

Select Board & Board of Assessors Meeting - Agenda
Monday, February 24, 2025, 7:00pm
Fire Station Community Room, 86 River Rd

- 1. Call to Order**
- 2. Amendments to the Agenda**
- 3. Minutes of the previous meetings**
 - a. January 27, 2025
 - b. February 10, 2025 – NOT READY
- 4. Public Comments on Items Not on the Agenda**
- 5. Presentations and Special Guests**
 - a. FY26 Budget Presentation
- 6. Unfinished Business**
 - a. Recall of Elected Officials Ordinance
 - b. Village Partnership Initiative
- 7. New Business**
 - a. Adopt-A-Highway Program
 - b. Personnel Policy
- 8. Fiscal Warrants**
 - a. FY25 Eighteenth AP Warrant: \$363,081.09
- 9. Town Manager Report and Communications**
- 10. Future Agenda Items**
- 11. Executive Session**
 - none
- 12. Adjournment of Meeting**

AGENDA ITEM: 3A

ITEM COMMENTARY

AGENDA ITEM:	(Minutes of the previous meeting) January 27, 2025
STAFF RESOURCE:	Shelly Clifford, Town Clerk
BACKGROUND:	Minutes are typed based on a summary of the recorded minutes.
EXHIBITS:	1. January 27, 2025, Draft Meeting Minutes
RECOMMENDATION:	Staff recommends the Board approve the minutes as presented.
POSSIBLE MOTION:	<i>"to approve the minutes of the January 27, 2025, meeting as presented."</i>

Select Board & Board of Assessors Meeting - Minutes

Monday, January 27, 2025 7:00pm

Fire Station Community Room, 86 River Rd

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

Staff: Kevin Sutherland, Town Manager

Guest: Kara Stockton

Minutes transcribed by Shelly Clifford, Town Clerk

1. **Call to Order:** Paz opened the meeting at 7:00 p.m.
2. **Amendments to the Agenda:** NONE
3. **Minutes of the previous meetings**
 - a. January 13, 2025: **On motion Frey/Kostenbader moved to approve the meeting minutes for January 13th. Vote 5-0.**
4. **Public Comments on Items Not on the Agenda:** Newcastle resident and developer, Rob Nelson presented insight on the delivery of the modules for the Affordable Housing project on Mills Rd. along with the specifics as to what residents can expect and the logistics of placing the pieces together of such a large scale project. Discussion ensued between the board, town manager and Nelson.
5. **Presentations and Special Guests:**
 - a. Road Assessment Inventory: Sutherland gave an introduction to special guest/temporary employee, Kara Stockton, who was hired to complete a road assessment analysis. Sutherland provided a brief insight into how he came about hiring Stockton for the job, and added the town was awarded an Ask Grant of \$2500 from the state that would provide road analysis giving in depth specifications to assist the road commissioner with deteriorating road and drainage conditions which ultimately would prioritize the roads that are in need of immediate care. With Sutherland's help, Stockton gave a full detailed presentation as to how she came to make the assessments, specific software used to show her findings, how she used GPS coordinates to showcase the conditions/problems or potential problems of the roads along with color coded maps to aid with addressing the conditions and challenges for the road commissioner. Sutherland stated how impressed he was with her quality and thoroughness of work. He expressed his gratitude for all of Stockton's efforts and time, the board was equally pleased and expressed their gratitude as well.
6. **Unfinished Business**
 - a. Fish Ladder Agreement: The board gave Sutherland the authority to look over and sign the agreement at the upcoming Nobleboro meeting. Richard Powell, Nobleboro's Select Board member, stated to the board that they had received approval from the IRS as a 501 C3 (which is a Federal Tax Exemption for non-profit organizations). Sutherland inquired about a bank account set up for this type of organization, Powell stated it was in the works to be complete this week, along with a link to being put on their website. Sutherland went on to express his gratitude to Jim Brinkler for his 20 years of representing Newcastle at the Fish Ladder. Jim expressed his desire for the town to find a replacement. In discussion it was stated that a Select Board member could represent the town. Paz, Select Board Chair, stated her interest. Paz resides in the Mills and felt the importance to assist. Percy/Board motioned to accept Paz on the committee. No vote was taken. **On motion Glendinning/Frey moved to grant the Town Manager, Kevin Sutherland, to sign the Fish Ladder agreement on behalf of the town. Vote 5-0**
 - b. Staff Appointment: Town Clerk: Paz gave Sutherland the floor. Sutherland stated that long-term staff member and Deputy Town Clerk, Shelly Clifford has expressed interest in becoming the next Town Clerk. Working in an Administrative Assistant capacity they both felt it was the next step for her. After some discussion and at the request of Sutherland the Board put the request to vote. **On motion**

Glendinning/Percy moved to appoint Shelly Clifford as Town Clerk and Registrar effective Jan. 28, 2025.

Vote 5-0 The board expressed their sincere gratitude to Michelle for stepping in several times when needed as Interim Town Clerk and Registrar and to Shelly for taking on the new role. Sutherland stated that he would be posting an opening for Deputy Town Clerk this week.

