used to berth, load and unload vessels including piers.

Insert language and signature blanks required by Towns here

Damariscotta / Newcastle Harbor Committee Meeting
April 5, 2023
Clayton Huntley Fire Station
86 River Road
Newcastle ME 04553

Members Present:

Mike Herz, Chair, Charles “Chip” Holmes, Steven Hufnagel, Gisela Heimsath-Rhodes, Eric Peters, Harbor Master, Shelly Clifford, Deputy Clerk

Members Absent:

David Lawrence, Bernie DeLisle, Deputy Harbor Master

Meeting was called to order by Mike Herz, Chair at 2:00 pm.

Motion to approve minutes from 11-16-2022. Steven Hufnagel motioned; Gisela Rhodes seconded. **4-0 Approved**

Review of the proposed changes to the Harbor Ordinance drafted March 12, 2020 was pushed forward to adopt and send to the Damariscotta / Newcastle’s Select Boards.

Motion to accept the Harbor Ordinance draft. Gisela Rhodes motioned; Steven Hufnagel seconded. **4-0 Approved**

Discussion to increase to the annual mooring fees, with the increase taking place in the 2024 boating season. Mike presented to the committee a list of surrounding area towns fees, with the resident average fee of \$50 and non-resident average fee of \$141.60.

The committee felt an increase was necessary. Residents (Damariscotta, Newcastle and Nobleboro) would increase from \$40 to \$50 annually and non-residents from \$50 to \$100 annually. Those that contact the office for a Dinghy sticker only would need prior approval from the Harbor Master, with an increase from a flat fee of \$10 to a resident fee of \$35 and non-resident fee of \$75. These fee increases will be sent to the select boards for approval.

Motion to accept the Fee Increases. Steven Hufnagel motioned; Gisela Rhodes seconded. **4-0 Approved**

Discussion ensued to fill the vacant Newcastle committee seat. 2 candidates’ names were given to the chair. One of the candidates was willing to participate, however the second candidate hadn’t been contacted. It was decided that the chair would contact the first candidate to verify his willingness to participate; if confirmed, Mike would then contact Damariscotta and Newcastle’s Town Managers to give them his name for the board’s approval / appointment.

4-0 Approved

There was no further discussion.

Motion to adjourn was made by Mike Herz, seconded by Steven Hufnagel.

Adjourned at 3:00 pm.



Governor's Office of Policy, Innovation, and the Future's Community Resilience Partnership

About the Community Resilience Partnership

This program will provide \$4.75 million over the next two years to fund projects that reduce energy use and costs and/or make communities more resilient to severe weather and changing environments.

Two Grant Opportunities

- 1) **Community action grants** are given directly to communities enrolled in the partnership to implement these [72 resiliency actions](#) with no match required. Grant awards are up to \$50,000 for each municipality or up to \$125,000 when two to five communities' partner on a project. These funds can also be used as a match for other grants that support any of the 72 prescribed actions. Grants applications are due in March and September of 2022 with similar deadlines anticipated in 2023. See reverse a summary of the 72 projects.
- 2) **Service provider grants** are available to county governments to assist between two - five communities, including plantations and townships, enroll in the partnership and apply for their first grant. Grants to assist communities' range between \$10,000 - \$12,500 per community depending on size. Grants applications are due in February and August of 2022 with similar deadlines anticipated in 2023.

Steps for enrolling in the partnership

- 1) **Adopt a resolution of commitment.** This would be done at an official select board or council meeting. For County Commissioners or Board Assessors, submit a letter of support that includes the required resolution language. In addition, a letter of support from the LUPC for communities under their jurisdiction is also required. Draft resolution language is available [here](#).
- 2) **Complete a pair of self-assessments** of current resilience by completing this [self-assessment](#) and identifying which of these [72 actions](#) have already been taken.
- 3) **Hold a public meeting** to review the self-assessment results and develop a prioritized project list.
- 4) **Complete the Community Resilience Partnership application** [here](#).

You may submit your partnership application either before or while submitting your grant application.

Additional technical assistance

If you are looking for assistance enrolling in the partnership with a Service Provider, you can find a list of all service providers looking to assist communities in joining the partnership here:

https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/ListofServiceProviders_2022-10-04.pdf

For general Community Resilience Partnership inquiries about enrollment, working with a Service Provider, becoming a Service Provider, grants, and for continued support beyond the service provider role contact your Regional Coordinator: <https://www.maine.gov/future/initiatives/climate/community-resilience-partnership/regional-coordinators>

FMI on the program visit: <https://www.maine.gov/future/climate/community-resilience-partnership>

Strategy A – Transportation	
A1	Purchase or lease electric vehicles for municipal government.
A2	Install public EV chargers.
A3	Adopt ordinances to encourage EV charging infrastructure.
A4	Adopt an anti-idling ordinance.
A5	Implement strategies to increase use of public transit, biking, and walking.
A6	Policies that encourage municipal employees to commute via public transit, carpool, bike/walk.
A7	Adopt a telework policy for municipal government staff.
A8	Adopt land use and development policies/codes to reduce driving.
A9	Adopt a Complete Streets policy.
A10	Adopt a broadband plan to increase access to high-speed internet.
Strategy B – Modernize Maine’s Buildings	
B1	Execute a plan for municipal buildings and schools for energy efficiency and weatherization.
B2	Upgrade to energy-efficient interior lighting in municipal buildings.
B3	Upgrade to energy-efficient appliances in municipal buildings.
B4	Install heat pumps or VRF systems for air and water heating/cooling in municipal buildings.
B5	Upgrade streetlights and other lighting for municipally-owned facilities to LEDs.
B6	Procurement policies to prioritize climate-friendly Maine products.
B7	Adopt the energy efficiency stretch building code (currently IECC 2021).
B8	Require EV charging and solar energy readiness for new buildings.
B9	Support professional development for code enforcement officers.
B10	Adopt C-PACE ordinance for commercial property.
Strategy C – Reduce Greenhouse Gas Emissions	
C1	Conduct a baseline for municipal energy use.
C2	Identify and track community emissions indicators.
C3	Adopt a resolution setting targets and a plan for reducing emissions.
C4	Adopt a renewable energy ordinance(s) supporting renewable energy and energy storage.
C5	Adopt streamlined permitting for small solar/wind projects.
C6	Enter into a long-term service contract for renewable energy.
C7	Install a renewable energy project.

