

**Board of Selectmen & Assessors Meeting- Agenda**  
**July 26, 2021 @ 7:00p.m.**  
**Fire Station Community Room, 86 River Rd.**

**1. Call to Order**

**2. Pledge of Allegiance**

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

3.1.

**4. Minutes**

4.1 July 12, 2021

4.2 July 16, 2021

4.3 July 19, 2021

**5. Public Comments On Items Not On The Agenda** The Board requests that public comments are limited to five (5) minutes per subject.

**6. Selectmen Future Agenda Items**

**7. New Business**

7.1 Fred Brewer-Town Audit for FY20

7.2 Road Commissioner-Seth Hagar-Public Works Update

**8. Board of Assessors**

8.1 Jim Murphy: Tax Commitment for FY2022

**9. Unfinished Business:**

9.1 Community Room Audio/Visual Proposals

**10. Town Manager Report and Communications**

10.1 Streetlights Update

10.2 America Rescue Plan-COVID-19 Recovery Funds Update

**11. Fiscal Warrants**

11.1 Town Warrant-FY2021: \$58,077.30

11.2 Town Warrant- \$395,466.71

**12. Executive Session(s)**

**13. Adjournment**

**Upcoming Events**

Board of Selectmen – Executive Session-Personnel/Employment- Tuesday, July 27<sup>th</sup> 5:30pm – Town Office- 4 Pump Street

*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 12, 2021 @ 7:00p.m.**  
**Community Room, 86 River Rd, Newcastle**

**Present:** Board of Selectmen (BOS) Joel Lind, Tor Glendinning, Rob Nelson, Karen Paz, and David Levesque. Staff member Michelle Cameron, Interim Town Manager. Peter Drum, Town Attorney.

Minutes transcribed by Shelly Clifford, Deputy Town Clerk

**1. Call to Order:** Lind called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

**3. Amendments to the Agenda:**

3.1 Agenda item 7.1 Fred Brewer: Town audit for FY20 - Audit was received today, the board had no time to discuss / review it; this meeting is tabled.

3.2 See Agenda item 7.1

3.3 See Agenda item 7.2

**4. Minutes:**

4.1 June 28, 2021 & July 5, 2021 - Motion to accept the minutes as written – Rob, Tor seconded. **Passed 5-0.**

**5. Public Comments On Items Not On the Agenda:**

Mal Carey - Newcastle Resident, inquired to the packet availability for the public as well as the press. Also stated an interest in the terms of the discontinuation of Hassan Ave. Time frame for the information - A few months.

**6. Selectmen Future Agenda Items:**

6.1 None

**7. New Business:**

7.1 Jim Murphy - Made the board aware of (some) Newcastle residents calling the office being disrespectful and abusive in their language to the staff. He then updated the board on the revaluation and suggested that the town consider keeping up with it every 3-5 yrs., making it less costly and easier on the town and taxpayers. The commitment is scheduled for July 27th, with the tax bills going out to residents the first week of August. Sean Bailey, Newcastle resident had a question regarding values and how Jim reached those percentage values and whether it was appropriate. Jim asked that he make an appointment to come into the office or email him to further discuss their issue.

7.2 Community Room Audio/Visual Proposals - LCTV. Larry Sidelinger, President of the Board of Directors of LCTV & Interim Director gave a brief description of the packet LCTV is proposing to provide for recording options for the Town of Newcastle's meetings. Geoff Keochakin, Technical Director went through the presentation with the board, explaining what LCTV will provide. The board will review and get back to them.

7.3 Newcastle Fire Company - Discussion with the Newcastle Fire Company Trustees and board ensued on how the town deals legally with fire protection and ensuring compliance with labor laws etc. Lind discussed there being 3 models to follow according to state statute: 1) Municipal Fire Dept. 2) Volunteer Fire Dept. and 3) To contract with another town. Lind explained at this time the town isn't in compliance with any of those choices. He went on to say, Jon Duke (prior Town Manager)

had been working with MMA to create a draft fire department ordinance for the town of Newcastle. The board would like to move forward with the Fire Company to clarify the specifics in the document and to define the relationship with the Fire Company. The basis of this agenda item was to see what direction the Fire Company would like to go. The Fire Trustees stated their priority at this time is the importance of appointing / hiring a full-time Fire Chief. Peter Drum gave definition to liability protection and the importance of it for the town, its assets, and the firefighters. No decisions were made. The board invited the Fire Company to attend a workshop on Wed., July 14, 2021, to move forward with discussions and to work on the draft ordinance.

7.4 Newcastle/Nobleboro Fish Committee - Joel Lind stated that the Fish Committee had met, and the Fish Agent stated there will be upcoming projects requiring equipment, pricing will come later.

7.5 Animal Control Service Contract – Lincoln County Sheriff’s Office – Michelle stated there were no changes. Motion to accept the contract as written made by Karen; Tor seconded.

