

**Select Board & Board of Assessors Meeting - Agenda**

**July 22, 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 24, 2024
- 4. Public Comments on Items Not on the Agenda**
- 5. Unfinished Business**
  - a. Goals and Priorities Discussion
- 6. New Business**
  - a. Fee Schedule
  - b. Street Vendor Application for Blanchard's Creamery
  - c. Tax Commitment for Tax Year 2024 / Fiscal Year 2024-2025
  - d. Core Zoning Code Amendment
- 7. Fiscal Warrants**
  - a. FY24 Final AP Warrant: \$5,121.29
  - b. FY25 First AP Warrant: \$213,945.16
- 8. Town Manager Report and Communications**
- 9. Future Agenda Items**
  - a. Harbor Management Ordinance
  - b. Shellfish Conservation Ordinance
  - c. Ground Lease Agreement
- 10. Executive Session**
  - a. 1 M.R.S.A. Section 405 (6) A – Personnel – Town Manager Annual Review
  - b. 1 M.R.S.A. Section 405 (6) C – Real Estate
  - c. 1 M.R.S.A. Section 405 (6) E – Consultation with Attorney
- 11. Adjournment of Meeting**

# AGENDA ITEM: 3A

## ITEM COMMENTARY

<b>AGENDA ITEM:</b>	<b>(Minutes of the previous meeting)</b> July 8, 2024
<b>STAFF RESOURCE:</b>	Emma McKearney, Clerk
<b>BACKGROUND:</b>	<p>Minutes are typed based on a summary of the recorded minutes.</p> <p>Note: There wasn't a motion made or second for the appointment of Derik Verney to the Harriet Gertrude Bird Clubhouse and Playground Committee, however the vote was unanimous.</p>
<b>EXHIBITS:</b>	1. July 8, 2024 draft meeting minutes
<b>RECOMMENDATION:</b>	Staff recommend the board approve the minutes as drafted.
<b>POSSIBLE MOTION:</b>	<b><i>"to approve the minutes of the July 8, 2024 Select Board meeting."</i></b>

Select Board & Board of Assessors Meeting - Minutes  
July 8, 2024, 7:00pm  
Fire Station Community Room, 86 River Rd

Present Board Members: Karen Paz, Tor Glendinning, Ben Frey, Thomas Kostenbader, Rufus Percy  
Town Staff: Kevin Sutherland, Town Manager

Minutes transcribed by Emma L. McKearney, Clerk

1. **Call to Order:** Meeting started at 7:01pm.
2. **Amendments to the Agenda**
3. **Minutes of the previous meeting**
  - a. **June 24, 2024:** *Ben made a motion to approve the minutes of the June 24, 2024, meeting as amended. Motion was seconded by Thomas. Chair sought further clarification on the outcome following the discussion with Peter Drum, Town Attorney, to include that serving on the Select Board and the Planning Board simultaneously does not meet the requirement of incompatibility. Motion passed unanimously.*
4. **Public Comments on Items Not on the Agenda**
5. **New Business**
  - a. **MMA Legislative Policy Committee Ballot:** Select Board discussed candidates on the ballot for the Maine Senate District 13 Legislative Policy Committee. Four candidates were presented; District 13 is allotted two representatives to serve on the committee. *Ben made a motion to vote for Tor Glendinning and Robert Butler for the Legislative Policy Committee. Motion was seconded by Rufus. Motion passed unanimously.*
  - b. **Municipal Staff Appointments:** *Rufus made a motion to reappoint Town Staff as identified by the Clerk with terms expiring June 30, 2025. Motion was seconded by Thomas. Motion passed unanimously. Rufus made a motion to appoint Emma McKearney as Town Clerk. Motion was seconded by Thomas. Motion passed unanimously.*
6. **Unfinished Business**
  - a. **Board and Committee Appointments:** Deric has been participating in the last two Harriet Gertrude Bird Committee meetings. He's expressed interest in becoming Chair of the committee once he's appointed; currently, the Vice Chair is serving as the interim Chair. Town Manager reports that the current committee members are supportive of his appointment and election as Chair. — made a motion to appoint Deric Verney to the Harriet Gertrude Bird Clubhouse and Playground Committee with a term expiring June 30, 2027. Motion was seconded by —. Motion passed unanimously.
  - b. **Bylaws and Policies of the Select Board:** Town Manager presented an updated, revised version of the previously presented Select Board Bylaws which included some recommended changes by Ben. Select Board Chair made additional autocorrect changes. Select Board discussed their options in case a meeting got out of control and the meeting needed to be stopped. Tabling the meeting until a later date was discussed. *Tor made a motion to approve the Bylaws and Policies of the Select Board as amended. Motion was seconded by Ben. Motion passed unanimously.*
  - c. **Budget Adjustments #2:** Town Manager reviewed the need for additional budget adjustments. Select Board discussed moving money around within budget categories to cover a budgetary deficit in Public Works. *Ben made a motion to approve the recommended budget adjustments as presented in the memo from the Town Treasurer. Motion was seconded by Rufus. Motion passed unanimously.*

- d. **FY24 Carry Forward Accounts to FY25:** Town Manager reviewed items to be carried forward from the FY24 budget into the FY25 budget. Select Board discussed reasons for doing carry forward and alternative scenarios. Select Board took public comment from Mal Carey, North Newcastle, who requested that CAD files and paper files from the Glidden Street survey work being completed should the cost be minimal. *Ben made a motion to approve the recommended Carry Forward amounts as presented in the Town Treasurer memo. Motion was seconded by Tor. Motion passed unanimously.*
  - e. **Priorities Discussion:** Town Manager read over Comprehensive Plan to help navigate the town's priorities. Town Manager presented priorities to the Select Board based on the Comprehensive Plan and those identified by Town Staff and the Select Board. Select Board discussed how to address the priorities to include some committees to help, addressing certain priorities sooner if grant money is currently available, and having the Comprehensive Plan and Select Board priorities work synchronously. Select Board took Public Comment from Mike Titus, stating that some items sound specific but their actual meaning is very broad and Mal Carey, stating that Lincoln County Regional Planning Commission has brought in more than \$300,000 in grants to Lincoln County towns so far this year. Town Manager will work to consolidate and streamline the priority list to present at the next meeting when Select Board can individually identify their top 5 priorities.
7. **Town Manager Report and Communications:** Town Manager provided a verbal report. Sheepscot Road will be getting shimmed and overlay with an anticipated, but not confirmed by MDOT, for the middle of July. Maine FEMA has confirmed that a check has been sent for reimbursement from the May Day 2023 storm for about \$90,000. MDOT has an open comment period for the Meadow Brook Bridge on Jones Woods Road. Finally, the Affordable Housing Panel on June 30th went well with about 20 participants and state agency panelists.
8. **Fiscal Warrants**
- a. **FY24 Twenty-fifth AP Warrant: \$21,165.10:** Ben made a motion to approve the FY24 Twenty-fifth AP Warrant for \$21,165.10 and the FY25 First AP Warrant for \$59,556.25. Motion was seconded by Thomas. Motion passed unanimously.
  - b. **FY25 First AP Warrant: \$59,556.25:** Ben made a motion to approve the FY24 Twenty-fifth AP Warrant for \$21,165.10 and the FY25 First AP Warrant for \$59,556.25. Motion was seconded by Thomas. Motion passed unanimously.
9. **Executive Session**
10. **Future Agenda Items**
- a. **Harbor Management Ordinance**
  - b. **Shellfish Conservation Ordinance**
  - c. **Core Zoning Code**
  - d. **Fish Ladder Agreement**
  - e. **Ground Lease Agreement**
11. **Adjournment of Meeting:** Ben made a motion to adjourn at 8:42pm. Motion was seconded by Thomas. Motion passed unanimously.

# AGENDA ITEM: 5A

## ITEM COMMENTARY

<b>AGENDA ITEM:</b>	<b>(Unfinished Business)</b> Goals and Priorities Discussion
<b>STAFF RESOURCE:</b>	Kevin L. Sutherland, Town Manager
<b>BACKGROUND:</b>	On <a href="#">June 24th</a> , the Select Board received a <a href="#">memo</a> and brief <a href="#">presentation</a> from the Town manager on the results of the past years' goals and priorities. Further, the Board reviewed more information on <a href="#">July 8th</a> . Since then, the Select Board has completed a survey to help develop a prioritized list of goals for FY25.
<b>EXHIBITS:</b>	1. Memo from Kevin Sutherland
<b>RECOMMENDATION:</b>	A possible timeline and list of priorities can be found in the memo.
<b>POSSIBLE MOTION:</b>	<b><i>"To accept the timeline of priorities as presented/amended in the memo from the Town Manager and commit to review the list on a quarterly basis"</i></b>



## AGENDA ITEM: 5A

# Town of Newcastle

[www.NewcastleMaine.us](http://www.NewcastleMaine.us)

Kevin L. Sutherland - Town Manager

## EXHIBIT: 1

4 Pump Street

PO Box 386

Newcastle, ME 04553

Tel. (207) 563-3441

Fax. (207) 563-6995

FROM: Kevin L. Sutherland, Town Manager

TO: Newcastle Select Board

CC: Town Staff

DATE: July 19, 2024

RE: Priorities Analysis

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Our conversation at the July 8<sup>th</sup> meeting led to the development of 5 categories of goals:

### Development

This focus area looks to address housing needs, business growth, and public/private partnerships to enhance opportunities for both living and working in Newcastle.

### Infrastructure

This focus area looks to address long-term solutions for town-owned facilities as well as assets like roads, bridges, and equipment.

### Quality of Life

This focus area attempts to create a higher quality of life for current and future Newcastle residents through land use planning, the creation of public spaces, and community connections.

### Connectivity

This focus area attempts to connect Newcastle's past with the future through preservation and land use conservation and by developing opportunities for exploration to these places through public trail networks.

### Stewardship

This focus area works to address the administrative and regulatory requirements necessary to run an efficient and effective local government.

This information, along with the goal items for each focus area was provided to the Select Board as a survey. This effort attempts to identify a list of prioritized goals for staff in this fiscal year. The goals have been developed based on action items from two parts of the Comprehensive Plan as well as the list of items requested by the Select Board over the last two years. Town Staff had taken some liberties in the survey to consolidate and arrange goals both into Categories and into subjects to add some extent.

Members of the Select Board were asked to rank their top 5 items in each of the categories (each category contained roughly 20 items). Below is the list of priorities for each category in order of total scores and items that did not receive a priority vote have been removed from the list at this time.

