

Select Board & Board of Assessors Meeting - Agenda
March 25, 2024, (immediately following the Special Town Meeting)
Fire Station Community Room, 86 River Rd

- 1. Call to Order**
- 2. Amendments to the Agenda**
- 3. Minutes of the previous meeting**
 - a. March 11, 2024
- 4. Public Comments on Items Not on the Agenda**
- 5. New Business**
 - a. Carry Forward for Sidewalk Crossing Beacon
 - b. County Budget
 - c. Postpone 4/8 workshop and meeting
- 6. Unfinished Business**
 - a. Possible Amendments to the Managers FY25 budget
 - b. Update on Select Board Priorities
- 7. Town Manager Report and Communications**
- 8. Fiscal Warrants**
 - a. FY24 Eighteenth AP Warrant: \$2,635,931.48
- 9. Executive Session**
 - a. Consideration of real property acquisition (Title 1 §405.6.C)
- 10. Future Agenda Items**
 - a. Fish Ladder Agreement
 - b. Ground Lease Agreement
 - c. Harbor Management Ordinance
- 11. Adjournment of Meeting**

Manager commentary for March 25th, 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 – Carry Forward for Sidewalk Crossing Beacon**

Manager’s Commentary: On [PAGE 6](#) is a memo from Michelle Cameron, our Treasurer. This item came up at the Budget Workshop on March 13. The Sidewalk Crossing Beacon at Mills/Main/Academy Hill that had been damaged in vehicle accident has still not been replaced. Staff had been waiting for confirmation of insurance revenue to cover the replacement however, with the placement of the funds in the wrong account in the Spring of FY23 and subsequently several staffing changes this was buried and forgotten. Our auditor has advised us to request the Select Board subsequently carry forward that revenue from the FY23 budget into this year. We’ve assumed that you’ll approve this and had already called the vendor to get one ordered.

A Possible Motion: ***“To authorize the Town Treasurer to carry forward \$8,687.50 from FY23 into fiscal year 2024 as a credit to Traffic Signs account number 107-44-03”***

New Business Item: **5B – County Budget**

Manager’s Commentary: See [PAGE 7](#) for the Assessors Return document to the County. With approval, I’ll have the board sign the document at the meeting.

A possible motion: ***“To approve and return a signed copy of the Assessors’ Return.”***

New Business Item: **5C – Postpone 4/8 workshop and meeting**

Manager’s Commentary: I am requesting the Board consider postponing their meeting on Monday April 8th to Tuesday April 9th as the afternoon of April 8th is the total solar eclipse. Some of the best places to see a total eclipse are at least 2 hours away and it will happen around 3:30pm in Maine. Why postpone for timed rotation of celestial bodies? Because the next total solar eclipse in the US will not be for another 20 years – 8/23/44. And it will happen near sunset in Montana and the Dakotas. Additionally, if the weather is sunny to partly cloudy, I’d really like to close the office and encourage staff and board members to join in!

A possible motion: ***“To postpone the planned Select Board workshop on Weight Posted Roads and the regular meeting to April 9, 2024 at 7pm in the Fire Station Community Room.”***

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 – Possible Amendments to the Managers FY25 budget

Manager’s Commentary: On March 11, 2023, the Town Manager gave a presentation on the presented budget. The Select Board and the Finance Committee met in workshops on 3/6, 3/13, and 3/20 to hear from provider agencies, staff, and a comprehensive review of the budget. The currently presented amount has some assumptions about the school budget and shows a 6.16% increase in property taxes for FY25. Several suggested motions were made during the process and an excel calculator has been developed to frame the public voting meeting and conversation around changes to the Manager’s budget. See [PAGE 10](#) for the list of currently proposed changes and Click this [LINK](#) for a FY25 Newcastle budget calculator (excel download) of your very own.

During this time in the meeting, I’d ask the board members to make a motion for each of the currently identified proposed changes, ask for a second motion, discuss and vote. Without a second, the motion dies for a lack of a second motion.

There may be additional suggestions for changes collected over the weekend and other members of the board might have more on the day of the discussion. What comes from this exercise is a revised budget (FY Select Board), that will then go to public comment at the first meeting in April, where the board might consider additional amendments and motions. The final step will be to solidify the numbers for the Warrant articles which will need to be considered on April 22 for the June Town Meeting.

Unfinished Business Item: 6B – Update on Select Board Priorities

Manager’s Commentary: The Select Board has committed to reviewing the List of Priorities on a quarterly basis. On [PAGE 11](#) is a rather comprehensive update memo. During the budget process, we’ve identified several other efforts that may need to be addressed soon. I’d like to ask, if we do consider any changes at this meeting, that they replace the items that have not been started in earnest yet or that they be added to the comprehensive list of items and be considered in June after the elections.

