

Board of Selectmen & Assessors Meeting - Agenda
February 10, 2020 @ 7:00p.m.
Newcastle Town Office

1. Call to Order:

2. Pledge of Allegiance:

3. Amendments to the Agenda (Pending Approval)

4. Minutes

4.1 January 27, 2019

5. Public Comments On Items Not On The Agenda:

6. New Business

- 6.1 Pole Permit – CMP – Stewart Street/Mills Road
- 6.2 Academy Hill Project Financing Discussion
- 6.3 Town Manager Proposal Public Hearing Date

7. Unfinished Business

- 7.1 Goals For Future Agenda Items –
- 2. Civic Software and Civic Clerk Software Plus

8. Town Administrator Report and Communications

9. Fiscal Warrants

- 9.1 Town Warrant \$ 58,869.69
- 9.2 Fire Warrant \$ 1,082.74

10. Executive Session(s)

- 10.1 Real Estate

11. Adjournment

Upcoming Events

Town Office Hours: Monday-Thursday 8:00am-4:00pm and Friday 8:00am-12:00pm

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
January 27, 2020 @ 7:00p.m.
Newcastle Town Office**

Present: All Board members. Roger Wilcox, Kevin Houghton, Rem Briggs, Jim Brinkler, Tor Glendinning, Rob Nelson, Ellen McFarland, Richard Powell

1. Call to Order: Chair Frey called the meeting to order at 7:00pm

2. Pledge of Allegiance:

3. Amendments to the Agenda (Pending Approval)

4. Minutes

4.1 January 6, 2019

Brian Foote made a motion to approve the minutes as presented. Wanda Wilcox seconded. **Motion passed 5-0.**

5. Public Comments On Items Not On The Agenda:

6. New Business

6.1 Carry Forwards from FY 2019:

Comp Plan/Code	\$5,260.70
Fire Station/community room	\$8,407.00
Sheepscot Fire Station	\$9,829.19

Joel Lind motioned to carry fund forward. Foote seconded. **Motion passed 5-0.**

6.2 Core Zoning Code Districts/Map – Zoning Committee

Jon Duke presented to the Board the core zoning districts from the proposed core zoning code the Zoning Committee has been working on since July. Jon walked through the committee’s process and the revised and minimized core code draft. The core districts noted are where the vast majority of Newcastle residents live and work which causes it to be the most important section of the code. This draft places nearly all of the information a resident requires to understand the potential of their property and their home. Kevin Houghton walked the Board through the layout of the Neighborhood Residential district and how individuals might access the information they need to understand how this code impacts them. Joel Lind suggested that the combining of the existing two rural zones into a singular rural zone may not best represent the values and character of those areas of town. Roger Wilcox voiced his support a singular rural district.

The Board agreed to meet at 6pm prior to the Board’s next regular meeting on 2/10 to hold a workshop to discuss the completed draft of the core zoning code.

6.3 Fish Ladder Repair Project – Jim Brinkler and Richard Powell

Jim Brinkler spoke to the Board concerning the request of the Fish Committee to replace the conveyor system, install a safety rail along the walkway, and some additional electrical work. These additions to the initially approved request of \$40,000 from last spring, amount to a total of \$50,780 (an increase of the initial request of \$10,780). Ben Frey explained that though the Town has the funds available, he feels it is necessary that the funds receive voter approval if they wished to utilize the Alewives funds. However, the Frey suggests that the

DRAFT

Board could authorize an expenditure from the unassigned fund balance to cover these costs until the Board receives voter approval to reimburse the unassigned fund balance for this matter.

Brian Foote made a motion to approve the maintenance and repair project of the fish ladder jointly with the Town of Nobleboro at an amount not to exceed \$51,000 from the unassigned fund balance. Joel Lind seconded. **Motion passed 5-0.**

6.4 Nobleboro/Jefferson Transfer Station Contract

Brian Foote made a motion to approve the contract as proposed. Lind seconded. **Motion passed 5-0.**

6.5 Academy Hill Engineering/Testing Contract – Gartley and Dorsky

Brian Foote made a motion to approve the contract as proposed with an amount not to exceed \$101,200 which includes estimated reimbursable items and to authorize the Town Administrator to sign on the Board's behalf. Lind seconded. **Motion passed 5-0.**

