

**Board of Selectmen & Assessors Meeting/Public Hearing - Agenda**  
**June 22, 2020 @ 6:30p.m.**  
**Via Zoom Meeting/YouTube Live Streaming**

**1. Call to Order:**

**2. Public Hearing**

- 2.1 Annual Town Meeting Warrant

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

**4. Minutes**

- 4.1 April 27, 2020

**5. New Business**

- 5.1 Zoning Code – Method/Timing of Vote
- 5.2 Road Maintenance Contract FY 21

**6. Unfinished Business**

- 6.1 Community Room Project – HVAC, Paint, Flooring

**7. Town Administrator Report and Communications**

**8. Fiscal Warrants**

**9. Board of Assessors**

**10. Executive Session(s)**

**11. Adjournment**

*Comments Regarding Items Within The Public Hearing Can Be Sent To The Town Clerk's Email Prior To The Meeting For Circulation To The Rest Of The Board ([clerk@newcastlemaine.us](mailto:clerk@newcastlemaine.us)). The Board has extended the comment period for the Public Hearing to extend until Monday, June 29<sup>th</sup>.*

*Public Comments Regarding Items On The Agenda Can Be Sent To The Town Administrator's Email Prior To The Meeting For Circulation To The Rest Of The Board ([townadministrator@newcastlemaine.us](mailto:townadministrator@newcastlemaine.us))*

**Upcoming Events**

Town Office Re-Opening: Monday, June 29<sup>th</sup> (tentative)

Fiscal Year End - Town Office Closed at 2pm: Tuesday, June 30<sup>th</sup>

Fourth of July (observed) – Town Office Closed: Friday, July 3<sup>rd</sup>.

Election Day – Town Office Closed: Tuesday, July 14<sup>th</sup>

All Other Public Buildings: Closed To The Public

For Updated Information Please Check The Town's Facebook/Twitter accounts and Town's Website: [newcastlemaine.us](http://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*

# ANNUAL TOWN MEETING WARRANT AND SECRET BALLOT ELECTION

Tuesday, July 14, 2020

To Mark Doe, a resident for the Town of Newcastle, in the County of Lincoln, State of Maine,

## GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Newcastle in said county and state, qualified by law to vote in town affairs, to meet at the Community Room in the Fire Station building at 86 River Rd on Tuesday, the 14th day of July, A.D. 2020 at 8:00 am, then and there to act upon Article 1 and by secret ballot on Articles 2 through 11 as set out below, the polling hours therefore to be from 8:00 am until 8:00 in the evening;

**ARTICLE 1:** To elect a moderator by written ballot to preside at said meeting.

**ARTICLE 2:** To elect by secret ballot, in accordance with the vote of the town, the following offices:

1. Two (2) Selectmen/Assessors and Overseers of the Poor for a three-year term
2. One (1) member of the Great Salt Bay School Committee for a three-year term

**ARTICLE 3:** Shall the town authorize the Board of Selectmen to negotiate an interlocal agreement with the owner-municipalities for the operations of the Central Lincoln County Ambulance?

**ARTICLE 4:** Shall the town raise & appropriate for \$ 2,246,477 for municipal government?

*EXPLANATION: Below is an accounting of the impact of the proposed Fiscal Year 2021 municipal, education, and county budgets and tax commitment.*

	<b>FY 20</b>	<b>FY 21</b>
<b>Expenditures (including education and county tax)</b>	5,624,976.32	5,915,188.25
<b>Revenues</b>	1,029,509.42	1,319,461.54*
<b>Overlay</b>	108,604.74	75,000.00*
<b>Total Raised</b>	4,629,071.64	4,670,726.71

<b>Valuation</b>	258,551,800.00	261,000,000.00*
<b>Mil Rate</b>	17.90	17.90*

*\*Estimated*

**ARTICLE 5: Shall the Town grant the following authorities to the Board of Selectmen from July 1, 2020 to June 30, 2021?**

- A. Authorize the Board of Selectmen to accept prospective gifts and donations providing the Board place these funds in appropriately designated reserve accounts and only used for the intended purposes stated or in the best interests of the Town?
- B. Authorize the Board of Selectmen to accept and expend, on behalf of the town, any State and Federal funds which may be received from time to time in the form of grants and funds from any source deemed appropriate by the municipal officers during the period of July 1, 2020 to June 30, 2021 or act on anything relative thereto?
- C. Authorize the Board of Selectmen, on behalf of the town, to sell and dispose of any real estate acquired by the town for non-payment of the taxes thereon and to execute quitclaim deeds for said property, in accordance with appropriate state law and procedures?
- D. Authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any surplus equipment owned by the Town in accordance with appropriate State law and procedures?
- E. Direct the Board of Selectmen to establish the dates on which this year's taxes shall be due and payable?
- F. Authorize the Board of Selectmen to fund abatements by expending overlay, and in the event the overlay is depleted, authorize funding abatements through the unassigned fund balance?
- G. Authorize the Board of Selectmen to enter into multi-year contracts on behalf of the Town?
- H. Authorize the Board of Selectmen to carry unexpended funds forward to the next fiscal year within the existing budget line items?
- I. Authorize the Board of Selectmen to establish and appoint the members of standing and/or ad hoc committees of the Board of Selectmen to advise the Board regarding the administration and operations of the town government?
- J. Authorize the Board of Selectmen to reduce the total amount of taxes to be collected by the FY 2021 total amount of estimated revenue (TBD) including use of surplus?