A Possible Motion: ***“To continue to support staff’s efforts to achieve the goals revised on November 27, 2023.”***

Fiscal Warrants: 8A – FY24 Eighteenth AP Warrant

Manager Commentary: This can be found starting on [PAGE 17](#). This is a very large amount as we are beginning the process of transferring our accounts over to First National Bank.

A Possible motion: ***“To approve the eighteenth FY24 AP Warrant for \$2,635,931.48.”***

Select Board & Board of Assessors Meeting - Minutes
March 11, 2024, 7PM
Fire Station Community Room, 86 River Rd

Present Board Members: Karen Paz, Tor Glendinning, Thomas Kostenbader, Rufus Percy

Absent Board Member: Joel Lind

Staff: Kevin Sutherland, Town Manager

Minutes transcribed by Emma McKearney, Deputy Town Clerk.

1. **Call to Order:** Meeting started at 7:06pm.
2. **Amendments to the Agenda**
3. **Minutes of the previous meeting**
 - a. **February 26th, 2024:** Tor made a motion to approve the minutes of February 26, 2024, as written. Motion was seconded by Rufus. Motion passed 4-0, 1 absent.
4. **Public Comments on Items Not on the Agenda**
5. **New Business**
 - a. **Switching Banks:** Town Staff has explored options regarding the interest rate from the bank the Town currently utilizes and others within the community. First National Bank presented an estimated \$40,000 additional interest. There will be additional benefits not provided by other banks. There will be no fees in the transition to a new bank. *Tor made a motion to support the Town Manager's decision to switch banks from Bangor Savings Bank to First National Bank. Motion was seconded by Rufus. Motion passed 4-0, 1 absent*.
 - b. **Undesignated Fund Balance Policy:** Town Manager provided a revised version of the Undesignated Fund Balance Policy initially developed by Tor with one additional modifications. This would allow for irregular financial increases to be utilized - such as presidential election years. Ben Frey, Finance Committee Member, asked if the list was intended to be used as a priority list. The Select Board discussed that when presented with two or more needs at once, they would look to prioritize on a case-by-case basis. *Tor made a motion to amend the Undesignated Fund Balance Policy as presented. Motion was seconded by Thomas. Motion passed 4-0, 1 absent.*
 - c. **Fiscal Year 2025 Budget Presentation:** Town Manager reviewed his budget presentation which a draft of the final presentation was shared at the March 6th budget meeting. The presentation, and materials for the referenced budget packet, are available on the Town's website under Government>Town Manager> Fiscal Year 2025 Budget.
6. **Unfinished Business**
 - a. **March 25, 2024 Special Town Meeting Warrant Articles:** Town Manager will provide a memo explaining the warrant articles: Fireworks Ordinance, Finance Committee Ordinance, Fire Truck Bond, Use of ARPA Funds. Town Manager briefly provided an overview of the warrant articles. *Rufus made a motion to establish a Special Town Meeting for March 25th at 7pm in the Community Room of the Fire Station at 86 River Road including all five articles and send notice to R. Benjamin Frey to inform the inhabitants of the Town of Newcastle of said meeting. Motion was seconded by Thomas. Motion passed 4-0, 1 absent.*



Town of Newcastle

www.NewcastleMaine.us

Michelle Cameron - Treasurer

4 Pump Street **5A**
PO Box 386
Newcastle, ME 04553
Tel. (207) 563-3441
Fax. (207) 563-6995

FROM: Michelle Cameron, Treasurer
TO: Newcastle Select Board
CC: Kevin Sutherland, Town Manager
DATE: March 19, 2024
RE: Carry Forward – Crosswalk Sign

During the 3/13 Budget Meeting the question arose as to whether the town had received an insurance reimbursement check for the damaged Academy Hill Road crosswalk sign. The town did receive payment on April 20, 2023, for \$8,687.50.

I am requesting that the Select Board vote to carry forward \$8,687.50 into expense account 107-44-03 (Traffic Signs) into this fiscal year, so the Road Commissioner can order a new crosswalk sign and be ready for increased foot traffic this spring.

ASSESSORS' RETURN

Pursuant to a Warrant to us directed, from Carrie Kipfer Esq., Clerk of the Court of County Commissioners for the County of Lincoln, dated the 19th Day of March, 2024, we have assessed the polls and estates of the Inhabitants, and the estates of the non-resident proprietors, of the Town of Newcastle in said County, the sum of \$475,257 and have committed lists thereof to _____, Collector of said town, with a warrant in due form of law, for collecting and paying the same to the Treasurer of the Town of Newcastle or her/her successor in office, to be paid by him/her to Michelle Richardson, Treasurer of the County of Lincoln, or her successor in said office, upon her warrant issued for the same, on or before the first day of September next.

