

Select Board & Board of Assessors Meeting - Agenda
June 24, 2024, 7:00pm
Fire Station Community Room, 86 River Rd

- 1. Call to Order**
- 2. Amendments to the Agenda**
- 3. Minutes of the previous meeting**
 - a. June 10, 2024
- 4. Public Comments on Items Not on the Agenda**
- 5. New Business**
 - a. Board and Committee Appointments
 - b. Discussion regarding serving on multiple boards
 - c. Review of Select Board By-laws
 - d. Development of Select Board Goals for Fiscal Year 2025
- 6. Unfinished Business**
 - a. Climate Workshop Resolution
 - b. Budget Adjustments
 - c. Town Office Hours Policy
- 7. Town Manager Report and Communications**
- 8. Fiscal Warrants**
 - a. FY24 Twenty-fourth AP Warrant: \$518,729.83
- 9. Executive Session**
 - a. None
- 10. Future Agenda Items**
 - a. FY24 Carry forward accounts to FY25
 - b. Harbor Management Ordinance
 - c. Shellfish Conservation Ordinance
 - d. Fish Ladder Agreement
 - e. Ground Lease Agreement
- 11. Adjournment of Meeting**

Manager commentary for June 24th, 2024 Agenda packet items

5. New Business Items: This location on the agenda is meant for items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

New Business Item: **5A – Board and Committee Appointments**

Manager's Commentary: This is the first meeting of the Select Board since the elections. It is the meeting to appoint a Chair and Vice Chair for the next year. Additionally, most boards and committees in Newcastle have staggered 3 year terms that all end on June 30th each year. It would be ideal to appoint / re-appoint members of boards and committees that would otherwise expire at the end of this month.

Possible Motions: ***"To appoint _____ as Chair of the Select Board."***
 "To appoint _____ as Vice Chair of the Select Board."

"To re-appoint James Brinkler as the Newcastle representative for the Damariscotta Mills Fish Ladder with a term expiring June 30, 2025."

"To re-appoint Roger Wilcox and Lydia Crafts to the Board of Appeals with terms expiring June 30, 2027."

"To re-appoint John Mills to the Finance Committee with a term expiring June 30, 2027."

"To re-appoint Gisela Heimsath-Rhodes to the Harbor Management Committee representing Newcastle with a term expiring June 30, 2027."

"To re-appoint Sandy Paulsen to the Shellfish Conservation Committee representing Newcastle with a term expiring June 30, 2027."

New Business Item: **5B – Discussion regarding serving on multiple boards**

Manager's Commentary: On June 11th, Ben Frey was elected to serve on the Newcastle Select Board. Congrats Ben! He also currently serves as the Chair of the Planning Board and as a member of the Finance Committee. In most every community that I've worked, elected officials do not also serve on appointed boards and committees. If they did, that board/committee specifically had provisions to have an elected official appointed to it. So, this is new territory for me.

Ben seems interested in remaining on the Planning Board. We currently have a vacancy and if he were to step down, we would have two vacancies. The Planning Board is a regulatory body and the appeal process to a decision of the Planning

Board would go to the Board of Appeals, so the chance for a conflict of interest is limited. Either way, it would be good to have a conversation as a group and come to a consensus about this.

New Business Item: 5C – Review of Select Board By-laws

Manager's Commentary: After a year of working for the Select Board, I am suggesting a few changes to the agenda process with hopes of creating some potential efficiencies. Examples include recognizing presenters and guests ahead of business and completing unfinished business ahead of new business, etc. I'll walk through the changes and my thought process at the meeting. I've included a red-line ([PAGE 8](#)) and a clean version ([PAGE 19](#)) for clarity. Should there be no substantial changes, the Board may choose to approve at the meeting.

A Possible Motion: ***"To approve the Bylaws and Policies of the Select Board as presented/amended."***

New Business Item: 5D – Development of Select Board Goals for Fiscal Year 2025

Manager's Commentary: Last year, we started a process of developing the goals of the Board, prioritizing those goals, and continuing to review and update those prioritized goals on a quarterly basis. With a new Board and a new fiscal year only a week away, I'd like to review the goals/priorities previously established, discuss other goals this Board may have, and look to set priorities for the first meeting in July. I'll provide an update on the previous priorities and the various status of other items as a presentation. Please, before the meeting, review the memos in the packets from [March 25](#) (pages 11-16), [November 27](#) (pages 108-109), and [July 24](#) (pages 35-39) and come to the meeting with any additional goals/efforts you don't find within those items that you'd like to see added to the list.

6. Unfinished Business Items: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.

Unfinished Business Item: 6A - Climate Workshop Resolution

Manager's Commentary: At the [January 8th Select Board Meeting](#), the Board expressed their intent to enroll and participate in the Community Resilience Partnership. With the help of our service providers, Lincoln County Regional Planning Commission and Coastal Rivers Land Trust, the Town of Newcastle has completed its self-assessments, held a Public Climate Workshop and in addition, collected survey responses from the community to help draft the language in the resolution of commitment on [PAGE 30](#). This resolution is the final step in the process to become a partner community of the State of Maine's Community Resilience Partnership and gain access to state grants for climate related adaptation. It may be beneficial for someone on the Board to read the resolution into the record, but not required.

A Possible Motion: ***"To approve the resolution as presented/read."***

Unfinished Business Item: **6B - Budget Adjustments**

Manager's Commentary: At the [May 28th Select Board Meeting](#), I suggested utilizing unspent or underspent account lines within the Public Works category to cover the cost of the VHB load testing of Neck Bridge. After speaking with our road commissioner, he had been intending to spend the bridge work monies this fiscal year but is requesting that those funds and the tech services funds be carried forward to FY25 to be spent in the upcoming year instead. (We'll have an agenda item the first meeting in July to address several carry forward requests). Therefore, we're requesting the Select Board move some remaining funds from the winter salt account line into the technical assistance account line and move some other underspent account lines from different categories into the tech assistance line. Below is a visual approach to what we're requesting for the action by the Board.