**AGENDA ITEM: 5A**Development

- Develop a Downtown Development Strategy
- Develop a Housing Development Strategy
- Researching and Understanding our Utility Capacity
- Create a Tax Increment Financing Program
- Rt 1 & River Road - Expand Rt 1 Development
- Partner with Lincoln Academy and local businesses to fund marketing efforts to market Newcastle as a desirable place to raise a family.
- Newcastle Village - Create A Gateway to the Village
- Inventory of Local Businesses
- Work with Darling Marine Center and Gulf of Maine Research Institute as they plan to develop aquaculture co-ops.
- Rt 1 & River Road - Create a Complete Neighborhood
- Academy Hill - A new, Complete Neighborhood

Infrastructure

- Explore developing a Public Works department for the future
- Sand/Salt Shed Locations
- Road Assessment Inventory
- Town Property Maintenance Schedule
- Town Office Relocation Strategy
- Island Road Classification
- Create and fund a sidewalk improvement plan, funding and fixing priority sidewalks first.
- Explore Municipal Solar Options
- Newcastle Village - Improve Sidewalks in the Village

Quality of Life

- Village Partnership Agreement\*
- Short-term Rental Ordinance\*
- More strategic use of Harriet G Bird Clubhouse and Playground\*
- Newcastle Village - Connect to the River
- Each year, continue to appropriate funds for essential amenities that provide improvements to quality of life and social experience, such as the Skidompha Library in Damariscotta and the Ecumenical Food Pantry.
- Create a parks and rec dept with activities for children and families
- Make space available for local groups and service clubs to adopt a garden. Partner with businesses such as Lincoln Home to create public-private garden spaces for social gathering.
- Newcastle Village - Reinforce Public Access
- Newcastle Village - Establish a Civic Square & Linear Park
- Newcastle Village - Strategically, Add Bike Facilities and Signage
- Sheepscot Village - Access to Sheepscot and Dyer River

## AGENDA ITEM: 5A

### Connectivity

- Create a Cemetery Committee
- Develop a Town-wide recreation/trail network including a riverwalk in DT
- To ensure compatibility with adjacent historic residential neighborhoods, adopt architectural standards and site standards to control form, character, scale and use.
- Amend zoning ordinance to include an historical easements module, including standards and processes.
- Pursue grant funding to undertake a comprehensive inventory of historic structures
- Establish an Eco-Adventures Steering Committee to explore public and private partnerships and opportunities to improve access to the rivers.
- Undertake public education efforts about Tree Growth and amend zoning to allow business in the rural areas, subject to performance standards.
- Establish an Eco-Adventures Steering Committee to explore public and private partnerships and opportunities to create a network of high-quality mountain biking trails.
- Create a Conservation Commission\*
- Create a clear and concise Demolition Permit process for historic structures.
- Require that subdivision and large project review applicants determine the potential for archaeological resources by contacting Maine Historic Preservation Commission and the Newcastle Historical Society.

### Stewardship

- Comp Plan Implementation
- Cable Franchise Agreement
- Firearm Sales Moratorium
- Initiate a Charter Commission
- Install an electric sign for town business and notification
- Community Resilience Partnership
- PFAS mitigation / water quality requirements
- Cell Tower Lease on Landfill
- Emergency Management Plan
- Contract Management
- Adopt a Complete Streets Policy
- Ordinance and Policy Housekeeping
- Procedure Manuals for Standard Processes
- Exploring other website options and Communication enhancement

### **Option 1: Work to tackle the top 2 of each category.**

- Development - Develop a Downtown Development Strategy
- Development - Develop a Housing Development Strategy
- Infrastructure - Explore developing a Public Works department for the future
- Infrastructure - Sand/Salt Shed Locations
- Quality of Life - Village Partnership Agreement\*
- Quality of Life - Short-term Rental Ordinance\*
- Connectivity - Create a Cemetery Committee
- Connectivity - Develop a Town-wide recreation/trail network including a riverwalk in DT
- Stewardship - Comp Plan Implementation
- Stewardship - Cable Franchise Agreement



**AGENDA ITEM: 5A**

Manager Note: While this is the order of scores for each category, some items received higher overall scores because more Select Board members provided the same or similar higher priorities to specific items.

**Option 2: Providing the scoring, the top 10 items to begin working on would encompass**

Score 21	Quality of Life	Village Partnership Agreement*
Score 19	Infrastructure	Explore developing a Public Works department for the future
Score 18	Development	Develop a Downtown Development Strategy
Score 14	Development	Develop a Housing Development Strategy
Score 14	Infrastructure	Sand/Salt Shed Locations
Score 13	Stewardship	Comp Plan Implementation
Score 11	Quality of Life	More strategic use of Harriet G Bird Clubhouse and Playground*
Score 11	Development	Researching and Understanding our Utility Capacity
Score 11	Infrastructure	Road Assessment Inventory
Score 11	Quality of Life	Short-term Rental Ordinance*

Manager Notes: This approach addresses multiple top priorities for Select Board members (3 top priorities for 4 board members and 2 top priorities for 1 board member).

What I find most curious is how while the items with asterisk do include some of the comp plan recommendations within them, Comp Plan Implementation ranked in the top ten yet many of the other ranked items are Select Board member identified items.

The majority of these items will require significant amount of public out

Finally, this option reflects a Select Board members decision to skip prioritizing the Connectivity group as they did not believe any of those items were as important as items in the other categories

**Option 3: Curve scores to 100. Adjusting for fewer points in the Connectivity Category.**

Curved Score 27.9	Quality of Life	Village Partnership Agreement*
Curved Score 25.3	Infrastructure	Explore developing a Public Works department for the future
Curved Score 23.9	Development	Develop a Downtown Development Strategy
Curved Score 18.6	Development	Develop a Housing Development Strategy
Curved Score 18.6	Infrastructure	Sand/Salt Shed Locations
Curved Score 18.5	Connectivity	Create a Cemetery Committee
Curved Score 18.5	Connectivity	Develop Town-wide recreation/trail network including a riverwalk in DT
Curved Score 17.3	Stewardship	Comp Plan Implementation
Curved Score 14.8	Connectivity	To ensure compatibility with adjacent historic residential neighborhoods, adopt architectural standards and site standards to control form, character, scale and use.
Curved Score 14.6	Quality of Life	More strategic use of Harriet G Bird Clubhouse and Playground*

Manager Note: This option addresses 4 top priorities for 2 board members, 3 top priorities for 2 board members and 2 priorities for 1 board member.

## AGENDA ITEM: 5A

**Overall observation:** This has been a useful exercise in developing more consolidated lists and all three have their merit, but some of the most pressing issues didn't even make it into the top 10 for any of them (ie – firearms moratorium, PFAS mitigation, etc.). It will be difficult for staff to start addressing new items until these others are first addressed.

The survey did not include any additional open ended opportunities to share other items or ideas that the board should be considering.

**Possible Recommendation:** (based on Option 2) with the timeline below:

Action Item	Category	Month in FY25											
		7	8	9	10	11	12	1	2	3	4	5	6
Lynch Road Minor Span	Stewardship												
Firearm Sales Moratorium	Stewardship												
PFAS mitigation / water quality requirements	Stewardship												
Community Resilience Partnership	Stewardship												
Village Partnership Initiative*	Quality of Life												
Road Assessment Inventory	Infrastructure												
Explore developing a Public Works department for the future	Infrastructure												
Sand/Salt Shed Locations	Infrastructure												
More strategic use of Harriet G Bird Clubhouse and Playground*	Quality of Life												
Develop a Downtown Development Strategy	Development												
Develop a Housing Development Strategy	Development												
Comp Plan Implementation	Stewardship												
Researching and Understanding our Utility Capacity	Development												
Short-term Rental Ordinance*	Quality of Life												

This effort attempts to at least start addressing the top 10 items this year, and to ensure potential achievability, it does not take on more than 4 items in any given month. Lastly, this timeline of the priorities list is modified based on known data collection work (i.e – Village Partnership Initiative) or items that will have a potential impact on the FY26 budget process.

## AGENDA ITEM: 6A

### ITEM COMMENTARY

<b>AGENDA ITEM:</b>	<b>(New Business)</b> Fee Schedule
<b>STAFF RESOURCE:</b>	Michelle Cameron, Treasurer
<b>BACKGROUND:</b>	Staff realized that we neglected to include a Transient Seller & Lunch Wagon license fee on the town fee schedule. Currently the town has a <a href="#">Transient Sellers &amp; Lunch Wagons ordinance</a> that states the fee will be listed on the town's fee schedule. The fee which is in bold and highlighted on exhibit 1 is what the town has charged in the past.
<b>EXHIBITS:</b>	1. Proposed Fee Schedule
<b>RECOMMENDATION:</b>	Staff recommends approval of proposed fee schedule
<b>POSSIBLE MOTION:</b>	<b><i>"To approve the proposed fee schedule to include Transient Seller and Lunch Wagon fee."</i></b>

		<b>Newcastle Fee Schedule</b>		
<b>Category</b>	<b>State Fee</b>	<b>Town Fee</b>	<b>Total</b>	<b>Additional Information</b>
				All fees are yearly unless stated otherwise
<b>ATVs</b>				
Resident	\$70.00	\$1.00/\$2.00	\$71.00/\$72.00	Agent fee is 2.00 for new registrations & 1.00 for renewals
Non-Resident	\$115.00	\$1.00	\$116.00	
Non-Resident 7-day	\$110.00	\$1.00	\$111.00	
<b>Boats</b>				
	Varies by size	Excise tax/Agent Fee		Excise tax amounts vary and are set by the State. Agent fee is 2.00 for new registrations & 1.00 for renewals
<b>Certified Copies of Vital Records</b>				
1st Copy	\$2.00	\$13.00	\$15.00	
Additional copies purchased the same day	\$0.40	\$5.60	\$6.00	Fee is for each additional copy
<b>Land Use</b>				
				See next page
<b>Licenses</b>				
Fishing License -Seasonal Resident	\$25.00	\$2.00	\$27.00	
Fishing License - Resident 1 Day	\$11.00	\$2.00	\$13.00	
Fishing License - Seasonal Non- Resident	\$64.00	\$2.00	\$66.00	
Fishing License - Non-Resident 1 Day	\$11.00	\$2.00	\$13.00	
Fishing License - Non-Resident 3 Day	\$23.00	\$2.00	\$25.00	
Fishing License - Non-Resident 7 Day	\$43.00	\$2.00	\$45.00	
Fishing License - Non-Resident 15 Day	\$47.00	\$2.00	\$49.00	
Hunting/Fishing Combo Resident	\$43.00	\$2.00	\$45.00	
Hunting/Fishing Combo Non-Resident	\$150.00	\$2.00	\$152.00	
Liquor License	Varies	None		License fees set by the State
Marriage License	\$36.00	\$4.00	\$40.00	