**Passed 5-0.**

**8. Board of Assessors:**

8.1 See Agenda item 7.1

**9. Unfinished Business:**

9.1 See Agenda item 7.2

**10. Town Manager Report and Communications:**

10.1 Michelle stated the streetlights have been brought down to 50% throughout town; no feedback received.

**11. Fiscal Warrants:**

11.1 Town Warrant: \$7,027.30

11.2 Town Warrant: \$14,389.98 – Motion to accept both warrants made by Rob; Tor seconded.

**Passed 5-0.**

**12. Executive Session(s):**

12.1 Motion to move to Executive Session was made by Rob; David seconded.

**Passed 5-0.**

**13. Adjournment:**

13.1 11:30 pm. Motion to adjourn made by Rob; Tor seconded.

**Passed 5-0.**

**Upcoming Events:**

Workshop with the Fire Company: July 14<sup>th</sup> 6pm - Fire Station Community Room, 86 River Rd.

Board of Selectmen - Mon., July 26<sup>th</sup> 7pm - Fire Station Community Room, 86 River Rd.

*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 16, 2021 @ 9:00 am**  
**Community Room, 86 River Rd, Newcastle**

Present: Board of Selectmen (BOS) Joel Lind, Tor Glendinning, Rob Nelson, Karen Paz, and David Levesque. Staff member Michelle Cameron, Interim Town Manager. Minutes transcribed by Michelle Cameron

- 1. Call to Order:** Lind called the meeting to order at 9:00 am
- 2. Pledge of Allegiance**
- 3. Executive Session(s) On motion Paz/Nelson moved to enter executive session. Vote 5-0**  
3.1 Personnel-Employment
- 4. Adjournment: On motion Glendinning/Levesque moved to adjourn at 3:15 p.m.**

**Upcoming Events**

Board of Selectmen – Monday, July 26<sup>th</sup> 7pm – Fire Station Community Room, 86 River Road

**Board of Selectmen & Assessors Meeting- Minutes  
July 19, 2021 @ 6:30 pm  
Community Room, 86 River Rd, Newcastle**

- 1. Call to Order: Lind called the meeting to order at 6:30 p.m.**
- 2. Pledge of Allegiance**
- 3. Executive Session(s): On motion Nelson/Paz moved to enter executive session. Vote 5-0**  
3.1 Personnel-Employment
- 4. Adjournment: On motion Glendinning/Levesque moved to adjourn at 10:00 p.m. Vote 5-0**

**Upcoming Events**

Board of Selectmen – Monday, July 26<sup>th</sup> 7pm – Fire Station Community Room, 86 River Road

*WILLIAM H. BREWER*  
*Certified Public Accountant*  
*858 Washington Street*  
*P.O. Box 306*  
*Bath, Maine 04530*  

---

*(207) 443-9759*

June 29, 2021

Board of Selectmen  
Town of Newcastle  
P.O. Box 386  
Newcastle, Maine 04553

We have audited the financial statements of the governmental activities and each major fund of the Town of Newcastle for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, Government Auditing Standards and Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 6, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Newcastle are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ending June 30, 2020. We noted no transactions entered into by the Town of Newcastle during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town of Newcastle's financial statements were the:

Management's estimate of the depreciation expense on general governmental capital assets is based on the remaining estimated useful lives of capital assets, the estimated salvage value of capital assets, and the use of the straight line method of depreciation. We evaluated the key factors and assumptions used to develop the estimate for depreciation and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

Management makes no estimate for an allowance of uncollectible accounts. This estimate is based on the Town's history of collecting on outstanding receivables, its legal authority and other methods to compel payment from taxpayers, and on an analysis of the entities from whom accounts receivable are outstanding and their ability and likelihood of payment. We evaluated the key factors and assumptions used to develop the estimate for the allowance for uncollectible accounts and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

Management's estimate of unavailable property taxes is based on collection rates from the prior year on outstanding property tax receivables and applying those collection rates to the current year's balance. We evaluated the key factors and assumptions used to develop the estimate for unavailable property taxes and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion unit.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statement or the auditor's reports. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 29, 2021.

#### *Management Consultation with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town of Newcastle's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Newcastle's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis and Budgetary Comparison Schedule - General Fund, which are (is) required supplementary information (RSI) that supplements the basic financial statements. Our procedures consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Statement of Cash Receipts and Disbursements; Statement of Changes in Unappropriated Surplus; Statement of Departmental Operations; Valuation, Assessment, and Collections; Reconciliation of Treasurer's Cash Balance; Reconciliation of Treasurer's Cash Balance; Statement of Taxes Receivable; Tax Liens; 2020 Taxes Receivable; Prior Years Taxes Receivable; Abatements and Supplementals; Trust Funds; Capital Reserve Fund; Special Revenues; and Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles general accepted in the United States of America, the method of preparing it has not changed from prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Selectmen and management of the Town of Newcastle and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Brewer".