Category	Account	description	FY24 Budget	6/20/2024 Remaining	6/24/2024 SB motions	Revised* Budget
<i>Public Works</i>						
	107-04-08	technical assistance	\$ 10,000	\$ 10,000	\$ 38,500	\$ 48,500
	107-41-05	Winter salt	\$ 88,000	\$ 22,956	\$ (22,500)	\$ 65,500
<i>General Government</i>						
	101-02-02	Health Insurance	\$ 96,244	\$ 26,291	\$ (10,000)	\$ 86,244
	101-01-04	compensation line	\$ 50,000	\$ 14,677	\$ (2,000)	\$ 48,000
<i>Community and Public Services</i>						
	102-10-10	Transfer Station	\$ 125,316	\$ 109,794	\$ (2,000)	\$ 123,316
<i>Planning and Development</i>						
	103-01-21	compensation line	\$ 56,151	\$ 40,515	\$ (1,000)	\$ 55,151
<i>Public Safety</i>						
	105-05-25	communications	\$ 7,500	\$ 4,538	\$ (1,000)	\$ 6,500
Balance					\$ -	

*** pending Board Action on June 24, 2024.**

The movement of \$16,000 from one category to another is within 2% (\$57,274) of the total FY24 annual budget as provided for with the approval of Article 26 at the June 20th, 2023 Annual Town Meeting.

A Possible Motion: "To move \$22,500 from budget line 107-41-05 to 107-04-08, \$10,000 from budget line 101-02-02 to 107-04-08, \$2,000 from budget line 101-01-04 to 107-04-08, \$2,000 from budget line 102-10-10 to 107-04-08, \$1,000 from budget line 103-01-21 to 107-04-08, and \$1,000 from budget line 105-05-25 to 107-04-08 for a total transfer of \$38,500."

Unfinished Business Item: **6C - Town Office Hours Policy**

Manager's Commentary: At the [June 10th Select Board Meeting](#), staff presented a proposal with a request to modify office hours to accommodate a four-day workweek. Based on the conversation with the board and a follow-up meeting with staff, we'd propose the office would remain open two nights a month until 6pm. A draft policy has been created to help codify this approach (See [PAGE 31](#)).

A Possible Motion: ***"To adopt the Town Office Hours Policy as presented/modified."***

Fiscal Warrants: **8A – FY24 Twenty-Fourth AP Warrant**

Manager Commentary: The AP Warrant can be found starting on [PAGE 33](#).

A Possible motion: ***"To approve the twenty-fourth FY24 AP Warrant for \$518,729.83."***

PRIOR TO START

Recognition of Joel Lind for his 9 years of service as a member of the Select Board

Select Board & Board of Assessors Meeting - Minutes

June 10, 2024, 7:00pm

Harriet Gertrude Bird Clubhouse, 619 Sheepscot Road

Present Board Members: Karen Paz, Joel Lind, Tor Glendinning, Thomas Kostenbader, Rufus Percy

Town Staff: Kevin Sutherland, Town Manager, and Emma L. McKearney, Deputy Clerk

Minutes transcribed by Emma L. McKearney, Deputy Town Clerk

1. **Call to Order:** Meeting started at 7pm.
2. **Amendments to the Agenda**
3. **Minutes of the previous meetings**
 - a. **May 28, 2024:** Joel made a motion to approve the minutes of the May 28, 2024, Select Board Meeting as written. Motion was seconded by Rufus. Motion passed unanimously.
4. **Public Comments on Items Not on the Agenda**
 - a. **Roger Wilcox:** Roger, resident, stated that he was unable to attend the Special Town Meeting on 5/13/24 regarding the gun sales moratorium. Roger expressed his opinion on the topic. He also shared that he's been working to have a meeting between legislators, municipalities, and CMP to address the damage done by storms to the power lines and discuss preventative measures. There will be a meeting at the CMP Headquarters in Augusta (83 Edison Dr) on Wednesday, June 12th, at 8am.
 - b. **Rob Nelson:** Rob, resident, shared his opinion on the GSB budget vote which is on the ballot tomorrow, June 11th. Rob requested communication between the Town and the School Board when creating and reviewing budgets.
5. **New Business**
 - a. **Modification of Town Office Hours:** Town Manager presented Town Staff's proposal for being closed on Fridays. Currently, the office is open to the public half a day and transactions are low. Town Manager reviewed proposed options. Roger Wilcox, Resident, requested that hours be extended during the week or on the weekends. Ben Frey, resident, asked for consideration when discussion being open later in the day or be mindful of Shuck Station being open because they're so busy. Select Board discussed hours and pay being taken into consideration. Town Manager will discuss with staff the proposed schedule: 7:30-4:30 Monday through Thursday and twice a month being open until 6.
 - b. **Liquor License for Newcastle Publick House:** Newcastle Publick House is selling; the new owner will be keeping the name of the business the same with the exception of the LLC which owns the business. *Joel made a motion to waive the need for a public hearing of a new liquor license due to new ownership by Black Warrior, Inc. at the same location under the same name and to approve the application. Motion was seconded by Tor. Motion passed unanimously.*
 - c. **Investment Policy:** Finance Committee met to make the revised Investment Policy at a May 30th meeting. *Rufus made a motion to approve the revised Investment Policy as presented. Motion was seconded by Joel. Motion passed unanimously.*
 - d. **Marine Law Enforcement Service Agreement:** Town Manager has received the Marine Law Enforcement Service Agreement between Newcastle, Damariscotta, and the Lincoln County Sheriff's Office. This contract

started January 1, 2024. Town Manager looking to review to make revisions for the 2025 contract. *Joel made a motion to authorize the Town Manager to sign the Marine Law Enforcement Services Agreement with the Lincoln County Sheriff's Office for calendar year 2024. Motion was seconded by Thomas. Motion passed unanimously.*

- e. **Budget Presentation Divvy up for Annual Town Meeting:** Select Board discussed which portion of the budget presentation each would take for the Annual Town Meeting on June 17, 2024, at 6pm in the Lincoln Academy Cafeteria: Thomas: Public Safety, Tor: Planning and Development, Debt Service, Joel: Public Works, Karen: Transfer to Reserves, Rufus: General Government. Kevin: Community and Public Services.