Newcastle Fee Schedule				
Category	State Fee	Town Fee	Total	Additional Information
<b>Transient Seller/Lunch Wagon License</b>		<b>\$50.00</b>		
<b>Mooring Fees</b>				All fees will be changing next year
Local	\$0.00	\$40.00	\$40.00	
Non-Resident	\$0.00	\$50.00	\$50.00	
Dingy Sticker Only	\$0.00	\$35.00	\$35.00	
<b>Motor Vehicle Registrations</b>				
Vehicle Registration base fee	\$35.00	\$6.00/\$5.00	Varies	Plate fees vary and are set by the State. Higher town fee is for new registrations
Motorcycles	\$21.00	\$6.00/\$5.00	Varies	Higher town fee is for new registrations
Title	\$33.00	\$0.00	\$33.00	Set by the State
Excise Tax	\$0.00	Varies	Varies	Excise is based on a milrate & the MSRP price of the vehicle
Sales Tax	Varies	\$0.00	Varies	5.5% Set by the State
Trailers	Varies	\$6.00/\$5.00	Varies	Higher town fee is for new registrations
<b>Misc Fees</b>				
Cemetery Plots - Glidden Street Only	\$0.00	\$500.00	\$500.00	
Copies per page	\$0.00	\$0.50	Varies	
Copies per page - color	\$0.00	\$1.00	Varies	
Copies of Maps	\$0.00	\$2.00	Varies	
Notary Public Service per Signature	\$0.00	\$5.00	Varies	Fee assessed per customer
Postage	\$0.00	\$1.00	\$1.00	Fee is for standard mailings at customers request
Tax List	\$0.00	\$75.00	\$75.00	Fee is for substantial tax listings
<b>Plumbing Permit</b>	25% of total	75% of total	Varies	See next page
<b>Subsurface Permit</b>	25% of total	75% of total	Varies	See next page

## AGENDA ITEM: 6B

### ITEM COMMENTARY

<b>AGENDA ITEM:</b>	<b>(New Business)</b> Street Vendor Application for Blanchard's Creamery
<b>STAFF RESOURCE:</b>	Michelle Cameron, Treasurer
<b>BACKGROUND:</b>	Occasionally the town receives a Street Vendor Application. The current <a href="#">Transient Sellers &amp; Lunch Wagons ordinance</a> states that a license is required for street vendors and lunch wagons, which is approved by the Select Board.
<b>EXHIBITS:</b>	1. Street Vendor Application for Blanchard's Creamery
<b>RECOMMENDATION:</b>	Staff recommends approval of Street Vendor Application
<b>POSSIBLE MOTION:</b>	<b><i>"To approve the Street Vendor Application for Blanchard's Creamery."</i></b>

## NEWCASTLE STREET VENDOR APPLICATION

APPLICANT: Mary Blanchard DATE: 7/12/24NAME OF VENDOR BUSINESS: Blanchard's Creamery  
(Indicate DBA, LLC, Incorporated and include Tax Identification Number)STATE PERMIT/LICENSING NUMBER: 32043MAILING ADDRESS: 660 Boothbay Rd. Edgecomb ME 04556PHONE NUMBERS: 617-821-5794EMAIL ADDRESS: mary@blanchardscreamery.comLANDOWNER NAME FOR LOCATION OF OPERATION: St. Andrew's Episcopal ChurchMAILING ADDRESS: 11 Glidden St. NewcastleLANDOWNER PHONE NUMBERS: 207-563-3533

PHYSICAL LOCATION OF VENDOR OPERATION: (Include Map &amp; Lot # \_\_\_\_\_)

Parking lot at the corner of Glidden St. + Main St.(Truck is small + only takes up 1 regular parking space)

DAYS OF WEEK AND HOURS OF VENDOR OPERATION: \_\_\_\_\_

Fridays + SaturdaysINDICATE IN DETAIL NATURE OF BUSINESS: Homemade Ice CreamJust scooped ice cream, no other products

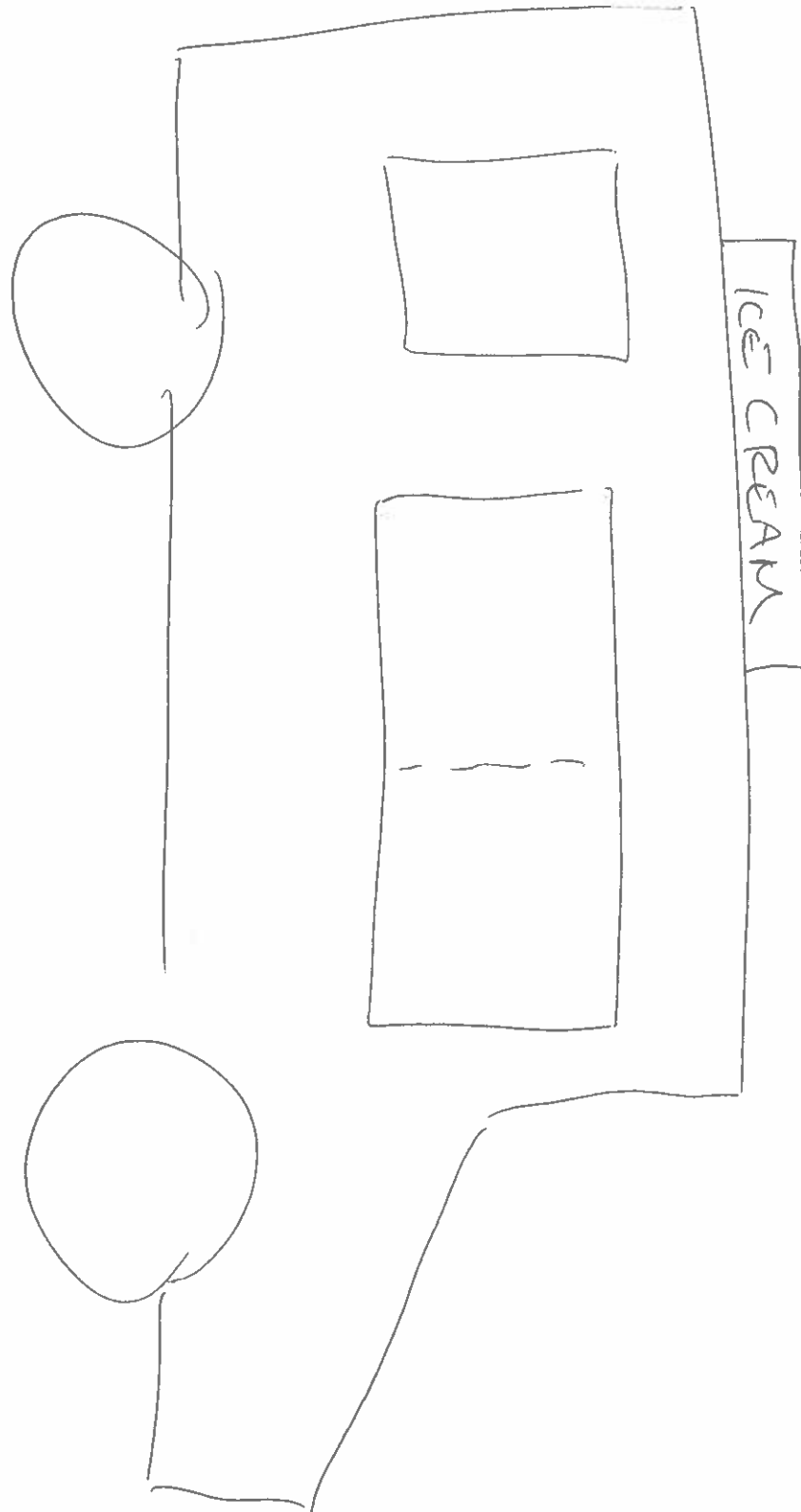
APPLICATION AND AMOUNT OF FEE RECEIVED: Date: \_\_\_\_\_ \$ \_\_\_\_\_ Initials of clerk \_\_\_\_\_

DATE SUBMITTED TO SELECT BOARD: \_\_\_\_\_

DATE APPROVED BY SELECT BOARD: \_\_\_\_\_

INITIALS OF 3 OR MORE SELECT BOARD MEMBERS: \_\_\_\_\_

Small step van with serving window





<input type="checkbox"/> Failed <input type="checkbox"/> Closed <input type="checkbox"/> IHH		<b>State of Maine Mobile / Temporary Health Inspection Report</b>		Page <b>1</b> of <b>1</b>	
Facility Name <i>Blanchard's Creamery</i>		As Authorized by 22 MRSA § 2496		Critical Violations	
License # <i>32013</i>		Owner Name <i>Mary Blanchard</i>		Non-Critical Violations <i>4</i>	
License Expiration		License Posted <i>No</i>		Certified Food Protection Manager <i>(info) Southbury Rd</i>	
License Type <i>Mobile</i>		Facility Street		Facility City <i>Lebanon</i>	
Purpose of Inspection <i>Pre op</i>		Risk Category		Date: <i>7/3/24</i> Time In: <i>1:20 PM</i> Time Out:	
<b>FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS</b>					
<div style="display: flex; justify-content: space-between; font-size: small;"> <span>IN=in compliance    OUT=not in compliance    N/O=not observed    N/A=not applicable    COS=corrected on-site    R=repeat violation</span> </div>					
Compliance Status			Compliance Status		
<b>Supervision</b>			<b>Potentially Hazardous Food Time/Temperature</b>		
1	PIC present, demonstrates knowledge, and performs duties		16	Proper cooking time & temperatures	
<b>Employee Health</b>			<b>Consumer Advisory</b>		
2	Management awareness; policy present		23	Consumer advisory provided for raw or undercooked foods	
3	Proper use of reporting, restriction and exclusion		<b>Highly Susceptible Populations</b>		
<b>Good Hygienic Practices</b>			<b>Chemical</b>		
4	Proper eating, tasting, drinking, or tobacco use		24	Pasteurized foods used; prohibited foods not offered	
5	No discharge from eyes, nose, and mouth		<b>Conformance with Approved Procedures</b>		
<b>Preventing Contamination by Hands</b>			25	Food additives: approved & properly used	
6	Hands clean and properly washed		26	Toxic substances properly identified, stored, & used	
7	No bare hand contact with RTE foods or approved alternate method properly followed		<b>Risk Factors are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illness or injury.</b>		
8	Adequate handwashing facilities supplied & accessible		<b>Good Retail Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.</b>		
<b>Approved Source</b>			<b>GOOD RETAIL PRACTICES</b>		
9	Food obtained from approved source		Compliance Status		
10	Food received at proper temperature		<b>Safe Food and Water</b>		
11	Food in good condition, safe & unadulterated		28	Pasteurized eggs used where required	
12	Required records available; shellstock tags, parasite destruction		29	Water & ice from approved source	
<b>Protection from Contamination</b>			30	Variance obtained for specialized processing methods	
13	Food separated & protected		<b>Food Temperature Control</b>		
14	Food-contact surfaces cleaned & sanitized		31	Proper cooling methods used; adequate equipment for temperature control	
15	Proper disposition of returned, previously served, reconditioned & unsafe food		32	Plant food properly cooked for hot holding	
<b>GOOD RETAIL PRACTICES</b>			33	Approved thawing methods used	
Compliance Status			34	Thermometers provided & accurate	
<b>Safe Food and Water</b>			<b>Food Identification</b>		
28	Pasteurized eggs used where required		35	Food properly labeled; original container	
29	Water & ice from approved source		<b>Prevention of Food Contamination</b>		
30	Variance obtained for specialized processing methods		36	Insects, rodents & animals not present	
<b>Food Temperature Control</b>			37	Contamination prevented during food preparation, storage & display	
31	Proper cooling methods used; adequate equipment for temperature control		38	Personal cleanliness	
32	Plant food properly cooked for hot holding		39	Wiping cloths properly used & stored	
33	Approved thawing methods used		40	Washing fruits & vegetables	
34	Thermometers provided & accurate		<b>INSPECTION OBSERVATIONS AND NOTES</b>		
<b>Food Identification</b>			<b>Physical Facilities</b>		
35	Food properly labeled; original container		48	Hot & cold water available; adequate pressure	
<b>Prevention of Food Contamination</b>			49	Plumbing installed; proper backflow devices	
36	Insects, rodents & animals not present		50	Sewage & waste water properly disposed	
37	Contamination prevented during food preparation, storage & display		51	Toilet facilities properly constructed, supplied & cleaned	
38	Personal cleanliness		52	Garbage & refuse properly disposed; facilities maintained	
39	Wiping cloths properly used & stored		53	Physical facilities installed, maintained & clean	
40	Washing fruits & vegetables		54	Adequate ventilation & lighting; designated areas used	
<b>INSPECTION OBSERVATIONS AND NOTES</b>					
<i>Okay to operate. Okay to issue regular license. CFPM Mary Blanchard</i> <i>Exp 3/19/25</i> <i>B.) 6 301-14 Garage. Post hand wash sign at handwash sink.</i> <i>45) 4-Spl. II. Freezer lids have chipped base. Repair or replace freezer lids.</i> <i>46) 4-Spl. II. Chlorine test strips available. Obtain chlorine test strips</i> <i>36) 6-201-15. Holes in side of dump truck walls for windows need to be sealed.</i>					