William H. Brewer C.P.A

WHB/tmt





# Town of Newcastle

PO Box 386  
4 PUMP STREET  
NEWCASTLE, ME  
04553  
TEL. (207) 563-3441  
FAX. (207) 563-6995

June 29, 2021

William H. Brewer, CPA  
858 Washington Street  
P.O. Box 306  
Bath, ME 04530

This representation letter is provided in connection with your audit of the financial statements of the Town of Newcastle, which comprise the respective financial position of the governmental activities and each major fund as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of June 29, 2021, the following representations made to you during your audit:

## Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 23, 2020, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the Town of Newcastle is contingently liable, if any, have been properly recorded or disclosed.
11. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.

#### **General**

- We have not completed the process of evaluating the impact that will result from adopting Governmental Accounting Standards Board (GASBS) No. 84, 87, 89, 90, 91, and 93, as discussed in Note A. The Town of Newcastle is therefore unable to disclose the impact that adopting GASBS No. 84 will have on its financial position and the results of its operations when the Statement is adopted.

#### **Financial Instruments**

- Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.

#### **Capital Assets and Intangible Assets**

- Capital assets, including intangible assets, have been evaluated for impairment as a result of significant and unexpected decline in service utility. Impairment loss and insurance recoveries have been properly recorded.

#### **Information Provided**

12. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the Town of Newcastle from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Board of Selectmen or summaries of actions of recent meetings for which minutes have not yet been prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditure of federal awards.
14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

15. We have no knowledge of any fraud or suspected fraud that affects the Town of Newcastle and involves:
  - a. Management
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the Town of Newcastle's financial statements communicated by employees, former employees, regulators, or others.
17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
18. We are not aware of any pending or threatened litigation, claims, and assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments whose effects should be considered when preparing the financial statements.
19. We have disclosed to you the identity of the Town of Newcastle's related parties and all the related party relationships and transactions of which we are aware.

**Government – Specific**

20. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
21. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
22. The Town of Newcastle has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
23. We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
24. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
25. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
26. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contract and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

27. As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and the schedule of expenditures of federal awards.

In regards to the financial statement preparation, depreciation calculation, adjusting entries services performed by you, we have -

1. Assumed all management responsibilities.
  2. Designated Jon Duke, Town Manager, who has suitable skill, knowledge, or experience to oversee the services.
  3. Evaluated the adequacy and results of the services performed.
  4. Accepted responsibility for the results of the services.
28. The Town of Newcastle has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
29. The Town of Newcastle has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
30. The financial statements include all fiduciary activities required by GASBS No. 84.
31. The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended, and GASBS No. 84.
32. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
33. Components of net position (net invested in capital assets; restricted; and unrestricted) and classification of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and if applicable, approved.
34. Provisions for uncollectible receivables have been properly identified and recorded.
35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
36. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
37. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
38. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
39. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

40. We have appropriately disclosed the Town of Newcastle's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
41. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
42. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
43. With respect to the Management's Discussion and Analysis; Budgetary Comparison Schedule - General Fund; Statement of Cash Receipts and Disbursements; Statement of Changes in Unappropriated Surplus; Statement of Departmental Operations; Valuation, Assessment, and Collections; Reconciliation of Treasurer's Cash Balance; Tax Liens; 2020 Taxes Receivable; Prior Years Taxes Receivable; Abatements and Supplementals; Trust Funds; Capital Reserve Fund; Special Revenues; and Schedule of Expenditures of Federal Awards.
- a. We acknowledge our responsibility for presenting the above mentioned supplemental information in accordance with accounting principles generally accepted in the United States of America, and we believe the above mentioned supplemental information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the above mentioned supplemental information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b. If the above mentioned supplemental information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon

Signed:

Title:

*Nichelle Cameron*  
*Interim Town Manager*  
*& Town Clerk*



**EES Consulting, Inc.**  
 PO Box 554  
 Camden, ME 04843

# Proposal

**Proposal Date:** 6/30/2021  
**Proposal #:** 1904  
**Project:**

**Bill To:**

Town of Newcastle  
 P.O. Box 386  
 Newcastle, ME 04553

Description	Est. Hours/Qty.	U/M	Rate	Total
6 Channel Wireless Microphone System with Gooseneck Microphones	1		299.00	299.00
IP Camera Software License	1		97.00	97.00
IP Camera, ONVIF Compliant	2		122.295	244.59
TV Cart-Wheel mounted, up to 65" TV	1		139.00	139.00
65" 4K Smart TV	1		799.00	799.00
1/4" Analog to USB Converter	1		18.00	18.00
Mac USB-C Hub	1		79.00	79.00
Wireless Access Point	1		207.11	207.11
Ethernet cabling for two IP cameras	1		39.00	39.00
5 Port Ethernet Switch	1		59.99	59.99
HP 15" Laptop	1		1,200.00	1,200.00
Consultation/Professional Hours	8		75.00	600.00
Sales Tax			5.50%	0.00
			<b>Total</b>	<b>\$3,781.69</b>

**50% deposit to be paid upon acceptance of quote. No work shall commence until the 50% deposit has been made and confirmed.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

We will not be responsible for loss or damage. Equipment & material guaranteed to extent of manufacturer's warranty. A late payment fee may be assessed for unpaid amounts over 30 days old. In the event of default by customer, customer shall be liable for any and all costs and expenses of collection, including repossession of equipment and reasonable attorney's fees.

