

**Board of Selectmen & Assessors Meeting - Agenda**  
**August 10, 2020 @ 7:00p.m.**  
**Via Zoom Meeting/YouTube Live Streaming**

**1. Call to Order:**

**2. Amendments to the Agenda (Pending Approval)**

**3. Minutes**

4.1 July 27, 2020

**4. New Business**

4.1 Animal Shelter Agreement – Midocast Humane Society

4.2 MMA Legislative Policy Committee Ballot

**5. Unfinished Business**

5.1 Core Zoning Code Timetable Discussion (Vote Date, Vote Method, Public Engagement)

**6. Town Administrator Report and Communications**

**7. Fiscal Warrants**

7.1 Town Warrant \$ 38,789.41

**8. Board of Assessors**

**9. Executive Session(s)**

**10. Adjournment**

*Public Comments Regarding Items On The Agenda Can Be Sent To The Town Manager's Email Prior To The Meeting For Circulation To The Rest Of The Board (townmanager@newcastlemaine.us)*

**Upcoming Events**

For Updated Information Please Check The Town's Facebook/Twitter accounts and Town's Website: newcastlemaine.us

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

**Board of Selectmen & Assessors Meeting - Minutes**  
**July 27, 2020 @ 7:00p.m.**  
**Via Zoom Meeting/YouTube Live Streaming**

**Attendees:** Brian Foote, Tor Glendinning, Joel Lind, Robert Nelson, Wanda Wilcox, Jonathan Duke (Town Manager)

**1. Call to Order:** 7:05pm

**2. Election of Officers**

2.1 Chair

Lind spoke about his interest in the role and referred to the defined role in by laws. Proposed the focus of his leadership would be related to a clear process for participation and reasonable efficiency.

Nelson nominated Lind to role of Chair. No Seconds.

Discussion: Wilcox felt Foote's history in role of Chair might benefit a board currently with two new members and herself as somewhat new. Nelson noted the existence of more defined by laws and Town Manager role resulted in a more defined and lesser role for the Chair of BOS than before.

Wilcox nominated Foote as Chair. Glendinning Seconded with comment: concurred with Wilcox and noted Foote's previous experience and conduct, concurred with Nelson's view of more limited role of Chair going forward. Foote agreed to nomination to be Chair for this FY 2021 year only. Motion Passed 4-0-1 Foote abstained.

Vice Chair:

2.2 Vice Chair

Glendinning motioned Lind as Vice Chair. Nelson Seconded. Motion Passed 4-0-1 Lind abstained.

**3. Amendments to the Agenda (Pending Approval)**

5.3 ACO Contract

5.4 Commitment of Taxes

**[Unfinished Business – Chair moved to top of the agenda]**

6.1 Academy Hill Project Update –

Weekly updates bring the status of the project up to date until today. Over 50% of basins are in. Relief from utility conflicts and other issues are tapering off as work goes up the hill. Will provide ability to get closer to schedule. Utility locations are vague as moving up the hill. Communication with residents in multiple means and methods are being worked on, including a public forum. Hagar is working to be adaptive and creative in responding to public needs while still moving forward. Changes in first phase have largely been due to unknown elements. Open for discussion from BOS: All day to day field data details are recorded. Original GPS model is being updated to track locations of water and household information, for example, and will be turned over to the town for projects going forward. Problem solving on real time basis with Andrew (engineer) have been proving effective despite the challenges. For example, responding to unexpected storm surges allowed for a larger storm drain redesign for creating a system to respond to this type of surge or similar.

6.2 Other town projects for the summer –

Budget passed and construction projects will move forward. A continuation of the road phasing project will kick off once road reclaim begins at Academy Hill as planned. (Road phase project articulated in April 27, 2020 BOS minutes.) All plans are weather dependent, updates will be provided as move forward.

Pump and Cross will be done this year. West Hamlet will be paved this year. Lewis Hill is in the budget and assuming the weather and schedule provides, will be done this year. July 14<sup>th</sup> storm created needs on Hopkins Hill and Liberty Street. FEMA funding may not be possible.

#### **Board of Assessors – Chair moved this item earlier in the meeting**

##### 9.1 FY 2021 Tax Commitment

Jim Murphy, Assessor made a presentation. NB: Impact from revenue sharing and school funding may not be much. Next year perceived to be different. Raised as a concern. Income tax and sales tax as primary revenue state-wide will change. Sales tax down and increased demands for school funding for new environment. This year, Newcastle will have a flat tax rate. Newcastle track record is rare. Murphy's proposal for mill rate is for 17.90 mill rate. Homestead reimbursement 62.5% actual is 70%. Changes are to ensure at 70% homestead reimbursement. Other revenues: Education subsidies, excise tax, permit fees, all other than revenue sharing and homestead. Homestead reimbursement by accountants is viewed as revenue. Assessor view it as debt. Both views make the town tax commitment whole. Next April fiscal environment for the State is an unknown variable. Excise and Building are both up. This year seen by Assessor as good for our town, we are in good shape. Next year will be different.

Overlay number seen as good by Town Manager. Next year the town will face several unknowns.

Nelson moved to set mill rate at 17.9. [Who seconded? Secretary could not see and not noted by Chair.] Motion Passed 5-0

#### **4. Minutes**

- 4.1 June 8, 2020
- 4.2 June 15, 2020
- 4.3 June 22, 2020
- 4.4 June 29, 2020
- 4.5 July 13, 2020

Lind motioned to approve. Wilcox seconded. Discussion: One note: discussion re extending agreement with CMP for using old dump site. Concern raised by Lind more re: CMP wanting to start before town is ready in the coming year. No need to amend minutes. Motion Passed 3-0-2 abstain (Nelson, Glendinning).

#### **5. New Business**

##### 5.1 Board and Committee Re-appointments

List of individuals who agreed to return to their roles submitted to the board. One vacancy for a member of Planning Board remains. Foote read the list into the record.

Motion to approve by Nelson. Lind Seconded. Discussion: Glendinning added that Design Review Committee has a vacancy for Mills Representative. Selectmen are permitted to serve concurrently on the Design review Board. Drum, Town Attorney confirmed. Quorums are at times difficult for DR and having three members would prove difficult. Motion Passed 5-0.

##### 5.2 September Referendum Ballot Items (Zoning Code, Charter, Board Broadcast Funding)

Discussion focus was regarding the number of items for the September Referendum: Nelson cautious about adding items to the referendum. The Charter first step is to create a committee. Second step is to elect 6 (same process as running for BOS) and appoint three by the BOS. Concern raised regarding time to inform residents about more than one question on the ballot. Charter may not be as pressing for September, may require time to constitute a committee and perhaps special town meetings may provide time to deal with each item individually. Concerns raised about adding town issues to the November ballot. Town Manager raised pragmatic concerns about a September Referendum regarding putting the actual elements in place (ballot prep, absentee ballot process, BOS required review of ballot, public hearing, notice in paper, etc.) to effect the referendum for September. Logistics would require a tight time-table. Lind: Releasing the deadline entirely might end up with no outcome in the end.

Key: what public engagement is sought? Wilcox: Public Hearings asking for public opinion requires response. Nelson: Time to respond to feedback is necessary. Draft has been posted on website has been posted for many months with one comment. Passing the code is in the best interest of the town. Glendinning: Code should stand alone in a vote. Public review process does need time with public response. Agrees November is not the time. Additional time may be helpful. Mal Carey email asserted little public engagement has occurred to date. Pushing two weeks would mean 29<sup>th</sup> September referendum date. Format done by August 5, in prep for meeting on August 10, with committee joining BOS. Unanimously agreed upon. Will do formal vote at next meeting.