**ARTICLE 6:** Shall the Town will vote to authorize the Treasurer to waive the foreclosure of tax lien mortgages pursuant to 36 M.R.S.A. § 944 upon a finding by the Board of Selectmen that ownership of the property that is subject to the tax lien mortgage would be contrary to the Town's best interests.

**ARTICLE 7:** Shall the town instruct the Tax Collector to charge interest at the rate of 6 % per annum on all uncollected taxes and authorize the Board of Selectmen to establish the date on which interest starts to accrue, except for those taxpayers enrolled in the tax club before June 1, 2020 and have made all payments on time and to date?

**ARTICLE 8:** Shall the Town vote to authorize the Tax Collector to accept prepayments on taxes not yet committed, and to pay interest at a rate of 0% (zero percent) as a courtesy to taxpayers who wish to pay some or all of their uncommitted taxes?

**ARTICLE 9:** Shall the town authorize the Board of Selectmen to expend funds from any Town Reserve account for an unbudgeted major expense: (Note: "major" is defined as any cost not included in a corresponding operating budget)?

**ARTICLE 10:** Shall the town allow the Board of Selectmen to transfer an amount not to exceed 2% of the total annual budget request from one category to another without prior approval of a special town meeting?

**ARTICLE 11:** Shall the Town authorize the Board of Selectmen to regulate river herring fishing in all streams in which the town has an interest in accordance with the plan filed with and approved by the Commissioner of Marine Resources?

Given under our hands at Newcastle, Maine this 8<sup>th</sup> day of June 2020.

R. Benjamin Frey, Chairman \_\_\_\_\_

Carolyn Hatch, Vice-Chair \_\_\_\_\_

Brian Foote, Board of Selectmen \_\_\_\_\_

Joel Lind, Board of Selectmen \_\_\_\_\_

Wanda Wilcox Board of Selectmen \_\_\_\_\_

A true and attested copy by: \_\_\_\_\_

Michelle Cameron, Town Clerk

**SPECIMEN BALLOT  
TOWN OF NEWCASTLE, MAINE  
LOCAL ELECTION  
JULY 14, 2020**

**Instructions to Voters**

- ◆ To vote, completely fill in the oval to the left, like this: ●.
- ◆ To have your vote count, do not erase or cross out your choice.
- ◆ If you make a mistake, ask for a new ballot.

<b>Article 2: Selectman/Assessor/Overseer of the Poor</b> for a term of three years Vote for two (2)	<input type="radio"/> Yes <b>ARTICLE 3:</b> Shall the Newcastle School Committee be authorized to expend \$1,477,738.50 on Secondary Education for the FY2021 school year? <input type="radio"/> No																					
<input type="radio"/> <b>Glendinning, Tor</b>																						
<input type="radio"/> <b>Nelson, Robert</b>	<input type="radio"/> Yes <b>ARTICLE 4:</b> Shall the town authorize the Board of Selectmen to negotiate an interlocal agreement with the owner-municipalities for the operations of the Central Lincoln County Ambulance? <input type="radio"/> No																					
<input type="radio"/> <b>Wilcox, Roger</b>																						
<input type="radio"/> ..... Write-in	<input type="radio"/> Yes <b>ARTICLE 5:</b> Shall the town raise & appropriate for \$ 2,246,477 for municipal government? <input type="radio"/> No <i>EXPLANATION: Below is an accounting of the impact of the proposed Fiscal Year 2021 municipal, education, and county budgets and tax commitment.</i>																					
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<b>Great Salt Bay School Committee</b> for a term of three years Vote for one (1)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="text-align: right; width: 20%;">FY 20</th> <th style="text-align: right; width: 30%;">FY 21</th> </tr> </thead> <tbody> <tr> <td>Expenditures (including education and county tax)</td> <td style="text-align: right;">5,624,976.32</td> <td style="text-align: right;">5,915,188.25</td> </tr> <tr> <td>Revenues</td> <td style="text-align: right;">1,029,509.42</td> <td style="text-align: right;">1,319,461.54*</td> </tr> <tr> <td>Overlay</td> <td style="text-align: right;">108,604.74</td> <td style="text-align: right;">75,000.00*</td> </tr> <tr> <td>Total Raised</td> <td style="text-align: right;">4,629,071.64</td> <td style="text-align: right;">4,670,726.71</td> </tr> <tr> <td>Valuation</td> <td style="text-align: right;">258,551,800.00</td> <td style="text-align: right;">261,000,000.00*</td> </tr> <tr> <td>Mil Rate</td> <td style="text-align: right;">17.90</td> <td style="text-align: right;">17.90*</td> </tr> </tbody> </table>		FY 20	FY 21	Expenditures (including education and county tax)	5,624,976.32	5,915,188.25	Revenues	1,029,509.42	1,319,461.54*	Overlay	108,604.74	75,000.00*	Total Raised	4,629,071.64	4,670,726.71	Valuation	258,551,800.00	261,000,000.00*	Mil Rate	17.90	17.90*
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**TURN BALLOT OVER TO CONTINUE VOTING**