Acceptance of Proposal is binding on the parties and constitutes a contract. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above, and a security interest is granted to EES Consulting, Inc. in the equipment and materials set forth above until all payments are made.

To accept this quotation, sign here and return: \_\_\_\_\_

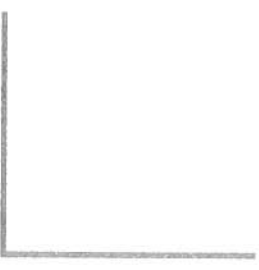


---

# Newcastle Town Office

Public Meeting Room

In-Room & Streamed Meetings



## **The Goal**

Make it easy for public meetings to happen at the Town Office and allow the public to view meetings remotely

- Everyone can see and hear the public meeting room
- Everyone can see visuals, photos, PowerPoints, etc.
- Public questions are addressed during the meeting
- The meeting content is captured and recorded as a public record
- Everyone can focus on the meeting and not worry about the technology



## **Overview**

Determine existing Public Meeting Room capabilities and identify additional capabilities for in-room presentations and remote access to meeting sessions

### **Current Functionality**

- The Meeting Room has no technology installed to facilitate collaboration
- Tidewater fiber optic Internet access is available

### **Meeting Technology Options**

- In the Public Meeting Room
  - Record in-room video (cameras) and audio (microphones) for public record
  - Provide digital visual & audio presentation capabilities -- PowerPoint, etc.
  - Record meeting sessions to digital files for easy sharing
- Beyond the Room
  - Provide live meeting session capabilities over the Internet
  - Remote audience members can access town meetings
  - Presentation content can be seen and heard locally and remotely
  - Meeting sessions can be managed
  - Hybrid meeting capabilities available when required