#### Board Broadcasting Equipment for Community Room

Viewing live on YouTube has been well received, especially because meeting in person is not permitted. Foote proposal is for \$25,000 to achieve the system he views as necessary. A proposal with details and scope will be presented. Nelson: If the board meets in person, would live streaming as done now suffice? Focus is regarding number of people in the room? Town Attorney Drum: If meet, meeting has to be available to public somehow, in various modes. Yes, can restrict number of people in the room. Camera must capture entire meeting visually and audibly. Lind: Executive Order from Governor made the current BOS mode possible. A question of how long electronic public dissemination applies. Attorney: current order thru September 1, most folks in Augusta see it extending for quite some time.

Funds for this project do not yet exist in budget. Value perceived for BOS to meet in person. Protocols would be necessary, sufficient ventilation system is key. If all staff or enough BOS were sick, then town business would be arrested. Is a less costly version of broadcast system possible, less than \$25,000? Various elements of the system were discussed. Outreach to public valued and important to improve.

#### 5.3 ACO Contract

No changes from last year, save a typo. Cost is the same. Built on an as needed basis. In history of the contract have not exceeded the contract.

Motion to approve Glendinning. Lind Seconded. Motion Passed 5-0.

### **6. Unfinished Business – moved to top of agenda before 4. Minutes**

### **7. Town Administrator Report and Communications**

Election work was bulk of staff time prior to the election, largely due to increase of absentee voting processing time and protocols required. Audit preparations for upcoming year have begun. Office construction mostly completed. Glass for the front counter is still outstanding. Due to plexiglass from elections, the town office is able to receive residents for registration processing. Street lighting project is moving ahead. The town will no longer be paying for lighting that did not exist and more effective plans are being made for moving forward. Reimbursement for the lights that never existed will be attempted. Opportunity may be allocated for lighting needed in other areas of Newcastle, the fire station for example.

Foote noted that the secret ballot resulted in high turnout compared to in-person turn out for municipal warrants. Raised the question of efficacy of pursuing referendum voting in the future due to the positive response to the mode on July 14<sup>th</sup>. Broadened awareness of all items.

Community Room – install date for floor is outstanding. Parking lot patch, lighting and ventilation bids are still outstanding, waiting for input from providers and contractors. CMP lighting design is a factor.

### **8. Fiscal Warrants**

8.1 Town Warrant \$ 20,281.89

8.2 Town Warrant \$ 49,097.82

8.3 Academy Hill Rec \$ 165,367.01

Motion to approve all three warrants by Lind. Wilcox Seconded. No discussion. Motion Passed 5-0.

**9. Board of Assessors – moved to after Academy Hill update, before 4. Minutes.**

**10. Executive Session(s)**

Motion to executive session by Lind. Wilcox second. 5-0.

8:48pm to executive session.

10.1 Legal

**11. Adjournment**

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June 12, 2020

Town of Newcastle  
Mr. Jon Duke, Town Administrator  
PO Box 386  
4 Pump St.  
Newcastle, ME 04553

Dear Mr. Duke,

Please find enclosed the agreement for services between Midcoast Humane and the Town of Newcastle covering the period from July 1, 2020 to June 30, 2021. Please sign the contract, make a copy for yourself and return the original to me in the envelope provided. After we receive your signed agreement, we will generate an invoice.

As explained in a letter mailed to you in September, we find ourselves having to raise the per capita rate of our agreement for services in order to compensate for the rising costs of care and inflation. As a result, the per capita rate for our agreement for services is now \$1.30. In 2021, the rate will be increased from \$1.30 to \$1.45. After that point, we anticipate instituting a minimum 2% increase each year. Please note that the total fee is calculated based on the most recent data available via the census, and will change in accordance with new census data.

2020 is an exciting year for Midcoast Humane. Not only is it our 70<sup>th</sup> anniversary, but we have also welcomed our first President to the organization, Mary P. Sundeen. Mary has 30 years of experience in for-profit and non-profit management, and over the next year she intends to focus on strengthening Midcoast Humane's infrastructure and expanding its services and community partnerships.

I would welcome the opportunity to speak with you in the near future to discuss our relationship further or to answer any questions. Please feel free to contact me at any time.

Sincerely,

Kate Griffith  
Community Programs Manager  
kgriffith@midcoasthumane.org  
(207) 449-1366 x105



## Midcoast Humane and Town of Newcastle Agreement for Services

This agreement, made and entered into on June 12, 2020, by and between the Town of Newcastle, Maine, a municipal corporation hereinafter referred to as the Municipality, Lincoln County, hereinafter referred to as the County, and Midcoast Humane, a non-profit corporation established under the laws of the State of Maine, hereinafter referred to as MH. This agreement will cover the contract period beginning July 1, 2020, and ending June 30, 2021.

MH, the Municipality and the County, in consideration of the payments set forth in Section X below, agree as follows:

### **I. Services to be provided**

The services to be performed under this Agreement are for animal shelter management services in accordance with the terms, conditions and specifications contained or referenced herein.

1. MH will furnish, manage and operate animal shelter facilities located at 27 Atlantic Highway, in Edgecomb, Maine. MH shall be responsible for the day-to-day custodial care of the shelter facility and grounds, including the removal of litter and debris from outdoor areas and for use of all utilities, including, without limitation, electric, gas, water, oil, sewage and telephone.
2. MH will provide adequate food, water, shelter, space, care, treatment and transportation for small domestic companion animals which come into its custody through the following:
  - A. Animals that are voluntarily surrendered by residents of the Municipality.
  - B. Stray animals and impounded animals that are apprehended by the Municipality's Animal Control Officer, other authorized employees of the Municipality or authorized employees of the County
  - C. Stray animals that are found by residents of the Municipality and are brought to MH by such residents.
3. As the Municipality has entered into an agreement with the County in which the County has agreed to provide animal control services on behalf of the Municipality, the County is obligated to pick up stray dogs and stray cats and deliver those animals to MH. ("Stray cat" means a cat that is not under the obvious control of an individual, which is reported as being at large for at least two days, and which may appear not to be properly cared for.)

4. A duly authorized representative of the County, customarily the County's Animal Control Officer, hereinafter referred to as the Representative, will be furnished a key to MH's isolation area for the purpose of delivering animals during hours when MH is not open to the public. During hours when MH is open to the public, the Representative shall deliver animals to the isolation area and shall, in both cases, complete all required paperwork. The Municipality and County shall at all times provide MH with the name of their Representatives and contact information and shall notify MH of any changes. The Municipality and/or County shall be responsible for obtaining the key from any former Representative and providing such key to its current Representative.
5. In the event that the Representative delivers an animal to MH, the Municipality and/or County shall be responsible for notifying the animal's owner of such impoundment and disclosing the owner's name and address to MH. The Municipality shall be responsible for collecting all fines imposed upon the animal's owner by the Municipality for violation of animal welfare offenses. MH shall release the animal to its owner only upon proof of such payment of all fines and fees, as well as upon the payment by the Municipality or the animal's owner to MH of any fees assessed by MH, as stated below.
6. All animals that are brought to MH by a Representative shall not be removed from MH by a Representative other than upon the written authorization of MH.
7. Any Representative that picks up sick or injured animals must call MH to see if a veterinarian is on premises before bringing said animals to MH. If no veterinarian is at MH, the animals must be brought to a different veterinary clinic or like facility for care. If an MH veterinarian is on premises, the veterinarian will give his/her recommendation on whether MH is able to treat the animal or whether it needs to be transported to another veterinary clinic or like facility. The Municipality and County acknowledge that MH may be limited in its ability to treat all injuries due to limited space or lack of equipment (e.g., x-ray machine, etc.). MH, in its sole discretion may elect to refuse or accept delivery of sick or injured animals and procure the veterinary care it deems necessary and appropriate. The Municipality agrees to reimburse MH for the costs of emergency and required veterinary care within ten (10) days from the receipt of an invoice. At no time will the Municipality deliver any injured animal to the shelter during hours other than regular business hours unless the Municipality has made prior arrangements with MH. The cost of transporting animals that cannot be treated at MH, as well as the cost of such treatment at another veterinary clinic, will be borne by the Municipality if such costs are incurred during the mandatory waiting periods as required by State of Maine statutes.
8. MH will be responsible for finding "forever homes" and placement for all animals in its care. Whenever the ownership of an animal is ascertained, MH shall make a reasonable effort to notify the owner of the animal within 24 hours of determining the animal's owner.
9. In the event that euthanasia is required for reasons for public safety or welfare or in satisfaction of any obligation of the Municipality, MH shall be responsible for the humane euthanasia of any animal in its care using methods approved by the State of Maine.