7. Unfinished Business

8. Town Administrator Report and Communications

As written

9. Fiscal Warrants

9.1 Town Warrant \$ 250,673.08

Brian Foote made a motion to approve the warrant as presented. Lind seconded. **Motion passed 5-0.**

9.2 Fire Warrant \$ 1,528.82

Brian Foote made a motion to approve the warrant as presented. Lind seconded. **Motion passed 5-0.**

Brian Foote made a motion to enter executive session pursuant to 1 M.R.S.A. Section 405 (6) A, C, and E. Lind seconded. **Motion passed 5-0.**

10. Executive Session(s)

10.1 Real Estate

11. Adjournment

Upcoming Events

Town Office Hours: Monday-Thursday 8:00am-4:00pm and Friday 8:00am-12:00pm

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

Form 4501

214

Notification: 10300599690

Work Order: 801000253897

CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Newcastle Maine

To the: City
 Town
 County of: Lincoln Maine

- Central Maine Power hereby applies for permission to:
 - Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
 - Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Tidewater Telecom jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: Mill Street
2. Road (State & CMP): Stewart Street (town) Cross St (CMP)
3. Direction: Easterly
4. Distance: 305 feet
5. Number of Poles: 2

- Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.
- Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same Not Published

In: _____

On: _____

CENTRAL MAINE POWER COMPANY

Tidewater Telecom

By: Frank Newell

Date: Dec 12, 2019

By: James Corbett Date: 10/1/20

Form 4502

314

Notification: 10300599890

Work Order: 801000253007

CENTRAL MAINE POWER COMPANY

SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page of

City / Town: Newcastle

Date: Dec 12, 2019

Street: Stewart Street (town) Cross St (CMP)

By: Frank Newell

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/Pads are staked. For further information call: Frank Newell at Central Maine Power Company tel: 207-458-7356 . Pole/Pad spans shown are approximate.

Feet Behind Curb	Feet Behind Guard Rail	Feet to C/L Traveled Way	Pole / Pad #	Highway Lines	Pole / Pad #	Feet Behind Curb	Feet Behind Guard Rail	Feet to C/L Traveled Way	Highway Lines
				Mill St					
		20	1	Relocating X	1	6x15 ft			
		20	2	Stewart St					



Form 4503

4/4

Notification: 10300599890

Work Order: 801000253897

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Tidewater Telecom

dated Dec 12, 2019, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Newcastle

approximately located as follows:

- 1. Starting Point: Mill Street
- 2. Road (State & CMP): Stewart Street (town) Cross St (CMP)
- 3. Direction: Easterly
- 4. Distance: 305 feet
- 5. Number of Poles: 2

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____
By: _____
By: _____
By: _____
By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____
Clerk