## **Public Access for Meeting Sessions – Live streaming Audiences, Terms & Factors**

Allow the public to watch meeting sessions hosted at the Town Office

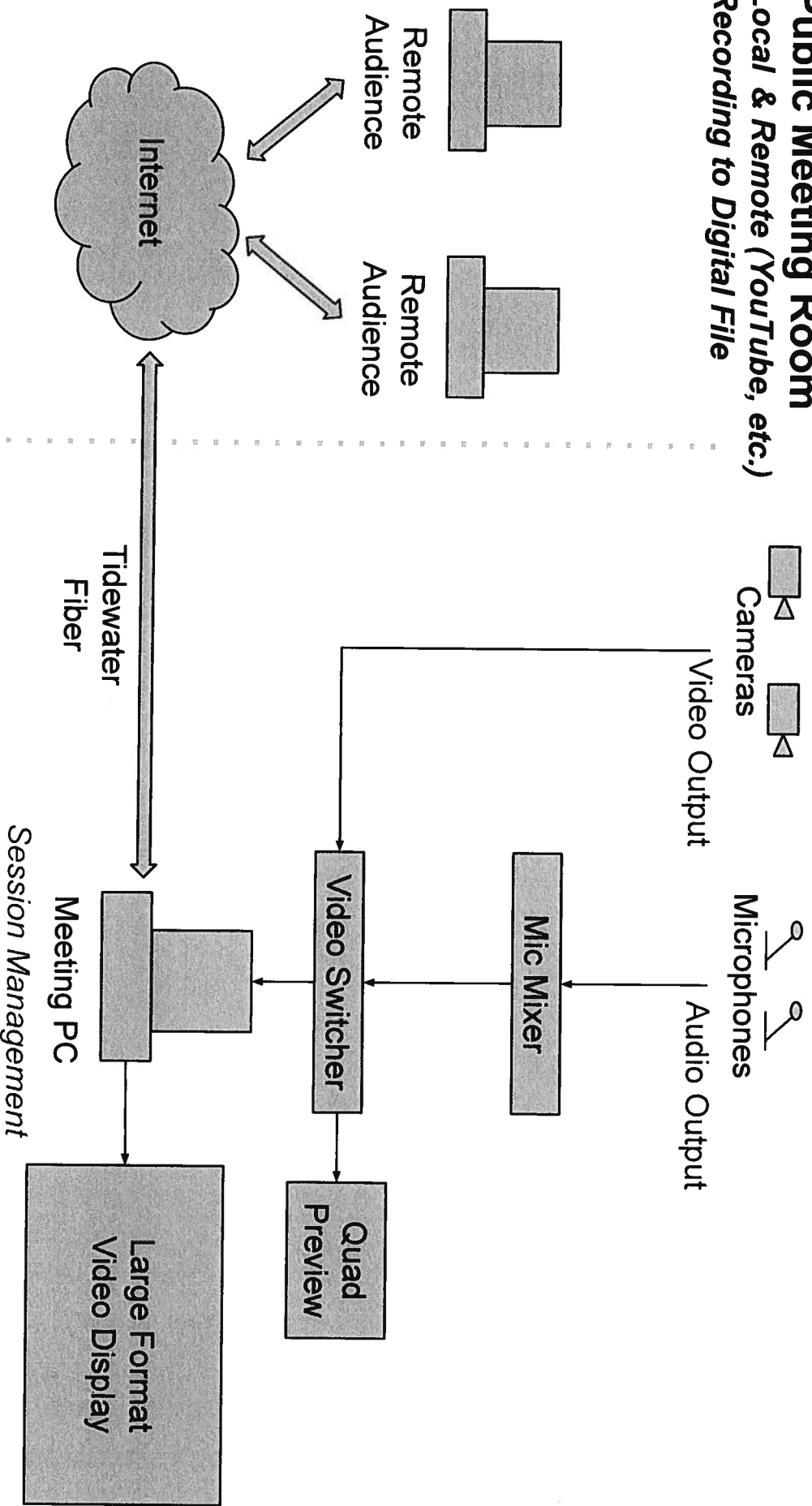
### **Meeting Audiences & Terms**

- Local: Participants in the local meeting room
- ~~Remote: Audience watching a meeting session remotely~~
- **Session: a recorded meeting**

### **Meeting Factors**

- Audio & Video Output: **Remote participants can see and hear the local meeting room, including presentation content**
- Feedback: **Audience questions are addressed** during the meeting session
  - A policy for addressing public questions should be defined
- *Session Management*: **Handle the “mechanics” of the meeting**
  - Manage the functional aspects of the meeting session
  - Manage recording and streaming
  - Manage content

# Public Meeting Room Local & Remote (YouTube, etc.) Recording to Digital File



## Bottom Line

Successful live streams and hybrid meeting sessions need someone to focus on the technology so meeting participants can focus on the meeting and each other.

The Session Manager:

- Sets up the technology and handles recordings
- Makes sure everything goes smoothly
- Ensures presentations and visuals can be seen and heard by all participants
- Troubleshoots and solves issues as they arise, for example:
  - Muting remote participants when needed
  - "I'm here live, I'm not a cat"



394th Judicial District Court  
Brewster County, TX  
February, 2021

## **Equipment and Cost Estimates**

### **Example components**

- Video switcher and monitor: **\$1,350**
- HD cameras (3): **\$2,100**
  - Ethernet switch to power the cameras: **\$100**
- Wireless microphone system & stands: **\$550**
- Meeting Room PC, monitor, wireless mouse/keyboard: **\$800**
- Video adapter – connects camera video to the PC: **\$300**
- Large format (65”) video display **\$700**
  - Provides presentation capabilities
  - Mobile stand to allow flexible positioning: **\$75**
- Locking cabinet: **\$400**
- Miscellaneous cabling: **\$200**

**Total Equipment Estimate: \$6,575**

### **Session Management and Training**

- Per-meeting fee: \$100
- Approximately 40 meetings per year

# Town Manager's Report

July 26, 2021

- Fred Brewer will be attending your meeting to go over the town audit from fiscal year 2020 (July 2019-June2020). I suggested to Brewer's office that it may be a good idea to have an "understanding your audit" training outside your board meeting if you all are interested.
- I asked Seth to come to the meeting to give you all an update on the Public Works department and what work you will see going forward.
- Streetlights Update: I was able to have training on how to adjust lighting schedules and how to turn dim the streetlights. It is still a learning curve and I need to research which lights may need shielding. The good news is, the shields are inexpensive, only about \$13 a piece.
- Covid-19 Recovery Funds Update: I attended the American Rescue Plan-Covid-19 Recovery Fund workshop on July 20<sup>th</sup>. The workshop was primarily for brainstorming ideas on how to use the funds to meet the needs of each town and the county at large. The county is receiving \$6.7 million dollars. Currently, the distribution date has been extended to August 3<sup>rd</sup> according to the MMA website. The County representative stated that she did not know when the funds would be made available. The funds need to be allocated by 2024 and spent by 2026. Although the State gives out the funds, the allocation for Lincoln County will be voted on by the Commissioners.