- Yes **ARTICLE 6: Shall the Town grant the following authorities to the Board of Selectmen from July 1, 2020 to June 30, 2021?**
- No
- A. Authorize the Board of Selectmen to accept prospective gifts and donations providing the Board place these funds in appropriately designated reserve accounts and only used for the intended purposes stated or in the best interests of the Town?
  - B. Authorize the Board of Selectmen to accept and expend, on behalf of the town, any State and Federal funds which may be received from time to time in the form of grants and funds from any source deemed appropriate by the municipal officers during the period of July 1, 2020 to June 30, 2021 or act on anything relative thereto?
  - C. Authorize the Board of Selectmen, on behalf of the town, to sell and dispose of any real estate acquired by the town for non-payment of the taxes thereon and to execute quitclaim deeds for said property, in accordance with appropriate state law and procedures?
  - D. Authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any surplus equipment owned by the Town in accordance with appropriate State law and procedures?
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- No

- Yes **ARTICLE 9: Shall the Town vote to authorize the Tax Collector to accept prepayments on taxes not yet committed, and to pay interest at a rate of 0% (zero percent) as a courtesy to taxpayers who wish to pay some or all of their uncommitted taxes?**
- No

- Yes **ARTICLE 10: Shall the town authorize the Board of Selectmen to expend funds from any Town Reserve account for an unbudgeted major expense: (Note: "major" is defined as any cost not included in a corresponding operating budget)?**
- No

- Yes **ARTICLE 11: Shall the town allow the Board of Selectmen to transfer an amount not to exceed 2% of the total annual budget request from one category to another without prior approval of a special town meeting?**
- No

- Yes **ARTICLE 12: Shall the Town authorize the Board of Selectmen to regulate river herring fishing in all streams in which the town has an interest in accordance with the plan filed with and approved by the Commissioner of Marine Resources?**
- No

**YOU HAVE NOW COMPLETED VOTING**

**SPECIMEN BALLOT  
TOWN OF NEWCASTLE, MAINE  
GREAT SALT BAY CSD  
BUDGET VALIDATION REFERENDUM  
JULY 14, 2020**

**Instructions to Voters**

◆ Vote "yes" or "no" by completely filling in the oval to the left of each question, like this: ●.

- Yes    Question 1: Shall Great Salt Bay CSD appropriate the sum of \$5,707,935.01 and raise the sum of \$4,596,166.21 for the 2020-2021 school budget?  
 No

School Committee Recommends: Yes

**VOTER INFORMATION FOR QUESTION 1**

The Great Salt Bay CSD school budget submitted in this Question 1 totals \$5,707,935.01. It includes locally raised funds in the amount of \$4,596,166.21, to be assessed in shares to member municipalities in accordance with the District's cost sharing formula and state law. The locally raised amount exceeds the maximum state and local spending target by \$584,273.09. This budget includes these cost centers and amounts:

Cost Center	Amount Appropriated
Regular Instruction	\$2,556,335.92
Special Education	\$1,300,912.89
Career and Technical Education	\$0.00
Other Instruction	\$132,909.36
Student and Staff Support	\$357,940.05
System Administration	\$169,015.02
School Administration	\$362,648.53
Transportation and Buses	\$307,318.70
Facilities Maintenance	\$441,964.54
Debt Service and Other Commitments	\$0.00
All Other Expenditures	\$78,890.00
Summary of Total Authorized School Budget Expenditures	\$5,707,935.01

**TURN BALLOT OVER TO CONTINUE VOTING**

- Yes
- No

Question 2:

Shall the Great Salt Bay CSD School Committee be authorized to establish Reserve Funds, in the following cost centers, for unexpected costs; to transfer the amounts noted from available Fiscal Year 2020 fund balances to said Reserve Funds; and to expend said Reserve Funds, up to and as noted, to pay any unexpected costs during the 2020-2021 school year?

School Committee Recommends: Yes

Reserve Fund	Amount Transfer In	Amount Expend (up to)
Regular Instruction	\$100,000.00	\$100,000.00
Special Education	\$50,000.00	\$50,000.00
Student & Staff Support	\$50,000.00	\$50,000.00
Transportation	\$100,000.00	\$100,000.00
Facilities Maintenance	\$100,000.00	\$100,000.00
<b>Total Transfer In</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>

- Yes
- No

Question 3:

For Fiscal Year 2021 only, in addition to the statutorily allowed 5% transfer of funds between budget cost centers, shall the Great Salt Bay School Committee be allowed to transfer an additional 10% (for a total of 15%) between budget cost centers as necessary in the best interest of the Great Salt Bay CSD, provided that such transfers will not increase the total budget of the Great Salt Bay CSD?