10. MH will maintain regularly scheduled business hours at the animal shelter for the convenience of the public and for the purpose of transacting business in connection with the duties under this agreement and for the purpose of receiving animals or for accepting applications for the redemption of impounded animals. From time to time, MH may close due to weather conditions, staff training, or other unforeseeable circumstances. Notice of any closings will be provided to the public as far in advance as possible.
11. MH will appoint competent and qualified agents for the carrying out of the responsibilities under this agreement, such agents to be responsible to the MH Board of Directors.
12. MH contact personnel, available to the Municipality during regular MH business hours and on an emergency basis during non-business hours, are as follows:
  - Dr. Alison Pare, Medical Director. Office: 207-449-1366, ext. 103
  - Abby Malone, Adoptions Manager. Office: 207-449-1366, ext. 202
  - Emergency Phone Number: 207-773-7377

In the event that either of these persons is no longer employed by MH, MH will notify the Municipality and furnish the Municipality with the contact information for their successors.

13. MH shall provide systems to monitor medical and other information on each shelter animal.
14. On request of a resident of the Municipality, MH shall provide a list of the names and telephone numbers of the Municipality's or County's Animal Control Officer(s) and animal care providers who are available and on call for emergency services.
15. MH alone retains sole discretion to refuse delivery of one or more animals where such delivery renders MH unable to provide appropriate housing and/or disposition of delivered animals.

## **II. Ownership of dogs**

MH will adhere to the mandatory waiting periods and ownership requirements for uncontrolled dogs as articulated in Title 7 M.R.S.A. §3913 and any amendments thereto.

## **III. Ownership of cats**

MH will adhere to the mandatory waiting periods and ownership requirements for stray cats as articulated in Title 7 M.R.S.A. §3919 et seq. and any amendments thereto.

## **IV. Public service programs**

MH shall provide at its sole cost and expense the following services:

1. A reduced-cost spay-neuter program for any animal owned by a resident of the Municipality, except that, in the event that MH determines that it is no longer feasible to

offer such spay/neuter program, MH shall no longer be under any obligation to do so.

2. A volunteer program to encourage support for MH and its operation of the shelter.
3. Events designed to promote animal adoptions and to educate the public about animal welfare and the benefits of sheltering in general.
4. An adoption program designed to ensure that MH identifies and secures humane, permanent homes for the animals under its care.
5. MH makes every effort to promote Trap, Neuter and Return (TNR) for feral cats, and return feral cats that are spayed or neutered, vaccinated and ear tipped to the originating location when possible, and promote caregiver volunteerism and guardianship. The Town of Newcastle agrees to work with MH and the community to permit and encourage TNR as the preferred method of dealing with feral cats. MH will accept confined stray cats, but recommends that cats believed to be strays be given a few days to return to their homes before they are fed or confined and considered to be lost or homeless.

#### **V. Adoption fees and recordkeeping**

1. MH will collect all adoption fees and shall keep proper financial records to account for same. MH will permit the Municipality and/or the County, at all reasonable times, to inspect and audit such records and shall make such reports of funds received as required by statute or regulation.
2. MH shall keep full and accurate records of all animals taken into custody, showing the date, place, reason and manner whereby animals were brought into custody, with a description of the animal and a record of its final disposition.

#### **VI. Indemnification**

1. The Municipality and the County shall indemnify and hold harmless MH, its employees, directors, officers and agents from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of the Municipality, its employees, contractors or agents, in connection with the seizure, transportation or maintenance of stray dogs and cats during the mandatory waiting periods prescribed in Title 7 M.R.S.A. §3913, 3919 and 3919-A.
2. MH will indemnify and hold harmless the Municipality and the County from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of MH, its employees, contractors or agents, in connection with the operation of MH.

## **VII. Insurance**

MH shall procure and maintain during the term of this agreement comprehensive general liability coverage that shall protect MH from claims of damages for personal injury including accidental and wrongful death, as well as claims arising from services rendered under this agreement, whether such services be by MH, by any subcontractor, or anyone employed directly or indirectly by either of them.

## **VIII. Agreement not assignable**

MH shall not have the right, authority, or power to sell, mortgage, or assign this agreement or the powers granted to it, or any interest therein, nor any right, power or authority to allow or permit any other person or party to have any interest in the services outlined in this agreement without the written consent of the Municipality.

## **IX. MH's independent capacity from the Municipality**

MH, its officers, employees, directors, agents and volunteers shall act independently of the Municipality and the County and not as officers, employees, agents or volunteers of the Municipality or the County.

## **X. Payment**

1. In compliance with the terms and conditions of this agreement, the Municipality shall agree to pay the following to MH for the performance of its obligations and responsibilities:

The annual agreed payment shall be computed on the basis of \$1.30 per capita of the human population of the Town of Newcastle. For purposes of this computation, MH has relied on the population count as reported in the most recent official census – 1,752 residents. Accordingly, based on the Town of Newcastle's 2010 census, the Municipality shall pay MH a flat annual fee of \$2,277.60.

2. Services NOT covered by the above computation that would result in additional payments to MH may include, but are not necessarily limited to:
  - A. An instance when any animal brought to MH by the Municipality or the County appears to be infected with rabies. In such instances, the Municipality shall be responsible for any veterinary fees and for transporting laboratory specimens for testing.
  - B. Instances in which, because of a pending legal action, an animal is boarded at MH at the request of the Municipality or the County for a period in excess of eight days, the Municipality shall pay MH a boarding fee of \$20.00 per dog, \$10.00 per cat, \$5.00 per small animal and \$5.00 per bird for each day over the eight days. These boarding fees include the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C where compensation for a dog or cat is \$5.00 a day, compensation for a female

cat or dog with a litter that has not been weaned is \$8.00 a day, compensation for a rabbit is \$2.00 a day and compensation for a bird is \$1.00 a day. The boarding fees collected by MH as listed above include the additional cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.