In Witness Whereof, we have hereunto set our hands this _____ day of _____ 2024.

Assessors of Town of Newcastle

\$475,257

To: **County of Lincoln**
Attn: Michelle Richardson
P.O. Box 249
Wiscasset, ME 04578

 To be filled out and forwarded to the County Finance Director as soon as the assessment shall be completed.

STATE OF MAINE

Lincoln ss

To the Assessors of the Town of Newcastle in said County, GREETING:

Whereas, pursuant to 30-A, M.R.S.A., Section 791, the County Commissioners for said County, have fixed the sums necessary for defraying the charges of the County for the year ensuing, and exhibited by the Clerk of said Court, and have determined a tax of \$13,478,701

Thirteen million, four hundred seventy-eight thousand, seven hundred one and 00/100ths Dollars to be assessed collected and paid according to law and applied for the purposes aforesaid.

And Whereas, the Court of County Commissioners, holden at Wiscasset, in and for the County of Lincoln, by adjournment, on the Nineteenth Day of March, A.D. 2024, made apportionment of said tax as the law directs upon several Towns and Cities in said County and ordered that the Clerk in said County forthwith send out warrants for assessing the Towns' proportion thereof as the law directs and for paying the same.

And Whereas upon a due apportionment of said sum, your Town's proportion thereof is found to be Four hundred seventy-five thousand, two hundred fifty-seven and 00/100ths Dollars.

\$475,257

You are, therefore, hereby required, in the name of the State of Maine, to assess the sum last mentioned, upon the inhabitants of said Town of Newcastle, agreeably to the laws of said State, and cause the same in like manner to be collected and paid to the Treasurer of the said Town of Newcastle to be paid by him to Michelle Richardson, Treasurer of Said County of Lincoln, or to her successor in office, upon her warrant issued for the same, on or before the first day of September next. **Interest payable on the thirty first day of October A.D. 2024 at annual rate of 7%** - see Title 36, Section 507 and 892A.

Whereof Fail Not, and make due return to the said County Treasurer, of the names of the person or persons to whom your list or lists of assessments shall be committed, as soon as may be thereafter.

Witness William Blodgett, Chairman of the Court of County Commissioners this Nineteenth Day of March, A.D. 2024.



Michelle Richardson
County Treasurer

2024 LINCOLN COUNTY TAX COMMITMENT

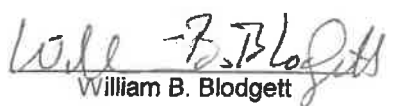
MUNICIPALITIES	2024 State Valuation	2024 Tax Commitment
ALNA	\$ 148,300,000.00	\$ 174,198.4
BOOTHBAY	\$ 1,502,050,000.00	\$ 1,764,360.4
BOOTHBAY HARBOR	\$ 1,168,500,000.00	\$ 1,372,560.9
BREMEN	\$ 323,950,000.00	\$ 380,523.0
BRISTOL	\$ 1,566,800,000.00	\$ 1,840,418.0
DAMARISCOTTA	\$ 537,100,000.00	\$ 630,896.4
DRESDEN	\$ 236,300,000.00	\$ 277,566.2
EDGECOMB	\$ 323,500,000.00	\$ 379,994.4
JEFFERSON	\$ 613,800,000.00	\$ 720,990.9
MONHEGAN PLANTATION	\$ 89,150,000.00	\$ 104,718.7
NEWCASTLE	\$ 404,600,000.00	\$ 475,257.3
NOBLEBORO	\$ 504,250,000.00	\$ 592,309.7
SOMERVILLE	\$ 79,450,000.00	\$ 93,324.7
SOUTH BRISTOL	\$ 1,054,550,000.00	\$ 1,238,711.3
SOUTHPORT	\$ 811,850,000.00	\$ 953,627.4
WALDOBORO	\$ 752,250,000.00	\$ 883,619.1
WESTPORT ISLAND	\$ 337,050,000.00	\$ 395,910.7
WHITEFIELD	\$ 327,200,000.00	\$ 384,340.6
WISCASSET	\$ 675,800,000.00	\$ 793,818.3
TOTAL	\$ 11,456,450,000.00	\$ 13,457,146.4
UNORGANIZED TERRITORY	\$ 18,350,000.00	\$ 21,555
GRAND TOTAL	\$ 11,474,800,000.00	\$ 13,478,701.00