School Committee Recommends: Yes

**YOU HAVE NOW COMPLETED VOTING**



**SECONDARY EDUCATION BUDGET EXPLANATION**  
**July 14, 2020**

The following is an explanation for the Secondary Education Budget figure, \$1,477,738.50, which is in Article 3 on the July 14, 2020 Municipal Referendum ballot.

1. To see what sum the Town will be authorized to expend for Regular Instruction.

School Committee Recommends	\$1,143,305.85
Selectmen Recommend	\$1,143,305.85

2. To see what sum the Town will be authorized to expend for Special Education.

School Committee Recommends	\$219,229.86
Selectmen Recommend	\$219,229.86

3. To see what sum the Town will be authorized to expend for Career and Technical Education.

School Committee Recommends	\$200.00
Selectmen Recommend	\$200.00

4. To see what sum the Town will be authorized to expend for Other Instruction.

School Committee Recommends	\$0.00
Selectmen Recommend	\$0.00

5. To see what sum the Town will be authorized to expend for Student and Staff Support.

School Committee Recommends	\$2,833.70
Selectmen Recommend	\$2,833.70

6. To see what sum the Town will be authorized to expend for System Administration.

School Committee Recommends	\$34,038.36
Selectmen Recommend	\$34,038.36

7. To see what sum the Town will be authorized to expend for School Administration.

School Committee Recommends	\$0.00
Selectmen Recommend	\$0.00

8. To see what sum the Town will be authorized to expend for Transportation and Buses.

School Committee Recommends	\$78,130.73
Selectmen Recommend	\$78,130.73

9. To see what sum the Town will be authorized to expend for Facilities Maintenance.

School Committee Recommends	\$0.00
Selectmen Recommend	\$0.00

10. To see what sum the Town will be authorized to expend for Debt Service and Other Commitments.

School Committee Recommends	\$0.00
Selectmen Recommend	\$0.00

11. To see what sum the Town will be authorized to expend for All Other Expenditures.

School Committee Recommends	\$0.00
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Selectmen Recommend

\$0.00

**SUMMARY OF THE PROPOSED SCHOOL BUDGET**

12.To see what sum the Town will authorize the school committee to expend for the fiscal year beginning July 1, 2020, and ending June 30, 2021, from the Town’s contribution to the total cost of funding public education from grade 9 to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, §15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

School Committee Recommends

\$1,477,738.50

Selectmen Recommend

\$1,477,738.50

**FUNDS FOR THE PROPOSED SCHOOL BUDGET**

**School Budget Funding Explanation**

Article 15: Required Local (EPS) Raise Amount \$ 753,955.26

Article 16: Additional Local Raise Amount \$ 386,346.53

Total Local Funds Raised \$ 1,140,301.79

Fund Beginning Balance \$ 124,542.54

State Subsidy \$ 212,894.17

Total School Budget Request \$ 1,477,738.50

13.To see what sum the Town will appropriate for the total cost of funding public education from grade 9 to grade 12 for the fiscal year beginning July 1,2020 and ending June 30, 2021 as described in the Essential Programs and Services Funding Act (**School Committee Recommends \$966,849.43**) and to see what sum the Town will raise as the Town’s contribution to the total cost of funding public education from grade 9 to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

**School Committee Recommends**

**\$753,955.26**

**Selectmen Recommend**

**\$753,955.26**

*Explanation: The Town's contribution to the total cost of funding public education from grade 9 to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.*

14. To see what sum the Town will raise and appropriate in additional local funds (**Recommend \$386,346.53**) which exceeds the State's Essential Programs and Services allocation model by **\$386,346.53**, as required to fund the budget recommended by the school committee.

The school committee recommends **\$386,346.53** for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by **\$386,346.53**:

<b>School Committee Recommends</b>	<b>\$386,346.53</b>
<b>Selectmen Recommend</b>	<b>\$386,346.53</b>

*Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from grade 9 to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Town budget for educational programs.*

15. Shall the Newcastle School Committee be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for education purposes provided that such grants, programs, or other sources do not require the expenditure of other funds not previously appropriated?

School Committee Recommends: Yes



# Town of Newcastle

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

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

## Fiscal Year 2021 Budget Worksheet

Due to the challenges of operating an annual town meeting during the COVID-19 pandemic, the Newcastle Board of Selectmen have elected to have the voters approve the municipal budget via referendum. This allows the voters to have their say via the ballot box and in a manner, which is safe for all. Below is a breakdown of the Fiscal Year 2021 budget. If you have any questions, feel free to contact Town Administrator Jon Duke or the members of the Board of Selectmen. The Board will conduct a public hearing on this budget on June 22<sup>nd</sup> at 7pm via Zoom and available live streamed on the Town's YouTube channel. Those with comments or questions can forward those to [townadministrator@newcastlemaine.us](mailto:townadministrator@newcastlemaine.us).