- C. Animals that are legally impounded by the Municipality or the County and boarded at MH. In these instances, MH shall be paid \$20.00 per dog per night, \$10.00 per cat per night, \$5.00 per small animal per night and \$5.00 per bird per night. These boarding fees include the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C where compensation for a dog or cat is \$5.00 a day, compensation for a female cat or dog with a litter that has not been weaned is \$8.00 a day, compensation for a rabbit is \$2.00 a day and compensation for a bird is \$1.00 a day. The boarding fees collected by MH as listed above include the additional cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.
- D. During the six-day waiting period as prescribed by Title 7 M.R.S.A. §3913 for dogs, the Municipality shall be responsible for the payment of all veterinary services furnished outside MH as described above in this agreement.
- E. During the waiting periods prescribed by Title 7 M.R.S.A. §3919 and 3919-A, for cats (with an ID), the 48-hour waiting period for unidentified cats and the 24-hour waiting period for feral cats, the Municipality shall be responsible for the payment of all veterinary services furnished outside of MH, as described above in this agreement.
- F. In the case of seizures due to cruelty and/or neglect, costs and fees for animal care are the Municipality's responsibility.
- G. MH has the capacity to provide veterinary support in cases of seizure due to cruelty and/or neglect, but these supports are only available for animals in its care. MH retains the right to place animals pending legal action into foster homes with established fosters, but will not provide medical care or assistance with case animals that the Municipality Representative chooses to manage and foster outside of MH.

## **XI. Agreement terms**

It is mutually understood and agreed by the parties hereto that this agreement shall continue in effect for a period of one year from the date hereof. However, it is fully agreed that this agreement may be terminated by either party upon 90 days written notice to the other party of an intention to terminate this agreement or enter into a new agreement.

It is mutually understood and agreed by the parties hereto that the Municipality will defend this agreement with all due and proper diligence should it be challenged by any action in law. This agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this agreement, and it supersedes and replaces any and all prior or contemporaneous agreements and understandings, oral or written, in connection therewith, between the parties hereto. This agreement may be modified or changed only upon the written consent of the parties hereto.

In the performance of this agreement, the Municipality and the County shall abide by all MH regulations as they presently exist and as they may hereafter be amended.

**XII. Applicable law**

The parties hereto agree that this agreement shall be construed and governed by the laws of the State of Maine and that, in the event of a conflict between the provisions of this agreement and any State of Maine statute, the State of Maine law will control, with the exception that, in the event that any animal boarding rates contained herein are in excess of any State of Maine statutory rates, the rates contained herein will control. Boarding fees, as stated above, reflect the State of Maine's fees as listed in Title 7 M.R.S.A §3919-C in addition to the cost of staffing and observation borne by MH. MH reserves the right to refuse boarding of animals for any Municipality that intends to pay the fees listed in Title 7 M.R.S.A §3919-C alone.

MH agrees that all animal shelter management services performed for the Municipality shall be performed in full compliance with the applicable Federal and State of Maine laws, regulations and guidelines for such services.

It is understood and agreed by the Municipality, the County and MH that, in the event the Municipality's animal control ordinances are revised in such a way as to cause a substantial increase in the level of services to be performed by MH under this agreement, then such revisions shall not be covered by this agreement and the parties shall enter into negotiations regarding amendments to this agreement to address such revisions.

In witness whereof, the parties signify their acceptance of this agreement by their execution below.

TOWN OF NEWCASTLE, MAINE

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

COUNTY OF LINCOLN, MAINE

By: \_\_\_\_\_

Authorized Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title


Date: \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

MIDCOAST HUMANE

By: \_\_\_\_\_

  
Kate Griffith, Community Programs Manager

Date: 6/16/2020

  
Witness Signature


Date: 6/16/2020

**OFFICIAL BALLOT – District 13**

**Maine Municipal Association’s Legislative Policy Committee**  
July 1, 2020 – June 30, 2022

**VOTE FOR TWO:**

**Harry Lowd, Budget Committee Chair, Town of Bristol**

\_\_\_\_\_ (  write in )  
(name) (position) (municipality)

**Candidate Profiles Are On Reverse Side**

MUNICIPALITY: \_\_\_\_\_ DATE: \_\_\_\_\_

 **BY SELECTMEN/COUNCILORS:**

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

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signature

\_\_\_\_\_  
print name

**Return by 5:00 p.m., August 27, 2020 to:**

Laura Ellis, Maine Municipal Association  
lellis@memun.org  
Fax: 624-0129

## **LPC Senate District 13**

Alna  
Boothbay  
Boothbay Harbor  
Bremen  
Bristol  
Damariscotta  
Edgecomb

Jefferson  
Monhegan Pt.  
Newcastle  
Nobleboro  
Somerville  
South Bristol  
Southport

Waldoboro  
Washington  
Westport Island  
Whitefield  
Windsor  
Wiscasset

### **Candidate Profile:**

Harry “Terry” Lowd has served as Budget Committee Chair for the Town of Bristol for the past three years. Prior to that he served on the Select Board in the Town of Bristol for the 6 years as well as serving on the Planning Board, including as Chair, for six years. Mr. Lowd also served on the legislative task force regarding shoreland zoning. He has experience lobbying in both the Maine and New Hampshire Legislatures and has backgrounds as hospital administrator and most recently as a small business owner. Terry has served several terms on the LPC and would like to continue his service because of his concerns with health policy, issues affecting small fishing villages to include fishing in general as well as the working waterfront.





# Town of Newcastle

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

Jonathan Duke Town Administrator

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

## Memo

To: Board of Selectmen

From: Jon Duke, Town Manager

cc: Zoning Committee

Date: August 7, 2020

Re: Core Zoning Code Roll Out

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At this point, the Board of Selectmen is tasked with the responsibility to determine the next steps with regard to the replacement of the land use ordinance. Last summer, the Board of Selectmen established a Zoning Committee to create a new document which remains faithful to the Comprehensive Plan adopted by voters in June 2018, and incorporates the lessons learned from the defeat of the Character Code by voters in November 2018. The Zoning Committee largely completed its work, from a policy perspective, just prior to the COVID shutdown in March. The document, now titled the Core Zoning Code was due to be presented to the public at a meeting in mid-March in preparation for a public hearing held by the Planning Board later that month.

Since March, little has happened to move the effort forward. Though the draft of the Core Zoning Code remains on the Town website over the last five months, the community conversation has rarely ventured in that directly and few residents are even aware the document exists. Minor editing for the purposes of formatting has been necessary to fully complete this document, but the policies outlined by the March draft remain unchanged. If the Board wishes to move forward with the Core Zoning Code it must ask itself how it can regain the momentum of last fall and put this item back onto the front burner for Newcastle residents and gain approval by voters?

### **Raise the consciousness**

The revised final draft will allow the Town to unapologetically share this document to any and all residents for their review and consideration. Though we sent a mass email to residents via the MailChimp service to make them aware the code was ready for review in March, obviously everyone's attention was quickly redirected. We can easily use that service, as well as our own less than adequate website and Facebook page, to do the best we can to spread the word. Regardless of when/how the town votes on this item, this is an easy fix.

## Voting Method/Timing Table

	Referendum		Special TM	
	Pro	Con	Pro	Con
Participation	Maximum number of voters participate	Unable to discuss areas of conflict	Open Dialog	Small # of voters can impact result
COVID Concerns	Absentee Ballots allow voters of all ages/health situations to vote	Inability to inform voters when vote is cast	Low case numbers allow gatherings 50+	Weather/timing pre-late October
Flexibility	Deadlines force longer period for roll out to inform voters	Document is “locked” 30+ days from election day	Document “lock” is 7+ days from TM – allows changes late	Perception could seem code is rushed w/o ample roll out.
September Timing	Single issue doesn’t get mixed up w/national politics	Short turnaround for staff for unprecedented Nov. vote	Improved weather allows for outdoor decision	Could appear rushed and lacking ability to capture momentum in time
November Timing	Requires little additional staff/allows for longer roll out	Hyper partisanship makes non-partisan code votes “choose a side”	Longer roll out	Must be indoors which likely limits participation

### The Roll Out

Whatever decision the Board makes in terms of a method and timing of a vote, the entire town government must be engaged in the effort. While the Board of Selectmen must be steering the ship, it is largely impractical for the Board to meet with individual landowners concerning issues or questions outside of a larger gathering when the public, en masse, are invited to weigh in. If there was a desire for the Board to be involved in such a manner, I would suggest that the Board divide into teams of two to meet with individual landowners and report back to the Board, at large, concerning these findings. The concerns raised by Bucky and Pauline Holloway and Gisela Rhodes deserve an audience and a response. The Board should only handle matters of a global significance with the document.