Strategy D – Grow Jobs & Protect Natural Resource Industries	
D1	Adopt policies to support local food production and consumption, including community gardens.
D2	Adjust procurement policies to prioritize natural Maine products.
D3	Install clean energy on brownfields.
D4	Incentivize clean energy industry/businesses to locate in the community.
D5	Encourage clean energy industries in economic development plans.
Strategy E – Protect Natural/Working Areas	
E1	Increase green space and tree planting for carbon sequestration.
E2	Plan to conserve 30% of land in the community by 2030.
E3	Create or update a watershed plan.
E4	Develop natural resource/habitat inventory for climate impacts.
E5	Conserve, revegetate, and reconnect riparian areas.
E6	Preserve climate-threatened natural areas via zoning or regs.
E7	Implement a source water protection program.
E8	Adopt policies to prioritize shoreline protection of rivers/lakes.
E9	Identify and protect sites for living shorelines & saltmarsh migration
E10	Identify and protect open space in the floodplain.
Strategy F – Build Healthy & Resilient Communities	
F1	Conduct a community vulnerability assessment and adopt a climate resilience plan to reduce risks.
F2	Update local or county EMA hazard mitigation plan.
F3	Develop or enhance early warning systems and community evac. plans
F4	Develop a storm debris mgt. plan.
F5	Complete the Maine Flood Resilience Checklist.
F6 / F7 / F8	Participate in the National Flood Insurance Program to reduce flood insurance premiums.
F9	Map and consider sea-level rise projections in plans and permits.
F10	Require consideration of sea level rise projections and impacts in planning and permitting.
F11	Adopt freeboard requirements in flood areas.
F12	Adopt a low-impact design (LID) for stormwater management
F13	Identify and plan to reduce public health threats in the community that are exacerbated by climate change.
F14	Develop and implement an

	extreme temperatures emergency plan.
F15	Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold events.
F16	Increase community-level resilience to mosquito-borne diseases by implementing vector controls to decrease mosquito habitat.
F17	Implement school-based programs to educate students about prevention of mosquito- and tick-borne diseases.
Strategy G – Invest in Climate-Ready Infrastructure	
G1	Conduct a vulnerability assessment for critical community infrastructure
G2	Develop a Capital Investment Plan.
G3	Improve and protect drinking water, wastewater treatment, and stormwater facilities to reduce physical damage and sustain function during extreme weather events.
G4	Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.
G5	Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements.
G6	Assess wastewater treatment facilities for clean energy potential.
Strategy H – Engage Maine People	
H1	Establish or recognize an official committee of community stakeholders.
H2	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation for residents and businesses.
H3	Amplify public health advisories for climate-related health and weather events.
H4	Engage youth in resilience, clean energy, and energy use reduction.
H5	Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.
H6	Create and support an energy reduction campaign or challenge among businesses.
H7	Initiate a community bulk-purchasing program for heat pumps, solar, and weatherization.

Community Action Grant Project Examples

Westport Island | \$50,000

Assess sea level rise risks and adaptation for town roads, bridges, tidal inlets and homes.

Long Island | \$45,400

Groundwater sustainability study to help the town understand the effects of climate change on its drinking water supply.

Dover-Foxcroft | \$50,000

Plan to reduce public health risk for vulnerable populations during extreme temperature events.

Ellsworth | \$32,000

Reduce carbon emissions & vehicular miles traveled while increasing active transportation.

Fryeburg | \$50,000

Initiate a composting pilot program to prevent GHG emissions from food waste as well as to conserve 74 acres of the Town Forest and build an outdoor learning pavilion to create environmental education opportunities for the town's students.

Norway | \$50,000

Rooftop solar installation at the Dunaway Community Center.

Bridgton | \$50,000

Town's Open Space Plan which sets forth a vision for the Town's open space resources with a focus on resilience, connectivity, and activation.

Lisbon | \$49,897

Conversion of former mill site to community green space and reduced impervious surface: Regrade, loam, and plant grass on 4.5-acre site; install 15 solar powered LED lamps; plant 15 native trees and 15 native shrubs.

Otisfield | \$30,126

Energy sustainability plan, student pollinator garden, and programs to address extreme temperatures.



Town of Newcastle

www.NewcastleMaine.us

Kevin L. Sutherland Town Manager

4 Pump Street **5C3**

PO Box 386

Newcastle, ME 04553

Tel. (207) 563-3441

Fax. (207) 563-6995

January 9, 2024

Ashley Krulik
Community Resilience Partnership Program Manager
ashley.krulik@maine.gov

Dear Ms. Krulik,

Lincoln County Regional Planning Commission (LCRPC) has assisted towns in Lincoln County with climate resilience projects since 2010. Their staff has continued to hold relationships and partnerships with municipal staff and volunteers in the County over time. The anticipated work through the Community Resilience Partnership aligns with their Strategic Plan to assist Towns with Environmental Sustainability projects. This includes improving the ability across the County to identify, minimize, and help mitigate climate change impacts and effects, and to improve the ability of municipalities in Lincoln County to address environmental issues.

LCRPC will be partnering with Coastal Rivers Conservation Trust, based out of Damariscotta, for the Service Provider Grant. Coastal Rivers is a 501(c)(3) non-profit, membership supported, community based, nationally accredited land trust and conservation organization with more than 1,400 members and conserving over 5,400 acres of the region's most significant lands for public benefit. Coastal Rivers cares for critical land and water resources and historical assets, including outstanding wildlife habitat, public access, and cultural treasures. They also provide extensive educational programs focused on the area's rich natural and historical heritage. Their recently adopted Climate Action Plan aligns with the priorities of the Community Resilience Partnership. The two organizations have been successfully partnering as Service Providers for the CRP for the towns of Alna and Damariscotta.

The Town of Newcastle intends to enroll and participate in the Community Resilience Partnership with the assistance from Service Providers, LCRPC and Coastal Rivers Conservation Trust. The Town of Newcastle acknowledges the need for communities to commit to reducing carbon emissions, transitioning to clean energy, and becoming more resilient to climate change effects. Newcastle anticipates working with LCRPC and Coastal Rivers Conservation Trust over the duration of the Service Provider Grant, resulting in enrolling in the Partnership and applying for a Community Action Grant in the next grant round. The Newcastle Select Board has been informed and has an understanding of the enrollment requirements including adopting a municipal resolution, completing the Community Resilience Self-Evaluation, indicating which actions from the List of Community Actions have already been completed or are in progress, and holding a public workshop to review the self-assessment results and prioritize projects for implementation. The Newcastle Select Board also understands the requirements to maintain active status in the Partnership every two years. The proposed Service Provider application for LCRPC and their partner, Coastal Rivers Conservation Trust has the Town of Newcastle's support and endorsement.

Sincerely,

Kevin L. Sutherland
Town Manager, Newcastle

Community Resilience Self-Evaluation

Instructions: This tool is intended to help organize your community’s approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. **There are no wrong answers and the responses here will not affect your community’s eligibility to receive grants.** Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

Community name:	
Self-Evaluation responses provided by: Please include contact info	
Date:	
Was this evaluation discussed during a community workshop? Include the date of the workshop.	

Once the questions on the following pages are complete, use these prompts to identify potential next steps for your community:

What are two things your community is doing well?	
What are two areas that could be improved in the short-term?	
What is important for your community to address in the long-term?	
What specific 3 to 5 actions are priorities for your community?	