- c. Core Zoning Code Amendments: The Planning Board came forward with changes that had been flagged by the state when submitting the amendments they'd made to the core zoning code in June 2024. Newcastle's additional structure with unit sizes had been received back from the state as not being compliant. Sutherland stated changes are a requirement of the law; and because of that a public hearing would be necessary to be held in March. Sutherland then asked for a motion. **On motion Percy/Glendinning moved to authorize the Planning Board to hold a public hearing in regard to the necessary changes. Vote 4-0, 1 abstained.** After motion discussion ensued on building requirements for residential permits versus accessory dwelling permits.
- d. Recall of Elected Officials Ordinance: Sutherland stated there were no changes being made to the ordinance with the exception of a newly created petition form giving the public the ability to recall an elected official. **On motion Frey/Kostenbader accepted the ordinance as written. Voted 5-0**
- e. Update on Priorities: Sutherland recapped that last June/July timeframe he had created a survey showcasing a list of tasks and their priorities, that he had shared with the staff along with the board asking for their input. He questioned the board as to how they'd like to proceed with the list. He stated that collectively there had been a barrage of things that had put a wrench in his completing the remaining tasks on the list and because of that he'd put together a Gantt Chart revising the remaining tasks and their priorities. **On motion Percy/Kostenbader moved to accept the timeline of revised priorities as presented in the Town Manager's memo dated Jan. 24, 2025 and to commit to reviewing the list again at a workshop in April. Vote 5-0.**
- f. Set Date for Annual Town Meeting: Discussion ensued as to whether the budget should be voted by secret ballot or to continue with open town meeting votes. **On motion Percy/Frey to set the date of annual town meeting as June 10, 2025 by secret ballot and June 16, 2025 at annual town meeting. Vote 5-0**

7. New Business

- a. Automatic Tax Foreclosure: Sutherland stated that map 8, Lot 11 located at 23 North Dyer Neck Rd had been picked up by the town due to foreclosure. With no municipal use for the property he asked the board to authorize him to negotiate a sale return back to the property owner. **On motion Frey/Glendinning moved to authorize the Town Manager to proceed with the return sale back to the property owner. Vote 5-0**
- b. Tree Growth Penalty: At the request of the property owner and advised by Jim Murphy, Newcastle's Assessor to remove 1.5 acres of property from tree growth with a penalty of: \$654.30. **On motion Kostenbader/Frey moved to authorize the removal of 1.5 acres from tree growth on Map 4, Lot 37. Vote 5-0**
- c. Budget Process Timeline: Discussion ensued on proposed dates for budget workshops. Based on responses the dates could not be defined to different commitments. To be tabled for later.
- d. Nobleboro/Jefferson Transfer Station Agreement: Sutherland expressed his concerns with them signing the contract. He stated he had attended a Nobleboro transfer committee meeting and noted the calculations for the percentages to each of the contributing towns was not correct. Sutherland stated Nobleboro was making arbitrary decisions with unfair practices. Discussion ensued, the board was equally disgruntled, however they agreed this year to sign the contract but would continue to look for a better solution for Newcastle residents. **On motion Kostenbader/the board reluctantly approved signing the contract for the 2025 year. Vote 5-0**

8. Fiscal Warrants

- a. FY25 Fifteenth AP Warrant: \$322,488.11: **On motion Percy/Frey moved to approve the fifteenth AP Warrant for \$322,488.11. Vote 5-0**

9. Town Manager Report and Communications

- a. Sutherland gave a short recap on the update of the priority list and Memo, he advised the board to look at the list and other items they'd done and would like to get done going forward. He was advised of CMP imposters going to resident homes and of information for the public to be aware of scammer tactics and types.

10. Future Agenda Items

- a. Village Partnership Initiative would be at the Feb. 10, 2025 meeting to present their final findings and recommendations.

11. Executive Session: NONE

12. Adjournment of Meeting: Sutherland brought the meeting to close at: 8:43 pm.

AGENDA ITEM: 5A

ITEM COMMENTARY

AGENDA ITEM:	(Presentations and Special Guest) FY26 Budget Presentation
STAFF RESOURCES:	Kevin Sutherland, Town Manager
BACKGROUND:	It's that time of year again. Staff have been working this month to develop a municipal budget for the Select Board's consideration. At the meeting, we'll share with you a 'maintenance of effort' budget (what it will require to achieve the same level of service next year (FY26) as it does this year (FY25). We'll also share some ideas to further enhance what we can offer or how we can address additional priorities.
EXHIBITS:	Presentation material will be shared at the meeting. We will create access to the information on the Town website when it is available
RECOMMENDATION:	no recommendation at this time
POSSIBLE MOTION:	<i>none</i>

AGENDA ITEM: 6A

ITEM COMMENTARY

AGENDA ITEM:	(Unfinished Business) Recall of Elected Officials Ordinance
STAFF RESOURCE:	Kevin Sutherland, Town Manager
BACKGROUND:	Housekeeping item. A call for a public hearing was approved on January 27th. <i>"To hold a public hearing on the proposed changes to the Recall of Elected Officials Ordinance as presented"</i> Unfortunately, the recommended motion failed to include a date for the hearing.
EXHIBITS:	none (See January 27th agenda for documentation (Page 46))
RECOMMENDATION:	We'd ask that the board re-affirm the motion along with a date. March 10th would be our next meeting. It would also be the meeting to approve the warrant for a March 24, 2025 Special Town Meeting.
POSSIBLE MOTION:	<i>"To hold a public hearing on March 10th regarding the proposed changes to the Recall of Elected Officials Ordinance as presented on January 27th."</i>