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
<b>00277 BANGOR SAVINGS BANK</b>					
0039	Fire Truck Loan Pymt #115	AUGUST			
	AUG FIRE TK PYMT	E 110-30-60	2,256.92	0.00	
	DEBT SERVICE - DEBT SERV / LOAN PYMT FT				
		<b>Vendor Total-</b>	<b>2,256.92</b>		
<b>00240 CAI TECHNOLOGIES</b>					
0039	WEBGIS INV#12206	SUPPORT RENEWAL			
	WEBGIS INV#12206	E 101-25-20	2,400.00	0.00	
	GEN GOVT - OPERATIONS / TAX MAPS				
		<b>Vendor Total-</b>	<b>2,400.00</b>		
<b>00033 CENTRAL MAINE POWER CO</b>					
0039	VARIOUS ELECTRIC ACCOUNTS				
	35013306861 - FLASHER	E 105-57-03	20.70	0.00	
	PUB SAFETY - INFRASTRUCT / FLASHER RT 1				
	35015543313 - BIRD	E 101-67-02	23.10	0.00	
	GEN GOVT - BIRD PLAYGR / ELECTRICITY				
	35015543750 - SHPS FD	E 105-68-02	18.92	0.00	
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY				
		<b>Vendor Total-</b>	<b>62.72</b>		
<b>00074 COLBY &amp; GALE</b>					
0039	FD VEHICLE FUEL	STMT - JULY 1			
	FD VEHICLE FUEL	E 105-05-60	303.31	0.00	
	PUB SAFETY - FIRE DEPT / VEH GAS/OIL				
		<b>Vendor Total-</b>	<b>303.31</b>		
<b>00212 CREATIVE DIGITAL IMAGING</b>					
0039	Prepaid Postage	Tax Billing			
	Prepaid Tax Postage	E 101-25-05	800.00	0.00	
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
		<b>Vendor Total-</b>	<b>800.00</b>		
<b>00073 Excalibur Grounds Maintenance/Tony</b>					
0039	Roadside Mowing	INV 7-20-2021			
	Roadside Mowing - 7/20/21	E 107-42-04	2,400.00	0.00	
	PUBLIC WORKS - ANNUAL OPS / MOWING				
		<b>Vendor Total-</b>	<b>2,400.00</b>		
<b>00153 FIRE STATION SOFTWARE, LLC</b>					
0039	ANNUAL MAINTENANCE	INV#20210280			
	INV#20210280 - MAINT	E 105-05-55	118.00	0.00	
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		<b>Vendor Total-</b>	<b>118.00</b>		
<b>00009 FIRST NATIONAL BANK</b>					
0039	LOAN ACCT #8489	AUGUST PYMT			
	LOAN ACCT #8489 - AUG	E 110-30-70	210,782.58	0.00	
	DEBT SERVICE - DEBT SERV / LOAN PYMT AH				
		<b>Vendor Total-</b>	<b>210,782.58</b>		
<b>00010 GREAT SALT BAY COMM. SCHOOL</b>					
0039	SCHOOL/ELEMENTARY	JULY			
	SCHOOL/ELEM - JULY	E 116-60-01	143,852.40	0.00	
	SCHOOLS - SCHOOLS / ELEMENTARY				
		<b>Vendor Total-</b>	<b>143,852.40</b>		
<b>00278 HARRIS COMPUTER SYSTEMS</b>					
0039	NEW503 - SPECTRUM	TRIMN0000475			
	INV#TRIMN0000475	E 101-25-11	116.67	0.00	
	GEN GOVT - OPERATIONS / SOFTWARE				
		<b>Vendor Total-</b>	<b>116.67</b>		
<b>00272 ICMA RETIREMENT CORPORATION</b>					
0039	PLAN NUMBER: 100117	INV#45570			

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
PLAN NUMBER: 100117	E 101-02-03		250.00	0.00
	GEN GOVT - FRINGE BENEF / RETIREMENT			
	Vendor Total-		250.00	
00165 KONICA MINOLTA/SYMQUEST				
0039 500-0622968-000	COPIER			
500-0622968-000	E 105-05-55		12.55	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC			
	Vendor Total-		12.55	
00005 LOCKBOX #936724				
0039 TRANSCO CONTRACT	IN2947220			
HP/HPLJ2300 CONTRACT	E 101-26-01		20.85	0.00
	GEN GOVT - LEASES / COPIER			
	Vendor Total-		20.85	
00821 MAINE MUNICIPAL ASSOC/PROP-CAS POOL				
0039 PROPERTY & CASUALTY INS	P15110PC2021			
P15110PC2021	E 101-03-05		9,967.50	0.00
	GEN GOVT - INSURANCE / PROP/CASUALT			
	Vendor Total-		9,967.50	
00822 MAINE MUNICIPAL ASSOC-W.C. FUND				
0039 POLICY:P15110WC2021	WORKERS COMP IN			
POLICY:P15110WC2021	E 101-03-15		1,154.55	0.00
	GEN GOVT - INSURANCE / WORKERS COMP			
	Vendor Total-		1,154.55	
01486 MAINE MUNICIPAL UNEMPLOYMENT FUND				
0039 LEGAL NUMBER: 13515	UNEMPLOYMENT			
LEGAL NUMBER: 13515	E 101-03-10		133.56	0.00
	GEN GOVT - INSURANCE / UEMPLOYMENT			
	Vendor Total-		133.56	
01083 MIKE'S PLACE, INC.				
0039 INV#431813	GAS FOR PD			
GAS FOR FD	E 105-05-60		318.08	0.00
	PUB SAFETY - FIRE DEPT / VEH GAS/OIL			
	Vendor Total-		318.08	
00145 NEWCASTLE FIRE - REIMB.				
0039 REIMBURSEMENT	SCENE LIGHTS			
REIMB - SCENE LIGHTS	E 105-05-40		608.97	0.00
	PUB SAFETY - FIRE DEPT / NEW EQUIP			
	Vendor Total-		608.97	
00109 PROPERTY CARE PLUS, INC				
0039 INV#277643& INV#377702	AUG MOWING			
AUG MOWING	E 101-70-02		1,500.00	0.00
	GEN GOVT - CEMETERIES / MOWING			
INV#377702-SEP MOWINGS	E 101-70-02		650.00	0.00
	GEN GOVT - CEMETERIES / MOWING			
	Vendor Total-		2,150.00	
00102 READY REFRESH/NESTLE				
0039 RENTAL & INV FEE	21F0424000511			
RENTAL & INV FEE	E 101-25-95		17.99	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
	Vendor Total-		17.99	
00395 SEACOAST SECURITY INC.				
0039 MONITORING	INV#724045			
INV#724045 - MONITORING	E 101-65-04		90.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
	Vendor Total-		90.00	



Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00243	SHREDDING ON SITE			
0039	INV#0066914	SHREDDING		
	INV#0066914 - SHREDDING	E 101-65-04	130.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
		Vendor Total-	130.00	
00163	SYNCE/AMAZON			
0039	VARIOUS OFFICE SUPPLIES	4 SEP INVOICES		
	INV#447474448475 - NAME	E 101-25-95	19.59	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
	INV#966733663486 - RUBBER	E 101-25-95	163.85	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
	INV#473785673797 - JRT	E 101-25-95	28.95	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
	INV#465744997454 - CLEANER	E 101-25-95	21.49	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-	233.88	
00354	TOWN OF NOBLEBORO			
0039	(JULY) TIPPING FEES			
	JULY TIPPING FEES	E 102-10-10	9,033.00	0.00
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA			
		Vendor Total-	9,033.00	
00023	TREASURER, STATE OF ME-BMV			
0039	6/30-7/9, 7/9-7/16/2021	BMV REPORTS		
	6/30-7/9/2021- BMV REPORT	G 1-345-00	4,572.00	0.00
	GEN'L GOV. / STATE MV FEE			
	7/9-7/16/2021- BMV REPORT	G 1-345-00	3,283.25	0.00
	GEN'L GOV. / STATE MV FEE			
		Vendor Total-	7,855.25	
01503	U.S. BANK EQUIPMENT FINANCE, INC			
0039	COPIER LEASE/MAINT	INV#448140178		
	T.O. COPIER LEASE & MAINT	E 101-26-01	9.93	0.00
	GEN GOVT - LEASES / COPIER			
		Vendor Total-	9.93	
01208	VERNEY, KEVIN			
0039	SHEEPSCOT FD & HB PLAYGRO	MOWING		
	MOWING - SH FD & HB PLAY	E 101-67-04	388.00	0.00
	GEN GOVT - BIRD PLAYGR / MAINT/REPAIR			
		Vendor Total-	388.00	
		Prepaid Total-	0.00	
		Current Total-	395,466.71	
		Warrant Total-	395,466.71	

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: 7-26, 2021

JOEL LIND  
TOR GLENDINNING  
ROBERT NELSON  
KAREN PAZ  
DAVID LEVESQUE

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

Fire Dept. Warrant #1		Journal # _____	
Date--07/21/2021			
	VENDOR/DESCRIPTION	\$ AMOUNT	GL ACCOUNT #
1	Mikes Place	\$318.08	E 105-05-60
2	Reimbursement Newcastle Fire Company - Scene Lights	\$608.97	E 105-05-40
3	Fire Station Software	\$118.00	E 105-05-55
4	Colby & Gale	\$303.31	E 105-05-60
5	SymQuest - <i>KONICA MINOLTA PREMIER</i> <i>FINANCE</i>	\$12.55	E 105-05-55
6			E 105-05-42
7			E 105-05-09
8			E 105-05-25
9			E 105-05-09
10			E 105-05-
11			E 105-05-
12			E 105-05-
13			E 105-05-
14			E 105-05-
15			E 105-05-
16	Total	\$1,360.91	
17			E 105-05-
18			E 105-05-
The above bills are respectfully submitted for payment by the Newcastle Fire Company Inc.		Charges to Accts. Are in Red Credits to Accts. Are in Black	
<i>Casey Stevens</i>			
Casey Stevens			
Interim Fire Chief			