10	Food received at proper temperature		
11	Food is properly stored, safe & unexpired		
12	Required records available; shellstock tags, parasite destruction		
<b>Protection from Contamination</b>			
13	Food separated & protected		
14	Food-contact surfaces cleaned & sanitized		
15	Proper disposition of returned, previously served, reconditioned & unsafe food		

# AGENDA ITEM: 6B

27	Compliance with variance, specialized process & HACCP plan		
----	--	--	--

**Risk Factors** are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illness or injury.

**Good Retail Practices** are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

# EXHIBIT: 1

GOOD RETAIL PRACTICES			
Compliance Status		COS	R
<b>Safe Food and Water</b>			
28	Pasteurized eggs used where required		
29	Water & ice from approved source		
30	Variance obtained for specialized processing methods		
<b>Food Temperature Control</b>			
31	Proper cooling methods used; adequate equipment for temperature control		
32	Plant food properly cooked for hot holding		
33	Approved thawing methods used		
34	Thermometers provided & accurate		
<b>Food Identification</b>			
35	Food properly labeled; original container		
<b>Prevention of Food Contamination</b>			
36	Insects, rodents & animals not present		
37	Contamination prevented during food preparation, storage & display		
38	Personal cleanliness		
39	Wiping cloths properly used & stored		
40	Washing fruits & vegetables		

Compliance Status		COS	R
<b>Proper Use of Utensils</b>			
41	In-use utensils properly stored		
42	Utensils, equipment & linens properly stored, dried & handled		
43	Single-use & single-service articles properly stored & used		
44	Gloves used properly		
<b>Utensils, Equipment and Vending</b>			
45	Food & non-food contact surfaces cleanable, properly designed, constructed & used		
46	Warewashing facilities installed, maintained & used; test strips		
47	Non-food contact surfaces clean		
<b>Physical Facilities</b>			
48	Hot & cold water available; adequate pressure		
49	Plumbing installed; proper backflow devices		
50	Sewage & waste water properly disposed		
51	Toilet facilities properly constructed, supplied & cleaned		
52	Garbage & refuse properly disposed; facilities maintained		
53	Physical facilities installed, maintained & clean		
54	Adequate ventilation & lighting; designated areas used		

INSPECTION OBSERVATIONS AND NOTES	
<p>okay to operate. okay to issue regular license. CFPM Mary Blanchard EXP: 3/19/26</p> <p>8) 6-301.14 Sausage. Poor hand wash sign at handwash sink.</p> <p>45) 4-501.11 Freezer lids have rust top. Repair or replace freezer lids.</p> <p>46) 4-502.14 No chemical test strips available. Obtain chlorine test strips.</p> <p>36) 6-202.15 Holes in side of food truck walls from screws need to be sealed so no light is showing to exclude pests. Please repair.</p> <p>Sanitizer will be chlorine bleach. 2000 spray bottle 50 PPM.</p>	

TEMPERATURE OBSERVATIONS								
Food Type	Location	Temp	Food Type	Location	Temp	Food Type	Location	Temp
Water	Hot holding	139F						
Water	5 bay sink	114F						
Water	Handwash	113F						
Person in Charge (Signature) <i>Mary Blanchard</i>						Date: 7/13/24		
Health Inspector (Signature) <i>[Signature]</i>						Follow-up: <input type="checkbox"/> YES <input type="checkbox"/> NO		
						Date of Follow-up:		

## EXHIBIT: 1

19

**STREET VENDOR APPLICATION INSTRUCTIONS**

(This page does not need to be submitted with application)

**Sketch plan** must accompany this application on separate paper and include the following:

- Area served by vendor unit including roads, right-of-ways, water bodies, and other important landmarks
- Dimensions of vendor unit along with color photo, if available.
- Sketch showing proposed location of vendor unit with approximate setbacks from closest property boundaries and water, if applicable.
- Also indicate any proposed parking that may occur for vendor's vehicle or the vehicles of patrons accessing the vendor.

**Have You:**

- Completed the application in entirety as it applies to your project?
- Included any additional information that might be helpful in reviewing your application?
- Attached proof of your required licensing from the State of Maine?
- Attached proof of motor vehicle registration for the vendor unit.
- Attached proof of registration as a transient seller pursuant to 32 MRSA §4681-Statute REPEALED
- Signed the application?
- Included the fee?

**Please note \$50.00 application fee must accompany the application and is non-refundable.  
Applications will not be accepted without payment.**

**Note:**

- A street vendor license is required for the selling or offering or exposing for sale any food, goods, wares, merchandise or products of any kind for more than seven days in any calendar year.
- The application and license are area specific. If a vendor desires to operate in more than one area at the same time they shall obtain a separate license for each area of business.

*w/code enforcement/ordinances maps and forms/street vendor/application instructions/sma*

*St. Andrew's Episcopal Church*

*P.O. Box 234, 11 Glidden St.*

*Newcastle, ME 04553*

*(207) 563-3533*

*stasnew@tidewater.net*

July 17, 2024

To: The Town of Newcastle

Re: Blanchard Creamery Ice Cream Truck

St. Andrew's Church, 11 Glidden St., Newcastle, gives permission for Mary Blanchard of Blanchard Creamery to place their ice cream truck in the upper parking lot of St. Andrew's, closest to Main St. on Friday and Saturday afternoons and evenings for the remainder of the summer.

They will be responsible for blocking off the two parking spots that they will using and will provide us a copy of their insurance.

Please let us know if any more information is required for them to obtain a permit from the town of Newcastle.

Sincerely,



The Rev. Dr. Suzannah Rohman  
Rector of St. Andrew's Church

# AGENDA ITEM: 6C

## ITEM COMMENTARY

<b>AGENDA ITEM:</b>	<b>(New Business)</b> Tax Commitment for Tax Year 2024 / Fiscal Year 2024-2025
<b>STAFF RESOURCE:</b>	Kevin Sutherland, Town Manager
<b>BACKGROUND:</b>	<p>Newcastle's Select Board also serves as Newcastle's Board of Assessors. While the town hires Jim Murphy to manage the information related to assessments and prepares the documentation for the Select Board's review, it is still the responsibility of the Select Board to approve the mil rate. The tax commitment for Tax Year 2024 includes a re-valuation and staff reviewed the approved budget information to ensure what is needed for a mil rate.</p> <p>At the time of agenda development, we're estimating a \$13.60 mil rate with a ~37,000 overlay. (FY24 was \$16.00 with a ~20,000 overlay). Jim and I will finalize our recommendation to the Board and send versions of the tax rate calculation form for your consideration after we meet on Monday morning.</p>
<b>EXHIBITS:</b>	none at this time, a memo with the tax rate calculation form will be provided to the Board before the meeting.
<b>RECOMMENDATION:</b>	Assuming our initial review holds, we'd recommend a 13.60 mil rate.
<b>POSSIBLE MOTION:</b>	<b><i>"To approve the Tax Year 2024 mil rate of \$_____ per \$1,000 of assessed value."</i></b>

## AGENDA ITEM: 6D

### ITEM COMMENTARY

<b>AGENDA ITEM:</b>	<b>(New Business)</b> Core Zoning Code Amendment
<b>STAFF RESOURCE:</b>	Kevin L. Sutherland, Town Manager
<b>BACKGROUND:</b>	The Planning Board began discussion on amendments to the Core Zoning Code in order to address the Moratorium established in May. On Thursday (7/18), the Planning Board met and reviewed proposed amendments based on those previous conversations. I was not in attendance last evening and can't provide any additional context, but the Planners memo provides enough context to start this process with a completion date before the moratorium expires in October.
<b>EXHIBITS:</b>	1. Proposed Weapon Sales Limitations
<b>RECOMMENDATION:</b>	Schedule a Public Hearing regarding the proposed amendments to the Core Zoning Code to take place at the next Planning Board meeting.
<b>POSSIBLE MOTION:</b>	<b><i>"To schedule a Public Hearing regarding the proposed Weapon Sales Limitations amendments to the Core Zoning Code at the Planning Board meeting on August 15th."</i></b>

# Proposed Weapon Sales Limitations

*Four basic issues to consider:*

**1) Retail and/or Wholesale**

*Should the regulations address only retail exchanges or should they also address wholesale exchanges and dealings as well?*

**Retail:**

- 1: (verb) to sell in small quantities directly to the ultimate consumer.
- 2: (noun) the sale of commodities or goods in small quantities to ultimate consumers.
- 3: (adj.) of, relating to, or engaged in the sale of commodities at retail.  
(merriam-webster)

**Wholesale:**

- 1: (noun) the sale of commodities in quantity usually for resale.
- 2: (adj.) of, relating to, or engaged in the sale of commodities in quantity for resale.
- 3: (verb) to sell (something) in quantity usually for resale.  
(merriam-webster)

**2) Firearms vs Weapons**

*Should the regulations focus on firearms specifically or should they address weapons in general?*

**Firearm:**

- (noun) Any portable weapon, such as a rifle, carbine, machine gun, shotgun, or fowling piece, from which a shot, bullet, or other projectile may be discharged by an explosive.  
(Code of Federal Regulations, Title 27, Chapter I, Subchapter C, §53.11 Meaning of terms.)