**This is the question on the July 14<sup>th</sup> ballot voters will decide upon...**

**ARTICLE 5:** Shall the town raise & appropriate for \$ 2,246,477 for municipal government?

*EXPLANATION: Below is an accounting of the impact of the proposed Fiscal Year 2021 municipal, education, and county budgets and tax commitment.*

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<b>Mil Rate</b>	17.90	17.90*

*\*Estimated*

Though expenditures are up in the proposed budget over Fiscal Year 2020, the increase in revenues and property valuation offsets these increases to allow for a level mil rate for the fifth straight year. The Town possessed an unassigned fund balance in excess of \$1.6 million, the Selectmen are asking to use just over 1/8<sup>th</sup> of that amount to invest in the town's infrastructure (roads, municipal buildings).

<b>Admin &amp; Operations</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY 21 Selectmen</b>
<b>Salaries Subtotal</b>	206,092.04	237,448.00	233,965.00
<b>Insurance and Benefits Subtotal</b>	88,554.75	125,815.00	126,773.00
<b>Contracted Service Subtotal</b>	49,721.10	51,049.00	57,700.00
<b>Administration, Supplies and Equipment Subtotal</b>	47,467.11	57,714.04	72,770.00
<b>Building and Grounds Maintenance Subtotal</b>	64,826.51	32,068.00	34,370.00
<b>TOTAL</b>	457,884.30	504,094.04	525,578.00

The Selectmen's budget increased over last year by 4.25%, and includes a new town website, software to manage meeting agendas/minutes, the change in salary from a town administrator to a town manager, a new contract with the assessors' agent, and additional funding for the town's public buildings and cemeteries.

Public Services	FY19 Actual	FY20 Budget	FY 21 Selectmen
Planning and Development Subtotal	19,397.38	18,450.00	24,300.00
Services Subtotal	98,049.63	97,184.00	99,481.00
Provider Agency Subtotal	35,582.00	51,148.39	51,149.00
<b>TOTAL</b>	<b>153,029.01</b>	<b>166,782.39</b>	<b>174,930.00</b>

The Selectmen's budget includes additional hours for the code officer and continued funding for provider agencies.

Public Safety	FY19 Actual	FY20 Budget	FY 21 Selectmen
Fire Department Subtotal	123,523.92	134,231.17	137,276.12
Infrastructure Subtotal	56,813.90	56,560.00	59,690.00
Animal Control Services	4,850.69	6,752.00	7,690.00
Emergency/Health Services	6,553.00	15,950.00	28,925.00
<b>TOTAL</b>	<b>191,741.51</b>	<b>213,493.17</b>	<b>233,581.12</b>

The Selectmen's budget includes the higher cost in operating the CLC Ambulance service, purchasing additional PPE for the fire department, and the first year of the LED streetlight conversion loan.

Public Works	FY19 Actual	FY20 Budget	FY 21 Selectmen
Operations Subtotal	16,550.00	0.00	5,750.00
Facilities Subtotal	480.09	600.00	6,600.00
Winter Operations Subtotal	350,602.85	402,186.00	389,345.00
Annual Operations Subtotal	62,555.56	74,200.00	96,500.00
General Contractor Subtotal	19,184.01	102,100.00	138,250.00
Equipment Subtotal	791.12	2,000.00	12,500.00
<b>DEPARTMENT TOTAL</b>	<b>450,163.63</b>	<b>581,086.00</b>	<b>648,945.00</b>

The Selectmen's public works budget includes funds for ditching on Lewis Hill, Happy Valley intersection improvements, reclaiming a section of Academy Hill near Timber Lane, providing maintenance on the bridge on Station Road, begin the road program for West Old County Road with tree work, catch basin repair/replacement, grading the town's dirt roads twice annually, street signage, and traffic control signage.

Reserves	FY19 Actual	FY20 Budget	FY 21 Selectmen
Harriet Bird Clubhouse Reserve	1,500.00	1,500.00	1,500.00
Veteran's Park Reserve	250.00	1,250.00	1,250.00
Roads Capital Projects Reserve	127,600.00	530,000.00	546,354.00
Computer Reserve	6,500.00	2,000.00	3,000.00

Municipal Building Reserve	0.00	0.00	25,000.00
Revaluation Reserve	20,000.00	20,000.00	20,000.00
<b>Total</b>	<b>155,850.00</b>	<b>554,750.00</b>	<b>597,104.00</b>

The majority of the reserve department of the budget is centered around the Roads Capital Projects reserve. The budget for this reserve includes funds to complete the West Hamlet Road project with finish paving, reclaim/ditch/replace culverts on Stonebridge Circle, install a turnaround on The Kings Highway, apply paving to Glidden Street/Pump Street/Cross Street, and repair the sidewalk on Main Street between Lincoln Home and Veteran’s Park.