Secondly, the Board should identify key stakeholders throughout the community and engage their thoughts about the proposed Core Zoning Code. The likelihood of 1752 residents reading even the far skinnier code is slim, and part history indicates that word of mouth is critical toward the passage of any document such as this. Not only should we identify individuals in each neighborhood, as suggested by Katharina, but there are leaders in various sectors (commercial, conservation, manufacturing, etc.) who should have an opportunity to meet with town leaders to learn more about the proposal, ask questions, and provide feedback.

Lastly, while the exhaustive work that went into the Core Zoning Code has been a tremendous aid to the community, it must be recognized that no document is perfect. The code may be miles better than the existing Land Use Ordinance, the truth is that faults and shortcomings will be identified not only once it goes into effect, but likely even after the “lock” period. While some changes requested by residents bely the Comprehensive Plan or the foundation of the document itself, most of those changes will not. An open-minded approach will greatly help to put minds at ease and confirm in voters’ minds the town is focused on a better document that best represents them.

### Recommendation

The ability to discuss on the floor of a special town meeting is invaluable, but to avoid the perception of a rushed roll out, I would suggest the Board aim for a vote via referendum in November. This would require over 600 Newcastle voters to approve the new code, but I believe if we can raise the profile of the final draft to all residents and engage the appropriate stakeholders, the voters will approve the Core Zoning Code.

27 July 2020

Mal Carey  
58 Spruce Rd  
Newcastle, Maine 04553

Selectmen  
Town of Newcastle  
4 Pump St  
Newcastle, Maine 04553

Dear Selectmen;

I would like to offer a few thoughts about the process of bringing a new zoning regime before Newcastle voters for their consideration.

While many factors contributed to the defeat of the 2018 version of the Code, the one I most heard (in the North) was that residents didn't have an opportunity to evaluate and discuss a nominally final version. Text fine-tuning was occurring at least up to the "drop dead" moment. The 2014-2018 saga was weak on the key element of accepting policy-shaping input from the public. Much was explained to the public, but little public input was permitted to actually shape the Code. It was a Committee product, not one the public meaningfully forged and "owned". While this was not the perception of the Committee, rightly or wrongly, it was that of many Voters.

A 15 September 2020 "Code" vote with a 15 August "lock" on the not-yet-publically-visible full text is eerily similar in its approach to public involvement. The 10 March 2020 Draft Core Code was produced without formal public input. Few members of the public, including the chief architect per his BoS June comment, had paid attention subsequently to the document in the "Covid fog". In any case, that document was marked "First Draft" and "In Progress". The reasonable expectation was that the public would be given an ample opportunity to critique, correct, and contribute to the product which would ultimately go to the voters. A September 15<sup>th</sup> vote would deny the public those expected opportunities.

In addition to Public Hearing notices required by 30-A MRSA §4352 §§ 1 & 9, is a separate set required under §§ 10 given proposed zoning map changes?

The language of the Draft Code of 10 Mar 2020 would make the new Code "live" on the day of passage by the voters. Would all requisite staff training and form creation have been accomplished by that date? The actual, practical, compliance requirements will be those on the permit forms. Voters ought to be able to see both the formal ordinance requirements and the implementation details when they cast their votes. The Town needs to stand ready on the 15<sup>th</sup> to meet its obligations to applicants with time-sensitive endeavors.

When will the final version of the proposition(s) to be voted on in September be ready to be submitted to the State per the requirements of Title 7 Section 155?

The Draft Code Core of 10 March 2020 obsoletes Land Use Ordinance provisions brought into being through June 2013, but leaves in limbo those enacted in June 2015 and November 2017. Giving residents a practical opportunity to identify issues such as this, or missing modules (p. 7-80), or absent Ordinances (p. 2-10, 7-83), or mis-characterizations of State Statutes (p. 2-11, Civic; 1-4 Town exemption) would seem beneficial, all around. A bit of time to find and fix would improve the final product.

Have State Significant River Segment provisions been adequately incorporated into the proposed ordinance provisions and permit forms?

When will the final version of the Newcastle Zoning Map become available?

Zoning operates on the “lot of record”, not on Assessor’s Parcels of administrative convenience. An Assessor’s Parcel may contain one or more “Lot of Record”. Note that even when Lots of Record are not enumerated on a deed, those underlying Lots of Record are usually preserved. (See Bailey vs South Portland and Logan vs Biddeford if you need to get into the weeds.)

The 10 March 2020 Draft zoning map is based on obsolete Assessor’s parcel boundaries. The 2020 version will be needed.

Due to recent ownership changes, several Lots of Record meeting the Conservation criteria need to be added to the map.

State properties are inconsistently mapped.

The “Registry” work to determine whether mapped areas (Assessor’s Parcels) containing underlying multiple lots of record and conservation easement areas in places such as “Phils Hill” and “The Reach” has not been accomplished. What’s “in” or “out” is not clear.

The Dodge Point Assessor’s Parcel does not meet the Draft Core Code’s requirements for being mapped as “Conservation”.

The exclusion of conserved properties with small non-conservation exclusions masks the extent of conservation properties in Newcastle. This is not, per se, a defect, but it does mask significant public policy information from voter view.

Integrating the current contents of the Land Use Ordinance with the Draft Core Code, and getting it “right”, seems to me to be a bit more complicated than the mere re-formatting activity cited in the BoS meeting.

SD-Civic, like all other zones, needs to be formally profiled in Article 2 since, by State

Statute, the Town is not exempt from municipal zoning as asserted on page 1-4.

Article 1 needlessly exempts State property from having to conform to local zoning rules. While there are contexts where the State would not be bound by a local ordinance, in many cases they would be. Is that any reason to not maximize local control?

In Zone D1, the change in rural frontage metrics from those of the last 48 years might not be well-received due to the loss of flexibility and perceived loss of land value. The proposed non-grandfathering grandfather language might get a pass from the Bench, but it could also fail the “duck test” and leave Newcastle with a large number of non-conforming lots. Having time to work thru such matters with residents seems a prudent proposition.

At a minimum, the required Public Hearing(s) need to offer residents the opportunity to voice their opinions, to have their thoughts heard and responded to by other “attendees”, and to offer answers or rebuttals. The mechanics of arranging such meetings – either in-person or electronic – is between daunting and not possible in our COVID-19 situation. Use tables and road frontage discussions, alone, will be difficult to fit into a single 2-3 hour session. Getting copies of an updated Core Code, revised and reformatted components of the existing Land Use Code, and the referenced Road, Driveway and Entrance Ordinance into voter hands in time for the residents to identify issues of concern before any public hearing would be a real challenge.

There is a lot to like about the format and tight language of the Draft Core Code. That said, it and the rest of the zoning package still needs work.

I believe there is much to gain from a slightly slower and more voter-inclusive process.