Minimizing Risk and Exposure to Hazards	
1) Has your community assessed the likelihood of various types of hazards or disruptive events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan is a good starting place to find this information. Hazards can include storms, floods, wind, fire, extreme temperatures, drought, etc. Likelihood could be indicated either numerically or qualitatively as low, medium, or high.	Explanation:
2) Has your community assessed how the likelihood of each hazard has changed over time and may change in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your community has not tracked trends historically, you might infer past trends by determining if current priorities have shifted compared to past hazard mitigation plans. For example, drought or wildfire might be an emerging concern.	Explanation:
3) Has your community assessed the impacts or consequences of each type of hazard for the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, flooding on Main Street impedes emergency services or affects local businesses.	Explanation:
4) Is your community taking steps to reduce exposure to multiple risk types?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan probably contains this information.	Explanation:
5) Is your community preparing for low-probability-but-high-consequence events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
These events could be, for example, a 1-in-100 year flood, or a prolonged electricity outage or heating fuel shortage. What events might the community need to consider?	Explanation:
6) Has your community assessed the consequences of multiple events or different types of hazards occurring in geographic or temporal proximity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples could include back-to-back flooding events or a power outage during a heat wave.	Explanation:
7) Is your community assessing emerging risks (e.g. drought, wildfire) and identifying blind spots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition to natural hazards, consider public health threats that might be worsened by climate change, such as contamination of drinking water sources and vector-borne diseases from ticks and mosquitos.	Explanation:

Understanding Sensitivity and Building Resilience	
8) Is your community tracking underlying societal characteristics and trends that increase vulnerability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This information might be found in your community's comprehensive plan or economic development plan. Examples of characteristics and trends might include older or low-income populations, low housing availability, reliance on a single economic driver, aging infrastructure, environmental degradation, etc.	Explanation:
9) Is your community proactively addressing vulnerabilities associated with these underlying characteristics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look in your community's comprehensive plan or economic development plan for strategies that might address these trends.	Explanation:
10) Does your community have financial resources in reserve to cope with or absorb shocks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, a rainy-day fund.	Explanation:
11) Is your community building flexible human capacity that can be drawn on in emergencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, community emergency response teams (CERT) or mutual aid agreements with neighboring communities.	Explanation:

Improving Long-term Adaptive Capacity	
12) Does your community have plans or policies that anticipate future climate risks and community sensitivity trends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a comprehensive plan chapter that describes how the community is planning for climate change impacts, or a capital improvement plan that requires construction projects to consider future conditions like sea level rise, extreme rain, or drought.	Explanation:
13) Are there resources to sustain new capacity when needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This is different from Question 10 in that these resources would need to sustain a new long-term commitment rather than a one-time, short-term response. For example, if flooding emerges as an issue, a revenue source such as a stormwater utility fee could sustain a new community stormwater management program.	Explanation:

14) Does the community have policies in place to build back smarter or recover with resilience after a disruptive event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a flood ordinance that requires compliance with the current building codes after substantial damage, or a communitywide post-disaster recovery plan.	Explanation:
15) Does the community stress test to ensure plausible risks are manageable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This might be a table-top exercise with emergency management and community stakeholders, or a financial health analysis.	Explanation:
16) Does the community have a policy or process for managing uncertainty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the community have a way of making important decisions when information is incomplete or unavailable?	Explanation:

Community Resilience Partnership

List of Community Actions

Revised November 2023

See Instructions on Introduction tab below.

✓	Strategy Areas & Actions (mark Column A as complete, in progress, future priority, etc.)	Additional Resources (\$=funding source)
Strategy Area A: Embrace the Future of Transportation		
Accelerate the Transition to Electric Vehicles (EVs)		
<p>Note: A maximum of \$7,500 of a Community Action Grant may be applied to the purchase of an electric vehicle for municipal or tribal fleets (Action A1). Eligible vehicles for Action A1 include light-duty, medium-duty, and heavy-duty on-road electric vehicles as well as electric riding mowers and electric outboard engines that are part of a municipal fleet, all subject to the maximum award amount. Where applicable, Efficiency Maine’s electric vehicle rebate (Action A1) or EV charging rebate (Action A2) must be included in the applicant’s project budget.</p>		
A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets.	Efficiency Maine: Municipal EV rebates (\$)
A2	Install EV chargers in public parking areas.	Efficiency Maine: EV supply equipment initiative (\$)
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
A4	Adopt an anti-idling ordinance.	Example: Bar Harbor Municipal Code
Improve Mobility and Reduce Vehicle Miles Traveled (VMT)		
A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.	
A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single occupancy vehicles.	
A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.	
A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).	

	A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.	Maine DOT Complete Streets
	A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.	Maine Connectivity Authority planning and infrastructure grants (\$)

Strategy Area B: Modernize Maine's Buildings

Transition to Cleaner Heating and Cooling, and Efficient Appliances in Municipal/Tribal Buildings

Note: Energy efficiency projects (Actions B1-B5) such as heat pumps, VRF systems, LED lighting upgrades, water heaters, etc. must be eligible for Efficiency Maine's incentives. The energy efficiency project must be located in a municipally, tribally, or publicly-owned building. **The applicant's project budget must include applicable Efficiency Maine rebates or incentives.**

B1	Adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal/tribal buildings. Collaborate with local school district for school building improvements.	Efficiency Maine: Public Sector (\$)
B2	Upgrade to energy efficient interior lighting in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B3	Upgrade to energy efficient appliances in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B4	Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal buildings.	Efficiency Maine: Public Sector (\$)
B5	Upgrade streetlights and exterior lighting for municipally/tribally-owned facilities with energy efficient LED lighting (and minimize light pollution with downlighting where possible).	Efficiency Maine: Public Sector (\$)
B6	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.	

Advance the Design and Construction of New Buildings

B7	Adopt the energy efficiency stretch building code (currently IECC 2021).	International Energy Conservation Code 2021
B8	Require EV charging readiness and solar energy readiness for all new construction.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
B9	Support regular professional development for code enforcement officers, especially Efficiency Maine's code trainings.	Efficiency Maine trainings
B10	Adopt C-PACE ordinance for commercial property owners to install renewable energy systems, energy efficiency measures, and EV charging infrastructure.	Efficiency Maine: Commercial Property Assessed Clean Energy (C-PACE)

Strategy Area C: Reduce Emissions through Clean Energy Innovation

Reduce Greenhouse Gas (GHG) Emissions

C1	Conduct a baseline for energy useage by municipal/tribal government including electricity, heating and transportation fuels, and other energy sources.	
C2	Identify and track a simplified set of emissions indicators for community emissions reduction (e.g. number of EVs registered in the community, number of homes with solar panels, number of heat pump rebates from Efficiency Maine).	
C3	Adopt a resolution setting targets and a plan for reducing emissions and advancing clean energy from municipal/tribal operations that align with the state's targets.	