**Dated at Wicasset, ME
this 19th day of March
A.D. 2024**

APPROVED BY:
Lincoln County Commissioners

TOTAL 2024 EXPENDITURE	\$ 15,502,351.00
LESS 2024 REVENUE	\$ 1,758,650.00
2024 ADJUSTED BUDGET	\$ 13,743,701.00
LESS 2023 SURPLUS	\$ 265,000.00
TOTAL TO BE RAISED BY TAXATION	\$ 13,478,701.00


Hamilton Meserve, Chair


William B. Blodgett

TAX RATE (Commitment divided by Valuation) 0.001174635

Mary R. Trescot

Motions proposed/recommended for Select Board consideration to amend the FY25 Manager's Budget

6.16%

Motion	Dept	Division	Account	Explanation	amount	Approve?
01	103	25	80	Increase Professional Development for more trainings with boards	\$1,200	
02	105	05	20	Increase SCBA to purchase additional replacement equipment	\$2,000	
03	105	01	10	Decrease Hourly call pay line while still supporting the increase rate of \$19 to \$21	(\$800)	
04	118			Create a new reserve account "Building Maintenance Reserve Fund"	\$0	
05	118	98	07	Move \$50,000 from "Building Reserve Fund" to "Building Maintenance Reserve Fund"	\$0	
06	118			Create and fund a new reserve account "PFAS Reserve Fund"	\$11,000	
07	118			Create and fund a new reserve account "Severe Storm Reserve Fund" with 168k of undesignated fund balance	\$0	
08	118	98	08	Increase the "Revaluation Reserve Fund" budget to cover the full cost of the revaluation for FY25	\$14,500	
09	118	98	02	Decrease "Veterans Park Reserve" budget to \$0	(\$250)	
10	R101		15	Increase Interest on Checking revenue budget line	\$25,000	
11	118			Increase the "Capital Roads Projects Reserve" to 1.2 million	\$319,134	
12	101	04	05	Increase legal fees - see retainer	\$2,000	
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Town of Newcastle

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Kevin L. Sutherland Town Manager

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FROM: Kevin L. Sutherland, Town Manager
 TO: Newcastle Select Board
 CC: Town Staff
 DATE: March 22, 2024
 RE: Review of Select Board List of Priorities (3rd Quarter)

The Select Board last reviewed and approved an updated priority list at their [November 21, 2023](#) meeting (4 months ago).

The intent of this memo is to update the Select Board on where these priorities are in the process as part of a quarterly review of priorities and consider any modifications. Below is a visual representation of the timeline that was accepted at the November meeting.

Top 10 Select Board Supported Priorities (11/27/23)

TASKS (in timeline order)	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	
Downtown Traffing Planning	[Shaded]																	
Comp Plan Modifications/Implementation	[Shaded]																	
Ordinance and Policy Housekeeping	[Shaded]																	
Core Zoning Code Updates	[Shaded]																	
Shoreland Zoning and Conservation Commission	[Shaded]																	
DR-4719 - May Day Storm and Lynch Road minor span	[Shaded]																	
Develop a Fish Ladder Agreement with Nobleboro	[Shaded]																	
Town Property Maintenance Schedule				[Shaded]	[Shaded]													
Housing Development Strategy*						[Shaded]	[Shaded]	[Shaded]	[Shaded]	[Shaded]								
Town Office Relocation Strategy										[Shaded]	[Shaded]	[Shaded]						

*This strategy is one of the three Top priorities the Towns of Newcastle and Damariscotta identified at their Joint Workshop meeting on [October 30, 2023](#). The other two are not in the top 10 for Newcastle at this time.

Downtown Traffic Planning

This is now currently referred to as the “Village Partnership Initiative”. There is an effort to hopefully come up with a better name and I’ll get to that in a moment.

The Town of Newcastle received approval by the Maine Department of Transportation (MDOT) for a Village Partnership Initiative in September of 2023. Subsequently, the Town developed an RFP and received approval from the Select Board on [October 23, 2023](#) to solicit bids. In December, the winning bid was from Wright Pierce and the contracts were subsequently signed. On January 11, 2024, Town Staff and others met with Wright Pierce, the engineering firm hired to assist the Town of Newcastle and the Department of Transportation with some pre-engineering assessment and traffic data collection for the two state owned intersections and a potential re-design of the greater downtown area along these state roads. The primary focus for the firm at this time is to collect traffic data, especially in the spring and summer months, but we all felt that this has the potential to be transformative for more than just Newcastle and the DOT as it is not ‘just another traffic study’. At the [January 22, 2024](#) Select Board meeting a workshop was called for [February 8, 2024](#), facilitated by Lincoln County Regional Planning Office. This agenda was set up to kick off this effort, bring everyone up to speed, and start gathering ideas and information. The next step is to hold a stakeholder meeting in April and host a broader outreach event in partnership with Lincoln County Regional Planning Commission shortly after.