6. Unfinished Business

- 7. **Town Manager Report and Communications:** Town Manager reviewed his report. Topics discussed were: moving forward with upcoming re-valuation, and Town Manager taking some time off (Wed-Fri) in the month of June. Town Manager reviewed his provided financial report.

8. Fiscal Warrants

- a. **FY24 Twenty-third AP Warrant: \$43,986.75:** Joel made a motion to approve the twenty-third FY24 AP Warrant for \$43,986.75. Motion was seconded by Tor. Motion passed unanimously.

9. Executive Session

10. Future Agenda Items

- a. **Newcastle Climate Action Resolution**
- a. **Harbor Management Ordinance**
- b. **Shellfish Conservation Ordinance**
- c. **Fish Ladder Agreement**
- d. **Ground Lease Agreement**

- 11. **Adjournment of Meeting:** Joel made a motion to adjourn the meeting at 7:46p. Motion was seconded by Tor. Motion passed unanimously.

BYLAWS AND POLICIES OF THE SELECT BOARD TOWN OF NEWCASTLE, MAINE

Adopted June 28, 2021
Last Amended ~~July~~ June 24, 2024~~3~~

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Select Board (Board) meetings and to promote the fair, orderly, and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures and shall not conflict with town ordinances or state or Federal statutes. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Select Board Responsibilities

In accordance with M.R.S.A., Title 30-A § 2635, "the Select Board as a body shall exercise all administrative and executive powers of the Town except as provided in this sub- chapter." The Select Board shall deal with administrative services solely through the Town Manager. Further in M.R.S.A., Title 30-A § 2635, it states, "This section does not prevent the Select Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the Town."

The Town of Newcastle has a Town Meeting - Select Board - Town Manager form of government which works to set policy and strategic direction in the best interests of the municipality as a whole. The five-member Board is elected on staggered terms by the voters of Newcastle through the annual town meeting. The Board holds the powers and duties afforded to them under Maine law, as well as town ordinances. The powers and duties of the Select Board shall include, but not be limited to:

- Act as assessors and overseers of the poor;
- The appointment of members of the Planning Board, the Appeals Board, and other boards, agencies, and positions as provided by statute, ordinance, or other ad-hoc needs as determined by the Select Board;

- Propose to the Town Meeting the enactment or repeal of ordinances which require approval by a Town Meeting;
- Adopt, amend, or repeal ordinances and regulations which do not require approval by a Town Meeting;
- Provide for the granting of licenses and permits for the conduct of any business in accordance with statute for such periods of time and in accordance with such rules and regulations not inconsistent with statute and upon payment by the licenses of such fees as the Select Board may establish;
- Recommend a budget to the Annual Town Meeting; and
- Oversee all activities within the Town government.

Only through actions taken during a meeting, as outlined below, shall the Board operate. No individual member shall direct any employee or contractor, nor does any member possess the ability to negotiate on behalf of the town. Any action which takes place outside of a meeting must be delegated by the Board such as contract negotiation, information gathering, etc.; results of such action will be reported back to the full Board for final approval.

A majority of the Board constitutes a quorum. As a five-member Select Board, the quorum for Board action is three. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

Section 4. Town Manager

The Town Manager is the only employee who directly reports to the Select Board. All other employees of the Town of Newcastle report to the Town Manager, who is responsible for the day to day operations of town government. The Town Manager attends meetings of the Select Board and advises the Board on the policy and strategic direction in Newcastle's best interest. The Town Manager serves at the pleasure of the entire Select Board and advances the goals the Board sets forth. The duties of the Town Manager are consistent with Maine's Town Manager Plan statute (M.R.S.A., Title 30-A § 2636).

Section 5. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice Chair to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chair shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Select Board member. All members of the Select Board are required to vote. The Chair shall preside at all Board meetings and shall have the authority described below.

In the absence of the Chair, the Vice Chair shall preside and shall have the same authority. If the Chair and the Vice Chair are absent the most senior Select Board members, based on uninterrupted years of service, shall preside as Chair pro-tempore. If there is more than one senior member, the Chair shall be selected by a vote of the Select Board.

Section 6. Chair Privileges

The Chair may move, second, or declare by unanimous consent, subject to the following limitation: If any objection by another Select Board member is heard, the Chair shall hear any question in regular order subject to a motion, a second by a different Select Board member, discussion, and a vote.

Section 7. Seating Arrangement

Members shall occupy the respective seats in the Board meeting room closest to the Chair.

Section 8. Attendance

No Select Board member shall be excused from attendance at a Board meeting without notification to the Chair prior to the meeting. Attendance is expected except when a Board member notifies the Chair prior to the meeting.

When a member is not available for more than four unexcused regularly scheduled Board meetings, the Select Board member shall be subject to censure.

Section 9. Meetings

Regular meetings of the Board shall be held on the Second and Fourth Monday of each month, at 7:00pm at the Clayton V. Huntley Fire Station Community Room. If a regular meeting falls on the Monday of a recognized holiday (see Personnel Policy, Section VIII), the regular meeting shall be held on the Tuesday of that week.