Advance Clean Energy Adoption

C4	Adopt a renewable energy ordinance(s) that allows, enables, or encourages community-appropriate renewable energy and energy storage installations.	US DOE SolSmart program and technical assistance
C5	Adopt a streamlined permitting process for small-scale renewable energy installations.	US Department of Energy: SolarApp

Transition to Clean Energy

C6	Enter into a long-term service contract or power purchase agreement (PPA) or adopt a clean power purchase policy to ensure increasing local government energy supplies come from renewable energy.	USDA Rural Development: Rural Energy for America (\$)
C7	Install a renewable energy project (solar, wind, geothermal, anaerobic digestion, etc.) on municipal/tribal property (e.g. school rooftop, wellhead protection area, landfill, brownfield site, etc.).	USDA Rural Development: Rural Energy for America (\$)

Strategy Area D: Grow Jobs and Protect Natural Resource Industries			
Support Maine's Natural Resource Economy			
D1	Adopt policies that enable, support, or incentivize local food production and consumption, including community gardens.		
D2	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.		
Support Clean Energy Jobs and Businesses			
D3	Assess the suitability of privately-owned brownfield and disturbed/contaminated sites for clean energy projects and encourage project development.		US EPA RePowering America's Land program
D4	Establish incentives for clean energy industry or businesses to locate in community.		
D5	Encourage and support clean energy industries in economic development plans.		

Strategy Area E: Protect the Environment & Promote Natural Climate Solutions

Protect Natural and Working Lands and Waters

E1	Set targets for increasing green space and tree planting to increase shade and water access in public spaces and carbon sequestration.	DACF Project Canopy (\$)
E2	Incorporate a goal into conservation plans of conserving 30% of land in the community by 2030 (including undeveloped town property), with a priority on addressing conservation gaps related to high biodiversity areas, undeveloped blocks, and land and water connectivity.	IWF: Beginning with Habitat
E3	Create or update a watershed plan to identify flooding and water quality priorities and adaptation options.	ME DEP Nonpoint Source Priority Watersheds List & grants (\$)
E4	Develop a natural resource and habitat inventory that includes climate stressors and impacts.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E5	Conserve, revegetate and reconnect floodplains and buffers in riparian areas.	
E6	Preserve climate-threatened natural areas such as wetlands, riparian areas, and headwater streams through zoning or other regulations.	
E7	Implement a source water protection program.	
E8	Adopt policies that prioritize natural, nature-based or ecologically enhanced shoreline protection for coastlines, rivers, and lakes.	
E9	Identify and protect sites for living shorelines and saltmarsh migration areas.	ME Natural Areas Program: Maps, Data, and Technical Assistance
E10	Identify and protect open space in the floodplain to increase flood buffers and community resilience.	ME Natural Areas Program: Maps, Data, and Technical Assistance

Strategy Area F: Build Healthy & Resilient Communities

Plan for Community Resilience		
F1	Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies. Adopt a climate resilience plan that describes high priority strategies for reducing risk and vulnerabilities (may be a standalone plan or included in a comprehensive plan).	
F2	Update the local or county EMA hazard mitigation plan to address changing/future conditions and identify specific strategies to reduce vulnerability and increase resilience to climate change impacts.	
F3	Develop or enhance early warning systems and community evacuation plans.	
F4	Develop a storm debris management plan.	
Reduce Flood Risk		
F5	Complete the Maine Flood Resilience Checklist.	Maine Flood Resilience Checklist
F6	Participate in the National Flood Insurance Program (NFIP).	FEMA's Community Rating System
F7	Enroll in the NFIP's Community Rating System (CRS) at Class 9 or better, reducing flood insurance premiums for community residents.	FEMA's Community Rating System
F8	Achieve CRS Class 6 or better, maximizing flood insurance savings for community residents.	FEMA's Community Rating System
F9	Map sea level rise projections in the local or county EMA hazard mitigation plan.	
F10	Require consideration of sea level rise projections and impacts in planning and permitting coastal development.	
F11	Adopt freeboard requirements in the special flood hazard area and higher freeboard critical infrastructure and long-lifespan assets.	
F12	Adopt a low-impact design (LID) standard for stormwater management.	Low Impact Design Manual for Maine Communities (PDF)

Strengthen Public Health		
F13	Identify and plan to reduce public health threats in the community that are exacerbated by climate change.	US CDC Health Harm Cards and Climate & Health Planning Worksheet
F14	Develop and implement an extreme temperatures emergency plan, including strategies that increase use of cooling centers by residents.	US CDC Heat & Health Tracker Resources: Heat Response Plans and Use of Cooling Centers
F15	Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold events.	
F16	Increase community-level resilience to mosquito-borne diseases by implementing vector controls to decrease mosquito habitat.	Maine CDC Mosquito-Borne Illness Prevention & Response Guidance for Maine Towns and Communities (PDF)
F17	Implement school-based programs to educate students about prevention of mosquito- and tick-borne diseases.	Maine CDC Vectorborne School Curricula

Strategy Area G: Invest in Climate-Ready Infrastructure

Assess climate vulnerability of infrastructure

G1	Conduct a vulnerability assessment for critical community infrastructure that includes: 1) the climate hazards to which infrastructure assets are exposed and how the intensity and likelihood will change over time; 2) the susceptibility to damage or failure given location, design, age, condition, and state of repair; and 3) the consequences that impairment or failure of the infrastructure will have on the community.	
G2	Develop a Capital Investment Plan that a) identifies vulnerable municipal/tribal facilities and assets, and b) prioritizes resilience in improvements and/or new construction.	

Utilize climate-ready standards, designs, and practices to improve infrastructure

G3	Improve and protect drinking water, wastewater treatment, and stormwater facilities to reduce physical damage and sustain function during extreme weather events.	
G4	Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.	
G5	Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.	DEP Stream Smart Crossings Grants and Pocket Guide (\$)
G6	Assess wastewater treatment facilities for clean energy potential (solar, anaerobic digester, etc.).	

Strategy Area H: Engage Maine People		
H1	Establish or recognize an official committee of community stakeholders.	
Increase public awareness of climate change impacts and opportunities to take action		
H2	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation for residents and businesses.	US CDC Climate & Community Health (PDF)
H3	Amplify public health advisories for climate-related health and weather events, such as air quality advisories, extreme heat or cold events, extreme storms, power outages, waterborne disease outbreaks, harmful algal blooms, vectorborne disease trends, etc.	NWS advisories (weather.gov/gyx and weather.gov/car); DEP air quality advisories (maine.gov/dep/air/ozone/index.html); ME Tracking Network displays of near real-time heat illness, cold illness, or tickborne diseases (data.mainepublichealth.gov/tracking)
H4	Engage youth in resilience, clean energy, and energy use reduction.	
H5	Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.	
Engage the business community and recognize climate leadership		
H6	Create and support an energy reduction campaign or challenge among businesses.	
H7	Initiate a community bulk purchasing program with a vendor, or vendors, to provide low cost equipment such as heat pumps and solar for interested residents and businesses.	Portland's "Electrify Everything!" Initiative
Note: Bulk purchasing (Action H7): Grant funds may not be used to purchase or subsidize equipment or services for residential or commercial properties, but may be used for program design and capacity building .		