Comp Plan Modifications/Implementation

A snapshot of all the items that needed to be updated / added (primarily data focused information) was shared at the [January 22, 2024](#). I am reluctant to say, not much additional progress has been made here as deadline demands for other items on and off this priority list took up much of our staff time. Examples include: Core Zoning related to LD2003, Shoreland Zoning, Fire Truck bid, and development and implementation of a new budget process.

April should free up some more time to give this the time and attention it deserves to get state approval.

Ordinance and Policy Housekeeping

We’re probably falling a month behind on the initial Ghannt chart that was created. This will have some impact on the timing related to reviewing ordinances for June Annual meeting and those that can be addressed for a Special Town Meeting. For example, at the last Joint Select Board Meeting with Damariscotta to review the joint Harbor Management Ordinance on [January 18, 2024](#) – it was recommended we host a Joint Special Town Meeting to address the changes to this ordinance and to address potential changes to the Joint Shellfish Conservation Ordinance. This will likely be held in August or September. Staff will continue to bring suggested changes to ordinances and policies between now and June, but I would recommend, after the elections in June, the board review the list below and consider some modifications (if this remains in the Top 10).

KEY

- SB review / discussion / sent to PB / vote to warrant
- SB Public Hearing and vote to put on warrant
- Planning Board (PB) review and discussion
- PB Public Hearing and recommendation to SB
- Select Board Approval
- Town Meeting / Special Town Meeting Approval

	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
ALL ORDINANCES AND POLICIES																					
General Assistance Ordinance																					
General Assistance Appendices																					
Traffic and Parking Ordinance																					
Personnel Policy																					
Purchasing and Bid Ordinance																					
Core Zoning Code																					
Finance Committee Ordinance																					
Fireworks Ordinance																					
Historic Preservation Ordinance																					
Harbor Management Ordinance																					
Joint Shellfish Conservation Ordinance																					
Shoreland Zoning Ordinance																					
Taniscot Fire and Emergency Services Ordinance																					
Roads, Driveways, and Entrances Ordinance																					
Sign Ordinance																					
Check Disbursement Prior to Warrant Approval																					
Recall of Elected Municipal Officers																					
Floodplain Management Ordinance																					
Capitalization Policy																					
Transient Seller and Lunch Wagon Ordinance																					
Erosion and Sediment Control Ordinance																					
Town Appropriation Policy																					
Mobile Home Park Ordinance																					
Investment Policy																					
Archaeological Site Ordinance																					
Town Website Policy																					
Seasonal Conversion Ordinance																					
Remote Meeting Policy																					
Tower Ordinance																					
Undesignated Fund Balance Policy																					
Wind Energy Ordinance																					
E911 Addressing Ordinance																					

Ordinance and Policy review

- The first 5 items, crossed out above, were implemented on schedule.
- Some Core Zoning Code amendments were addressed in December, however one item failed. We'll look to bring a revision up at a later date. Core Zoning Code is also currently being reviewed to address LD2003 (state required) and is on schedule to be considered at Annual Town Meeting.
- Finance and Fireworks changes will hopefully be approved on 3/25. Crossed out above.
- Historic Preservation has been postponed indefinitely. Crossed out above.
- As mentioned previously, potential changes to Harbor Management have been drafted. Will be working with the Shellfish Conservation Committee to review their ordinance in the next few months and address both at a Joint Special Town Meeting yet to be scheduled, but likely in August or September.
- Taniscot Fire and Emergency Services Ordinance has not yet been reviewed by staff. To be on the June Town Meeting Warrant, this item would have needed a public hearing scheduled for the first meeting in April which

means, for public notice purposes, the Board should have called the Public Hearing on March 11, 2024. This is the first hint that we're falling a bit behind and the timeline may need some adjusting in June. Note: Given the rule making changes that are pending with OSHA, it may be best to wait to review this ordinance anyway.

- Shoreland Zoning is currently being reviewed to address changes to be following the State's Chapter 1000 requirements. Additionally, we're looking to clean up our maps and align them with the language changes in the code. These are on schedule to be considered at Annual Town Meeting.
- Roads, Driveways, and Entrances Ordinance has not been fully reviewed yet. To be on the June Town Meeting Warrant, this item would have needed a public hearing scheduled for the first meeting in April which means, for public notice purposes, the Board should have called the Public Hearing on March 11, 2024. This is the second instance that we're falling a bit behind and the timeline may need some adjusting in June.
- With the budget process in full swing, we've identified additional changes to the Unassigned Fund Balance Policy and were able to implement them at the March 11, 2024 Select Board Meeting.