AGENDA ITEM: 6B

ITEM COMMENTARY

AGENDA ITEM:	(Unfinished Business) Village Partnership Initiative
STAFF RESOURCES:	Kevin Sutherland, Town Manager
BACKGROUND:	Lincoln County Regional Planning Commission's Executive Director Emily Rabbe facilitated a final presentation of the Newcastle Village Partnership Initiative (VPI) from Wright Pierce and TYLin on February 10th, 2025. Presentation material was shared at the meeting and has subsequently been added to the Town's website. This included: • February 10, 2025 Memo from Wright Pierce • Facilitator's Talking Points for February 10, 2025 meeting • Survey Results from December 2024 and January 2025 The presentation was also recorded and is available HERE. LCRPC has prepared a memo explaining the next steps in the overall project process, should the Board wish to move forward. Maine DOT has reviewed the Wright-Pierce memo and recommendations. MDOT provided comments and detailed questions late on 2/20/2025. Given the number of specific engineering-related questions and the last minute nature of the memo, it is being reviewed by Wright-Pierce and TY Lin and is not yet ready for submission to the Board. The Project Team (TY Lin, Wright-Pierce, LCRPC, and Town Staff) will look to meet with MDOT to discuss the VPI project so Wright-Pierce can modify their memo to incorporate feedback from MDOT and any changes from the Select Board.
EXHIBITS:	1. Letter from Emily Rabbe, Executive Director, LCRPC
RECOMMENDATION:	Utilize this time for the Select Board to share their thoughts about the Wright-Pierce memo and share their concerns and recommendations to incorporate as part of the Project Team meeting.
POSSIBLE MOTION:	<i>none</i>



LINCOLN COUNTY REGIONAL PLANNING COMMISSION

297 Bath Road
Wiscasset, ME 04578
207-882-5983

February 20, 2025

-VIA EMAIL ONLY-

Town of Newcastle Select Board
c/o Kevin Sutherland, Town Manager
4 Pump Street, Town Office
Newcastle, Maine 04553
townmanager@newcastlemaine.us

RE: Newcastle Village Partnership Initiative – Summary of Potential Next Steps

Dear Newcastle Select Board Members,

Thank you for the opportunity to work with you, town staff, residents, and stakeholders on the Village Partnership Initiative (VPI) project over the past year. It has been an enjoyable process, especially the public engagement element, ensuring the feedback of those who live and work in Newcastle is incorporated into the concept plans, which were prepared by Wright-Pierce to meet the goals of the VPI project:

- Better organizing and calming traffic flow;
- Supporting a pedestrian-friendly village district; and
- Adding on-street parking to encourage commercial and residential development in the study area.

The Village Partnership Initiative is meant to be a concept-planning program – ultimately the first step in the process. As you discuss the benefits and challenges of the various concept options presented to you at your February 10th meeting by Wright-Pierce, I want to **provide you with a broader understanding of how this project may ultimately move forward.**

Immediate Next Steps for the VPI Project:

At the time of writing this letter, MDOT staff is performing an internal review of the plan set and memo prepared by Wright-Pierce. MDOT will be supplying you with their comments, questions, and suggested refinements to the proposed concept plans. **The Select Board should decide whether to accept the Wright-Pierce memo as presented on February 10th or if you would like the engineers to incorporate feedback from MDOT and/or what you may discuss as a Board at your February 24th meeting.**

297 Bath Road
Wiscasset, ME 04578
207-882-5983

To continue moving the VPI forward, MDOT will want to see strong public support for the project. If the community is divided or there is significant, unaddressed local concerns about the value of the project, MDOT will be reluctant to move forward.

Next Steps in the Broader Planning Process:

If you decide to move forward with engineering and eventual construction, **the Town will first need to submit a formal letter to Maine DOT about which concept (or concept elements) you'd like to advance.** A template was shared by MDOT from the Town of Norway and I'm enclosing it with this letter so you have an example of what should be included in your response to MDOT.

MDOT will review Newcastle's request alongside other VPI requests from other Maine communities to identify funding for preliminary engineering and design. Once funding is awarded preliminary engineering and design would commence.

Upon completion of engineering, MDOT would work to identify and apply for discretionary federal funding for construction¹ as well as secure any necessary regulatory approvals. Finally, construction would commence, if funds are awarded.

It's important to note that the main sources of discretionary funding for VPI projects are USDOT grants and Congressionally Directed Spending (CDS). Per a representative from MDOT's Bureau of Planning:

"For a project of this scope, a CDS application is more likely, but I cannot commit to that at this time. MaineDOT is identifying all avenues to fund VPIs, however, with the change in the federal administration there is significant uncertainty around the timeline, scale, and selection criteria for most federal grants. Federal reauthorization of surface transportation funding may also impact what funding sources are available for these projects after BIL [Bipartisan Infrastructure Law] ends."