Sincerely,





Jon Duke &lt;townmanager@newcastlemaine.us&gt;

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## Zoning

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**Bucky Holloway** <pbh@tidewater.net>

Fri, Aug 7, 2020 at 3:02 PM

To: Jon Duke &lt;townmanager@newcastlemaine.us&gt;

Jon, Is there someone who can answer some of our concerns about the new code as it effects the land owners in the SD Rural Highway Commercial Zone . I would love to avoid some of the stress from not understanding just how the new zoning will impact any future expansion or new buildings we have been putting off waiting for this change. I know the town has put a lot of effort into getting this done and maybe we are getting worried about nothing but the whole Level 4 Screening and set backs need to be explained to us. We have had a few unpleasant experiences with the planning board these last few years as Ken Vinyl the CEO knows and has been a lot of help avoiding misunderstands. We were told at our original planning board approval fourteen years ago that all of Route 1 would be commercial highway some day. It looks like that is not going to happen but as I expressed then that the reason we moved our business to Newcastle and onto Route 1 was the location between the two peninsulas. We have worked hard to be good neighbors and environmentally good stewards. We recently recycled 40,000 pounds of low density polypropylene (white shrinkwrap). We have a 15k pressure washing pad that we capture the water and heavy metals from the bottom of boats and filter into solid waste. We store our waste oils in a concrete enclosure and give to local business owners that burn it in their waste oil heaters.

We have an apartment above the office that we stay in often during our busy seasons.

We employ local people and local contractors.

We buy, eat and drink locally.

We store, service and sell over 400 boats a year.

We bank locally.

We donate 10% of our income locally.

We do not ask for much of anything from the Town of Newcastle and we pay our taxes on time.

Please forward this to everyone concerned.

**Bucky and Pauline Holloway**

Doing Business As:

[Quoted text hidden]

[Quoted text hidden]

29 July, 2020

Gisela H. Rhodes  
P.O. Box 143  
Newcastle, ME 04553

Town Administrator  
Board of Selectmen  
Newcastle, ME

Dear Jon, dear Selectmen,

I am writing in regards to the Board of Selectmen meeting July 27, 2020, specifically the discussion regarding the vote on the updated zoning code.

I would like to share a couple of observations and questions.

Clearly, the changing of the code has been a long and frustrating process that took place over the last five years and there is now a certain urge to push it through and not “kick the can down the road” as Joel put it. In the meeting it was mentioned that the code was posted on the website since March and the public had plenty of time to get information and give input. However, after looking at the website I am confused and concerned about the input Newcastle residents can have on the development of the code at this point, especially in light of the fact that the ballots need to be printed 30 days before the vote;

1. How were the residents made aware that there is a vote coming up again re the code and that the code is posted?  
The minutes of the BoS meeting of June 22, 2020 mention: ‘Reviewed ideas to reach out to residents for engagement’. What happened to those ideas?  
I only learned about the vote when Joel mentioned it to me at a chance encounter in the aisle of Rising Tide.
2. The calendar on the website is not updated. How can a resident learn about Board and committee meeting dates besides calling the office?
3. Why are there no minutes, agendas, meeting dates for the planning committee posted on the website?
4. Who is on the planning committee? The information on the website is outdated.
5. What is the official process to ‘be heard’?  
I have had several conversations with Tor and Ben regarding my concerns but those didn’t seem to have reached the committee
6. Will the issues besides the time line in Mal Carey’s letter be discussed? If so, when and where?

7. Why not use the “spotlight” feature on the website to highlight important issues such as the zoning code vote with a link to the code and an outline of the process for giving input?
8. How will you hold the public hearings during the time of covid and how and when will you let residents know the time and method by which public hearings will take place between August 5<sup>th</sup> and the time of printing so residents will have a chance of attending?

In closing, I hope that the Board will kick this can down the road and the public hearings will actually serve as gathering input from the community. As one of many whose lives and pocketbooks will be affected by this issue, I am looking forward to your timely response.

Sincerely,  
Gisela H. Rhodes





Jon Duke &lt;townmanager@newcastlemaine.us&gt;

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**the new code**

3 messages

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**katharina keoughan** <me.katharina@me.com>  
To: Jon Duke <townadministrator@newcastlemaine.us>

Wed, Aug 5, 2020 at 11:07 AM

Hello Jon,  
Please distribute the following letter to:

Dear Newcastle Selectmen and Members of the Code Committee.

I heard rumor that you will be presenting the revised ordinances to the citizens of Newcastle in September. All of you have worked extremely hard. I thank you for all the hours you put in as volunteers. I worry that despite all of your good ideas the code will not pass because you do not have strong marketing plan.

Having been on the committee, I learned a great deal about the various neighborhoods and interest groups. Having gatherings for the general citizens does not target all of the neighborhoods. It may even have been a negative in the last go round. Covid 19 only complicates the issue more. The citizens of my neighborhood are not going to go to any public meetings or visit a polling site.

Might it be possible to have some type of absentee balloting?

**I strongly suggest a public relations plan which includes.**

- Positive letters to the editor from known citizens in each of the districts. You may even have to help draft the letter.
- Post the proposed ordinance on your website.
- Post a simple overview of the proposed ordinances, by district. I can assure you most people will not read the entire code. People are more likely to vote for or against by talking to neighbors. Most of us are only interested in what is happening in our own neighborhood.
- Note, flowery prose is not needed, get to the meat of the issue.
- Contact key players in various neighborhoods and have one to one conversations. You know who these people are.
- Have a talking points list of all the previous objections and how they have been taken care of.
- Make signs for yards saying vote yes on the new ordinance. This may require finding a group to sponsor these signs.

Unfortunately doing the work on the code isn't enough. You have to sell it.

With thanks and respect,

Katharina Keoughan

Jon Duke <townmanager@newcastlemaine.us>  
To: katharina keoughan <me.katharina@me.com>

Wed, Aug 5, 2020 at 12:59 PM

Thank you Katharina!

I've shared your email with the Board.

Thanks  
Jon

**Jonathan Duke**

**Town Manager**



**Town of Newcastle**

4 Pump Street

Newcastle, Maine 04553

207-563-3441

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

[Quoted text hidden]

Jon Duke <townmanager@newcastlemaine.us>  
To: "Brian S. Foote" <bfoote@newcastlemaine.us>, Joel Lind <jlind@newcastlemaine.us>, Rob Nelson <nelson@newcastlemaine.us>, Tor Glendinning <tgldinning@newcastlemaine.us>, Wanda Wilcox <wwilcox@newcastlemaine.us>

Wed, Aug 5, 2020 at 12:59 PM

FYI

**Jonathan Duke**

**Town Manager**



**Town of Newcastle**

4 Pump Street

8/7/2020

Town of Newcastle Mail - the new code

Newcastle, Maine 04553

207-563-3441

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

[Quoted text hidden]

# Town Manager's Report

August 7, 2020

- Congratulations to the office staff in working diligently to get our office caught up on the backlog of residents who need to have their vehicles registered. The list was as long as just over 250 residents and all of those needs have been met over the last few weeks. Overall, the use of the “by appointment” process has worked quite well and allowed our residents and our staff to be much more efficient on the time spent on each transaction.
- Tax bills should be in resident mailboxes by the time you read this report. In addition, we included a letter to the residents to update them on the status of the town office and on the revaluation. Jim Murphy is expecting to have values finalized after the new year and each resident will have a copy of their property card so that they can verify the information is correct. The residents will have an opportunity to discuss the values with Jim in the spring in preparation for the tax commitment next summer.
- Academy Hill has moved to an important milestone as the curbing is installed and initial paving has occurred on the lower section of the road. The middle section from the railroad tracks to beyond the school has been reclaimed and cross pipes are being installed, which has caused some road closures. The goal is to get the middle section in place well before the start of school, which is just a month away. On a related note, Maine DOT has approved the final drawings for the integration into their drainage at the Mills Road intersection so Hagar should be able to finalize that intersection soon.
- The Civic Clerk and Civic CMS contracts have been received and I am looking them over in hopes of signing and initiating both projects this week.
- The community room is beginning to take shape as the old floor has been removed and the new floor is being installed. Presently we're approximately half done with the floor. Lakeside Electrical is preparing a new quote for the conditioning and air handling of the community room and I hope to have that resolved before your next meeting.
- Lastly, you'll see after this report the Lincoln County Commissioners have sent you a letter requesting the presence of at least one of you to join the Lincoln County Budget Advisory Committee. The schedule and commitment is laid out within in the email.