Notice of all Board meetings shall be given as required by law by the Town Manager or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e. site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance.

Section 10. Special & Emergency Meetings

All meetings other than regularly scheduled meetings shall be considered a Special Meeting. Every reasonable effort must be made to notify all Select Board members in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chair may call a Special Meeting at any time.
2. The Chair shall call a Special Meeting if requested by a quorum of Select Board members.
3. A Special Meeting may be called by the Vice Chair if the Chair may not be reached by normal methods.

Section 11. Meetings to Execute Documents

If logistics require Select Board members to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

Section 12. Meeting Length

All Board meetings, workshops, or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 13. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

Section 14. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3 of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chair shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

No official action shall be finally approved during an executive session. Upon exiting executive session, the Select Board may take final action should it be deemed necessary.

Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

Section 15. Workshop Sessions

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items. Workshop sessions are considered meetings of the Board.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

Section 16. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time, and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. The Town Attorney may note that evidence does not appear to meet the Maine Rule of Evidence, but the Board can still consider the evidence.

Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits, or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 17. Agenda Items

All material for agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda based on identified needs from staff or previously requested items from the Select Board. The Chair or any two Select Board members may add an item to the agenda. Any individual member may also request an item to be added by submitting a copy of the item submission form (Appendix A) to the Chair at the beginning of a Select Board meeting for consideration by the Select Board. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The agenda will be available through public posting on the Friday prior to the Select Board meeting.

If items contain content, ~~the~~ the order of business at regular meetings should include the following:

1. Call to order
2. Individual Item Submission Form
3. Amendments to the Agenda
4. ~~Approval of the Minutes~~ Minutes of the Previous Meeting
5. Public Comment on Items Not on the Agenda
- ~~5-6.~~ Presentations and Special Guests
- ~~6-7.~~ Unfinished ~~New~~ Business
- ~~7-8.~~ Unfinished ~~New~~ Business
- ~~8-9.~~ Fiscal Warrants ~~Town Manager Report and Communications~~
- ~~9-10.~~ Town Manager Report and Communications ~~Fiscal Warrants~~
- ~~10-11.~~ Future Agenda Items ~~Executive Session(s)~~
- ~~11-12.~~ Future Agenda Items ~~Executive Session(s)~~
- ~~12-13.~~ Adjournment

Definitions:

Unfinished Business: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.

New Business: Agenda items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

~~Unfinished Business: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.~~

Section 18. Board Process

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chair shall allow questions during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, by a vote of the Board, the Chair shall open public comment.

There will be time devoted for any resident, taxpayer, or authorized representative of an organization resident or taxpayer of the Town of Newcastle to address the Board regarding this particular agenda item provided that the public follows the rules of public comment described below.

Section 19. Public Comment

Rules of Public Comment:

1. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments.
2. The speakers will be asked not to be repetitious of comments already made to the Select Board in the interests of the most efficient use of time.
3. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item.
4. All comments shall be directed to the Chair. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member.
5. No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Newcastle.
6. Complaints will be referred to the Town Manager for investigation.
7. If unresolved the issue will be brought to the Select Board.
8. Complaints regarding the Town Manager must be brought to the Chair of the Select Board for investigation and resolution; and to the full Select Board if unresolved by the Chair.

After listening to any input from the public present, the Chair will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Select Board.

If any member of the Public violates the rules of public decorum, the Chair~~man~~ or a majority of the Board may expel that member of the Public from the meeting. If the member of the public refuses to leave the meeting, the Chair or a majority of the Board may order the Lincoln County Sherriff to remove the member of the public.

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused themselves in order to assert or protect their personal interests or property rights. Recusal requires the member to abstain from Board deliberation and voting.

The Chair or a majority of the Select Board may close public comment at any time.

Section 20. Participation and Voting

Any action of the Board shall require the affirmative vote of a quorum of its membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Members have the responsibility to declare conflicts they may have as quickly prior to the consideration of a given agenda item. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Conflict issues shall follow established State Law.

Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second~~s~~, and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon or the Board votes in the affirmative the member has adequately informed themselves on the action in the prior proceedings.

Section 21. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Town Manager shall designate staff to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is digitally recorded. The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting
3. Select ~~Board members~~men in attendance
4. Town staff in attendance
5. Members of the public addressing the ~~Selectmen~~Select Board
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

Recorded and approved minutes will be available to the public at the Town Office, via the town website, YouTube, and/or LCTV, and other designated places.

Section 22. Discipline

If a member fails to meet the ethical, legal, or functional responsibilities of the office, the Select Board reserves the right to discipline the member for this breach. If charges of improper conduct are brought to the Board, a hearing shall be held where the charges levied against the member are heard and the member reserves the right to accept or deny statements aimed at their office.

After a fair hearing, the Board may censure the member of the Board for breaching the bounds of their office. Censure may include further disciplinary action including suspension of salary, suspension of voting rights, or public reprimand.

Section 23. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 24. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

Appendix A:

**Select Board Member
Agenda Item Submission Form**



Town of Newcastle

Select Board

4561
561
Street
PO Box 386
Newcastle, ME 04553
Tel. (207) 563-3441
Fax. (207) 563-6995

Select Board Member Agenda Item Submission Form

Date Submitted:

Proposed By:

Subject:

Confirmed By:

Select Board Decision:

(i.e – discussion date)

**BYLAWS AND POLICIES OF
THE
SELECT BOARD
TOWN OF NEWCASTLE, MAINE**

Adopted June 28, 2021
Last Amended June 24, 2024

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Select Board (Board) meetings and to promote the fair, orderly, and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures and shall not conflict with town ordinances or state or Federal statutes. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Select Board Responsibilities

In accordance with M.R.S.A., Title 30-A § 2635, "the Select Board as a body shall exercise all administrative and executive powers of the Town except as provided in this sub- chapter." The Select Board shall deal with administrative services solely through the Town Manager. Further in M.R.S.A., Title 30-A § 2635, it states, "This section does not prevent the Select Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the Town."