~~This certifies to the municipal clerk of Newcastle, Maine the proposed ordinance entitled "Newcastle Fireworks Ordinance" to be acted upon by the voters at a town meeting to be held on Monday, June 18, 2012.~~

~~Dated: May 28, 2012 Municipal Officers of Newcastle, Me:~~

~~_____~~
~~_____~~
~~_____ Brian Foote, Chair _____ Ellen Dickens~~

~~_____~~
~~_____~~
~~_____ R. Benjamin Frey _____ Patricia Hudson~~

~~_____~~
~~_____~~
~~_____ Ellen McFarland~~

~~WHEREAS, the Maine legislature approved legislation to make the sale and possession of consumer fireworks legal; and~~

~~WHEREAS, the law took effect on January 1, 2012; and~~

~~WHEREAS, the law includes a provision that allows municipalities to adopt an ordinance to prohibit or restrict the use of consumer fireworks within the municipality; and~~

~~WHEREAS, it is in the best interest of the Town of Newcastle to strictly control the use of fireworks within the Town; and~~

~~NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF NEWCASTLE THAT, THE NEWCASTLE FIREWORKS ORDINANCE BE ENACTED AS FOLLOWS:~~

A. ~~Title~~Authority

~~This Ordinance shall be known as the Newcastle Fireworks Ordinance.~~ This Ordinance is enacted pursuant to Title 8 Chapter 9A of the Maine Revised Statutes.

B. Purpose

~~The purpose~~This of this Ordinance was developed is to ~~provide for the general welfare, assure~~ safe and healthful conditions, and to prevent injury and nuisance from the careless use of fireworks.

~~C. Conflict With Other Ordinances~~

~~This Ordinance shall not repeal, annul, or in any other way impair the necessity of compliance with any other rule, regulation, bylaw or provision of the Federal State or Local Government. In any conflict between this Ordinance and any other Ordinances, the stricter Ordinance, rule, regulation or bylaw shall control.~~

~~D. Validity and Severability~~

~~Should any section or provision of this ordinance be declared by the Courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.~~

~~E. Effective Date~~

~~The effective date of this Ordinance is its date of enactment.~~

~~F. Amendment~~

~~All amendments to this Ordinance shall be made at a Town meeting of Newcastle by a majority vote of the governing body.~~

G.C. Definitions

The following definitions shall apply ~~in~~ethis Ordinance:

CONSUMER FIREWORKS--Consumer fireworks shall have the same meaning as in Title 27, Code of Federal Regulations. Section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party testing laboratory as conforming with United States

Consumer Product Safety Commission standards. in accordance with 15 United States Code. Chapter 47. "Consumer fireworks" does not include the following products:

- i. Missile-type rockets. as defined by the State Fire Marshal by rule;
- ii. Helicopters and aerial spinners, as defined by the State Fire Marshal by rule; and
- iii. Sky rockets and bottle rockets. For purposes of this paragraph, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the State Fire Marshal by rule, with a wooden stick attached for guidance and stability that rise into the air upon ignition and that may produce a burst of color or sound at or near the height of flight.

DISPLAY--Display means an entertainment feature where the public is admitted or permitted to view the display or discharge of fireworks or special effects.

H.D. Prohibition

1. **Prohibition against any use of Consumer Fireworks Within 100 Feet of a Public Way**
No person shall use, display, throw, drop, or cause to be discharged or exploded, any consumer fireworks or fireworks at any time, within one hundred (100) feet of any public way.
2. **All Other Fireworks**
State law prohibits the sale and possession of all fireworks, with the exception of Consumer Fireworks. 8 M.R.S.A. §223.

H.E. **Exception.** This Ordinance does not apply to a person issued a fireworks display permit by the Town of Newcastle and/or the State of Maine pursuant to 8 M.R.S.A. §227-A. The Newcastle Fire Chief shall inspect the proposed display site at the time of the inspection conducted by a representative of the Maine Public Safety Department under 8 M.R.S.A. § 227-A (2).

H.F. **Seizure and disposal of fireworks.** The Town may order the Lincoln County Sherriff or another law enforcement official to seize consumer fireworks that the Town has probable cause to believe are used, possessed, or sold in violation of this Ordinance and shall forfeit seized consumer fireworks to the State for disposal.

H.G. Violations and penalties.

Whoever violates any of the terms of this Ordinance shall be punished by a fine of not less than \$100 nor more than \$2,500 for each offense, plus attorney's fees and costs. In all other respects, assessment of penalties under this Ordinance shall be in accordance with 30-A M.R.S.A. § 4452.

H. Conflict With Other Ordinances

This Ordinance shall not repeal, annul, or in any other way impair the necessity of compliance with any other rule, regulation, bylaw, or provision of the Federal, State, or Local Government. In any conflict

between this Ordinance and any other Ordinances, the stricter Ordinance, rule, regulation, or bylaw shall control.

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Town of Newcastle FIREWORKS ORDINANCE

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2. PURPOSE

This Ordinance was developed to assure safe and healthful conditions and to prevent injury and nuisance from the careless use of fireworks.

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This Ordinance does not apply to a person issued a fireworks display permit by the Town of Newcastle and/or the State of Maine pursuant to 8 M.R.S.A. §227-A. The Newcastle Fire Chief shall inspect the proposed display site at the time of the inspection conducted by a representative of the Maine Public Safety Department under 8 M.R.S.A. § 227-A (2).

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The Town may order the Lincoln County Sherriff or another law enforcement official to seize consumer fireworks that the Town has probable cause to believe are used, possessed, or sold in violation of this Ordinance and shall forfeit seized consumer fireworks to the State for disposal.

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8. CONFLICT WITH OTHER ORDINANCES

This Ordinance shall not repeal, annul, or in any other way impair the necessity of compliance with any other rule, regulation, bylaw, or provision of the Federal, State, or Local Government. In any conflict between this Ordinance and any other Ordinances, the stricter Ordinance, rule, regulation, or bylaw shall control.

9. VALIDITY AND SEVERABILITY

Should any section or provision of this ordinance be declared by the Courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

10. EFFECTIVE DATE

The effective date of this Ordinance is its date of enactment.

11. AMENDMENT

All amendments to this Ordinance shall be made at a Town meeting of Newcastle by a majority vote of the governing body.