OFFICE OF  
LINCOLN COUNTY COMMISSIONERS

32 High Street  
P.O. Box 249  
Wiscasset, Maine  
04578-0249

INCORPERATED 1760

Commissioners Office (207) 882-6311  
Fax (207)-882-4324

WWW.LINCOLNCOUNTYMAINE.ME



District One  
Hamilton W. Meserve  
Southport, Maine

District Two  
William B. Blodgett  
Waldoboro, Maine

District Three  
Mary R. Trescot  
Damariscotta, Maine

August 4, 2020

**NOTICE  
TO ALL MUNICIPAL OFFICERS  
REGARDING  
THE LINCOLN COUNTY BUDGET ADVISORY COMMITTEE**

Chapter 718 of the Public Laws of 1989, enacted by the second session of the Legislature (30-A M.R.S.A. Sec. 791 et seq.) requires that each County Commissioner, no later than 100 days before the end of the county's fiscal year, shall notify all municipal officers to caucus by County Commissioner District. The purpose of this year's caucus is to choose one municipal officer from each District to serve a three-year term on the Lincoln County Budget Advisory Committee.

The caucus for municipal officers from Commissioner District Three (**Alna, Damariscotta, Dresden, Jefferson, Newcastle, Somerville and Whitefield**) will be held on **Thursday, September 17, 2020 at 6:00 P.M.** at the Lincoln County Court House in the Multi-Purpose Room. The presence of all selectmen from each town is requested. In response to COVID-19, we request attendees RSVP so we can prepare an appropriate meeting space for the members in attendance. Face coverings will be required of all those attending.

The other two Commissioner Districts will hold a similar caucus, resulting in a nine-member advisory committee. One member of the Legislative Delegation will sit on the committee. The Budget Committee shall choose its own chairperson annually.

The County Commissioners will submit a proposed budget to the committee no later than 90 days before the end of the county's fiscal year. The committee shall make its recommendations to the County Commissioners no later than 45 days before the end of the county's fiscal year.

Please call Michelle Cearbaugh, Finance Director, at 882-6311 to confirm your attendance or if you have any questions. I look forward to seeing you at the caucus and another year of our working closely together in budget preparation for Lincoln County.

Sincerely yours,

Mary R. Trescot  
Lincoln County Commissioner  
District Three

OFFICE OF  
LINCOLN COUNTY COMMISSIONERS

32 High Street  
P.O. Box 249  
Wiscasset, Maine  
04578-0249

INCORPERATED 1760

Commissioners Office (207) 882-6311  
Fax (207)-882-4324

WWW.LINCOLNCOUNTYMAINE.ME



District One  
Hamilton W. Meserve  
Southport, Maine

District Two  
William B. Blodgett  
Waldoboro, Maine

District Three  
Mary R. Trescot  
Damariscotta, Maine

FY-2021 LINCOLN COUNTY BUDGET ADVISORY COMMITTEE  
DISTRICT THREE  
COMMISSIONER WILLIAM B. BLODGETT

**TOWN OF ALNA**

Greg Shute  
Melissa Spinney (Chair)  
Douglas Baston

VOTE/TERM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF DAMARISCOTTA**

Mark Hagar  
Joshua Pinkham  
Daryl Fraser  
Robin Mayer (Chair)  
Louis Abbotoni

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**TOWN OF DRESDEN**

Trudy Foss  
Allan Moeller, Sr.  
Gerald Lilly

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**TOWN OF JEFFERSON**

Gregory Johnston  
Robert E. Clark, Jr  
Pamela Grotton

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**TOWN OF NEWCASTLE**

Brian Foote  
Tor Glendinning  
Joel Lind  
Rob Nelson  
Wanda Wilcox

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**TOWN OF SOMERVILLE**

Chris Johnson (Chair)  
Jarad Greeley  
Don Chase

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**TOWN OF WHITEFIELD**

Bill McKeen  
Keith Sanborn  
Charlene Donahue  
Lise Hanners  
Lester Sheaffer (Chair)

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# Lincoln County

## Calendar for FY-2021 Budget

**CY 2021**

**Tuesday  
July 14**

Distribute FY-2021 Budget Request Forms to each Department.

**Friday  
July 17**

Notice to Organizations for budget requests with proposed overall budget for FY-2021

**Tuesday  
August 4**

Completed Departmental Budget Request Forms and Organization requests returned to the Finance Department.

**Friday  
August 7**

Caucus Notification letters mailed to each Town.  
Letters to Legislative Delegation regarding delegate for BAC.

**Friday  
August 28**

Combo ad, Public Hearing, to Lincoln County News, Boothbay Register, Wiscasset Newspaper. Ad to run weeks ending September 11 and 18.

**Thursday  
September 17**

**6:00 P.M.** – Caucus, for election of Budget Committee (Courthouse)

**Thursday  
September 24**

Budget Request Summary to Budget Advisory Committee, Department Managers, Non-Profits and Towns, along with a copy of the Budget Calendar.

**By Thursday  
September 24**

Mail or deliver FY-2021 Budget Books to Budget Advisory Committee

**Thursday  
September 24**

**6:00 P.M.** – Public Hearing, presentation of FY-2021 budget requests by County Administrator. (Communications Center or LCRPC, TBD)

**The following dates are tentative and subject to change. All committee members, presenters and the press will be notified in advance if there is a change in dates.**

**Thursday  
October 8**

**6:00 P.M.** – Budget Advisory Committee, work session #1  
(Communications Center or LCRPC, TBD)

**Thursday  
October 22**

**6:00 P.M.** – Budget Advisory Committee, work session #2  
(Communications Center or LCRPC, TBD) Tentative Approval of Budget

**Thursday  
November 5**

**6:00 P.M.** – Informational Meeting with the Budget Advisory Committee and Legislative Delegation. (Communications Center)

**Tuesday  
December 15**

Statutory deadline for approved FY-2021 Budget by County Commissioners.