Core Zoning Code Updates

This is an ongoing effort for Town Meetings. For June, we're primarily focused on updates to comply with LD2003. A more in depth explanation of this state statute can be found in the Manager Commentary from [January 22, 2024](#)

This is on track to be in front of the Planning Board on 3/28 and back to the Board in April and to include the Warrant Articles as part of the Annual Report booklet, it will need to be confirmed for the June Warrant on April 22.

Shoreland Zoning and Conservation Commission

The Planning Board has been reviewing our Shoreland Zoning Ordinance to comply with the State Department of Environmental Protection Chapter 1000. On [November 30, 2023](#) the Planning Board held a special workshop to review the suggested changes from the state. Additionally, they discussed other changes that could be considered. At their meeting on [January 18, 2024](#), the Board reviewed additional changes and held another public workshop on [February 22, 2024](#) about the drafted revisions. The Select Board was advised of this progress at the [January 22, 2024](#) meeting and most recently at the [March 11, 2024](#) meeting where they called for a public hearing of the planning board for March 28, 2024 in time for the Select Board to put this on the June Warrant.

DR-4719 - May Day Storm and Lynch Road minor span

On May 1st of 2023 the Town of Newcastle experienced an extreme weather event that will result in nearly \$2,000,000 of necessary expenses. The damage was great enough from the Town of Newcastle's estimated damage that all of Lincoln County would be eligible to qualify for damage assistance if it became a declared event. The event led to a federal declaration by President Biden. This event is marked as DR-4719.

Since July, staff have been working with FEMA reps to ensure Newcastle would be able to qualify for and receive federal assistance for this event.

FEMA works in categories for reimbursement. While there was \$118,152.40 worth of work completed by Hagar Enterprises it was later broken down into categories.

Category A (debris clean up)	= \$12,896.40	This was a town-wide effort and submitted as 1
Category B (Emergency / Temp repair)	= \$17,465.00	Temporary repair to the Lynch Road minor span
Category C1 (Permanent Road repair)	= \$39,695.00	Roads – N. Newcastle, Lewis Hill, Cochran, E Old County
Category C2 (Permanent Culvert repair)	= <u>\$48,096.00</u>	Lynch Rd Culvert (first one heading South off Rt 1)
	<u>\$118,152.40</u>	

Category A and Category C1 have been obligated by FEMA. I submitted the state's reports and we're now just waiting for a check for these two. Category B is in Final Review, and I have not heard what the status is for Category C2.

Reimbursement is 75% federal and 15% state. The Town is responsible for 10% of approved expenses.

Additionally, the second culvert on Lynch Rd – aka "Lynch Rd Minor Span" – was severely damaged from this storm and will need be replaced. An initial analysis and hydrology report was completed by VHB engineering estimating a replacement at \$1.0 million and a single span bridge replacement around \$1.7 million and at the [October 23, 2023](#) meeting, the Select Board authorized VHB to move forward with further design work for a bridge replacement. This report cost \$92,053 and has served as the catalyst to get another Category C project in the pipeline.

Category C3 (Permanent Culvert repair #2) = \$1,005,000 Cost estimate by VHB for a simple replacement

Since that time, VHB has completed their tasks under a new final design contract for \$148,000 on time. In fact, we'd be ready to go to bid this month.

Unfortunately, the FEMA process to get approval for funding requires a few more layers.

For a replacement, they compare the number submitted to their own estimate. That came back as: "The Cost Estimating Formula (CEF) that has been recognized by FEMA for a replacement 3 sided culvert is: \$881,408.72"

- Since their number is not a Large Project (over \$1,000,000), we need to request mitigation.
- Mitigation cannot be more than double Part A of the CEF (this includes the labor, materials, and equipment necessary). According to FEMA, that is \$715,897.74
- Our desire for a bridge would exceed the maximum mitigation allowance of \$1,431,795.48 and therefore would be denied.
- Outside of their contract, VHB is preparing a response to a theoretical mitigation project at this time. My hope is that it is close to \$1.4 million (which doesn't include engineering, supervision, or other administrative). This would become additional funding after the ~\$1.4 million is obligated.
- Our wish project of a bridge at \$1,660,000 includes the construction oversight, etc. Once the project is obligated and an agreed amount for the admin work is figured out, the town would then submit a letter to the state requesting the use of the funds for an improved project instead.
- It is very important the bridge design is not out to bid until we have all appropriate FEMA approvals.