In terms of timeline, most of the discretionary funds being eyed by MDOT are for other VPI projects across the State. Newcastle's project would likely be put in the queue for potential funding starting no earlier than 2026.

For both engineering and construction funding, MDOT's updated Local Cost Share Policy applies an 80% federal, 10% state, and 10% local cost share². For the initial request from Newcastle (*refer to the Norway template described earlier in this letter, and attached*) MDOT does not need confirmation that the funds are available at this time, rather a confirmation that Newcastle understands that any future work will require at least a 10% local cost share for both

¹ Note, MDOT has shared that in some instances they may combine funding for engineering and construction in a single discretionary funding application.

² A few more aspects of the Local Cost Share Policy may apply, but the main point is the 80/10/10 cost share. The full Local Cost Share Policy is available online here: <https://uploads.mainedotpima.com/e5efbca8-398a-4664-801a-796d06c77953.pdf>

297 Bath Road
Wiscasset, ME 04578
207-882-5983

engineering and construction. When MDOT has identified a funding source for engineering and/or construction they would then require a letter of commitment for the local cost share.

Continued Public Engagement:

The engineering phases of this project include additional opportunities for public comment with MaineDOT. This engagement would be coordinated by MDOT's Bureau of Project Development and it's common practice for MDOT to host both a virtual public meeting and a formal public meeting for a project of this scale.

The engineering portion of this project would be more focused on design elements and developing plans, so public engagement would be focused on those features. If the Town is hearing major concerns about traffic movements, impacts, and core elements of the concept plans that may impact confidence in the overall plan, it's important to flag those now for MDOT and determine if additional analysis is needed prior to undertaking engineering.

♦ ♦ ♦

I hope this information about the overall project process and next steps is useful. If you have additional questions or would like to meet to discuss this further, I would be happy to attend an upcoming Select Board meeting.

Thank you again for the opportunity to work with you on this project and the LCRPC is excited to see where it goes!

Sincerely,



Emily Rabbe
Executive Director

Matthew Drost
Regional Transportation Planner
Maine Department of Transportation

Whereas the Town of Norway approached the Maine Department of Transportation (MaineDOT) to partner in a feasibility study to improve safety, accessibility and efficiency for all transportation modes while minimizing impacts to the extent practicable outside existing publicly owned right-of-way.

Whereas the Town of Norway and MaineDOT completed the transportation feasibility study through a collaborative process involving multiple public meetings, Select Board presentations, a project Open House, draft report open for public comment in addition to data and engineering analyses leading to the Norway Main Street and Downtown Feasibility Study report publicly available at <https://norwaymaine.com/documents>.

Whereas the demand for transportation funding for capital projects greatly exceeds available the Town of Norway's available resources,

Now therefore be it resolved...the Town of Norway formally accepts the Final Norway Main Street and Downtown Feasibility Study, attached, and requests MaineDOT continue to work with Norway on implementation under a collaborative process as follows:

- 1) Work with the Norway Town Manager and/or other appointed staff to pursue all available potential funding sources.***
- 2) Norway understands that implementation will involve a future commitment of local town funding anticipated to be a least 10% of the project costs.***
- 3) Project implementation will include additional opportunities for municipal and public input.***
- 4) Project implementation will follow all applicable state and federal design standards consistent with other projects statewide.***

Voted on October 17, 2024 Yes X No

AGENDA ITEM: 7A

ITEM COMMENTARY

AGENDA ITEM:	(New Business) Adopt-A-Highway Program
STAFF RESOURCE:	Kevin Sutherland, Town Manager
BACKGROUND:	In 1999, the State, through legislation, created an adopt-a-highway program. However, the State didn't provide any resources or funding - so, very few towns have implemented this program. On the MaineDOT website, it seems there are only about ten towns that have adopted the program. Marek Pruski, a member of St. Andrew's episcopal church here in Newcastle met with the Town Manager in Damariscotta and I last summer to express his interest in seeing this program happen here in Newcastle and Damariscotta. At our request, he has been meeting with other organizations in the area to drum up additional interest in becoming partners in this program before we bring them to the Board's attention. Marek has received four commitments if a program is supported by the Town(s): • St. Andrew's Episcopal Church in Newcastle (Earth Keepers group) • Coastal Rivers Conservation Trust • The Midcoast UU Fellowship in Damariscotta • Rotary Club of Damariscotta-Newcastle
EXHIBITS:	1. MDOT Doc - Adopt-A-Highway Conditions and Suggestions 2. Ideas for an Adopt-A-Highway Program 3. MDOT Doc - Safety Tips 4. Volunteer Release of Liability Form 5. MDOT Doc - Sign Application
RECOMMENDATION:	If the Board is supportive of creating a program, staff will look to meet with the interested organizations and draft a program for your consideration at a future meeting. We'd appreciate any ideas you may have too!
POSSIBLE MOTION:	<i>"To support the development of an Adopt-A-Highway Program for Newcastle."</i>