<b>Debt Service</b>	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY 21 Selectmen</b>
Loan Payment – Fire Truck	29,339.96	27,084.00	27,084.00
Loan Payment - AH Road Project	0.00	0.00	39,254.00
<b>Total</b>	<b>29,339.96</b>	<b>27,084.00</b>	<b>66,338.00</b>

Debt service includes payments on the fire truck bond and the initial interest only payments on the Academy Hill Road project.

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

**1. Call to Order: 7:04pm**

**Attendees:** Benjamin Frey, Brian Foote, Carolyn Hatch, Joel Lind, Wanda Wilcox, Seth Hagar (Road Commissioner), Jonathan Duke (Town Administrator), Harriet Burgoon (Deputy Clerk)

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

Discussion regarding attendance for residents at Zoom BOS Meetings:

The question has not yet been addressed. Currently, residents send questions to town officials via email or telephone and watch the BOS meetings via YouTube live stream. Many towns are doing the same, and there are others that open Zoom format to residents. YouTube is much easier than the procedures for participation via Zoom. The State law is that participant residents have a right to watch, but there is nothing guaranteeing right to participate.

Real Estate the Town of Newcastle Owns – looking to get it back on the agenda soon

Land Use Ordinance:

To discuss methods and procedures for presenting the code to residents via public hearing in the new challenging COVID-19 context.

**Foote moved to amend the agenda to add Land Use Ordinance discussion to 5.2, and add 5.3 discussion about public involvement in town meetings. Lind seconded. Motion Passed 5-0**

**3. Minutes**

**4. New Business**

**5. Unfinished Business**

**5.1 FY 21 Budget Goal Setting – Budget in General:**

Frey: Thanks to Jon and Seth for their work on the budget this year; the presentation and the content. Simple, easy to understand.

Capital Roads Budget – Seth Hagar presented, budget materials were submitted prior to the meeting. The Capital Roads Budget continues the roads budget approach begun previously and addresses needs that arose during this year. Notes regarding the roads budget approach itself are found below.

**1. Projects Included in this coming year's budget:**

- a. Completion of W Hamlet Road with surfacing and shoulder work. This is the last task in the road rebuilding cycle for this road.
- b. Stonebridge Circle - base reclaiming and culvert replacement. This completes all large-scale roads off of Academy Hill. This does not include dead end streets in that area.
- c. Academy Hill Rd: One section has severe breakage in previously invested road degrading. If let go for longer than a couple of years the entire section will fail. Has already begun to fail. The 500 foot section will be addressed this year, not the entire road.



- d. Downtown Newcastle District: This year involves carefully considering investment here due to major rebuild needed in the future; sidewalks, infrastructure, coordination with water and sewer districts. Pump, Cross and a section of Glidden Streets need surfacing, as a cost-effective measure until a major update can occur.
  - e. N Newcastle Rd – Surface this year. The shim did help for the winter. Ditching is holding. Should hold for approximately 10 years. After the Academy Hill project is completed, can address longer term project for this road when the town can afford to do so.
  - f. Turn Around Program begun last year: There are several dead-end dirt roads that are complicated for public safety and maintenance reasons, in addition to landscaping and snow plowing requirements. The program addresses one turn around per year. This year continue with second turn around.
  - g. Option for BOS discussion: Address a segment of sidewalk in town. With a diverse town, quaint downtown village plus rural area, it can be difficult balance those needs. Once the state builds a sidewalk, maintenance it the town's responsibility. The sidewalk around the park and through the front of church all the way to intersection with Lincoln Home is in very hard shape. The asphalt is in such bad shape cannot shovel by hand. Each year must clean the lawns in the spring due to asphalt crumbling. It would complete sidewalk network on Main Street when combined with the Academy Hill Project.
2. Newcastle Roads Budget Approach: The approach is a three-stage rotation cycle. 1<sup>st</sup> stage to ready the roads; trim the roads, trees cut; 2<sup>nd</sup> stage reclaim, do base pavement, trenches settled, deal with drainage; 3<sup>rd</sup> stage do the final coat, wearing surface and shoulders. W Hamlet Road is an example: last year fit in two of the three stages, this year is surface and shoulders to finish cycle for that road.
- a. Selection of roads to address each year is due to a range of geographical areas. Avoid doing one road in an area with the rest of the roads in terrible shape. Stonebridge Circle is an example: others in that area have been done, this last one this year will complete that area. Will then move on to another area, for example, Sheepscot Village area, eg W Old Country Rd, then to S Newcastle on Station Rd.
  - b. Newcastle has a large number of roads undermaintained. Some not addressed for almost 30 years. It is a deferred expense. It is a large burden. Yet, the town cannot afford to fix all at the same time. The goal of the road rotation cycle is to avoid the need for large investment projects and avoid the bond tool as much as possible. Smaller budget items over a period of time. The goal is to extend the period of time between major investments on roads.
  - c. This approach also results in several locations active over one year, instead of effectively having only one complete road project each year. It allows for as many residents' roads to experience improvements as possible each year.
  - d. The rotation cycle allows for the ability to react to budget issues year to year, while addressing roads more often throughout the longer term. For example: Before would pave the roads, then need to cut into newly paved roads to add culverts. Instead this approach addresses structural needs prior to paving. This way, if things change over a season, or need to be addressed, can add those in before the final layer put on.
  - e. Fourth aspect of the rotation cycle: water and maintenance. Water flow can undermine roads. E.g. removing sand from culverts helps retain the investments made. Academy Hill as an example: it was not done correctly, the water effect has not previously been solved, hence the sizeable investment necessary now. Cochran Rd as another example: redone a while back, reclaimed with no shoulder work completed and a thin layer of pavement. Now the edges are starting to break up. Once they do break up, is difficult to fix.

