

**Board of Selectmen & Assessors Meeting - Minutes
December 16, 2019 @ 7:00p.m.
Newcastle Town Office**

Board of Selectmen (BOS) Members Present: Ben Frey, Joel Lind, Wanda Wilcox, Carolyn Hatch

BOS Members Absent: Brian Foote

Others Present: Town Administrator Jon Duke, Deputy Town Clerk Harriet Burgoon, Bill Goggin (CMP), Bud Newell (CMP), Josh Teal (CMP), Jedda Muzy (CMP), Roger Wilcox, Mal Carey

1. Call to Order: Chair Frey called the meeting to order at 7:00pm

2. Pledge of Allegiance:

3. Amendments to the Agenda:

4. Minutes

4.1 December 2, 2019

Lind made a motion to approve the minutes as presented. W. Wilcox seconded. Discussion regarding level of detail the BOS prefers in the minutes.

Motion passed 3-0. Carolyn Abstained due to not being present at the previous meeting.

5. Public Comments On Items Not On The Agenda

5.1 R. Wilcox asked about the BOS minutes: BOS policy & procedures adopted recently – specifically number 3: “All of the boards proceedings shall be summarized by recording secretary and posted on town website and hard copy in town office.” Main point: why are minutes not on the website? We hired a person to get minutes done.

5.2 R. Wilcox’s second question regarding foreclosure due to non-payment of taxes: What is the procedure?

The Town Administrator outlined the process to the board and public attending.

The process is: 1. BOS commits taxes in the summer at the start of the new fiscal year 2. Taxpayers have two payments to fulfill their property tax obligation for that fiscal year. 3. A written notice of intention to attach a lien to the property is sent to the taxpayer via certified mail, informing them a lien will be placed upon their property unless they pay their tax obligation for that year in full. 4. 30 days after the notice, the lien is placed. 5. 18 months from the date of the lien, the property is foreclosed. The notice of foreclosure is sent 30-45 days prior to the 18 months date. Notice of the foreclosure is also sent to mortgage holders on the properties. In the vast majority of cases, a mortgage holder steps in to pay the taxes to avoid foreclosure. However, on the foreclosure deadline date noted in the notice sent to the taxpayer, it is an automatic foreclosure at close of business day on the deadline. The Town of Newcastle does not want to be in real estate business. Other choices exist such as poverty abatements (must go before the BOS for approval). Ultimately, the BOS decides the process of releasing the property in the best interest of the town.

5.3 Academy Hill – Carolyn Hatch: the buildup of ice is back again on the road – the shim coat recently done will not solve this, the shim is a temporary hold to get through winter, and the drainage issue creating the ice problem will be dealt with in spring – since the shim was done, there is a need for the white lines & crosswalks to be painted, please be careful.

6. New Business

6.1 Access Agreement on the Town’s Mills Road Property – Bill Goggin, CMP Josh Teal, Bud Newell, Jedda Muzy, - CMP needs to replace a CMP structure on an island in the Great Salt Bay. CMP personnel attended tonight’s meeting to update the BOS on the use of the town’s salt storage area to complete a routine maintenance pole replacement project for future reconductoring capability. The location of the pole makes the fix unusual. Once completed, the structure will increase in height to 120 feet (100-105 feet above ground), currently is 58 feet. Galvanized steel poles will be used. To get equipment to the island, CMP will create a

floating bridge. Work should last for approx. 3 months, beginning in August and the end third week in October. The bald eagle presence affects the timing of the project. Proposed rental and restoration of property will result in a payment to the town of approx. \$45,000. CMP will also place a pole on Academy Hill cross walk up to approx. \$10,000. The transmission line affected runs from Damariscotta Mills substation to the Bristol Station. Approx 4800 customers depend upon the feed. CMP has been looking to replace, have patched it a few times, but the pole really needs to be replaced now. Several options were explored (submerged lines too shallow, etc.). A question raised by a member of the public: Is CMP familiar with fact this is a brown site? Yes, but did not arise as a topic. CMP will remove all the accumulated sediment on the site for the footprint of the bridge, the slope. However, details will become clearer soon when speak with contractor.