Legislative History:

June 18, 2012 – Adopted

December 5, 2023 – Amendments drafted for Select Board / Town Meeting consideration

DRAFT



Town of Newcastle FINANCE COMMITTEE ORDINANCE

~~Title: This ordinance shall be known, and may be cited as, the "Finance Committee Ordinance of the Town of Newcastle", and will be referred to herein as "this ordinance".~~

1. COMPOSITION

- 1.1. ~~The Finance Committee shall consist of seven (7) citizens appointed by the Select Board of Selectmen. It is suggested that each appointed member have some experience in the financial sector.~~ The Finance Committee shall consist of ~~seven (7)~~ **three (3)** citizens appointed by the Select Board of Selectmen. Each member shall serve a ~~staggered~~ 3 year term.
- 1.2. ~~Subject to approval by the Select Board, the Finance Committee may adopt rules of procedure and policy to conduct its affairs.~~

Commented [KS1]: Currently, this committee only has one appointed member whose term has not yet expired.

Commented [KS2R1]: Therefore, my initial thought was a slight reduction in the number of members. It may also be difficult to coordinate meeting schedules, etc with 7 members.

Commented [KS3R1]: After further consideration and discuss with John Mills, one of the remaining members of the committee, we'd like to propose a group of three and suggest they have some experience in the financial field.

Commented [KS4]: Also noticed many of the other committees have some authority to at least draft their own rules of procedure (subject to Select Board approval).

2. DUTIES OF THE COMMITTEE

- 2.1 Serve as Town Budget Committee
 - a. ~~Work with the Board of Selectmen/Town Manager to in developing a recommended the annual town budget to present to the Select Board.~~
- 2.2 Serve as Town Audit Committee
 - 2.2.1 ~~Review the annual town audit with Town Treasurer and Auditor~~
 - 2.2.2 ~~Work with Town Treasurer and Auditor as needed~~
 - a. ~~Review the management letter from the external auditor.~~
 - ~~b. Attend and participate in the Auditor's presentation to the Select Board.~~
 - ~~Conduct a biannual review of the internal and external financial control procedure, performed in odd numbered years.~~
- 2.2.3 Supervise Investments
 - a. ~~Review monthly statements quarterly or as deemed necessary by the Town Manager to insure the viability validity of the investments.~~
 - b. ~~Review annually in conformance with the to verify their compliance with the town's investment policy.~~
- 2.3 ~~Review monthly bank statements with Board of Selectmen. Conduct quarterly review of the budget, financial statements, and treasurer's accounts.~~
- 2.4 ~~Perform any other duties assigned by the Select Board of Selectmen~~

Commented [KS5]: It may be redundant for the Town Manager and extend the budget process, but it can serve as a good litmus test and chance to make modifications before presenting the budget publicly to the Select Board.

Commented [KS6]: This can be accomplished by the Town Manager and recommended changes brought to the Select Board.

Commented [KS7]: Supervision of investments has not received the attention that it deserves, but it should be the Town Manager's responsibility.

Commented [KS8R7]: I left it in here because it would help with keeping it at the forefront and provide additional feedback on decisions about investments.

Commented [KS9R7]: Additionally, changed validity to viability and verify compliance to in conformance with

Commented [KS10]: Another Town Manager/Town Treasurer responsibility

**Town of Newcastle
FINANCE COMMITTEE ORDINANCE**

~~3. Repealer~~

~~4.1. All prior Finance Committee Ordinances and amendments stand repealed.~~



Town of Newcastle FINANCE COMMITTEE ORDINANCE

1. COMPOSITION

- 1.1. The Finance Committee shall consist of three (3) citizens appointed by the Select Board. It is suggested that each appointed member have some experience in the financial sector. Each member shall serve a staggered 3 year term
- 1.2. Subject to approval by the Select Board, the Finance Committee may adopt rules of procedure and policy to conduct its affairs.

2. DUTIES OF THE COMMITTEE

- 2.1. Serve as Town Budget Committee
 - a. Work with the Town Manager to develop a recommended annual town budget to present to the Select Board.
- 2.2. Serve as Town Audit Committee
 - a. Review the management letter from the external auditor.
 - b. Attend and participate in the Auditor's presentation to the Select Board.
- 2.3. Supervise Investments
 - a. Review monthly statements quarterly or as deemed necessary by the Town Manager to insure the viability of the investments.
 - b. Review annually in conformance with the with the town's investment policy.
- 2.4. Perform any other duties assigned by the Select Board.



TOWN OF NEWCASTLE, MAINE

FIRE TRUCK PROCUREMENT - REQUEST FOR PROPOSAL (RFP)

I. INTRODUCTION:

The Town of Newcastle invites qualified and experienced suppliers to submit proposals for the procurement of a new fire truck. This RFP outlines the Town's specifications, requirements, and expectations for the fire truck.

II. SCOPE OF WORK:

The selected supplier is expected to provide a fully functional fire truck meeting the following specifications:

- Type: Fire Pumper
- Capacity: 1000 gallon water tank, 1500 gpm Hale Pump derated to 1,250 gpm
- Compliance: Must comply with all applicable NFPA standards and safety regulations.

III. SUBMISSION REQUIREMENTS:

All interested bidders must submit the following documents:

A. Letter of Intent:

A brief statement expressing the bidder's interest in providing the fire truck.

B. Company Profile:

Detailed information about the bidding company, including experience in supplying fire trucks to municipalities.

C. Technical Specifications:

Detailed technical specifications of the proposed fire truck.

D. Compliance and Certifications:

Documentation proving compliance with safety standards and certifications.

E. References:

Contact information for references from other municipalities where similar fire trucks have been supplied.

F. Cost Proposal:

Clear breakdown of costs, including the base cost of the fire truck, optional features, delivery charges, early payment discounts, taxes, and warranty information.

G. Delivery Schedule:

Proposed timeline for manufacturing, delivery, and commissioning.

H. Warranty and Support:

Details of the warranty provided, bonding, and available support services.

IV. TIMELINE:

- Select Board reviews and approves Request for Proposals Document on January 8, 2024.
- Questions about the process and the specifications must be submitted by January 19, 2024.
- All questions and responses will promptly be added to the website. Any outstanding responses will be posted by Monday, January 22, 2024.
- All proposals must be submitted by February 9, 2024 at 12pm. Late submissions will not be considered.
- Bid Responses will be opened on February 12, 2024
- Review period by the Fire Truck committee February 12 - February 15, 2024
- Recommendation to the Select Board (February 19)
- Warrant solidified by the Select Board (March 11)
- Final Approval by Special Town Meeting (March 25)

V. TOWN MEETING APPROVAL:

This fire truck purchase is subject to Town Meeting approval. The Town reserves the right to cancel the order if the required funding is not approved by the Town Meeting.

VI. SELECTION CRITERIA:

The Town of Newcastle will evaluate proposals based on the following criteria:

Technical Suitability: (50%) Does the proposed fire truck meet the bid specified requirements? (See **FIRE ENGINE PROCUREMENT - BID SPECIFICATIONS**)

Technical suitability will be broken down and scored as follows.

Chassis 40% Motor, transmission, maneuverability, cab setup

Safety 30% Chassis safety features, roll over protection, airbags

Body 15% Material, construction method, shelving, tank, hose bed, lighting

Pump 15% Manufacturer, size, plumbing, panel configuration

Cost: (20%) The overall cost of the fire truck and associated services.