The Town of Newcastle has a Town Meeting - Select Board - Town Manager form of government which works to set policy and strategic direction in the best interests of the municipality as a whole.

The five-member Board is elected on staggered terms by the voters of Newcastle through the annual town meeting. The Board holds the powers and duties afforded to them under Maine law, as well as town ordinances. The powers and duties of the Select Board shall include, but not be limited to:

- Act as assessors and overseers of the poor;
- The appointment of members of the Planning Board, the Appeals Board, and other boards, agencies, and positions as provided by statute, ordinance, or other ad-hoc needs as determined by the Select Board;

- Propose to the Town Meeting the enactment or repeal of ordinances which require approval by a Town Meeting;
- Adopt, amend, or repeal ordinances and regulations which do not require approval by a Town Meeting;
- Provide for the granting of licenses and permits for the conduct of any business in accordance with statute for such periods of time and in accordance with such rules and regulations not inconsistent with statute and upon payment by the licenses of such fees as the Select Board may establish;
- Recommend a budget to the Annual Town Meeting; and
- Oversee all activities within the Town government.

Only through actions taken during a meeting, as outlined below, shall the Board operate. No individual member shall direct any employee or contractor, nor does any member possess the ability to negotiate on behalf of the town. Any action which takes place outside of a meeting must be delegated by the Board such as contract negotiation, information gathering, etc.; results of such action will be reported back to the full Board for final approval.

A majority of the Board constitutes a quorum. As a five-member Select Board, the quorum for Board action is three. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

Section 4. Town Manager

The Town Manager is the only employee who directly reports to the Select Board. All other employees of the Town of Newcastle report to the Town Manager, who is responsible for the day to day operations of town government. The Town Manager attends meetings of the Select Board and advises the Board on the policy and strategic direction in Newcastle's best interest. The Town Manager serves at the pleasure of the entire Select Board and advances the goals the Board sets forth. The duties of the Town Manager are consistent with Maine's Town Manager Plan statute (M.R.S.A., Title 30-A § 2636).

Section 5. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice Chair to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chair shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Select Board member. All members of the Select Board are required to vote. The Chair shall preside at all Board meetings and shall have the authority described below.

In the absence of the Chair, the Vice Chair shall preside and shall have the same authority. If the Chair and the Vice Chair are absent the most senior Select Board members, based on uninterrupted years of service, shall preside as Chair pro-tempore. If there is more than one senior member, the Chair shall be selected by a vote of the Select Board.

Section 6. Chair Privileges

The Chair may move, second, or declare by unanimous consent, subject to the following limitation: If any objection by another Select Board member is heard, the Chair shall hear any question in regular order subject to a motion, a second by a different Select Board member, discussion, and a vote.

Section 7. Seating Arrangement

Members shall occupy the respective seats in the Board meeting room closest to the Chair.

Section 8. Attendance

No Select Board member shall be excused from attendance at a Board meeting without notification to the Chair prior to the meeting. Attendance is expected except when a Board member notifies the Chair prior to the meeting.

When a member is not available for more than four unexcused regularly scheduled Board meetings, the Select Board member shall be subject to censure.

Section 9. Meetings

Regular meetings of the Board shall be held on the Second and Fourth Monday of each month, at 7:00pm at the Clayton V. Huntley Fire Station Community Room. If a regular meeting falls on the Monday of a recognized holiday (see Personnel Policy, Section VIII), the regular meeting shall be held on the Tuesday of that week.

Notice of all Board meetings shall be given as required by law by the Town Manager or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e. site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance.

Section 10. Special & Emergency Meetings

All meetings other than regularly scheduled meetings shall be considered a Special Meeting. Every reasonable effort must be made to notify all Select Board members in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chair may call a Special Meeting at any time.
2. The Chair shall call a Special Meeting if requested by a quorum of Select Board members.
3. A Special Meeting may be called by the Vice Chair if the Chair may not be reached by normal methods.

Section 11. Meetings to Execute Documents

If logistics require Select Board members to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

Section 12. Meeting Length

All Board meetings, workshops, or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 13. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

Section 14. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3 of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chair shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

No official action shall be finally approved during an executive session. Upon exiting executive session, the Select Board may take final action should it be deemed necessary.

Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

Section 15. Workshop Sessions

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items. Workshop sessions are considered meetings of the Board.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

Section 16. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time, and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. The Town Attorney may note that evidence does not appear to meet the Maine Rule of Evidence, but the Board can still consider the evidence.

Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits, or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 17. Agenda Items

All material for agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda based on identified needs from staff or previously requested items from the Select Board. The Chair or any two Select Board members may add an item to the agenda. Any individual member may also request an item to be added by submitting a copy of the item submission form (Appendix A) to the Chair at the beginning of a Select Board meeting for consideration by the Select Board. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The agenda will be available through public posting on the Friday prior to the Select Board meeting.

If items contain content, the order of business at regular meetings should include the following:

1. Call to order
2. Individual Item Submission Form
3. Amendments to the Agenda
4. Minutes of the Previous Meeting
5. Public Comment on Items Not on the Agenda
6. Presentations and Special Guests
7. Unfinished Business
8. New Business
9. Fiscal Warrants
10. Town Manager Report and Communications
11. Future Agenda Items
12. Executive Session(s)
13. Adjournment

Definitions:

Unfinished Business: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.