Public: Mal Carey asked if CMP spoke with DEP regarding constraints to disturbance on the bottom? What arrangements for DEP? Yes, CMP met with DEP. Factor: when low tide arrives, pontoon bridge will rest on the surface, will need to mitigate for any eel grass that may be affected. Will be doing a survey to determine this. CMP met with Army Corps as well.

R Wilcox: Will this project help the unreliability of power to Jones Woods area? CMP: Yes.

BOS/Frey – the CMP plan will be presented to the town's attorney.

6.2 Land Use Fee Schedules – The goal is to have the fee schedule clear as possible for the applicant, with one schedule for each of the major authority: CEO, Design Review, Planning Board. The new elements of the schedules are review fees for CEO and Planning Board to review the application. Design Review already has a \$100 fee established. The process of review for applicants for planning board approval by Jon. New review fee, will it be harmful or helpful, will it be detrimental to applicants. All applications get a review and attention by the office, small or large project

BOS proposed to approve fee schedules as they are for the time being, and include on future agenda items list: looking for wholesale changes to the fee schedule in general.

Duke suggested postponing two areas of question on the proposed draft for future discussion: Shoreland zoning, and a follow up review on the Design Review schedule. Duke seeks approval for the rest of the three drafts as they are.

Lind motioned to adopt the proposed drafts, with the areas in question removed. Hatch seconded. **Motion approved 4-0.**

6.3 Appoint Design Review Committee Member – Betsy Evans – vacancy due to departure of Christopher Rice. Betsy Evans had previously been with the Historical Society. The Historical Society approved the change. Lind motioned to appoint Betsy Evans to Design Review Committee for the term expiring June 30, 2020. Hatch seconded. **Motion Approved 4-0**

7. Unfinished Business

7.1 Goals For Future Agenda Items – See Dec 2 minutes for the complete list - The next BOS meeting is January 6th, Brian Foote will be attending. In the spirit of moving from a list of items into action items, Frey suggested picking one item for discussion. The follow meeting: January 27th.

The sand for residents question was proposed by W Wilcox. BOS explained the last experience with providing sand resulted in liability issues. This item was put on the 27th agenda so Road Commissioner can be present to address.

For the meeting agenda on the 6th: 1. Lind suggested discussing the Town Manager/Town Administrator question – state law: If wish to pursue, decide by election at least 90 days prior to annual meeting. Or have a special town meeting. Therefore, BOS need to have discussion prior to March 9th to meet 90 day window. (Check dates and deadlines with Jon.) Town Administrator will forward background information to BOS for review prior to the next meeting. 2. Nobleboro Fish Ladder – Lind will have an update by the 6th.

8. Town Administrator Report and Communications

Town Administrator Report – presented as written. CLC Ambulance service – discussions were initiated. Duke will update the BOS with numbers possibly by the 6th, if not, the 27th. A plan that meets the needs for the town and the area needs to be updated. The organization of the service is also under discussion, one for which makes sense for all the communities.

9. Fiscal Warrants

9.1 Town Warrant \$325,146.80 – Lind motioned to approve, Hatch seconded. The Chart of Accounts change was needed for Alewives category mistaken.

Motion to approve the town warrant passed 4-0

9.2 Fire Warrant \$6,458.88 – Joel motioned to approve, Hatch seconded

Motion to approve the fire warrant passed 4-0

10. Executive Session

10.1 Real Estate

Lind motioned under section 405(6)A to move into executive session, Hatch seconded. **Motion approved 4-0.**

11. Adjournment

Ben Frey moved to adjourn at 9:15pm, Joel seconded. **Motion passed 4-0.**

Minutes respectfully submitted by Harriet Burgoon

Upcoming Events

Town Office Closed: Christmas Eve- Tuesday, December 24th

Town Office Closed: Christmas - Wednesday, December 25th

Town Office Closed: New Year's Day- Wednesday, January 1st

BOS Meetings: Monday, January 2nd, Monday January 27th

Town Office Hours: Monday-Thursday 8:00am-4:00pm and Friday 8:00am-12:00pm