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00033 CENTRAL MAINE POWER CO				
0366	VARIOUS ACCOUNTS	ELECTRICITY		
35013844770	STR LIGHTS/	E 101-55-05	603.58	0.00
	GEN GOVT - PROTECTION / ST LIGHTS			
35011988843	T.O.	E 101-65-02	122.55	0.00
	GEN GOVT - TOWN OFFICE / ELECTRICITY			
35011641467	FD	E 105-66-02	150.52	0.00
	PUB SAFETY - FIRE STA/COM / ELECTRICITY			
35016922797	SANDLOT	E 107-50-19	56.65	0.00
	PUBLIC WORKS - PUBLIC WORKS / MILLS RD ELE			
	Vendor Total-		933.30	
00008 DAMARISCOTTA HARDWARE				
0366	CUST #TOW009	FLOOR POLISHER		
	FLOOR POLISHER	E 105-66-04	90.00	0.00
	PUB SAFETY - FIRE STA/COM / MAINT/REPAIR			
	Vendor Total-		90.00	
00004 DEAD RIVER COMPANY				
0366	REF# 77631 - FIRE DEPT	ACCT#4440281		
	REF# 77631 - FIRE DEPT	E 105-66-01	374.10	0.00
	PUB SAFETY - FIRE STA/COM / HEATING FUEL			
	Vendor Total-		374.10	
01272 FOUR SEASONS JANITORIAL CONT., INC				
0366	INV#15007	CLEANING		
	TOWN OFF CLEANING	E 101-04-02	274.03	0.00
	GEN GOVT - CONTRACTOR / JANIT T.O.			
	FIRE DEPT CLEANING	E 101-04-04	173.49	0.00
	GEN GOVT - CONTRACTOR / JANIT C.R.			
	Vendor Total-		447.52	
00011 GREAT SALT BAY SANITARY DIST.				
0366	12/30/19 - 1/29/2020	RIVER RD/16		
	(16) HYDRANTS	E 101-55-04	4,110.34	0.00
	GEN GOVT - PROTECTION / (16) HYDRANT			
	Vendor Total-		4,110.34	
00897 HAGAR ENTERPRISES, INC				
0366	SALT	INV#2637		
	SALT	E 107-50-21	22,072.00	0.00
	PUBLIC WORKS - PUBLIC WORKS / SUPPL-SALT			
	Vendor Total-		22,072.00	
00000 HARRIS COMPUTER SYSTEMS				
0366	INV#MN00127252	SPECTRUM 2		
	INV#MN00127252	E 101-25-11	15,811.52	0.00
	GEN GOVT - OPERATIONS / SOFTWARE			
	Vendor Total-		15,811.52	
00115 LINCOLN COUNTY REG. DEEDS				
0366	1/1-2/3/2020 DISCHARGES	RECEIPT#32300		
	DISCHARGES 1/1-2/3/2020	E 101-25-91	247.00	0.00
	GEN GOVT - OPERATIONS / RECORDINGS			
	Vendor Total-		247.00	
00106 LINCOLN COUNTY SHERIFF'S OFFICE				
0366	OCT-DEC 2019	ACO SERVICES		
	ANIMAL CONTROL	E 102-01-13	566.02	0.00
	PROTECTION - COMPENSATION / ACO			
	Vendor Total-		566.02	
00015 MAINE MUNICIPAL ASSOC.				
0366	TOWN MEMBERSHIP FEES	YEAR 2020		
	TOWN MEMBERSHIP YEAR FEES	E 101-25-15	3,188.00	0.00

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
	GEN GOVT - OPERATIONS / MMA DUES			
		Vendor Total-	3,188.00	
00993	MURPHY APPRAISAL SERVICES, INC.			
0366	JAN ASSESSING SERVICES			
	JAN ASSESSING SERVICES	E 101-04-01	1,440.00	0.00
	GEN GOVT - CONTRACTOR / ASSESSORS'			
		Vendor Total-	1,440.00	
01448	MURPHY, JAMES (REIMB.)			
0366	REIMBURSEMENT REQUEST	TONER CARTRIDGE		
	REIMBURSEMENT REQUEST	E 101-25-95	113.99	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-	113.99	
01052	NORTHERN GEOMANTICS, INC.			
0366	RESTORATION OF MAPS	INV#806		
	RESTORATION OF MAPS	E 101-25-20	80.00	0.00
	GEN GOVT - OPERATIONS / TAX MAPS			
		Vendor Total-	80.00	
00118	RANDY'S JOB SERVICE/SALT BAYS GARBO			
0366	JAN TRASH PICK-UP	INV#227145		
	JAN TRASH PICK-UP	E 101-65-04	25.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
		Vendor Total-	25.00	
00102	READY REFRESH/NESTLE			
0366	TOWN OFFICE BOTT. WATER	#10A0424000511		
	INV#10A0424000511	E 101-25-95	50.45	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-	50.45	
00185	SUPPLIES UNLIMITED			
0366	INV#37050	REPORT COVERS		
	INV#37050 - REP. COVERS	E 101-25-95	9.95	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-	9.95	
00189	TIDEWATER TELECOM INC			
0366	PHONE LINES	12/19-1/18/2020		
	TOWN OFFICE LINES	E 101-65-05	180.87	0.00
	GEN GOVT - TOWN OFFICE / TELEPHONES			
		Vendor Total-	180.87	
00023	TREASURER, STATE OF ME-BMV			
0366	JANUARY 17 - 31, 2020	BMV REPORTS	*** PAID ***	Check # 24440
	BMV REPORTS 1/17-1/31/20	G 1-345-00	9,111.00	0.00
	GEN'L GOV. / STATE MV FEE			
		Vendor Total-	9,111.00	
01590	W.B. MASON			
0366	INV#207350563	SUPPLIES		
	INV#207350563	E 101-25-95	18.63	0.00
	GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-	18.63	