New Business: Agenda items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

Section 18. Board Process

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chair shall allow questions during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, by a vote of the Board, the Chair shall open public comment.

There will be time devoted for any resident, taxpayer, or authorized representative of an organization resident or taxpayer of the Town of Newcastle to address the Board regarding this particular agenda item provided that the public follows the rules of public comment described below.

Section 19. Public Comment

Rules of Public Comment:

1. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments.
2. The speakers will be asked not to be repetitious of comments already made to the Select Board in the interests of the most efficient use of time.
3. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item.
4. All comments shall be directed to the Chair. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member.
5. No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Newcastle.
6. Complaints will be referred to the Town Manager for investigation.
7. If unresolved the issue will be brought to the Select Board.
8. Complaints regarding the Town Manager must be brought to the Chair of the Select Board for investigation and resolution; and to the full Select Board if unresolved by the Chair.

After listening to any input from the public present, the Chair will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the

speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Select Board.

If any member of the Public violates the rules of public decorum, the Chair or a majority of the Board may expel that member of the Public from the meeting. If the member of the public refuses to leave the meeting, the Chair or a majority of the Board may order the Lincoln County Sherriff to remove the member of the public.

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused themselves in order to assert or protect their personal interests or property rights. Recusal requires the member to abstain from Board deliberation and voting.

The Chair or a majority of the Select Board may close public comment at any time.

Section 20. Participation and Voting

Any action of the Board shall require the affirmative vote of a quorum of its membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Members have the responsibility to declare conflicts they may have as quickly prior to the consideration of a given agenda item. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Conflict issues shall follow established State Law.

Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second, and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon or the Board votes in the affirmative the member has adequately informed themselves on the action in the prior proceedings.

Section 21. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Town Manager shall designate staff to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is digitally recorded. The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting
3. Select Board members in attendance
4. Town staff in attendance
5. Members of the public addressing the Select Board
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

Recorded and approved minutes will be available to the public at the Town Office, via the town website, YouTube, and/or LCTV, and other designated places.

Section 22. Discipline

If a member fails to meet the ethical, legal, or functional responsibilities of the office, the Select Board reserves the right to discipline the member for this breach. If charges of improper conduct are brought to the Board, a hearing shall be held where the charges levied against the member are heard and the member reserves the right to accept or deny statements aimed at their office.

After a fair hearing, the Board may censure the member of the Board for breaching the bounds of their office. Censure may include further disciplinary action including suspension of salary, suspension of voting rights, or public reprimand.

Section 23. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 24. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

Appendix A:

**Select Board Member
Agenda Item Submission Form**



Town of Newcastle

Select Board

4562 Street
PO Box 386
Newcastle, ME 04553
Tel. (207) 563-3441
Fax. (207) 563-6995

Select Board Member Agenda Item Submission Form

Date Submitted:

Proposed By:

Subject:

Confirmed By:

Select Board Decision:

(i.e – discussion date)

Town of Newcastle Community Resilience Resolution

WHEREAS, shifting seasonal temperature and precipitation patterns threaten local natural ecosystems, economic activity such as agriculture, tourism and seasonal recreation, including winter sports and other outdoor activities, and public health due to increased incidence of heat-related illness and tick-borne illnesses such as Lyme disease;

WHEREAS, the Gulf of Maine is warming 99% faster than other oceans around the world, and ocean acidification and warming ocean temperatures pose a serious economic and cultural risk to Maine maritime industries, heritage, and tourism;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

WHEREAS, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce greenhouse gas emissions, and increase community resilience in alignment with the state's climate action plan and goals;

WHEREAS, the Town of Newcastle has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions; collected feedback from residents about their climate priorities from April 23 to June 18th, and held a community workshop on June 1, 2024 which prioritized the following action areas:

- **Infrastructure Resilience**
- **Emergency Preparedness for Newcastle and our Community**
- **Mitigation of Invasive Species**
- **Preservation of Biodiversity, Land, and Water Resources**
- **Equitable Community Education and Outreach**

THEREFORE, BE IT RESOLVED, the Town of Newcastle commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the Town of Newcastle designates the Town Planner, Michael Martone to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.



Town of Newcastle Town Office Hours Policy

The Newcastle Town office is open for the transaction of business from 7:30 AM until 4:30 PM on Monday through Thursday. On the first and third Tuesday of every month, the office will remain open for the transaction of business until 6:00 PM.

As provided in the Personnel Policy, the Town Office will be closed on following holidays:

New Year's Day	Juneteenth	Thanksgiving Day
Martin Luther King Jr. Day	Independence Day	Day after Thanksgiving
Presidents Day	Labor Day	Christmas Eve
Patriots Day	Indigenous People's Day	Christmas Day
Memorial Day	Veteran's Day	

Holidays are scheduled according to the calendar established annually by the Maine Department of Administrative and Financial Services.

The Town Office may close for emergencies, safety, or due to a staffing shortage at the discretion of the Town Manager.

The Select Board determines the Town Office hours and may adjust or change them from time to time.

Effective Date: July 1, 2024
Date of Adoption: June 24, 2024

Karen Paz

Ben Frey

Tor Glendinning

Thomas Kostenbader

Rufus Percy

Legislative History
06-24-2024 – Originally Enacted.