Delivery Schedule: (15%) The proposed timeline for delivery and commissioning.

Warranty and Support (15%) Details of the warranty, bonding, and available support services.

Body 30%

Electrical 30%

Service Location 20%

Paint 10%

Bumper to bumper 10%

VII. CONTACT INFORMATION:

For questions or clarifications, please contact:

Kevin Sutherland, Town Manager

Townmanager@newcastlemaine.us

607-631-1793

VIII. SUBMISSION ADDRESS:

All proposals must be submitted to:

Town of Newcastle

C/O Kevin Sutherland

4 Pump Street

PO Box 386

Newcastle, ME 04553

DRAFT

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
00348 AT&T MOBILITY					
0337	Hbr Master Phone				
	Hbr. Master Phone	E 103-25-18		42.77	0.00
	PLANNING - OPERATIONS / CELL PHONE				
		Vendor Total-		42.77	
00033 CENTRAL MAINE POWER CO					
0337	Various Electric Accts				
	35011988843 - T.O.	E 101-65-02		301.67	0.00
	GEN GOVT - TOWN OFFICE / ELECTRICITY				
	35016922797 - SANDLOT	E 107-40-01		30.91	0.00
	PUBLIC WORKS - FACILITIES / ELECTRICITY				
	35015543313 - PLAYGROUND	E 101-67-02		52.12	0.00
	GEN GOVT - BIRD PLAYGR / ELECTRICITY				
	35015543750 - SHEEPSCT ST	E 105-68-02		49.59	0.00
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY				
	35013306861 - FLASHER	E 105-57-03		37.44	0.00
	PUB SAFETY - INFRASTRUCT / FLASHER RT 1				
	30012720394 - AC HL ST LI	E 105-57-02		50.93	0.00
	PUB SAFETY - INFRASTRUCT / ST. LIGHTS				
	35011641467 - FIRE CO.	E 105-66-02		331.94	0.00
	PUB SAFETY - FIRE STA/COM / ELECTRICITY				
	35013844770 - ST LIGHTS	E 105-57-02		140.37	0.00
	PUB SAFETY - INFRASTRUCT / ST. LIGHTS				
		Vendor Total-		994.97	
00074 COLBY & GALE					
0337	Sheepscot Station Service	Acct#17988			
	SHEEPSCOT STATION PROPANE	E 105-68-01		188.81	0.00
	PUB SAFETY - SHEEPSCT STA / HEATING FUEL				
		Vendor Total-		188.81	
00314 EES Consulting Inc					
0337	IT Services	Inv#8737/8767			
	INV#8737	E 101-25-09		1,023.58	0.00
	GEN GOVT - OPERATIONS / COMP SUPPORT				
	INV#8767	E 101-25-09		945.00	0.00
	GEN GOVT - OPERATIONS / COMP SUPPORT				
		Vendor Total-		1,968.58	
00293 ELAN FINANCIAL SERVICES					
0337	VISA COMMUNITY CARD	11/6-12/6/23			
	ADOBE/ZOOM/GOOGLE	E 101-25-11		628.44	0.00
	GEN GOVT - OPERATIONS / SOFTWARE				
	AMAZON - SUPPLIES	E 101-25-95		112.87	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
		Vendor Total-		741.31	
00089 FIRE TECH & SAFETY OF N.E. INC					
0337	Gas Meter / LEL Sensor	Inv#218904			
	Gas Meter	E 105-05-40		568.00	0.00
	PUB SAFETY - FIRE DEPT / NEW EQUIP				
	LEL Sensor Replacement	E 105-05-42		174.00	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
	Shipping & Handling	E 105-05-42		11.42	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
		Vendor Total-		753.42	
00897 HAGAR ENTERPRISES, INC					
0337	Cross Trench Paving	S. Dyer Neck Rd	*** SEPARATE ***		
	Labor (8hrs)	E 107-43-01		520.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
	Excavator (1)	E 107-43-02		115.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT				

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
12.5mm HMA (5)	E 107-43-04			1,375.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / MATERIAL				
Traffic Control	E 107-44-01			500.00	0.00
	PUBLIC WORKS - EQUIPMENT / TRAFFIC CTRL				
		Invoice Total-		2,510.00	
0337 Traffic Control Signs	Pumpkinfest		*** SEPARATE ***		
Labor (8hrs)	E 107-43-01			520.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
Truck - Crew/Service (4)	E 107-43-02			260.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT				
		Invoice Total-		780.00	
0337 Kings Hwy Potholes	Inv 7276				
Labor (2)	E 107-43-01			130.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
12.5mm HMA (1)	E 107-43-04			375.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / MATERIAL				
		Invoice Total-		505.00	
0337 Town Wide Storm Cleanup	Inv#7277		*** SEPARATE ***		
Labor (4.5)	E 107-43-01			292.50	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR				
Trucking (4.5)	E 107-43-04			292.50	0.00
	PUBLIC WORKS - GEN CONTRCTR / MATERIAL				
		Invoice Total-		585.00	
		Vendor Total-		4,380.00	
00311 Hi-Tech Communications					
0337 Reprogram Voicemail-Email	Inv#43326				
Reprogram Voicemail-Email	E 101-65-05			120.00	0.00
	GEN GOVT - TOWN OFFICE / TELEPHONES				
		Vendor Total-		120.00	
00165 KONICA MINOLTA/SYMQUEST					
0337 500-0622968-000	Printer-Contrac				
500-0473754-000	E 105-05-55			12.55	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		Vendor Total-		12.55	
00137 KRAH BUILDERS, INC					
0337 Replaced roofing/Shps. FD	INV#2395				
Replaced roofing-Shps. FD	E 210-91-09			2,500.00	0.00
	MUN BLDG - RES ACCT EXP / MUNI BDG EXP				
		Vendor Total-		2,500.00	
00318 LCTV					
0337 Select Board Meeting	12/11/2023				
Video Recordings	E 101-25-81			100.00	0.00
	GEN GOVT - OPERATIONS / VIDEO RECORD				
		Vendor Total-		100.00	
01074 LINCOLN COUNTY					
0337 ACO - WAGES	November				
ACO Wages - November	E 105-55-01			204.55	0.00
	PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL				
		Vendor Total-		204.55	
00013 LINCOLN COUNTY NEWS					
0337 ADS - SP TOWN MEETING	P204133				
SP TOWN MEETING AD	E 101-25-55			90.00	0.00
	GEN GOVT - OPERATIONS / ADS				
		Vendor Total-		90.00	
00005 LOCKBOX #936724					
0337 Transco Contract	Town Office				
HP/HPLJ2300 - DEC	E 101-26-01			24.15	0.00