Lastly, I am tracking all of my time on this project which is currently just over 40 hours. This is considered a Category Z request and when the project is done, can be submitted for reimbursement as well.

Develop a Fish Ladder Agreement with Nobleboro

Karen Paz and I have been working closely with Jim Brinkler on this item. We have had conversations with the entity that serves as the 'middle man'. They are not interested in forming their own non-profit organization at this time, so the agreement we drafted this winter has been modified. It has been revised and is shared as part of the packet for 3/25.

Town Property Maintenance Schedule

This item has not been started yet.

Housing Development Strategy*

Several conversations have been started between staff on both sides of the river. As a one off, we've applied for a Grant that would focus on identifying and concept drawing sites for first responder workforce housing. We will be looking to schedule some more concrete plans in the month ahead.

Town Office Relocation Strategy

This item has not been started yet.

Manager Observation and Recommendation: Staff are staying incredibly busy with these priorities, some internal goals of our own, and with unplanned community needs. Some discussion items have come up recently during the budget workshop that should at least be discussed more publicly, but I would request the board see this memo as an update and look to a more comprehensive review / update to the priorities after the elections at the first meeting of the new Select Board.

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00382 Affordable Fire Protection				
0494	Inv#5781 - Fire Extinguis	Annual - T.Off.		
	Fire Extinguisher Service	E 101-65-04	66.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
	Vendor Total-		66.00	
00277 BANGOR SAVINGS BANK				
0494	Fire Truck Loan Pymt #147	APRIL		
	April Fire Truck Pymt	E 110-30-60	2,256.92	0.00
	DEBT SERVICE - DEBT SERV / LOAN PYMT FT			
	Vendor Total-		2,256.92	
00033 CENTRAL MAINE POWER CO				
0494	Various Electric Accts	March		
	35011988843 - T.O.	E 101-65-02	239.61	0.00
	GEN GOVT - TOWN OFFICE / ELECTRICITY			
	35016922797 - SANDLOT	E 107-40-01	35.70	0.00
	PUBLIC WORKS - FACILITIES / ELECTRICITY			
	Invoice Total-		275.31	
0494	Various Electric Accounts			
	35013306861 - FLASHER	E 105-57-03	38.12	0.00
	PUB SAFETY - INFRASTRUCT / FLASHER RT 1			
	35015543313 - BIRD	E 101-67-02	36.03	0.00
	GEN GOVT - BIRD PLAYGR / ELECTRICITY			
	35015543750 - SHPS FD	E 105-68-02	52.78	0.00
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY			
	Invoice Total-		126.93	
	Vendor Total-		402.24	
00378 Copeland's Garage Inc.				
0494	INV#340125001	Truck Maint.		
	Parts / Freight (\$41)	E 105-05-42	1,455.06	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT			
	Labor	E 105-05-42	937.50	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT			
	Vendor Total-		2,392.56	
00314 EES Consulting Inc				
0494	IT Services	INV#8999		
	IT Services - Inv#8999	E 101-25-09	495.00	0.00
	GEN GOVT - OPERATIONS / COMP SUPPORT			
	Vendor Total-		495.00	
00293 ELAN FINANCIAL SERVICES				
0494	Software/Election 3/5/24	Visa Comm. Card		
	Software Fees	E 101-25-11	185.57	0.00
	GEN GOVT - OPERATIONS / SOFTWARE			
	Election Supplies	E 101-25-07	136.05	0.00
	GEN GOVT - OPERATIONS / ELECTION SUP			
	Vendor Total-		321.62	
00010 GREAT SALT BAY COMM. SCHOOL				
0494	SCHOOL/ELEMENTARY	MARCH		
	March School Appropriatio	E 116-60-01	149,770.83	0.00
	SCHOOLS - SCHOOLS / ELEMENTARY			
	Vendor Total-		149,770.83	
00897 HAGAR ENTERPRISES, INC				
0494	SNOW PYMT #8	APRIL '24		
	Snow Removal Roads	E 107-41-01	31,167.14	0.00
	PUBLIC WORKS - WINTER OPS / SNOW REMOVAL			
	Snow Downtown	E 107-41-02	5,793.78	0.00
	PUBLIC WORKS - WINTER OPS / SNOW DWNTWN			
	Invoice Total-		36,960.92	