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
00433 ADELLE CARTER					
0688	\$14.15hr/Ballot Clerk	9.5hrs			
Ballot Clerk 6/11/24	E 101-01-07		134.42	0.00	
	GEN GOVT - COMPENSATION / ELECTION WRK				
	Vendor Total-		134.42		
00277 BANGOR SAVINGS BANK					
0688	Fire Truck Loan Pymt	#150			
Fire Truck Pymt #150	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					
0688	VARIOUS ELECTRIC ACCTS				
35011988843 - T.O.	E 101-65-02		162.85	0.00	
	GEN GOVT - TOWN OFFICE / ELECTRICITY				
35016922797 - SANDLOT	E 107-40-01		31.91	0.00	
	PUBLIC WORKS - FACILITIES / ELECTRICITY				
	Invoice Total-		194.76		
0688	Various Electrical Accts				
35013306861 - FLASHER	E 105-57-03		38.65	0.00	
	PUB SAFETY - INFRASTRUCT / FLASHER RT 1				
35015543750 - SHPS FD	E 105-68-02		43.07	0.00	
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY				
	Invoice Total-		81.72		
	Vendor Total-		276.48		
00368 CYNTHIA PARKER					
0688	\$14.15/BALLOT CLERK	4hrs			
Ballot Clerk 6/11/24	E 101-01-07		56.60	0.00	
	GEN GOVT - COMPENSATION / ELECTION WRK				
	Vendor Total-		56.60		
00314 EES Consulting Inc					
0688	IT Services	Inv#9123			
IT Services #9123	E 101-25-09		951.64	0.00	
	GEN GOVT - OPERATIONS / COMP SUPPORT				
	Vendor Total-		951.64		
00293 ELAN FINANCIAL SERVICES					
0688	VISA COMMUNITY CARD	June Statement			
Software	E 101-25-11		438.88	0.00	
	GEN GOVT - OPERATIONS / SOFTWARE				
Office Supply	E 101-25-95		98.85	0.00	
	GEN GOVT - OPERATIONS / SUPPLIES				
	Vendor Total-		537.73		
00085 ELIZABETH EVANS					
0688	Flowers for Vet Park	Reimburse			
Vet Park Flowers	E 101-78-01		63.26	0.00	
	GEN GOVT - VETERAN PARK / MAINT/PLANT				
	Vendor Total-		63.26		
00010 GREAT SALT BAY COMM. SCHOOL					
0688	SCHOOL/ELEMENTARY	JUNE			
JUNE APPROPRIATIONS	E 116-60-01		149,770.83	0.00	
	SCHOOLS - SCHOOLS / ELEMENTARY				

Jrnl	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance
Vendor Total-			149,770.83	
00897 HAGAR ENTERPRISES, INC				
0688	#7928 - Timber Ln/W Hamle	Crack Repair		
Crack Repair	E 107-42-11		10,000.00	0.00
	PUBLIC WORKS - ANNUAL OPS / CRACK FILLIN			
Invoice Total-			10,000.00	
0688	#7929 - Lynch Rd/Timber L	Tree Mowing		
Tree Mowing	E 107-42-10		29,500.00	0.00
	PUBLIC WORKS - ANNUAL OPS / TREE WORK			
Invoice Total-			29,500.00	
0688	#7932 Storm Clean Up	4/11/2024		
4/11 - Labor	E 107-43-01		2,240.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR			
4/11 - Excavator	E 107-43-02		960.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT			
Invoice Total-			3,200.00	
0688	#7933 Clean Bridge Decks			
4/17 - Labor	E 107-43-01		840.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR			
4/17 - Trucking	E 107-43-02		780.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT			
Invoice Total-			1,620.00	
0688	#7934 Pot Hole Repair	4/19/2024		
4/19 - Labor	E 107-43-01		1,400.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / LABOR			
4/19 - Trucking	E 107-43-02		485.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT			
4/19 - Paving by Hand	E 107-42-01		1,250.00	0.00
	PUBLIC WORKS - ANNUAL OPS / COLD PATCH			
Invoice Total-			3,135.00	
0688	#7935 Town Line Sign Repl	4/19 & 4/24		
4/24 - Labor	E 107-44-02		1,400.00	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS			
4/19 - Trucking	E 107-44-02		1,300.00	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS			
Invoice Total-			2,700.00	
0688	#7936 Newcastle Salt Shed	4/19/2024		
4/19 - Loader	E 107-43-02		330.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT			
Invoice Total-			330.00	
0688	Pay REC #2 / Island Rd	6/14/2024		
Pay REC #2	E 202-50-48		271,713.05	0.00
	ROADS RES - ROADS RES / CAPITAL PROJ			
Invoice Total-			271,713.05	
Vendor Total-			322,198.05	
01347 HARTMAN, CAROL				
0688	\$14.15HR/ BALLOT CLERK	4hrs		
Ballot Clerk 6/11/24	E 101-01-07		56.60	0.00
	GEN GOVT - COMPENSATION / ELECTION WRK			
Vendor Total-			56.60	
00404 HSE FIRE/SAFETY EQUIPMENT				
0688	Hoses / Couplings	Inv#F-248920	*** PAID ***	Check # 1175