Adopt-A-Highway Conditions and Suggestions

- If a municipality chooses to implement a local Adopt-A-Highway (AAH) Program, the municipality is responsible for all aspects of the Program with the exception of signs. The DOT is responsible for approving the sign location, number, and size of all sign assemblies on both State and local roads. Signs may be located within a highway right-of-way or outside the right-of-way on publicly owned property.
- Signs identifying the program and the participants may be installed within the municipality and not necessarily along the "adopted" section(s). Sign panels shall be high density overlaid plywood at least ½ inch thick or of other materials sufficiently stable, durable, and weather resistant not to deform under normal conditions of weather. Standard sign post materials should be used. Do not use sign posts which will create a roadside "fixed" object and pose safety problems. These signs will be the only signs used to promote the Adopt-a-Highway program along the roadsides.
- The municipality will determine who bears the cost of producing, installing and maintaining the signs. Signs should conform to any local sign ordinances. The design of the sign(s) is a municipal responsibility, however, the DOT would prefer to see municipalities seriously consider using the suggested AAH design included herewith for the sake of continuity of design throughout the State.
- A municipality may choose to require a cumulative total of at least 1 mile of highway per organization to be the minimum eligible for adoption. In addition, you may want litter pickup to be done on both sides of the roadway a minimum of two times per year, more often if necessary. Litter pickup in any highway median is prohibited.
- It is suggested that participants be required to adopt for a minimum amount of time, such as a two year period.
- The MDOT's Community Services Division should be notified of all "adopted" State or State Aid Highways or townways, regardless of their location. No interstate or controlled access roadways are eligible for adoption.
- Any local community organizations, including civic, social or school groups, will be allowed to adopt highways, as will individuals 18 years (suggested) or older. Participants should have municipally-approved applications on file with the municipality. These applications may include signed registration/release forms from everyone participating in the pickup.
- Businesses that wish to sponsor groups may do so. Business names and logos may go on the Adopt-A-Highway signs.
- A municipality may want to suggest that groups with members less than 15 years old (suggested) must be supervised by adults 18 years or older. Individuals under 9 years of age (suggested) should not be permitted in the cleanup area. There should be one adult per eight under-age group members. Teams should stay on one side of the road at a time.
- The municipality is responsible for possibly supplying plastic trash bags, safety vests, work zone signs, etc.
- It is suggested that a town may want participants to separate and recycle appropriate materials in compliance with local municipal practices for their benefit.
- Participants should dispose of the filled trash bags in accordance with the rules and regulations of the local community. The Maine DOT will remove litter from the adopted State section only under unusual circumstances; i.e. when large, heavy or hazardous items are found and/or reported to the Maine DOT Division Office.
- Maine DOT Maintenance Division offices may monitor the program in their areas.

- After each pickup, the municipality may want the adopting groups to complete activity reports detailing the number of people involved, number of bags of litter picked up, hours spent, etc.
- Cleanup during bad weather or when visibility is reduced or restricted should be prohibited. The adopting group may need to reschedule the cleanup.

Ideas for an Adopt-A-Highway Program...

Each organization would identify a mile of road to adopt and commit to its clean up twice a year for two years. (If Board members have recommendations for priority roads - we'll happy pass that info on)

(Will need to develop a commitment form for organization)

Coordination with representatives from participating businesses/organizations for the Towns to host an event twice a year, around Earth Day and again in the fall. This would be at the same time for all participants to review safety tips ([EXHIBIT 3](#))/sign release of liability forms ([EXHIBIT 4](#)), supplies to be handed out (trash bags, pickers, vests, etc), and to make trash pick up more manageable for Town staff.

The organizations would fundraise to pay for the signs and the labor to install. Towns would submit the sign paperwork to the state ([EXHIBIT 5](#)).

Safety Tips

Please follow these tips to be sure your organization's work is safe. **Remember: A road is a dangerous place to be.** Every worker should possess these qualifications.

- Mental alertness and good common sense
- Good physical condition, including sight and hearing
- Sense of responsibility for safety of others and self

Plan Ahead

- Conduct at least one safety meeting prior to the first pickup in each year.
- Carpool to the work site to keep the number of cars to a minimum.
- Park the cars off the road as far away from the pavement edge as possible.
- Keep the vehicles on the same side of the highway as the workers.
- Be aware of all known allergies of volunteers before they participate.
- Provide appropriate and adequate adult supervision for young people.
- in litter pickups; one adult per eight participants between the ages of 12 and 15.
- Provide a first aid kit at each pickup site.

While You Work

- Erect the orange safety signs (LITTER PICKUP AHEAD or SHOULDER WORK) before you begin the pickup and remove them when you're through.
- Work only in daylight and in fair weather. Discontinue work in inclement weather, especially when motorist visibility is reduced and roads are wet or icy.
- Pick up one side at a time when clearing a multi-lane highway with a median.
- Beware of visibility problems.
- Be prepared for any unexpected behavior by motorists.

What To Avoid

- Stay alert for stinging insects and noxious weeds (poison ivy) and avoid them.
- Pay special attention when handling broken glass. Be careful not to sit or kneel on it and use care when placing it in a bag.
- Stay away from bridges, retaining walls, construction sites, open water that could be dangerous for workers.
- Avoid hazardous materials, heavy or large objects.

