

**MINUTES  
FINAL**

**Approved 1/8/18**

**Board of Selectmen & Assessors' Meeting  
December 11, 2017 @ 6:00 pm  
Newcastle Town Office**

**Present:** Selectmen Brian Foote, Ben Frey, Chris Doherty, Carolyn Hatch, Joel Lind; Town Administrator Jon Duke, Fire Chief Clayton Huntley, Road Commissioner Steve Reynolds, Seth Hagar

- 1. Call to Order:** Foote called the meeting to order at 7:00 pm.
- 2. Pledge of Allegiance:** Done
- 3. Public Comments (For items not on the agenda):** None
- 4. Amendments to/Approval of the agenda:** None
- 5. Discussion**

**5.1 Fall Projects Update:** Reynolds reported that the Main Street sidewalk is complete. At the Fire Station, the three new doors are ready to be installed, the roof guards have been ordered, and the FEMA bill has been signed by the Governor and has now gone to Washington for the President's approval. The Town will be reimbursed for 85% of the total bill.

**5.2 Networking Proposal:** Frey reported that the networking system at the Town Office needs to be replaced. Cost will be in the vicinity of \$1450. Replacing the file server and upgrading the phone system will be phased in next year.

**6. Actions/Appointments/Resolutions:**

**6.1 Salt Shed Building:** A proposal to construct a new building to store road salt was outlined by Reynolds and Hagar. The shed will be made of concrete blocks and a 12 gauge metal roof and measure 22' high and cost \$20,000, \$2,500 under budget. The work is scheduled to begin the week of 12/18/17 and be completed by the first or second week of January. Frey motioned to accept the proposal and proceed with the project. Lind seconded.

**Approved: 5-0**

Doherty commented on how great Memorial Park looked after the completion of the work done on the drainage system at Newcastle Square and Academy Hill Road.

Hagar mentioned that his snow crews were having difficulty plowing the sidewalks due to all the holiday decorations being put up around town. The decorations get covered up by snow and then entangled by snow blowers and plows often destroying his equipment. He asks that shop owners and holiday decorators for town events be made aware of the problem.

**6.2 Holiday Week Office Hours:** Duke noted that State offices will be closed this year on December 22nd, 25th, 26th and January 1st. Frey noted the need to have a policy for office hours around Christmas and New Year's Day. Foote suggested staff have the option to take Tuesday off and to use their EBT hours.

Frey motioned to pay for the day after Christmas. Lind seconded.

**Approved 5-0**

**7. Approve Consent Items:**

**Minutes:**

**7.1 Minutes - November 27, 2017**

**7.2 Minutes - November 30, 2017**

Hatch motioned to approve both Minutes. Frey seconded.

**Approved 5-0**

**Warrants:**

**7.3 Fire Warrant                      \$1,846.58**

Frey motioned to approve. Lind seconded.

**Approved 5-0**

**7.4 Fire Warrant                      \$1,038.31**

Frey motioned to approve. Hatch seconded.

**Approved 5-0**

**7.5 Town Warrant                      \$6,098.30**

Frey motioned to approve. Hatch seconded.

**Approved 5-0**

**7.6 School Warrant                      \$184,061.14**

Frey motioned to approve. Lind seconded.

**Approved 5-0**

**7.7 Town Warrant                      \$224,804.15**

Frey motioned to approve. Doherty seconded.

**Approved 5-0**

**Available Cash \$2,029,586.85**

**8. Communications:** None

**9. Executive Session:**

**9.1 Personnel:**

Foote motioned to go into Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A

Section 405 (6) A-Personnel. Frey seconded.

**Approved 5-0**

Frey motioned to exit Executive Session. Lind seconded.

**Approved 5-0**

Frey motioned to authorize holiday bonuses for the staff. Lind seconded.

**Approved 5-0**

**10. Adjourn:** Foote adjourned the meeting at 9:02 pm.

Respectfully submitted,

Marion Mundy  
Recording Secretary

**Upcoming Events**

Office Closed: Monday, December 25th and Tuesday, December 26th

Office Closed: Monday, January 1st

*Executive Session 1 M.R.S.A. Section 405 (6) A - Personnel, C - Real Estate , D - Labor Contracts, E - Legal,  
H - Consultation with CEO Concerning Enforcement Action*