Jrnl	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance
Hoses/Couplings	E 105-05-40		1,344.00	0.00
	PUB SAFETY - FIRE DEPT / NEW EQUIP			
	Vendor Total-		1,344.00	
01348 HURDLE, CALVERT				
0688 14.15/HR BALLOT CLERK	4hrs			
Ballot Clerk 6/11/24	E 101-01-07		56.60	0.00
	GEN GOVT - COMPENSATION / ELECTION WRK			
	Vendor Total-		56.60	
00432 JULIE TENAN				
0688 \$14.15 HR/BALLOT CLERK	4HRS			
Ballot Clerk 6/11/24	E 101-01-07		56.60	0.00
	GEN GOVT - COMPENSATION / ELECTION WRK			
	Vendor Total-		56.60	
00428 KEVIN SUTHERLAND				
0688 REIMBURSE: Lunch				
Reimburse: Lunch	E 101-25-07		91.80	0.00
	GEN GOVT - OPERATIONS / ELECTION SUP			
	Vendor Total-		91.80	
00165 KONICA MINOLTA/SYMQUEST				
0688 500-0622968-000	530921865			
500-0473754-000	E 105-05-55		12.55	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC			
	Vendor Total-		12.55	
00346 LAURA DEVIN				
0688 14.15/Ballot Clerk	6hrs			
Ballot Clerk 6/11/24	E 101-01-07		84.90	0.00
	GEN GOVT - COMPENSATION / ELECTION WRK			
	Vendor Total-		84.90	
00318 LCTV				
0688 Recordings: SB & PB	Inv#591			
Video Recordings	E 101-25-81		400.00	0.00
	GEN GOVT - OPERATIONS / VIDEO RECORD			
	Vendor Total-		400.00	
01074 LINCOLN COUNTY				
0688 ACO - WAGES	May			
May ACO Wages	E 105-55-01		235.10	0.00
	PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL			
	Vendor Total-		235.10	
00114 LINCOLN COUNTY PUBLISHING CO				
0688 2024 Town Report	Qty 400			
2024 Town Report	E 101-25-30		2,848.00	0.00
	GEN GOVT - OPERATIONS / TOWN REPORT			
	Vendor Total-		2,848.00	
00121 LOUIS DOE, INC.				
0688 Mulch by the Yard	Vet Park			
Mulch - Vet Park	E 101-78-01		105.98	0.00
	GEN GOVT - VETERAN PARK / MAINT/PLANT			
	Vendor Total-		105.98	
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST				

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
0688	July Employer Group	MHT.15110			
Dental	E 101-02-04		226.80	0.00	
	GEN GOVT - FRINGE BENEF / VISION/DENTA				
Health (Medical)	E 101-02-02		6,819.09	0.00	
	GEN GOVT - FRINGE BENEF / HEALTH INS				
IPP (Income Protection)	E 101-02-05		191.12	0.00	
	GEN GOVT - FRINGE BENEF / IPP				
Vision	E 101-02-04		27.88	0.00	
	GEN GOVT - FRINGE BENEF / VISION/DENTA				
Supplemental Life Ins	E 101-02-07		37.80	0.00	
	GEN GOVT - FRINGE BENEF / SUPP LIFE				
Vendor Total-			7,302.69		
01083 MIKE'S PLACE, INC.					
0688	Fire Company Fuel Bill	6/10/2024			
GAS	E 105-05-60		175.98	0.00	
	PUB SAFETY - FIRE DEPT / VEH GAS/OIL				
Vendor Total-			175.98		
00347 NANCY BAGLEY					
0688	14.15/Ballot Clerk	6hrs			
Ballot Clerk 6/11/24	E 101-01-07		84.90	0.00	
	GEN GOVT - COMPENSATION / ELECTION WRK				
Vendor Total-			84.90		
00405 NORTHEAST COFFEE COMPANY					
0688	Water for PFAS Residents	3 Statements			
A. Main	E 101-99-99		96.70	0.00	
	GEN GOVT - MISC / CONTINGENCY				
W. ONeil	E 101-99-99		194.70	0.00	
	GEN GOVT - MISC / CONTINGENCY				
J. Sullivan	E 101-99-99		244.95	0.00	
	GEN GOVT - MISC / CONTINGENCY				
Vendor Total-			536.35		
00109 PROPERTY CARE PLUS, INC					
0688	MONTHLY MOWING	JULY			
JULY MOWING	E 101-70-02		1,800.00	0.00	
	GEN GOVT - CEMETERIES / MOWING				
Vendor Total-			1,800.00		
00409 QUADIENT FINANCE USA, INC					
0688	Acct# 7900044081240644	Postage			
790004408124064	E 101-25-05		71.97	0.00	
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
Vendor Total-			71.97		
00102 READY REFRESH/BLUE TRITON BRANDS INC					
0688	TOWN OFFICE WATER	24E0424000511			
TOWN OFFICE WATER	E 101-25-95		127.92	0.00	
	GEN GOVT - OPERATIONS / SUPPLIES				
Vendor Total-			127.92		
00431 SYLVIANN WARD					
0688	\$14.15 HR/Ballot Clerk	4hrs.			
Ballot Clerk 6/11/24	E 101-01-07		56.60	0.00	
	GEN GOVT - COMPENSATION / ELECTION WRK				
Vendor Total-			56.60		

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
00354 TOWN OF NOBLEBORO					
0688	TIPPING FEES	JUNE			
JUNE TIPPING FEES	E 102-10-10		11,974.91	0.00	
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA				
	Invoice Total-		11,974.91		
0688	Invs #75586, 76068	TON10			
Debris Removal	E 107-43-04		48.40	0.00	
	PUBLIC WORKS - GEN CONTRCTR / MATERIAL				
	Invoice Total-		48.40		
	Vendor Total-		12,023.31		
00023 TREASURER, STATE OF ME-BMV					
0688	5/31 - 6/7/2024	BMV Report	*** PAID ***	Check #	1151
5/31-6/7/2024	BMV Report	G 1-345-00		1,898.25	0.00
	GEN'L GOV. / STATE MV FEE				
	Invoice Total-		1,898.25		
0688	6/7 - 6/14/2024	BMV Report	*** PAID ***	Check #	1174
6/7-6/14/2024	BMV Report	G 1-345-00		2,471.56	0.00
	GEN'L GOV. / STATE MV FEE				
	Invoice Total-		2,471.56		
	Vendor Total-		4,369.81		
00419 WRIGHT-PIERCE					
0688	DT Village Improvements	#236691			
DT Village - #236691	G 2-513-00		10,642.24	0.00	
	CAPITAL RES / GRANT VPI				
	Vendor Total-		10,642.24		
	Prepaid Total-		5,713.81		
	Current Total-		513,016.02		
	Warrant Total-		518,729.83		

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