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
	GEN GOVT - LEASES / COPIER			
XER/XALC8045	E 101-26-01		227.45	0.00
	GEN GOVT - LEASES / COPIER			
HP/HPLJ2300 - NOV	E 101-26-01		24.15	0.00
	GEN GOVT - LEASES / COPIER			
Vendor Total-			275.75	
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST				
0337	MHT.15110	January		
Dental	E 101-02-04		194.99	0.00
	GEN GOVT - FRINGE BENEF / VISION/DENTA			
Health (Medical)	E 101-02-02		6,819.09	0.00
	GEN GOVT - FRINGE BENEF / HEALTH INS			
IPP (Income Protection)	E 101-02-05		188.00	0.00
	GEN GOVT - FRINGE BENEF / IPP			
Vision	E 101-02-04		22.31	0.00
	GEN GOVT - FRINGE BENEF / VISION/DENTA			
Vendor Total-			7,224.39	
00375 MAINE MUNICIPAL TAX COLLECT & TREASURERS' ASSOC				
0337	Regular Membership	2024 - Michelle		
2024 Membership	E 101-25-80		30.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
Vendor Total-			30.00	
00017 MAINE TOWN & CITY CLERKS ASSOCIATION				
0337	Vital Records 12/6 & 12/7	Emma		
Vitals Class 12/6 & 12/7	E 101-25-80		60.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
Vendor Total-			60.00	
01495 MAINE TOWN & CITY MANAGEMENT ASSOC.				
0337	Workshop Freeport - Kevin	1000450926		
Workshop - Freeport	E 101-25-80		100.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
Vendor Total-			100.00	
00405 NORTHEAST COFFEE COMPANY				
0337	Water for PFAS Residents	8 Sep Invoices		
Water - A. Main	E 101-99-99		85.75	0.00
	GEN GOVT - MISC / CONTINGENCY			
Water - W. ONeil	E 101-99-99		122.50	0.00
	GEN GOVT - MISC / CONTINGENCY			
Water - J. Sullivan	E 101-99-99		204.75	0.00
	GEN GOVT - MISC / CONTINGENCY			
Vendor Total-			413.00	
00102 READY REFRESH/BLUE TRITION BRANDS INC				
0337	TOWN OFFICE WATER	23L04224000511		
TOWN OFFICE WATER	E 101-25-95		110.94	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
Vendor Total-			110.94	
00395 SEACOAST SECURITY INC.				
0337	DAILY TESTING - FD / TO	INV#882366		
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			
Vendor Total-			228.00	
00340 SPIC & SPAN CLEANING INC				
0337	Cleaning Services	December		
Dec. Cleaning Services	E 101-65-06		540.00	0.00

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
GEN GOVT - TOWN OFFICE / JANITORIAL					
Vendor Total-				540.00	
00189 TIDEWATER TELECOM INC					
0337	PHONE LINES				
TOWN OFFICE LINES	E 101-65-05			218.73	0.00
GEN GOVT - TOWN OFFICE / TELEPHONES					
FIRE DEPT	E 105-05-09			115.54	0.00
PUB SAFETY - FIRE DEPT / PHONES					
Vendor Total-				334.27	
01442 TOWN OF DAMARISCOTTA					
0337	Interlocal Shared Planner	Michael - Nov			
Planner - November	E 103-01-21			4,257.02	0.00
PLANNING - COMPENSATION / DEVELOP ADM					
Vendor Total-				4,257.02	
00022 TREASURER, STATE OF ME-ANIMAL WELF					
0337	Dog Licensing Report	December			
Dog Licensing - Dec.	G 1-365-00			127.00	0.00
GEN'L GOV. / STATE DOG					
Vendor Total-				127.00	
00023 TREASURER, STATE OF ME-BMV					
0337	11/30-12-08-2023	BMV Report	*** PAID ***	Check # 2673	
11/30-12/8/23 - BMV	G 1-345-00			1,113.00	0.00
GEN'L GOV. / STATE MV FEE					
Invoice Total-				1,113.00	
0337	12/8 - 12/15/2023	BMV Report	*** PAID ***	Check # 2703	
12/8 - 12/15/23 BMV	G 1-345-00			1,954.34	0.00
GEN'L GOV. / STATE MV FEE					
Invoice Total-				1,954.34	
0337	12-15 - 12/22/23	15110	*** PAID ***	Check # 2704	
12-15 - 12/22/23	G 1-345-00			1,998.30	0.00
GEN'L GOV. / STATE MV FEE					
Invoice Total-				1,998.30	
0337	12/22 - 12/29/2023	BMV Report	*** PAID ***	Check # 2705	
12/22-12/29/23 - BMV	G 1-345-00			5,924.99	0.00
GEN'L GOV. / STATE MV FEE					
Invoice Total-				5,924.99	
Vendor Total-				10,990.63	
00029 TREASURER, STATE OF ME-DHHS/CDC					
0337	PLUMBING REPORT	NOV - DEC 2023			
NOV - DEC PLUMBING	G 1-342-00			32.50	0.00
GEN'L GOV. / STATE PLMB					
Vendor Total-				32.50	
00027 TREASURER, STATE OF ME-IFW					
0337	MOSES REPORT - DEC.	ACCT#142917			
MOSES - DEC REPORT	G 1-350-00			2,729.50	0.00
GEN'L GOV. / STATE IFW \$					
Vendor Total-				2,729.50	
01444 TREASURER, STATE OF ME-VITALS					
0337	SEMI-ANNUAL VITALS REPORT	JULY-DEC 2023			
Marriage Liscense	G 1-360-00			32.00	0.00
GEN'L GOV. / STATE MARRYL					
Birth Cert.	G 1-362-00			11.60	0.00
GEN'L GOV. / STATE BIRTH					
Death Cert.	G 1-363-00			19.60	0.00
GEN'L GOV. / STATE DEATH					
Marriage Cert.	G 1-361-00			37.20	0.00
GEN'L GOV. / STATE CMARRY					

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
			Vendor Total-	100.40	
01503 U.S. BANK EQUIPMENT FINANCE, INC					
0337	COPIER LEASE/MAINT	CONTRACT			
	T.O. COPIER LEASE & MAINT	E 101-26-01		198.60	0.00
	GEN GOVT - LEASES / COPIER				
			Vendor Total-	198.60	
00155 USPS - NEWCASTLE					
0337	1 Certified Mailing	Lien			
	1 Certified Mailing	E 101-25-05		8.56	0.00
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
			Vendor Total-	8.56	
00355 VANASSE HANGEN BRUSTLIN, INC					
0337	Professional Services	Lynch Road			
	Prof. Services - Lynch Rd	G 1-604-00		13,807.95	0.00
	GEN'L GOV. / FEMA 4719				
			Vendor Total-	13,807.95	
01161 WHITE SIGN					
0337	Post Brackets/Uni Cross	IVC129792			
	IVC12992	E 107-44-04		105.55	0.00
	PUBLIC WORKS - EQUIPMENT / MISC SIGNAGE				
			Vendor Total-	105.55	
			Prepaid Total-	10,990.63	
			Current Total-	42,780.39	
			Warrant Total-	53,771.02	

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: 1/8, 2024

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