- f. Budget killers working to avoid: lingering problems from prior years. Kavanaugh Rd as an example: one culvert failed in the middle of the road. While fixing the current failure, had remove previous two failed culverts that had been discarded on the side of the road.
- g. The larger Academy Hill Road Project: this is an example of all three stages of the cycle completed within one year due to the severe nature of the problems. After this year, approach will be maintenance, eg. Crack filling.
- h. The rotation/cycle approach deals with things that affect the long-term condition of our roads. The town will reap the rewards of this approach now and 20 years from now.

One note by Hagar in response to a BOS question: Road maintenance never ends. Hagar provided an analogy to a new car. Brand new car is perfect. After 30,000 miles, buy new tires, after two years buy windshield wipers, and then next brakes need to be replaced. The rest of the car works great. Need to do little things to keep using the whole car. Roads are the same way. Once a new road is completed, meaning the base is reconditioned, new hot top, all drainage completed, the town has a new car, not a Lincoln, but maybe a Toyota Camry for our budget. Just like a car, road maintenance will be necessary down the line. Filing in cracks and routine ditching are like replacing windshield wipers. Hopefully will not have as many new roads each year.

Working toward having more preventative maintenance each year. Trying to use money as wisely as possible to accomplish longevity of investment and move the various road projects from replacement to maintenance.

Duke: Notes regarding Capital Roads Budget (spreadsheet at 45:47 on YouTube meeting video, see link below):

1. N Newcastle Rd – A reserve of \$200,000 was set aside last year to begin a 10yr process of building a 2 million dollar budget for repairing the base structure of the road. In the end, the BOS chose to pursue a less invasive repair and it began last year, which will be completed this year. Unexpected culvert replacements were found to be needed. The BOS decided also to in the future to borrow when the time for the complete overhaul of N Newcastle Rd arrives, rather than the reserve fund approach. Therefore, an additional planned \$200,000 for the coming year's budget in reserves is removed.
2. N Newcastle Rd Surfacing this coming year will be paid from funds remaining from last year's incompleteness of the project.

Therefore, will make it possible to maintain the roads budget for FY2021 very close to last year's, maintain road projects, without increasing taxes.

BOS thanked Hagar for his work. Hagar available via email to answer any questions. Academy Hill Project will be pushed back due to a week of rain. Utility companies are still marking. Underground uncertainties. Things are moving forward.

#### Remainder of Budget Presentation from Town Administrator, Duke:

BOS Budget Goals in previous meeting. The following is in response to the BOS goals; flat mill rate, maintain road projects. It can be adjusted if the goals or projects change. Overall, it is a %0.5 increase from last year while keeping the mill rate flat.

1. The Mill Rate. (See chart under discussion at 52:00 on YouTube meeting video, see link below)

- a. FY2020: Mill rate of 17.9. Valuation 258 mill plus. For FY2021 estimating valuation of 261 million, with the same mill rate or 17.9. The additional valuation is found through approx. 2.5 million of added value due to work of the assessor and some from the revaluation process already incorporated. It is a conservative addition.
  - b. Overlay - sizeable last year due to uncertainty of start date of some projects, and to provide stable mill rate. FY2021 overlay is more common relative to the size of overall valuation. Overlay is a rounding error and pays for abatements. Lincoln Academy exemption for their dorms of \$17,000 is the abatement foreseen for FY2021.
  - c. Increase in Revenues of \$225,000 comes from the unassigned fund balance. Currently the fund balance is just over \$6.1 million. \$700,000 (two months loss of revenue) is recommended by auditors as the amount for events such what we are currently experiencing. The fund balance typically used three ways: capital needs, cutting mill rate, or funding reserves. This year recommendation is to use \$225,000 from fund balance to maintain the road plan and to achieve goals. If the source of the gap were not from the fund balance and came from increase of mill rate, it would increase to 18.80, \$0.90.
2. Revenues: The budget for FY2021 is conservative on revenues.
    - a. Excise Tax and State Revenue Sharing – Excise is flat in the budget for next year. (NB: for FY2020, are close to meeting budgeted goals, despite loss of excise revenue for the remainder of the year.) The FY2021 is also conservative on state revenue sharing. The excise tax revenue is based upon citizens' desire to spend, and state revenue sharing relates to income tax and state excise taxes.
    - b. Schools is a set amount. State money received for subsidy offsets amount paid to Lincoln Academy for our secondary students. However, state revenue sharing is flexible unfortunately.
  3. Expenditures: Many are already discussed in previous meetings. Civic Plus software, additional day for CEO availability for residents, public safety increase is mostly Lincoln County Ambulance service increase, fire department has a slight increase, but the chief is looking for grant money to fund that instead, public works. Budget looks differently to be able to track more specifically in terms of labor and materials. Periodic monthly update during building season.
  4. Reserves: Municipal building: modifications due to COVID-19 will come from current FY budget. Additional \$25,000 of reserves if needed for exterior in next FY budget 2021.
  5. Debt Service: First part of Academy Hill project. It is the lowest number we will see for the next 10 years.
  6. Education: Secondary amount is locked in, are waiting for numbers for Primary schooling.