Approved 7/21/20

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
<b>00033 CENTRAL MAINE POWER CO</b>					
0040	VARIOUS ELECTRIC ACCTS				
35013844770	- STR LIGHTS	E 101-55-05		572.46	0.00
	GEN GOVT - PROTECTION / ST LIGHTS				
35011641467	- F.D.	E 105-66-02		200.11	0.00
	PUB SAFETY - FIRE STA/COM / ELECTRICITY				
	<b>Vendor Total-</b>			<b>772.57</b>	
<b>00008 DAMARISCOTTA HARDWARE</b>					
0040	Fastners / Ext Cord	Fastners / Ext			
Fastners		E 101-25-95		13.62	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
Extension Cord		E 101-04-02		16.99	0.00
	GEN GOVT - CONTRACTOR / JANIT T.O.				
	<b>Vendor Total-</b>			<b>30.61</b>	
<b>00095 DON FOSHAY'S DISCOUNT TIRE</b>					
0040	Truck 1 - Service	7/23/20			
Truck 1 - Service		E 105-05-42		41.37	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
	<b>Vendor Total-</b>			<b>41.37</b>	
<b>00215 FAIL SAFE TESTING</b>					
0040	HOSE / LADDER TESTING	INV-011918			
HOSE/LADDER TESTING		E 105-05-42		3,710.00	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
	<b>Vendor Total-</b>			<b>3,710.00</b>	
<b>01272 FOUR SEASONS JANITORIAL CONT., INC</b>					
0040	INV#15183	WEEKLY CLEANING			
Town Office Cleaning		E 101-04-02		274.03	0.00
	GEN GOVT - CONTRACTOR / JANIT T.O.				
FD - Community Room		E 101-04-04		138.49	0.00
	GEN GOVT - CONTRACTOR / JANIT C.R.				
	<b>Vendor Total-</b>			<b>412.52</b>	
<b>00011 GREAT SALT BAY SANITARY DIST.</b>					
0040	ACCT #4022	RIVER RD/16			
(16) HYDRANTS		E 101-55-04		4,110.34	0.00
	GEN GOVT - PROTECTION / (16) HYDRANT				
	<b>Vendor Total-</b>			<b>4,110.34</b>	
<b>01605 LIBERTY MUTUAL INSURANCE</b>					
0040	GEN LIABILITY POLICY - FD	#701113840	*** PAID ***	Check #	24738
GEN LIAB POLICY - FD		E 101-03-05		500.00	0.00
	GEN GOVT - INSURANCE / PROP/CASUALT				
	<b>Vendor Total-</b>			<b>500.00</b>	
<b>00115 LINCOLN COUNTY REG. DEEDS</b>					
0040	ACTIVITY 7/10-7/31/20	DISCHARGES			
DISCHARGES 7/10-7/31/20		E 101-25-91		209.00	0.00
	GEN GOVT - OPERATIONS / RECORDINGS				
	<b>Vendor Total-</b>			<b>209.00</b>	
<b>00106 LINCOLN COUNTY SHERIFF'S OFFICE</b>					
0040	APR-JUNE 2020 INVOICE	WAGES			
ANIMAL CONTROL SERVICES		E 102-01-13		213.91	0.00
	PROTECTION - COMPENSATION / ACO				
	<b>Vendor Total-</b>			<b>213.91</b>	
<b>00000 LIND BUILDING &amp; RENOVATION INC</b>					
0040	MATERIALS & LABOR	CUBICAL(S)			
MATERIALS & LABOR		E 101-65-04		724.27	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR				
	<b>Vendor Total-</b>			<b>724.27</b>	



Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
<b>00121 LOUIS DOE, INC.</b>					
0040	SHOP MATERIAL	INV#141167			
	SHOP MATERIAL	E 105-05-55		6.98	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		<b>Vendor Total-</b>		<b>6.98</b>	
<b>00993 MURPHY APPRAISAL SERVICES, INC.</b>					
0040	APPRAISAL SERVICES	INV 7/6-7/27/20			
	INV 7/6-7/27/20	E 101-04-01		1,500.00	0.00
	GEN GOVT - CONTRACTOR / ASSESSORS'				
		<b>Vendor Total-</b>		<b>1,500.00</b>	
<b>00145 NEWCASTLE FIRE - REIMB.</b>					
0040	INV#17489 - BILLINGS/COLE	PIPE FITTINGS			
	INV#17489-BILLINGS/COLE	E 105-05-42		70.93	0.00
	PUB SAFETY - FIRE DEPT / EQ/VEH MAINT				
		<b>Vendor Total-</b>		<b>70.93</b>	
<b>00000 NOBLEBORO JEFFERSON TRANSFER STATION</b>					
0040	6 SEP INVS W/BALANCES DUE	6/3 - 6/24/20			
	6 SEP INVS W/BAL DUE	E 102-10-10		82.80	0.00
	PROTECTION - WASTE DISP / TRANSFER STA				
		<b>Vendor Total-</b>		<b>82.80</b>	
<b>01052 NORTHERN GEOMANTICS, INC.</b>					
0040	TAX MAPS	INV#821			
	TAX MAPS	E 101-25-20		900.00	0.00
	GEN GOVT - OPERATIONS / TAX MAPS				
		<b>Vendor Total-</b>		<b>900.00</b>	
<b>00102 READY REFRESH/NESTLE</b>					
0040	INV#10G0424000511	COOLER RENTAL			
	INV#10G0424000511	E 101-25-95		14.99	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
		<b>Vendor Total-</b>		<b>14.99</b>	
<b>01510 SYMQUEST GROUP, INC.</b>					
0040	INV#1498588	COPIER MAINT			
	INV#1498588	E 105-05-55		44.38	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		<b>Vendor Total-</b>		<b>44.38</b>	
<b>00189 TIDEWATER TELECOM INC</b>					
0040	ACCTS #4024 & 4450	PHONE LINES			
	TOWN OFFICE LINES	E 101-65-05		440.33	0.00
	GEN GOVT - TOWN OFFICE / TELEPHONES				
	FIRE DEPT	E 105-05-09		20.59	0.00
	PUB SAFETY - FIRE DEPT / PHONES				
		<b>Vendor Total-</b>		<b>460.92</b>	
<b>00354 TOWN OF NOBLEBORO</b>					
0040	(JULY ) TIPPING FEES				
	JULY TIPPING FEES	E 102-10-10		7,657.00	0.00
	PROTECTION - WASTE DISP / TRANSFER STA				
		<b>Vendor Total-</b>		<b>7,657.00</b>	
<b>00022 TREASURER, STATE OF ME-ANIMAL WELF</b>					
0040	JULY '19 - JULY '20	DOG LICENSING			
	JULY '19 - JULY '20	G 1-365-00		356.00	0.00
	GEN'L GOV. / STATE DOG				
		<b>Vendor Total-</b>		<b>356.00</b>	
<b>00023 TREASURER, STATE OF ME-BMV</b>					
0040	BMV Reports	6/30 - 7/24/30	*** PAID ***	Check #	24739
	06/30-07/13/20	G 1-345-00		872.10	0.00
	GEN'L GOV. / STATE MV FEE				

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
07/13-07/17/20	G 1-345-00			4,062.75	0.00
	GEN'L GOV. / STATE MV FEE				
07/17-07/24/20	G 1-345-00			8,599.34	0.00
	GEN'L GOV. / STATE MV FEE				
<b>Vendor Total-</b>				<b>13,534.19</b>	
<b>00027 TREASURER, STATE OF ME-IFW</b>					
0040	JULY MOSES REPORT	ACCT #109548			
JULY MOSES REPORT	G 1-350-00			3,436.63	0.00
	GEN'L GOV. / STATE IFW \$				
<b>Vendor Total-</b>				<b>3,436.63</b>	
<b>Prepaid Total-</b>				<b>14,034.19</b>	
<b>Current Total-</b>				<b>24,755.22</b>	
<b>Warrant Total-</b>				<b>38,789.41</b>	

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: 8/10, 2020

BRIAN FOOTE  
TOR GLENDINNING  
ROBERT NELSON  
JOEL LIND  
WANDA WILCOX

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