

**Select Board & Board of Assessors Meeting - Agenda**  
**November 13, 2023 @ 7:00 p.m.**  
**Fire Station Community Room, 86 River Rd.**

**Present Board Members:** Karen Paz, Tor Glendinning, Joel Lind, Thomas Kostenbader, Rufus Percy  
**Staff:** Kevin Sutherland, Town Manager

**Minutes transcribed by Emma McKearney, Deputy Town Clerk**

- 1. Call to Order:** Meeting started at 7:03pm.
- 2. Amendments to the Agenda:** Executive Session under 1 M.R.S.A. Section 405 (6) E, Legal, was added to the agenda by the Chair.
- 3. Minutes of the previous meeting**
  - a. October 23, 2023:** Joel made a motion to approve the minutes of the October 23, 2023, meeting as written. Motion was seconded by Thomas. Motion was passed unanimously.
  - b. October 26, 2023:** Tor made a motion to approve the minutes of the October 23, 2023, meeting as written. Motion was seconded by Karen. Motion was passed unanimously.
- 4. Public Comments on Items Not on the Agenda**
  - a. Mal Carey:** Mal, a resident of North Newcastle, is seeking clarification regarding the status of ownership and maintenance of East Hassan Ave. He states that in 2022 major work was planned for 2024 per the previous Town Manager. Some work has been done, but the ownership of the road is unclear. Additionally, while using the CAI mapping on the Town website, he has received a message screen that says, 'insufficient memory, some tasks won't run and some will run slower.' Mal reports that it mostly operates as it should. He believes this may be a software issue from a program update.
- 5. New Business**
  - a. Discussion on Fire Engine Replacement:** Chief Casey Stevens and Lucas Kostenbader, Lieutenant and Chair of the Truck Committee, from the Newcastle Fire Company spoke of their efforts to complete a specification to replace Engine 8, owned by the Town of Newcastle, and Rescue 4, owned by the Fire Company. Currently, the engine is a 1974 Ford Pumper. Chief Stevens reports that the Fire Company is almost complete with its build of the specification for the truck. He reports that there has been a cost estimate increase of about 4.5% per quarter. With the most recent estimate the Fire Company has received, the cost is estimated to be about \$670,000. However, there is a discount for pre-payments; payment will be due at the time of delivery. Currently production time is estimated to be about 18-26 months. The Fire Company will provide a bid request document at the next Select Board meeting.
  - b. Personnel Policy – Amendments:** Town Manager reviewed his proposed changes to the Personnel Policy with the Select Board. During the meeting, additional changes were made. A final proposed draft will be presented at the next Select Board meeting. Significant changes to the policy include adding domestic partnerships to the Town's health insurance program and editing the Town's grievance policy to be more streamline and clear to reflect the current office size. Employees received notice of the Personnel Policy changes on November 8, 2023, via email and posting in the office.
  - c. Ground Lease Agreement:** TowerCo has partnered with Verizon to work with the Town of Newcastle to install a tower on the old landfill on Jones Woods Rd. This parcel is owned by the Town. The Town Attorney is currently reviewing the proposed lease presented to the Town Manager and Select Board. Mal Carey, resident of North Newcastle, has concerns regarding the annual rent increase not increasing at the rate of

inflation. Town Manager and Select Board would like to explore using the property for both a cell tower and solar energy. Additionally, the Select Board will further explore what the cell tower would be set on due to questions regarding the ground being compact enough to withstand the tower.

- d. **Core Zoning Code Amendments:** A Public Hearing for Core Zoning Code Amendments is scheduled for November 16, 2023, at 6:30pm. Amendments being discussed include large project plan and lots (multi-family out of subdivision, reduction in right of way width). Select Board will decide if these amendments will be added to the warrant for the Special Town Meeting at the next Select Board meeting.
- e. **Ordinance and Policy Review Process:** Town Manager reviewed his plan for reviewing, holding public hearings, and voting on Town policies and ordinances with the Select Board. Town Manager is hoping to have quarterly Special Town Meetings to vote on ordinance changes for the next 18 months. Land Use Ordinances will also need to be reviewed through the Planning Board process. Select Board is supportive of his ambitious plan and may need to prioritize which ordinances get reviewed if needed. The chart and plan will be reviewed quarterly with the Select Board priorities chart review.

## 6. Unfinished Business

- a. **Select Board Priorities Review:** Town Manager reviewed the Select Board priorities list that was created in July 2023. From the initial list, some items have been completed which include hiring a town manager, complete the Traffic and Parking Ordinance (some additional recommendations will be made), Fund Balance Policy, and repealing and replacing the Purchasing and Bid Ordinance at the Special Town Meeting on December 11, 2023. Town Manager would like to address a long-term plan for PFAS mitigation to the Town's impacted residents and add the Lynch Road reconstruction from the May Day storm to the priority list. Town Manager reports that during the Damariscotta-Newcastle joint meeting on October 30, 2023, housing needs, joint planned development, and a long-term transportation strategy were identified as top priorities for both communities. Town Manager will provide the Select Board and Town staff a survey to gain a greater understanding of what their individual priorities are.

- 7. **Town Manager Report and Communications:** Town Manager reviewed his report. Topics discussed were: reviewing elections on November 7, 2023, the status of Tidewaters grant to support broadband in Newcastle and their efforts to receive those funds, Tidewater is estimating that they will begin installing infrastructure stating in January, a change in cleaners for the Town buildings as the previous cleaners have fully retired, and there is a vacancy on the Planning Board. Additional announcements include: the Town Office will be closing at Noon on November 22, 2023, and a Planning Board workshop on November 30, 2023 at 6:30pm for the Shoreland Zoning Ordinance.

## 8. Fiscal Warrants

- a. **FY24 Ninth AP Warrant: \$547,848.64:** Joel made a motion to approve the Ninth AP Warrant for \$547,848.64. Motion was seconded by Rufus. Motion was passed unanimously. A large amount of the warrant is for County Tax.

## 9. Executive Session

- a. **1 M.R.S.A Section 405 (6) E – Legal:** Joel made a motion to enter Executive Session regarding legal. Motion was seconded by Tor. Motion was passed unanimously. No report upon exiting Executive Session.

## 10. Future Agenda Items

- a. **Special Town Meeting Warrant**
- b. **Comprehensive Plan State Approval**
- c. **Fire Engine Bid Document**
- d. **Traffic and Parking Ordinance**

e. **Town Fee Schedule**

f. **Finance Committee Ordinance**

**11. Adjournment of Meeting:** Thomas made a motion to adjourn the meeting at 9:37pm. Motion was seconded by Joel. Motion was passed unanimously.