What to Wear

- Wear an orange or fluorescent safety vest so you can be easily seen. Wear it to the pickup site so you will have it on from the moment you leave the car.
- Heavy gloves
- Heavy leather boots or shoes
- Bright hat
- Insect or tick repellent
- Pants and long-sleeved shirts

Safety Do Nots

- DON'T Pick up litter on the highway or close to the edge of the travel lanes or on any medians. Stay on the right-of-way facing the traffic, and stay with your team.

- DON'T Skip the safety training or safety tips before starting the work. Make sure EVERYONE gets the same message about the rules, especially the late arrivals !
- DON'T Pick up litter in construction or maintenance sites, in intersections, or on bridges or overpasses, or on slopes with riprap stone. Leave that work for MDOT or the town.
- DON'T Play around or do any thing that will distract passing drivers or other volunteers. This work you are doing is serious business and no place for racing, horseplay and other distractions.
- DON'T Work during peak travel times when highways are carrying high traffic volumes. Maine DOT or the town may help identify suitable times.
- DON'T Participate in litter pickup while under the influence of drugs and/or alcohol or allow others in your group to do so.
- DON'T Overexert yourself. Take breaks and drink plenty of fluids.
- DON'T Bring small children along. No child under 9 should be in the pickup area.
- DON'T Pick up materials that appear to be hazardous, such as syringes, or anything toxic or questionable. Notify Maine DOT or the town of any such materials following your cleanup.
- DON'T Compact trash bags to gain more room, especially if there are broken or jagged items.
- DON'T Go in areas with poison ivy, poison oak, tall grass. Avoid old logs, snakes, ants, etc.

Volunteer Release of Liability

Release is made by the undersigned to the Town of Newcastle, a municipal corporation of the County of Lincoln, State of Maine:

In consideration of the Town of Newcastle accepting my services as a volunteer at my request, I the undersigned, do hereby and forever discharge and release the Town of Newcastle, its agents and employees, and its successors and assigns from all actions, causes of actions, damages, claims or demands whatsoever, including but not limited to claims based on negligence of the Town or its employees related in any way to the said volunteer services, which I, my spouse, children, heirs, executors, administrators, personal representative, or assigns may have against the Town of Newcastle or other above-described persons or parties as a result of the said volunteer services.

Adopt-A-Highway Program

I am fully aware that injury might occur as a result of my participation in the Newcastle Adopt-A-Highway program and I agree to assume the full risk, including risk which is not specifically foreseeable, of any injuries, including death, damages, or loss regardless of severity, which I may sustain as a result of participating in any and all activities connected with or associated with the Newcastle Adopt-A-Highway program. I am informed that some of the potential risks include traffic accidents, muscle strain, and exhaustion. I believe I am in good enough health to participate in this event, and will take precautionary measures to avoid contact with traffic, including wearing an orange vest supplied by the Town of Newcastle.

Signed: _____ Date: _____

Printed Name: _____

Signature of Parent if Under 18 _____

APPLICATION FOR "ADOPT-A-HIGHWAY" SIGNS

(for use ONLY by municipal officials)

Date_____

In order to clean up the environment and enhance the appearance of roadsides, the municipality of

_____ has created its own Adopt-A-Highway (AAH) Program and requests permission to erect up to four "Adopt-a-Highway" sign assemblies at the following locations on State, State Aid, or local roads, pursuant to 23MRSA§1117 and Rule 17-229-207:

Route # or Road/Street Name Exact Location
(include diagram)

1)_____

2)_____

3)_____

4)_____

Each municipality is allowed up to four sign assemblies with a total area of up to 50 sq. ft. each. Each participating organization can place an individual sign up to 4 sq. ft. in area on the full assembly.

It is understood that all AAH signs are considered "off-premise" signs and any erected on ANY public road are illegal and subject to removal until MDOT approval is received through this application.

The undersigned hereby requests permission for the erection of AAH signs along these roadways.

Municipal Official Date

Title

AGENDA ITEM: 7B

ITEM COMMENTARY

AGENDA ITEM: (New Business) Personnel Policy

STAFF RESOURCE: Kevin Sutherland, Town Manager

BACKGROUND: The [Newcastle Personnel Policy](#) allows for employees to request a cash out of their Earned Paid Leave once a year.

(On Page 10)

Payment in Lieu of Time Off:

On an annual basis, the Town Manager may approve "EPL cash out." Employees must announce the amount they wish to cash out by June 30th and cash out payments will be issued the first payday in July. No EPL will be accrued on EPL cash out. Full Time employees may cash out a portion of their EPL balance in 40-hour increments but must maintain a minimum of 100 hours of EPL. Eligible Regular Part Time employees may cash out the entirety of their EPL balance.

I've received a request from an employee for an "EPL cash out" to address a rather urgent matter.

EXHIBITS: none

RECOMMENDATION: This individual has enough earned time and I'd like to grant this request, but given the policy - it would be best to ask permission of the Select Board to deviate from the allowed time frame.