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
		Prepaid Total-	9,111.00		
		Current Total-	49,758.69		
		Warrant Total-	58,869.69		

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: 2-10, 2020

BRIAN FOOTE
R.BENJAMIN FREY
CAROLYN HATCH
JOEL LIND
WANDA WILCOX

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
00089 FIRE TECH & SAFETY OF N.E. INC					
0359	SCBA Functional Test	INV#185647			
	SCBA Functional Test	E 105-05-20		850.00	0.00
	PUB SAFETY - FIRE DEPT / S.C.B.A.				
		Vendor Total-		850.00	
00165 KONICA MINOLTA/SYMQUEST					
0359	CONTRACT#500-0473754-000	INV#405812298			
	CONTRACT#500-0473754-000	E 105-05-55		72.27	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		Vendor Total-		72.27	
00102 READY REFRESH/NESTLE					
0359	ACCT#0310022652	FD WATER			
	ACCT#0310022652-FD WATER	E 101-25-95		9.98	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
		Vendor Total-		9.98	
01510 SYMQUEST GROUP, INC.					
0359	SERVICE CONTRACT	INV#1457298			
	SERVICE CONTRACT	E 105-05-55		38.62	0.00
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
		Vendor Total-		38.62	
00189 TIDEWATER TELECOM					
0359	FIRE DEPT PHONES	ACCT#0000004450			
	563-3888 & 563-7888 FD	E 105-05-09		60.12	0.00
	PUB SAFETY - FIRE DEPT / PHONES				
		Vendor Total-		60.12	
00938 U.S. CELLULAR					
0359	Acct 489087610/Huntley	CELL PHONE			
	HUNTLEY CELL PHONE	E 105-05-09		51.75	0.00
	PUB SAFETY - FIRE DEPT / PHONES				
		Vendor Total-		51.75	
		Prepaid Total-		0.00	
		Current Total-		1,082.74	
		Warrant Total-		1,082.74	

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: 2-10, 2020

BRIAN FOOTE
 R.BENJAMIN FREY
 CAROLYN HATCH
 JOEL LIND
 WANDA WILCOX

Town Administrator's Report

February 8, 2020

- The weather has not been kind this week, limiting our workday on Thursday and then calling for our office closure on Friday. Couple this with the internet outage for Spectrum customers, of which the town office is one, the entire end of the week might as well go in the trash heap.
- Thankfully, the Zoning Committee was able to complete the initial draft of what they are calling the Core Zoning Code for your review and consideration. There remains work to be done on this code, but the bulk of the work on the committee's end concerns consistency within the document and resolving spelling and grammatical errors. As we mentioned in your previous meeting, the easiest way to understand this document is to home in on the zoning districts and work out from there.
- In addition to the Core Zoning Code, a roads ordinance is also being presented to the Selectmen. This ordinance has some much-needed information concerning roads that was stripped out of the current land use ordinance but needs to find a home somewhere. There are a whole host of ordinances which will need to be reconsidered by voters which are already on the books but require a new vote because those ordinances will live on their own rather than being a part of a giant land use ordinance.
- I was unable to get in contact with the Civic Clerk folks this week but hope to do so on Monday. I can share any information I find at the meeting during the section concerning my report.
- CMP has begun their investigations on the Town's Mills Road site to check the feasibility of placing the floating bridge at that property.
- I have placed an item on the agenda for the Board to discuss how they wish to finance the Academy Hill project. We can speak with the local banks or circulate a larger RFP.
- We will also need to discuss a public hearing date, if you wish to still hold one, on the proposal accept the Town Manager plan called out in Title 30-A. The Board agreed to set a Special Town Meeting on March 9th at the Fire Station. I hope to have a warrant for your consideration on Monday night.
- The Harbor Committee met last week to discuss a raft of changes to the interlocal agreement concerning harbor operations. I believe they hope to have these changes on your June Annual Town Meeting Warrant and I have asked they attend a meeting of the Board soon to present their recommendations.
- In budget news, we've finally gotten over the hump in getting our FY 20 budget into TRIO. This should allow us to provide REAL year to date numbers for you soon. I've asked Clayton and Seth to get their budgets to meet this week with the goal of having a draft FY '21 budget for you at the end of the month.