**3) Uses other than K-12 schools**

*What uses should the restrictions buffer from?*

Potential uses currently defined by the Core Zoning Code:

- Primary/Secondary School use
- Assembly use
- College/University use
- Commercial School use
- Cultural Facility use
- Day Care Center use
- Day Care Facility use
- Dormitory use
- Human Service Facility use
- Live Entertainment use
- Research Laboratory
- Residential Care Facility use

**4) Buffer Distance**

*To what distance should the regulations extend?*

100 ft; 200 ft; 300 ft; 500 ft; 750 ft; 1,000 ft; 1,500 ft; 2,000 ft; other?  
(see demonstrative buffer reference images)

Note: The distance of 300 feet is established in state hunting training and regulations as a distance from schools, residences, and some other buildings/uses within which discharging a firearm is prohibited.



*To be added under Article 6, Use Standards:*

## **##. WEAPON SALES**

### **A. DEFINITION**

A person or business that provides Weapons, as defined by this Ordinance, for sale, transfer, lease, rent, repair, or which displays, offers, or exposes Weapons relating to any of these purposes, to members of the public, and where such Weapons are available for purchase on the premises. This definition shall include persons or businesses involved solely in the warehousing and storage of Weapons.

### **B. STANDARDS**

1. A Weapon Sales use, whether primary, accessory, or otherwise, shall not be located on a lot, or virtual lot, that is located completely, or partially, within 300 feet of any lot which contains a Primary/Secondary School use, College/University use, or a Dormitory use associated with a Primary/Secondary School use or College/University use.

*To be added under Article 8, Definitions:*

#### **Weapon**

(noun) something (such as a club, knife, or gun) used to injure, defeat, or destroy.

This definition shall not include antiques (existing prior to the year 1850), "BB" guns, scuba guns, construction stud or nail guns, pop guns, or items addressed under Bureau of Alcohol, Tobacco, and Firearms Federal Firearms License of Type 03 (curios and relics).

*Also, consider amending the following definition from the Core Zoning Code as indicated:*

#### **Primary/Secondary School**

A public, private, or parochial institution offering a full range of educational instruction ~~at the elementary through high school levels~~ including any or all level(s) up to and including the 12th grade and/or high school courses, ~~with a full range of curricular programs.~~

*(see below for existing unedited definition)*

***Definitions for uses identified above for buffering:*****ASSEMBLY**

A facility that has organized services, meetings, events, or programs to benefit, educate, entertain, or promote discourse in a public or private setting. Examples include community centers, places of worship, meeting or lecture halls, exhibition rooms, or auditoria.

**COLLEGE/UNIVERSITY**

A post-secondary institution for higher learning that grants associate, bachelor, masters, or doctoral degrees, and theological schools.

1. Often includes related ancillary facilities, such as cafeterias, restaurants, retail, indoor or outdoor recreational facilities, research facilities, and similar uses, which require separate use permits.

**COMMERCIAL SCHOOL**

A school that teaches industrial, clerical, managerial, commercial, artistic, or other select skills; conducts a commercial enterprise, such as a driving school; or a privately operated school that does not offer a complete educational curriculum.

**CULTURAL FACILITY**

A facility open to the public for cultural services and exhibitions including, but not limited to, museums, cultural centers, historical societies, and libraries operated by a government or non-profit establishment.

1. A cultural facility may include ancillary assembly, retail, office, or restaurant uses, which require separate use permits.

**DAY CARE CENTER**

A residential companion use that provides licensed care in a protective setting for children or elderly or disabled adults.

**DAY CARE FACILITY**

A facility where licensed care, protection, and supervision is provided in a protective setting for children or adults, with or without compensation, on a regular basis away from a primary residence.

**DORMITORY**

Residential housing exclusively occupied by full or part-time students and/or educational staff and owned or operated by an educational institution.

**HUMAN SERVICE FACILITY**

An establishment that provides services to persons in need of assistance due to age, physical or mental disability, addiction, illness, or injury, that does not provide residential dwelling units.

**LIVE ENTERTAINMENT**

Any activity provided for pleasure, quiet enjoyment, recreation, relaxation, diversion or other similar purpose by a person or persons who are physically present when providing an activity to a patron or group of patrons who are physically present.

## **AGENDA ITEM: 6D**

Core Zoning Code Amendment

Weapon Sales

## **EXHIBIT: 1**

2024.07.02

### **PRIMARY/SECONDARY SCHOOL**

A public, private, or parochial institution offering instruction at the elementary through high school levels with a full range of curricular programs.

### **RESEARCH LABORATORY**

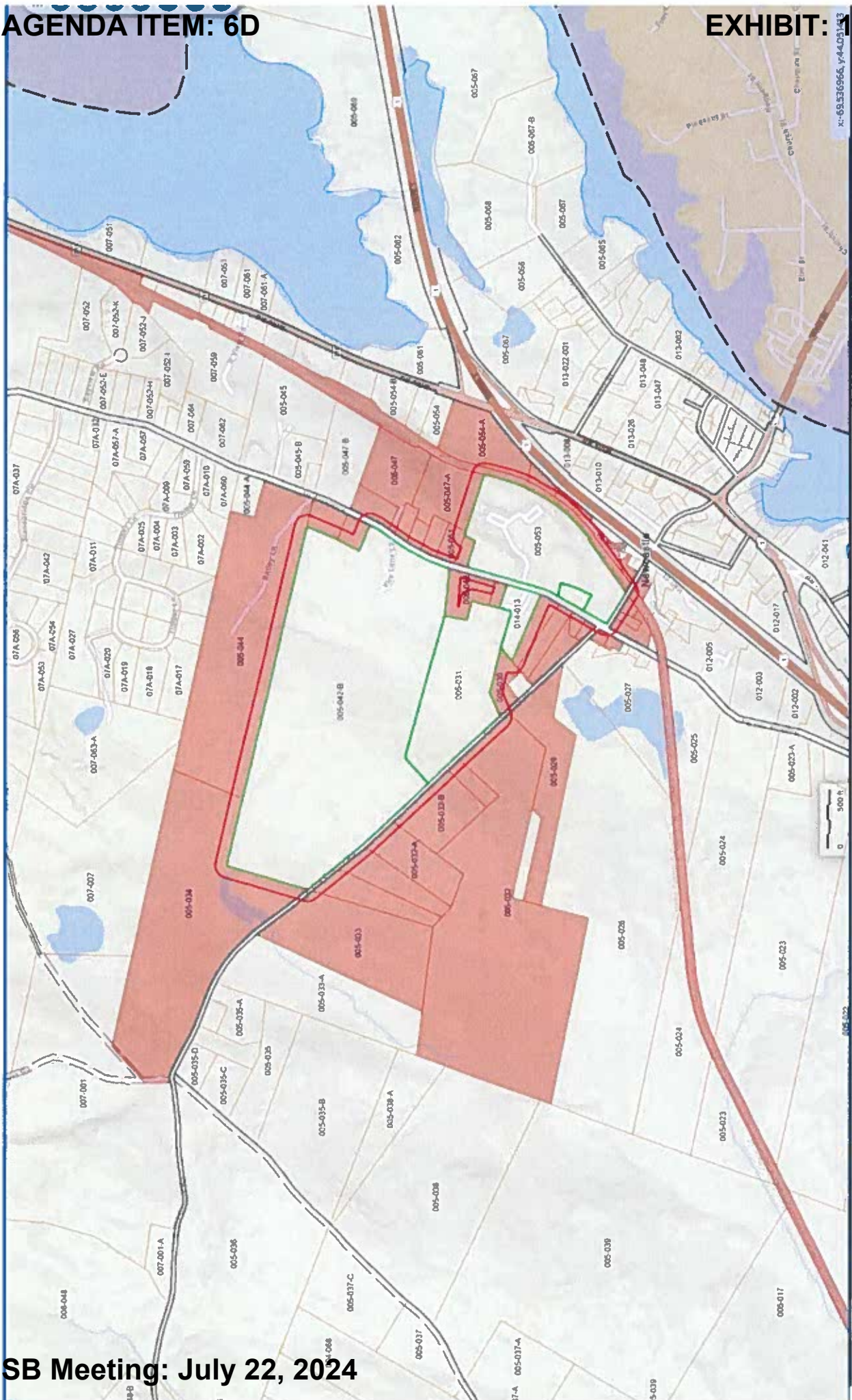
A facility for research and development that does not involve the use of human testing, animal husbandry, incinerators, heavy equipment, mass manufacturing, fabrication, processing, or sale of products.

### **RESIDENTIAL CARE FACILITY**

A licensed care facility that provides 24-hour medical or nonmedical care to persons in need of personal services, supervision, protection, or assistance essential for sustaining the activities of daily living. Residential care facilities include nursing homes, independent living, assisted living, continuum of care, and hospice facilities.