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
<b>00008 DAMARISCOTTA HARDWARE</b>				
0792	Gardening Supplies	Harriet Bird Pl		
	Garden Sup - Harriet Bird	E 101-67-04	59.96	0.00
	GEN GOVT - BIRD PLAYGR / MAINT/REPAIR			
	Vendor Total-		59.96	
<b>00237 ES&amp;S ELECTION SYSTEMS AND SOFTWARE,</b>				
0792	CD 2002963	ADH		
	CD 2002963 - ADH	E 101-25-07	830.68	0.00
	GEN GOVT - OPERATIONS / ELECTION SUP			
	Vendor Total-		830.68	
<b>00089 FIRE TECH &amp; SAFETY OF N.E. INC</b>				
0792	INV#175609	SUPPLIES		
	INV#175609	E 105-05-20	4,804.00	0.00
	PUB SAFETY - FIRE DEPT / S.C.B.A.			
	Vendor Total-		4,804.00	
<b>00011 GREAT SALT BAY SANITARY DIST.</b>				
0792	River Rd / 16 Hydrants	Acct #4022		
	(16) HYDRANTS	E 105-57-01	4,110.34	0.00
	PUB SAFETY - INFRASTRUCT / HYDRANTS			
	Vendor Total-		4,110.34	
<b>00897 HAGAR ENTERPRISES, INC</b>				
0792	3 Sep Invoices - June	4652,4653,4654		
	#4652-Catch Basin	E 107-42-06	5,000.00	0.00
	PUBLIC WORKS - ANNUAL OPS / BASIN REPAIR			
	#4653-Acad. Hl Pot Hole	E 107-42-01	435.00	0.00
	PUBLIC WORKS - ANNUAL OPS / COLD PATCH			
	#4654-VT Pk Paving	E 202-50-48	14,500.00	0.00
	ROADS RES - ROADS RES / CAPITAL PROJ			
	#4633-Main St Sidewalk	E 202-50-48	20,500.00	0.00
	ROADS RES - ROADS RES / CAPITAL PROJ			
	Vendor Total-		40,435.00	
<b>00100 HUSSEY COMMUNICATIONS INC.</b>				
0792	INV#136148	5 CH PAGERS		
	5 CH PAGERS	E 105-05-25	3,290.00	0.00
	PUB SAFETY - FIRE DEPT / COMMUNICATN			
	Vendor Total-		3,290.00	
<b>00115 LINCOLN COUNTY REG. DEEDS</b>				
0792	June Discharges			
	June Discharges	E 101-25-91	57.00	0.00
	GEN GOVT - OPERATIONS / RECORDINGS			
	Vendor Total-		57.00	
<b>00015 MAINE MUNICIPAL ASSOC.</b>				
0792	Zoom Webinar #1000407223	David & Karen		
	Zoom Webinar #1000407223	E 101-25-80	90.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES			
	Vendor Total-		90.00	
<b>00287 REGIONAL RUBBISH REMOVAL INC</b>				
0792	JUNE TRASH PICK-UP	#102340067520		
	JUNE MO. TRASH PICK-UP	E 101-65-04	16.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
	Vendor Total-		16.00	
<b>00189 TIDEWATER TELECOM INC</b>				
0792	FD PHONE LINES	ACCT#4450		
	FIRE DEPT	E 105-05-09	115.43	0.00
	PUB SAFETY - FIRE DEPT / PHONES			
	Vendor Total-		115.43	

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
00027	TREASURER, STATE OF ME-IFW				
0792	JUNE MOSES REPORT	IFW	*** PAID ***	Check # 1269	
	JUNE MOSES REPORT	G 1-350-00		3,605.64	0.00
	GEN'L GOV. / STATE IFW \$				
			Vendor Total-	3,605.64	
01161	WHITE SIGN				
0792	POSTS & BRACKETS	IVC117223			
IVC117223	POSTS/BRACKET	E 107-44-02		663.25	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS				
			Vendor Total-	663.25	
			Prepaid Total-	3,605.64	
			Current Total-	54,471.66	
			Warrant Total-	58,077.30	

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: 7-26, 2021

JOEL LIND  
TOR GLENDINNING  
ROBERT NELSON  
KAREN PAZ  
DAVID LEVESQUE

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

FR 2021 (Yr End)

0.00 +  
59.96 +  
830.68 +  
4,110.34 +  
5,000.00 +  
435.00 +  
14,500.00 +  
20,500.00 +  
57.00 +  
90.00 +  
16.00 +  
3,605.64 +  
663.25 +  
  
49,867.87 +  
4,804.00 +  
3,290.00 +  
115.43 +  
58,077.30 \*

*Handwritten:* Hager #40,435.00

Fire Dept. Warrant #22

Last Warrant FY '20-'21

Journal # \_\_\_\_\_

Date--07/21/2021

	VENDOR/DESCRIPTION	\$ AMOUNT	GL ACCOUNT #
1	Tidewater Telecom	\$115.43	E 105-05-09
2	Hussey Communications	\$3,290.00	E 105-05-25
3	Fire Tech & Safety	\$4,804.00	E 105-05-20
4			E 105-05-40
5			E 105-05-40
6			E 105-05-42
7			E 105-05-09
8			E 105-05-25
9			E 105-05-09
10			E 105-05-
11			E 105-05-
12			E 105-05-
13			E 105-05-
14			E 105-05-
15			E 105-05-
16	Total	\$8,209.43	
17			E 105-05-
18			E 105-05-

The above bills are respectfully submitted for payment by the Newcastle Fire Company Inc.

Charges to Accts. Are in Red

Credits to Accts. Are in Black

*Casey Stevens*

Casey Stevens

Interim Fire Chief