POSSIBLE MOTION: *"To authorize the Town Manager to cash out EPL outside of the required time frame."*

AGENDA ITEM: 8A

ITEM COMMENTARY

AGENDA ITEM:	(Fiscal Warrant) AP warrant
STAFF RESOURCE:	Michelle Cameron, Treasurer & Shelly Clifford, Deputy Treasurer
BACKGROUND:	At each meeting of the Select Board, a summary of invoices and bills are presented to the board for their opportunity to review and ask any questions before approval or modification.
EXHIBITS:	1. FY25 Eighteenth AP Warrant
RECOMMENDATION:	Staff recommends approval of the AP Warrant.
POSSIBLE MOTION:	<i>"To approve the Fiscal Year 2025 Eighteenth AP Warrant for \$363,081.09."</i>

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
00438 A XEROX COMPANY					
0374	XER/XALC8135	February			
IN4588297	E 101-26-01		110.23	0.00	
	GEN GOVT - LEASES / COPIER				
	Vendor Total-		110.23		
00277 BANGOR SAVINGS BANK					
0374	Fire Truck Loan Pymt	Pymt #158			
Fire Truck Pymt - March	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					
0374	Various Electric Accounts				
35011988843 - T.O.	E 101-65-02		506.84	0.00	
	GEN GOVT - TOWN OFFICE / ELECTRICITY				
35016922797 - SANDLOT	E 107-40-01		120.24	0.00	
	PUBLIC WORKS - FACILITIES / ELECTRICITY				
	Invoice Total-		627.08		
0374	Various Electric Accounts	February			
35013306861 - FLASHER	E 105-57-03		49.22	0.00	
	PUB SAFETY - INFRASTRUCT / FLASHER RT 1				
35015543313 - BIRD	E 101-67-02		47.11	0.00	
	GEN GOVT - BIRD PLAYGR / ELECTRICITY				
35015543750 - SHPS FD	E 105-68-02		75.56	0.00	
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY				
	Invoice Total-		171.89		
	Vendor Total-		798.97		
00356 Damariscotta Region Chamber of Commerce					
0374	Town of Newcastle	INV#8055			
Membership Dues	E 101-25-80		275.00	0.00	
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
	Vendor Total-		275.00		
00314 EES Consulting Inc					
0374	IT Services	INV#9436			
12/15/24 - Office 365	E 101-25-09		59.76	0.00	
	GEN GOVT - OPERATIONS / COMP SUPPORT				
2/1/25 - Support/Consult	E 101-25-09		495.00	0.00	
	GEN GOVT - OPERATIONS / COMP SUPPORT				
	Vendor Total-		554.76		
00293 ELAN FINANCIAL SERVICES					
0374	VISA COMMUNITY CARD	February			
USPS - Foreclosure Notice	E 101-25-05		21.99	0.00	
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
Adobe	E 101-25-11		299.85	0.00	
	GEN GOVT - OPERATIONS / SOFTWARE				
Zoom	E 101-25-11		15.99	0.00	
	GEN GOVT - OPERATIONS / SOFTWARE				
Google	E 101-25-11		151.20	0.00	
	GEN GOVT - OPERATIONS / SOFTWARE				
Late Fees	E 101-25-95		39.00	0.00	
	GEN GOVT - OPERATIONS / SUPPLIES				
	Vendor Total-		528.03		
00010 GREAT SALT BAY COMM. SCHOOL					

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
0374	SCHOOL/ELEMENTARY	FEBRUARY			
FEB SCHOOL APPROPRIATIONS	E 116-60-01		176,814.23	0.00	
	SCHOOLS - SCHOOLS / ELEMENTARY				
Vendor Total-			176,814.23		
00897 HAGAR ENTERPRISES, INC					
0374	SNOW CONTRACT FEES	INV#8656			
Snow Removal - Roads	E 107-41-01		51,835.61	0.00	
	PUBLIC WORKS - WINTER OPS / SNOW REMOVAL				
Snow Downtown	E 107-41-02		6,025.56	0.00	
	PUBLIC WORKS - WINTER OPS / SNOW DWNTWN				
Snow Removal Contract	E 107-41-02		89,833.31	0.00	
	PUBLIC WORKS - WINTER OPS / SNOW DWNTWN				
Vendor Total-			147,694.48		
00803 HEALTHY KIDS					
0374	PROVIDER AGENCY	SB 2/10/25			
Provider Agency	E 102-89-15		1,700.00	0.00	
	PUBLIC SRVCE - PROVIDER AGE / HEALTHY KIDS				
Vendor Total-			1,700.00		
00165 KONICA MINOLTA/SYMQUEST					
0374	500-0622968-000	#548431501			
500-0473754-000	E 105-05-55		12.55	0.00	
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
Vendor Total-			12.55		
00318 LCTV					
0374	Select Board 1-27-2025	INV#682			
Video Recordings	E 101-25-81		100.00	0.00	
	GEN GOVT - OPERATIONS / VIDEO RECORD				
Vendor Total-			100.00		
00106 LINCOLN COUNTY SHERIFF'S OFFICE					
0374	ACO - Wages	January			
ACO-Wages	E 105-55-01		281.80	0.00	
	PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL				
Vendor Total-			281.80		
00015 MAINE MUNICIPAL ASSOC.					
0374	PBBOA - Zoom - T. Tibbett	#544231			
PBBOA - T. Tibbetts	E 103-25-80		50.00	0.00	
	PLANNING - OPERATIONS / PRO.DEV/FEES				
Vendor Total-			50.00		
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST					
0374	March Newcastle Employees	MHT.15110			
Dental	E 101-02-04		152.70	0.00	
	GEN GOVT - FRINGE BENEF / VISON/DTL/LIF				
Health (Medical)	E 101-02-02		6,078.02	0.00	
	GEN GOVT - FRINGE BENEF / HEALTH INS				
IPP (Income Protection)	E 101-02-05		228.79	0.00	
	GEN GOVT - FRINGE BENEF / IPP				
Vision	E 101-02-04		16.73	0.00	
	GEN GOVT - FRINGE BENEF / VISON/DTL/LIF				
Supplemental Life Ins	E 101-02-04		39.00	0.00	
	GEN GOVT - FRINGE BENEF / VISON/DTL/LIF				
Vendor Total-			6,515.24		