DRAFT

1004

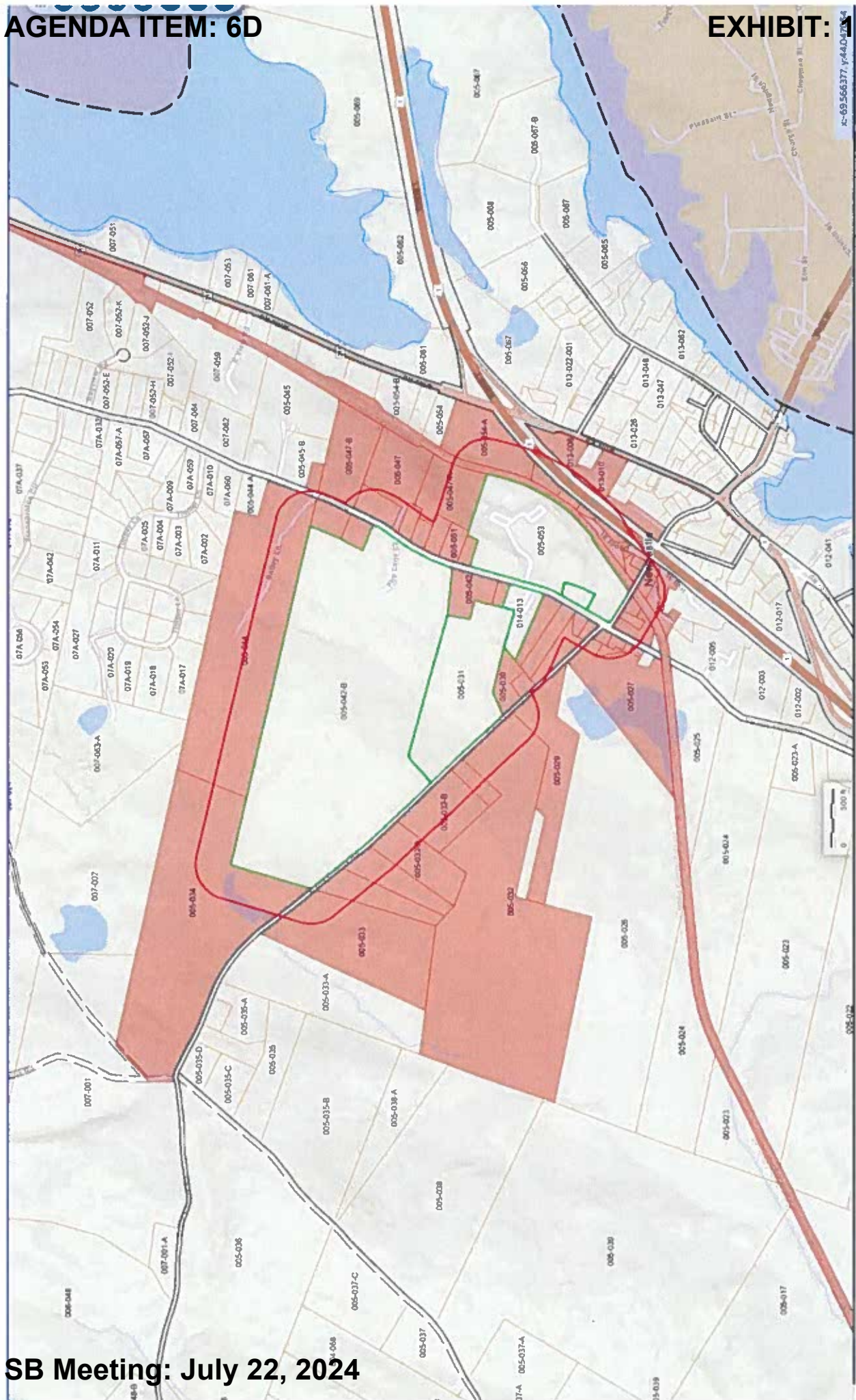






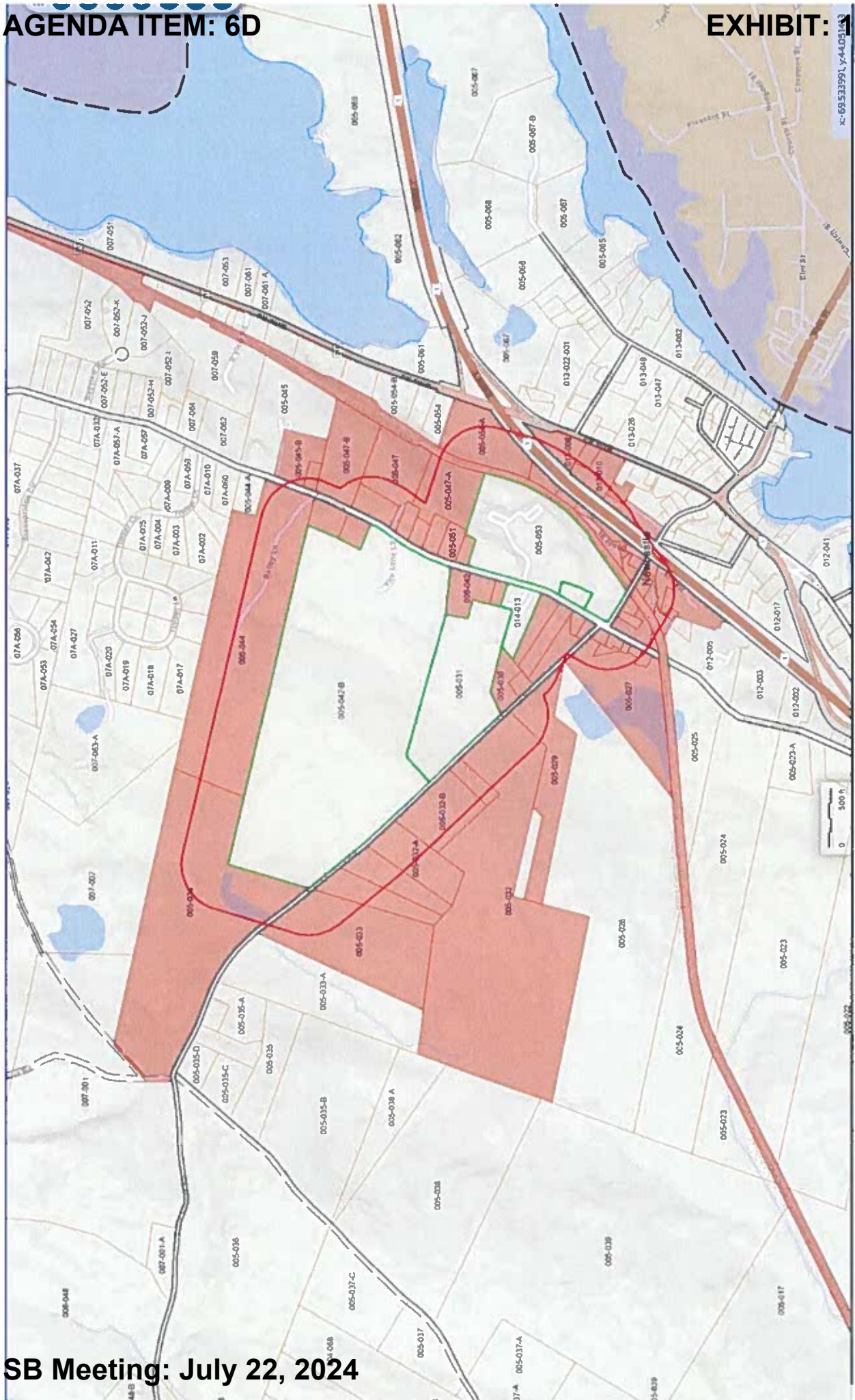


300 ft



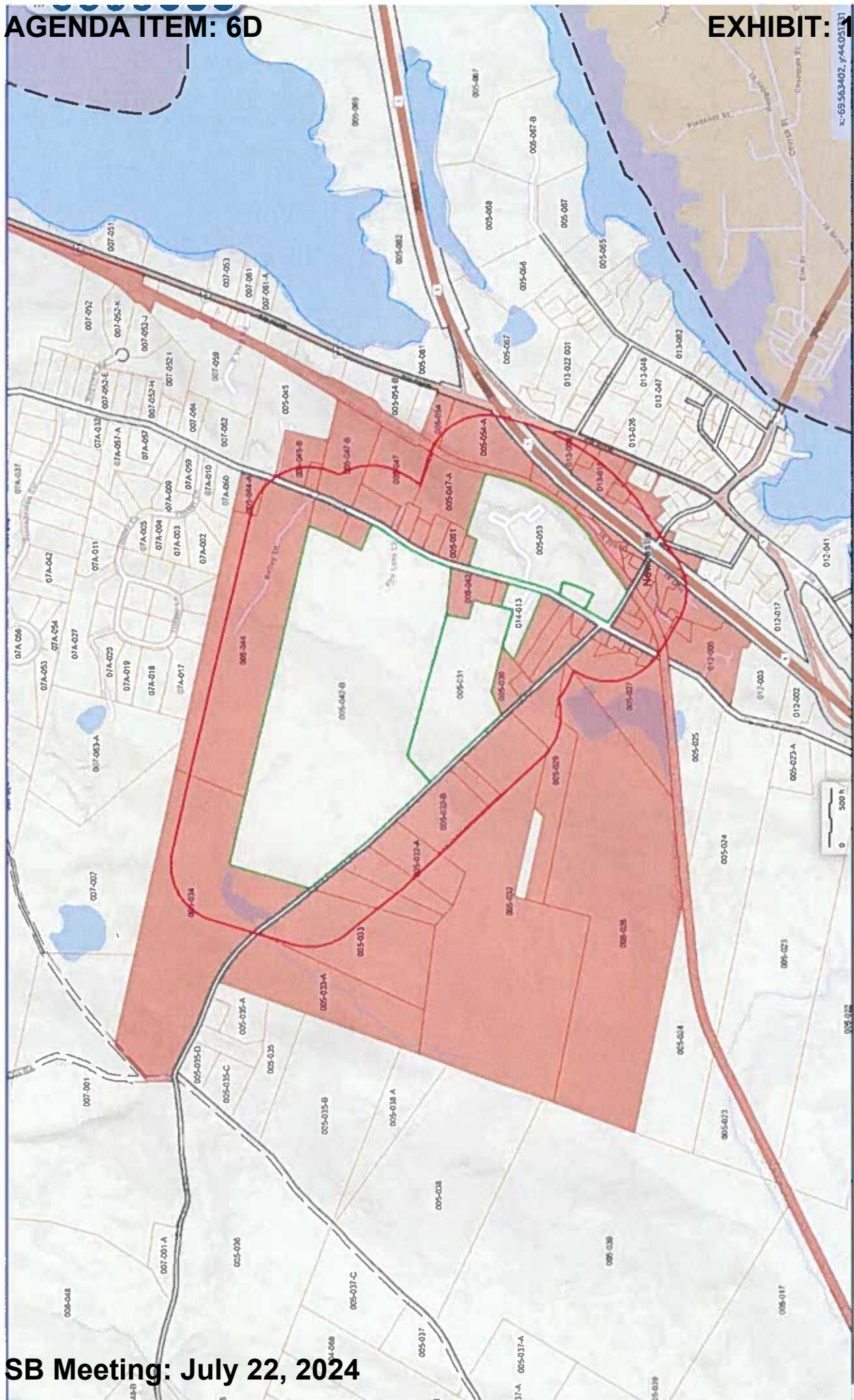


400 ft



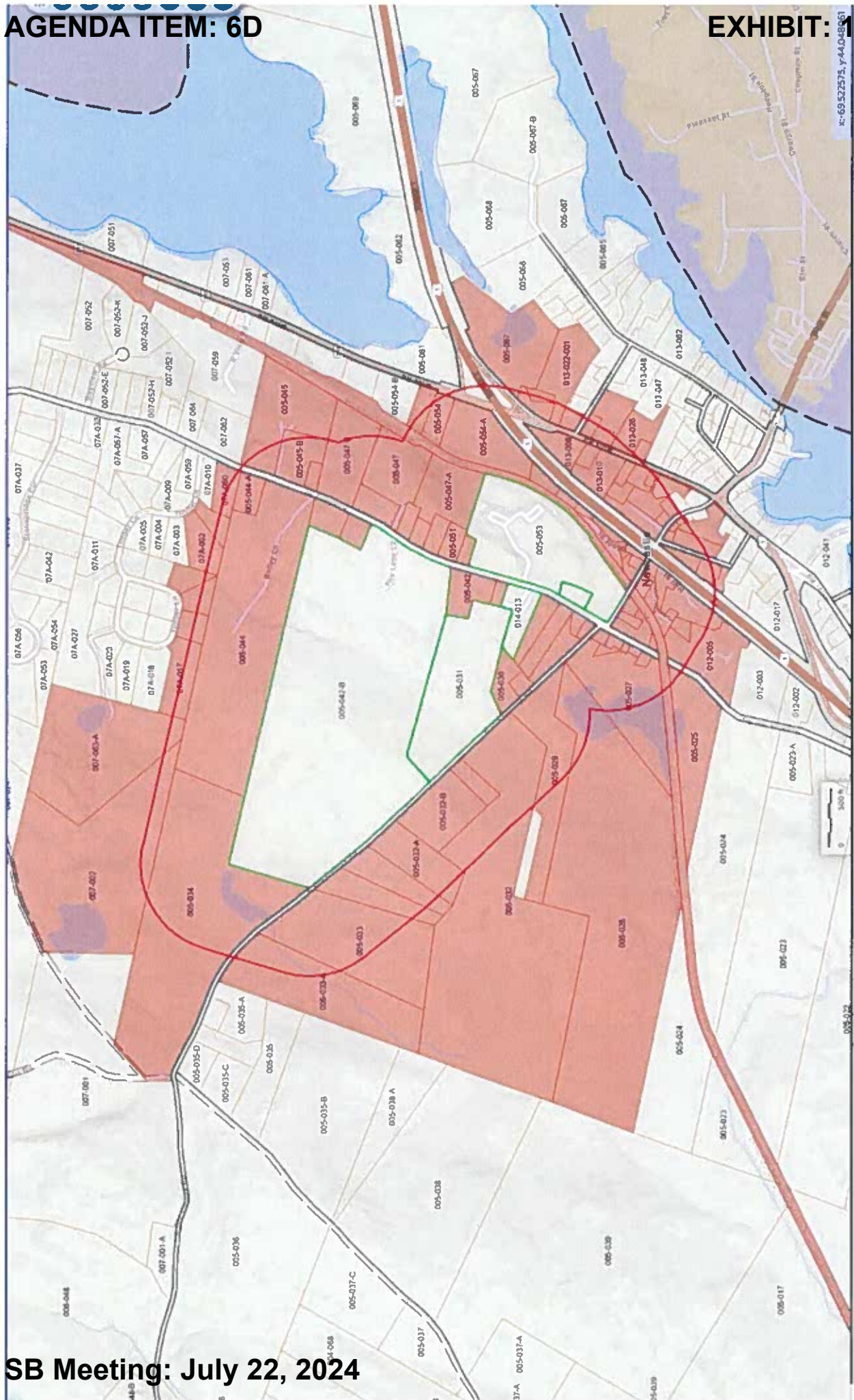


500 ft





750 ft



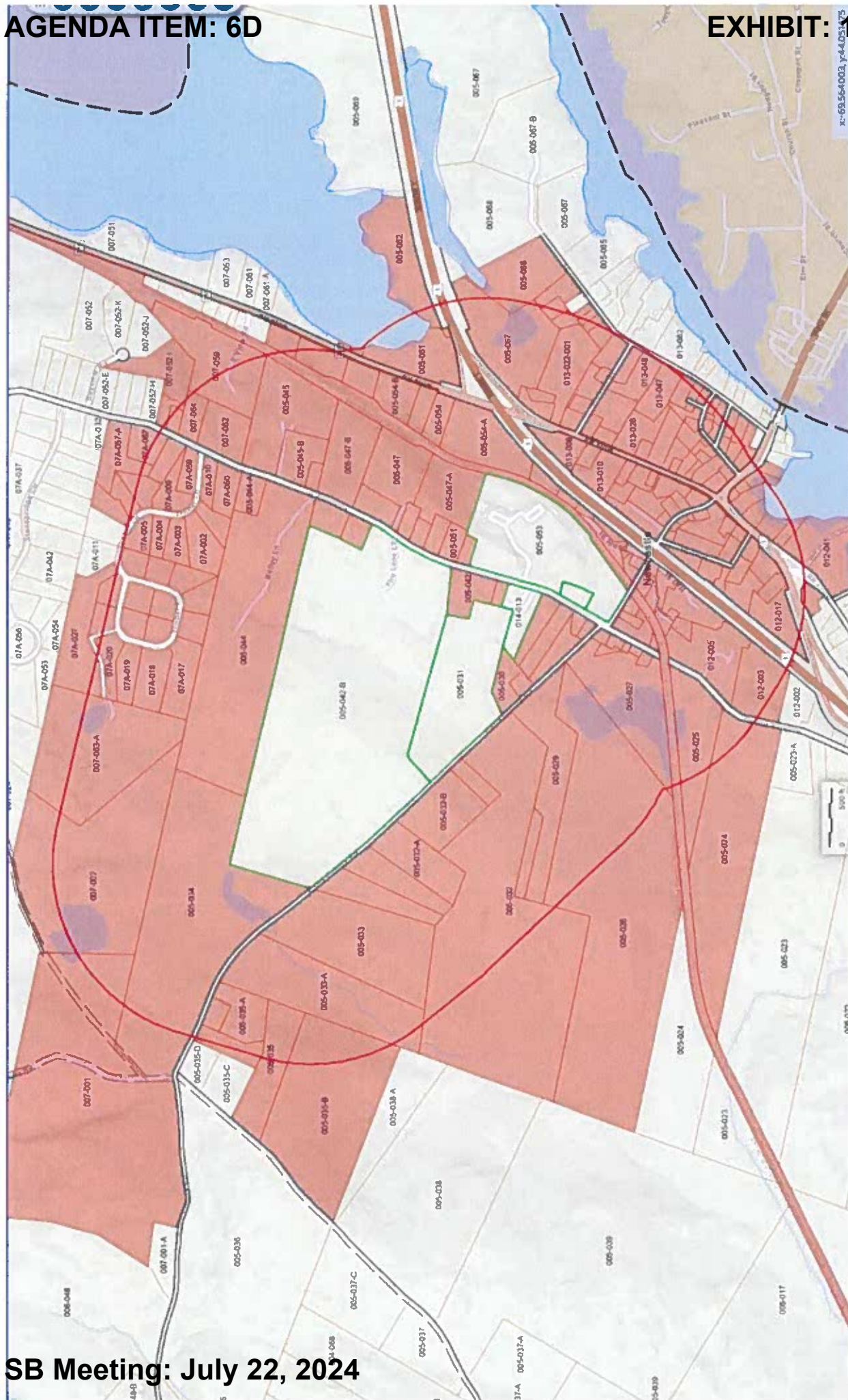


**AGENDA ITEM: 6D**

**EXHIBIT: 1**

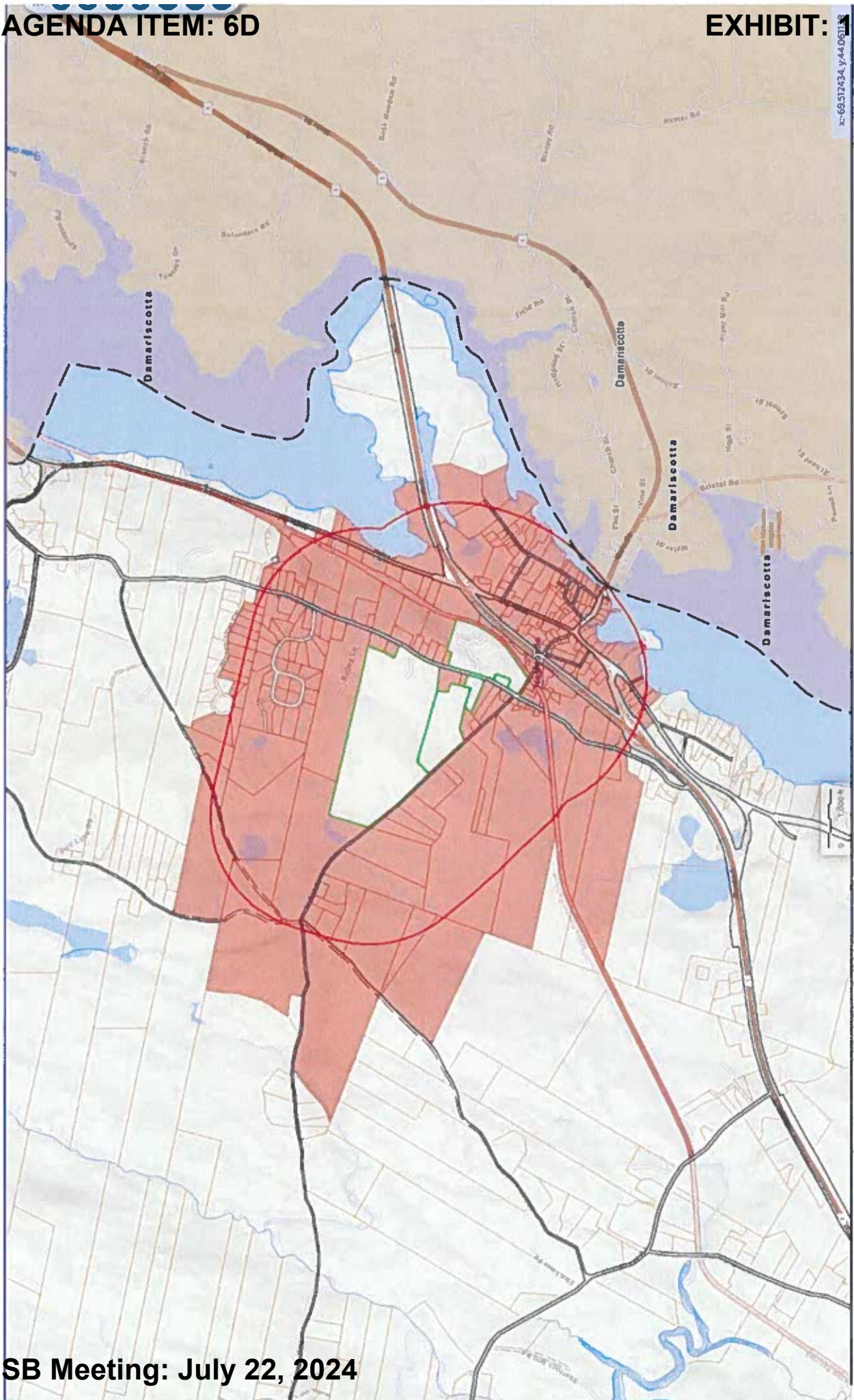


1,500 ft





2,000 Ft



# AGENDA ITEM: 7AB

## ITEM COMMENTARY

**AGENDA ITEM:** (Fiscal Warrants) Multiple AP warrants

**STAFF RESOURCE:** Michelle Cameron, Treasurer & Shelly Clifford, Deputy Treasurer

**BACKGROUND:** At each meeting of the Select Board, a summary of invoices and bills are presented to the board for their opportunity to review and ask any questions before approval or modification.