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
0494	SALT DELIVERY	INV#7614	*** SEPARATE ***		
	Salt Delivery - Inv#7614	E 107-41-05		2,176.86	0.00
		PUBLIC WORKS - WINTER OPS / WINTER SALT			
		Invoice Total-		2,176.86	
		Vendor Total-		39,137.78	
00165 KONICA MINOLTA/SYMQUEST					
0494	500-0622968-000	Inv#524172624			
	Inv#524172624	E 105-05-55		12.55	0.00
		PUB SAFETY - FIRE DEPT / ADMIN/OFC			
		Vendor Total-		12.55	
01074 LINCOLN COUNTY					
0494	ACO - WAGES	February			
	ACO Wages - February	E 105-55-01		226.81	0.00
		PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL			
		Vendor Total-		226.81	
00121 LOUIS DOE, INC.					
0494	INV#2403-013544	Batteries			
	INV#2403-013544 Batteries	E 105-05-55		99.93	0.00
		PUB SAFETY - FIRE DEPT / ADMIN/OFC			
		Vendor Total-		99.93	
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST					
0494	Member Group Remittance	April - 15110			
	Dental	E 101-02-04		226.80	0.00
		GEN GOVT - FRINGE BENEF / VISION/DENTA			
	Life Insurance	E 101-02-07		37.80	0.00
		GEN GOVT - FRINGE BENEF / SUPP LIFE			
	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		27.88	0.00
		GEN GOVT - FRINGE BENEF / VISION/DENTA			
		Vendor Total-		7,299.57	
01495 MAINE TOWN & CITY MANAGEMENT ASSOC.					
0494	MTCMA Interchange Banger	Kevin			
	1000459539 - Bangor	E 101-25-80		99.00	0.00
		GEN GOVT - OPERATIONS / PRO.DEV/FEES			
		Vendor Total-		99.00	
00405 NORTHEAST COFFEE COMPANY					
0494	Water for Residents	3 Accounts			
	Adam Main	E 101-99-99		108.95	0.00
		GEN GOVT - MISC / CONTINGENCY			
	William O'Neil	E 101-99-99		121.20	0.00
		GEN GOVT - MISC / CONTINGENCY			
	Jeffrey Sullivan	E 101-99-99		254.70	0.00
		GEN GOVT - MISC / CONTINGENCY			
		Vendor Total-		484.85	
00109 PROPERTY CARE PLUS, INC					
0494	Monthly Mowing	April 1, 2024			
	APRIL - MOWING	E 101-70-02		1,800.00	0.00
		GEN GOVT - CEMETERIES / MOWING			
		Vendor Total-		1,800.00	
00102 READY REFRESH/BLUE TRITON BRANDS INC					
0494	TOWN OFFICE WATER	24C0424000511			
	TOWN OFFICE WATER	E 101-25-95		123.95	0.00
		GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-		123.95	

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
00417 RHUMB LINE MAPS LLC					
0494	SHORELAND ZONING MAP	PYMT #2			
	SHORELAND MAP PYMT#2	E 103-75-06		1,000.00	0.00
	PLANNING - PLANNING BRD / PB CONSULT				
		Vendor Total-		1,000.00	
01442 TOWN OF DAMARISCOTTA					
0494	Shared Planner - Michael	February 2024			
	Shared Planner - February	E 103-01-21		4,257.02	0.00
	PLANNING - COMPENSATION / DEVELOP ADM				
		Vendor Total-		4,257.02	
00030 TOWN OF NEWCASTLE/PETTY CASH					
0494	Open Acct - FNB		*** PAID ***	Check # 2880	
	Open Acct - FNB	G 1-101-00		2,400,000.00	0.00
	GEN'L GOV. / FNB				
		Vendor Total-		2,400,000.00	
00354 TOWN OF NOBLEBORO					
0494	(March) Tipping Fees				
	March Tipping Fees	E 102-10-10		11,974.91	0.00
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA				
		Vendor Total-		11,974.91	
00023 TREASURER, STATE OF ME-BMV					
0494	3/1 - 3/3/8/2024	BMV Report	*** PAID ***	Check # 2877	
	3/1-3/8/24 BMV Report	G 1-345-00		4,646.98	0.00
	GEN'L GOV. / STATE MV FEE				
		Invoice Total-		4,646.98	
0494	3/8 - 3/15/2024	BMV Report	*** PAID ***	Check # 2878	
	3/8-3/15/2024 BMV Report	G 1-345-00		9,062.96	0.00
	GEN'L GOV. / STATE MV FEE				
		Invoice Total-		9,062.96	
		Vendor Total-		13,709.94	
		Prepaid Total-		2,413,709.94	
		Current Total-		222,221.54	
		Warrant Total-		2,635,931.48	

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: _____, 2024

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