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
01486 MAINE MUNICIPAL UNEMPLOYMENT FUND					
0374 UNEMPLOYMENT	INV#82243				
INV#82243	E 101-03-10		307.00	0.00	
	GEN GOVT - INSURANCE / UEMPLOYMENT				
	Vendor Total-		307.00		
01495 MAINE TOWN & CITY MANAGEMENT ASSOC.					
0374 Annual Interchange Bangor	#544299				
Bangor - MTCMA - Kevin	E 101-25-80		99.00	0.00	
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
	Vendor Total-		99.00		
00405 NORTHEAST COFFEE COMPANY					
0374 Water for PFAS Residents	2 Sep Statement				
W. ONeil	E 213-91-12		51.29	0.00	
	PFAS RESERVE - RES ACCT EXP / PFAS RESERVE				
J. Sullivan	E 213-91-12		116.54	0.00	
	PFAS RESERVE - RES ACCT EXP / PFAS RESERVE				
	Vendor Total-		167.83		
00164 RELIANCE EQUIPMENT					
0374 Repairs: Pump Head T-10	INV#10366				
Maint on T-10	E 105-05-42		5,508.82	0.00	
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
	Vendor Total-		5,508.82		
00321 SBA TOWERS X, LLC					
0374 CUSTOMER#ME24363-A-05	Dec - Feb				
Dec - Feb (\$101.29 x 3)	E 105-05-25		303.87	0.00	
	PUB SAFETY - FIRE DEPT / COMMUNICATN				
	Vendor Total-		303.87		
00395 SEACOAST SECURITY INC.					
0374 MONITORING	INV#5921447				
Town Office Monitoring	E 101-65-04		30.00	0.00	
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR				
	Vendor Total-		30.00		
00243 SHREDDING ON SITE					
0374 January Bin Rental	Inv#0151954				
Jan. Bin Rental	E 101-25-95		10.00	0.00	
	GEN GOVT - OPERATIONS / SUPPLIES				
	Vendor Total-		10.00		
00340 SPIC & SPAN CLEANING INC					
0374 Cleaning Services	February				
Town Office	E 101-65-06		367.00	0.00	
	GEN GOVT - TOWN OFFICE / JANITORIAL				
Fire Station	E 105-66-06		173.00	0.00	
	PUB SAFETY - FIRE STA/COM / JANITORIAL				
	Vendor Total-		540.00		
00354 TOWN OF NOBLEBORO					
0374 TIPPING FEES	FEBRUARY				
FEB TIPPING FEES	E 102-10-10		12,510.79	0.00	
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA				
	Vendor Total-		12,510.79		
00962 TREASURER, STATE OF ME - MDOT					

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
0374	2 Invoices - Rds - Kevin	Mar & April			
Inv#0211245 *3/5/25	E 101-25-80		50.00	0.00	
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
Inv#0205245 *4/9/25	E 101-25-80		50.00	0.00	
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
Vendor Total-			100.00		
00022 TREASURER, STATE OF ME-ANIMAL WELF					
0374	JANUARY DOG LICENSING	15110			
JAN DOG LICENSING	G 1-365-00		145.00	0.00	
	GEN'L GOV. / STATE DOG				
Vendor Total-			145.00		
00023 TREASURER, STATE OF ME-BMV					
0374	2/6 - 2/12/2025 BMV	BMV Report	*** PAID ***	Check #	1672
2/6-2/12/25 BMV Report	G 1-345-00			990.00	0.00
	GEN'L GOV. / STATE MV FEE				
Vendor Total-			990.00		
00419 WRIGHT-PIERCE					
0374	DT Village Improvements	INV#0000241833			
INV#0000241833	G 2-513-00		4,676.57	0.00	
	CAPITAL RES / GRANT VPI				
Vendor Total-			4,676.57		
Prepaid Total-			1,518.03		
Current Total-			361,563.06		
Warrant Total-			363,081.09		

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

R.BENJAMIN FREY	_____
TOR GLENDINNING	_____
RUFUS PERCY	_____
KAREN PAZ	_____
THOMAS KOSTENBADER	_____