This time of the year, we have a final AP Warrant from the previous fiscal year. In addition to invoices and expenses for the second AP warrant of the new fiscal year.

Below is a summary of the budget categories which includes the budget adjustments and the carry forward. Assumes the approval of the FY24 Twenty-seventh and final AP Warrant:

	FY24 Budget	FY24 Actual	Remaining
General Government	\$671,665	\$671,460	\$205
Public Services	\$197,542	\$193,251	\$4,291
Planning	\$131,651	\$130,386	\$1,265
Public Safety	\$277,311	\$276,576	\$735
Public Works	\$671,087	\$670,940	\$146
<b>TOTAL OPERATING</b>	<b>\$1,949,256</b>	<b>\$1,942,614</b>	<b>\$6,642</b>

**EXHIBITS:**

1. FY24 Twenty-seventh AP Warrant
2. FY25 Second AP Warrant

**RECOMMENDATION:** Staff recommends approval of the AP Warrants.

**POSSIBLE MOTION:** ***"To approve the Fiscal Year 2024 Twenty-seventh AP Warrant for \$5,121.29 and the Fiscal Year 2025 AP Warrant for \$213,945.16."***

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
<b>00382 Affordable Fire Protection</b>					
0726	Fire Extinguisher Service	6-4-2024			
FD Extinguisher Service	E 105-05-42		56.00	0.00	
PUB SAFETY	- FIRE DEPT / EQ/VEH MAINT				
Vendor Total-			56.00		
<b>00293 ELAN FINANCIAL SERVICES</b>					
0726	VISA COMMUNITY CARD	Election Food			
Election Food - 6/11/24	E 101-25-07		146.14	0.00	
GEN GOVT	- OPERATIONS / ELECTION SUP				
Vendor Total-			146.14		
<b>00100 HUSSEY COMMUNICATIONS INC.</b>					
0726	Inv's dated: 5/1-12/6/24	Maintenance			
Inv#144706	E 105-05-25		548.16	0.00	
PUB SAFETY	- FIRE DEPT / COMMUNICATN				
Inv#143500	E 105-05-25		573.64	0.00	
PUB SAFETY	- FIRE DEPT / COMMUNICATN				
Inv#143719	E 105-05-25		444.95	0.00	
PUB SAFETY	- FIRE DEPT / COMMUNICATN				
Inv#144156	E 105-05-25		82.83	0.00	
PUB SAFETY	- FIRE DEPT / COMMUNICATN				
Inv#144155	E 105-05-25		78.38	0.00	
PUB SAFETY	- FIRE DEPT / COMMUNICATN				
Vendor Total-			1,727.96		
<b>00321 SBA TOWERS X, LLC</b>					
0726	CUSTOMER#ME24363-A-05	June 1, 2024			
Tower Rental 6/1/24	E 105-05-25		97.39	0.00	
PUB SAFETY	- FIRE DEPT / COMMUNICATN				
Vendor Total-			97.39		
<b>01161 WHITE SIGN</b>					
0726	Barricades/Safety Drum/Ti	IVC132443			
INC132443	E 107-44-03		3,093.80	0.00	
PUBLIC WORKS	- EQUIPMENT / TRAFFC SIGNS				
Vendor Total-			3,093.80		
Prepaid Total-			0.00		
Current Total-			5,121.29		
Warrant Total-			5,121.29		

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 \_\_\_\_\_

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
00348 AT&T MOBILITY					
0021 Fire Chief Cell Phone	June				
Fire Chief Phone	E 105-05-09		48.74	0.00	
	PUB SAFETY - FIRE DEPT / PHONES				
	Vendor Total-		48.74		
00277 BANGOR SAVINGS BANK					
0021 Fire Truck Loan Pymt #151	August				
Aug. Fire Truck Pymt	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					
0021 Various Electric Accounts					
35011988843 - T.O.	E 101-65-02		150.16	0.00	
	GEN GOVT - TOWN OFFICE / ELECTRICITY				
35016922797 - SANDLOT	E 107-40-01		32.20	0.00	
	PUBLIC WORKS - FACILITIES / ELECTRICITY				
	Vendor Total-		182.36		
00313 CivicPlus					
0021 CivicCMS Standard Annual	Inv#305519				
Website Annual Fee	E 101-25-12		2,798.25	0.00	
	GEN GOVT - OPERATIONS / WEBSITE				
	Vendor Total-		2,798.25		
00074 COLBY & GALE					
0021 Newcastle Fire Co Fuel	7/1 Statement				
FIRE CO VEHICLE FUEL	E 105-05-60		366.59	0.00	
	PUB SAFETY - FIRE DEPT / VEH GAS/OIL				
	Vendor Total-		366.59		
00252 DIMAURO ELECTRIC INC					
0021 Sheepscot Fire Station	INV#6141				
Sheepscot FD	E 214-91-14		309.61	0.00	
	BD MAINT RES - RES ACCT EXP / BLDING MAINT				
	Vendor Total-		309.61		
00314 EES Consulting Inc					
0021 IT Services - Inv#9157	7-1-2024				
IT Services - Inv#9157	E 101-25-09		495.00	0.00	
	GEN GOVT - OPERATIONS / COMP SUPPORT				
	Vendor Total-		495.00		
00293 ELAN FINANCIAL SERVICES					
0021 VISA COMMUNITY CARD	Software				
Software	E 101-25-11		205.56	0.00	
	GEN GOVT - OPERATIONS / SOFTWARE				
	Vendor Total-		205.56		
00010 GREAT SALT BAY COMM. SCHOOL					
0021 SCHOOL APPROPRIATIONS	JULY '24				
JULY APPROPRIATIONS	E 116-60-01		176,814.23	0.00	
	SCHOOLS - SCHOOLS / ELEMENTARY				
	Vendor Total-		176,814.23		
00165 KONICA MINOLTA/SYMQUEST					
0021 500-0622968-000	533337663				

Jrnl	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance
500-0473754-000	E 105-05-55		12.55	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC			
	Vendor Total-		12.55	
01074 LINCOLN COUNTY				
0021 ACO - WAGES	June			
June ACO Wages	E 105-55-01		217.37	0.00
	PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL			
	Vendor Total-		217.37	
00115 LINCOLN COUNTY REG. DEEDS				
0021 LIEN DISCHARGES	JUNE			
JUNE DISCHARGES	E 101-25-91		133.00	0.00
	GEN GOVT - OPERATIONS / RECORDINGS			
	Vendor Total-		133.00	
00121 LOUIS DOE, INC.				
0021 KEYTAG (4)	2407-029664			
KEYTAG (4)	E 101-25-95		8.58	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
	Vendor Total-		8.58	
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST				
0021 August 2024 Health Trust	15110-Newcastle			
Dental	E 101-02-04		226.80	0.00
	GEN GOVT - FRINGE BENEF / VISN/DTL/LIF			
Health (Medical)	E 101-02-02		6,819.09	0.00
	GEN GOVT - FRINGE BENEF / HEALTH INS			
IPP (Income Protection)	E 101-02-05		198.47	0.00
	GEN GOVT - FRINGE BENEF / IPP			
Vision	E 101-02-04		27.88	0.00
	GEN GOVT - FRINGE BENEF / VISN/DTL/LIF			
Supplemental Life Ins	E 101-02-04		39.00	0.00
	GEN GOVT - FRINGE BENEF / VISN/DTL/LIF			
	Vendor Total-		7,311.24	
00405 NORTHEAST COFFEE COMPANY				
0021 Water for PFAS Residents	ONEIL/SULLIVAN			
Water for Residents	E 213-91-12		174.90	0.00
	PFAS RESERVE - RES ACCT EXP / PFAS RESERVE			
	Vendor Total-		174.90	
00109 PROPERTY CARE PLUS, INC				
0021 Monthly Mowing Contract	August			
August Mowing	E 101-70-02		1,800.00	0.00
	GEN GOVT - CEMETERIES / MOWING			
	Vendor Total-		1,800.00	
00409 QUADIENNT FINANCE USA, INC				
0021 Postage for machine.	PPLN01001			
POSTAGE	E 101-25-05		280.97	0.00
	GEN GOVT - OPERATIONS / POSTAGE/ENV			
	Vendor Total-		280.97	
00395 SEACOAST SECURITY INC.				
0021 MONITORING FOR T.O & F.D.				
Town Office Monitoring	E 101-65-04		93.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			



Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
Fire Sta. Monitoring	E 105-66-04		135.00	0.00	
	PUB SAFETY - FIRE STA/COM / MAINT/REPAIR				
	Vendor Total-		228.00		
00243 SHREDDING ON SITE					
0021 INV#0137681 - JUNE 2024					
INV#0137681	E 101-25-95		95.00	0.00	
	GEN GOVT - OPERATIONS / SUPPLIES				
	Vendor Total-		95.00		
00073 Tony Barry					
0021 Roadside Mowing	40 hrs.				
Roadside Mowing	E 107-42-04		2,400.00	0.00	
	PUBLIC WORKS - ANNUAL OPS / MOWING				
	Vendor Total-		2,400.00		
00354 TOWN OF NOBLEBORO					
0021 JULY TIPPING FEES	July				
July Tipping Fees	E 102-10-10		11,974.91	0.00	
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA				
	Vendor Total-		11,974.91		
00023 TREASURER, STATE OF ME-BMV					
0021 7/3 - 7/11/2024	BMV Report	*** PAID ***	Check # 1233		
7/3-7/11/24 BMV Report	G 1-345-00		1,985.31	0.00	
	GEN'L GOV. / STATE MV FEE				
	Invoice Total-		1,985.31		
0021 7/11 - 7/17/2024	BMV Report	*** PAID ***	Check # 1234		
7/11-7/17/24 BMV Report	G 1-345-00		2,209.50	0.00	
	GEN'L GOV. / STATE MV FEE				
	Invoice Total-		2,209.50		
	Vendor Total-		4,194.81		
00419 WRIGHT-PIERCE					
0021 DT Village Improvements	Inv#237050				
Proj # 21712	G 2-513-00		1,636.57	0.00	
	CAPITAL RES / GRANT VPI				
	Vendor Total-		1,636.57		
	Prepaid Total-		4,194.81		
	Current Total-		209,750.35		
	Warrant Total-		213,945.16		

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

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