

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.*

- b. **Shoreland Zoning Code and Map updates:** Ben Frey, Planning Board Chair, explained that the changes are for the town to become aligned with the State's Chapter 1000 Model Shoreland Ordinance such as definitions, organization, moving certain aspects to be managed by State, and changes to the map to reflect the Core Zoning Code more effectively. The revised map will be available shortly. *Tor made a motion to schedule a Planning Board Public Hearing on the proposed amendments to the Shoreland Zoning Ordinance for March 28, 2024, at 6:30pm in the Fire Station Community Room. Motion was seconded by Rufus. Motion passed 4-0, 1 absent.*
- c. **Core Zoning Code Changes – LD2003:** Changes to the Core Zoning Code are required to comply with the LD2003 changes regarding affordable housing requirements and multi-family housing. *Tor made a motion to schedule a Planning Board Public Hearing on the proposed amendments to the Core Zoning Code Ordinance for March 28, 2024, at 6:30pm in the Fire Station Community Room. Motion was seconded by Thomas. Motion passed 4-0, 1 absent.*

7. **Town Manager Report and Communications:** Town Manager reviewed his report. Topics discussed were: Great Salt Bay exploring forming a Regional School Unit and its public meeting, letter of support and joint application with Damariscotta for a housing grant for first responders, recent discussion with Pedestrian Safety and Accessibility Collaborative, and nomination papers available at the Town Office.

8. **Fiscal Warrants**

- a. **FY24 Seventeenth AP Warrant: \$128,610.71:** Tor made a motion to approve the Seventeenth FY24 AP Warrant for \$128,610.71. Motion was seconded by Rufus. Motion passed 4-0, 1 absent.

9. **Executive Session**

- a. **Consideration of real property acquisition (Title 1 §405.6.C):** Tor made a motion to enter into executive session to consider the acquisition of real property as permitted by MRSA Title 1, Section 405 6 C. Motion was seconded by Thomas. Motion passed 4-0, 1 absent.
- b. **Consultation with attorney regarding legal rights and duties pertaining to tax foreclosure (Title 1 §405.6.E):** Rufus made a motion to enter into executive session to consult with the Town Attorney regarding legal rights and duties pertaining to tax foreclosure as permitted by MRSA Title 1, Section 405 6 E at 8:27pm. Motion was seconded by Tor. Motion passed 4-0, 1 absent.

10. **Future Agenda Items**

- a. **Update on Priorities**
- b. **Ground Lease Agreement**
- c. **Fish Ladder Agreement**
- d. **Harbor Management Ordinance**

11. **Adjournment of Meeting:** Tor made a motion to adjourn the meeting at 8:47pm. Motion was seconded by Rufus. Motion passed 4-0, 1 absent.