The BOS discussed the presentation. The next two weeks provide time for questions. No vote tonight.

- 5.2 – Land Use Code – The challenge is to get public hearings, to engage the public, safely accomplished within the COVID-19 limitations. How to have public discussions, how to gather and vote.
  1. Mode of hearings: Zoom option. Large numbers of attendees in a Zoom meeting involves difficulties to be heard. Population without access to or ability to work technology may limit attendance to only technologically savvy people.
  2. Timing: November was proposed. Possible secret ballot via elections or special town meeting. Perhaps waiting may delay benefits of the new code. Added to the agenda for next BOS meeting.

5.3 – Public participation in BOS meetings – Discussion included technical challenges for residents, correspondence via email and voicemail still working. Tabled for now. Is an ongoing effort.

**6. Town Administrator Report and Communications**

Reopening the town office. Retrofits to adapt to the requirements of the COVID context are needed. Two phases: Phase one is to direct number and flow of people in and out of the office. Sneeze guards, dividers. Phase two is reconfiguring the back of the office to create distances. It includes equipment, walls, door changes, and BOS meetings move to the fire station community room. Next meeting will involve a short review of the plan.

**7. Fiscal Warrants**

Warrant – \$213,550.18 –

**Lind motioned to approve the Warrant as presented, Foote seconded. Approved 5-0**

**8. Board of Assessors**

**9. Adjournment**

Meeting adjourned 9:11pm

**Upcoming Events**

All Public Buildings: Closed To The Public

Board of Selectmen meetings: <https://www.youtube.com/channel/UCPROW5TRkwhBH0MNCF1DibA>

For Updated Information Please Check The Town’s Facebook/Twitter accounts and Town’s Website: [newcastlemaine.us](http://newcastlemaine.us)



# Town of Newcastle

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CONTRACT FISCAL YEAR 2021

ROAD MAINTENANCE CONTRACT

Date: \_\_\_\_\_, 2020

This agreement is entered into and executed by and between the Inhabitants of the Town of Newcastle, by and through its Board of Selectmen (hereinafter “Town”) And Hagar Enterprises (“Contractor”). The Board of Selectmen has made a finding that the goods, services, and improvements detailed in this contract are available only from a single source vendor which has the previous experience, knowledge and expertise in maintenance of the Town Roads of Newcastle, Maine, and that awarding this contract to the said Contractor provides continuity, reliability and availability and the Contractor is in good standing. A majority of the Board of Selectmen has also determined that the Board and the Town Manager have exercised due diligence in reviewing this Contracting relationship during this contract renewal to determine that the goods, services, and improvements offer by the Contractor are not sufficiently available from multiple vendors at the time of contract expiration.

WITNESS that in consideration of mutual covenants made herein, the parties agree as follows:

## CONTRACTOR PROVISIONS

**Scope of Work:** Contractor shall, subject to votes of the Board of Selectmen, perform or arrange for the performance of Maintenance Work selected by the Town, as directed by the Board of Selectmen, for completion for fiscal year 2021. Contractor shall develop a recommended annual maintenance budget for the Town’s consideration by the Board of Selectmen.

**Payment Terms:** Payment shall be on a time and material basis at the rates included in Exhibit A. Any variation from these payment rates that may be requested due to special circumstances must be approved in writing by the Town Manager. Town agrees to pay Contractor within 30 days of receipt of an invoice and confirmation from the Road Commissioner that the work was completed in a workmanlike manner pursuant to the standards set forth in this Contract. If Contractor arranges for others to complete Maintenance Work, the Town shall make payment directly to such other entity.

**Term:** This contract is for Newcastle Fiscal Year 2021 and shall terminate on July 1, 2021.

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Brian Foote, Selectman • Wanda Wilcox, Selectman •

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# Town of Newcastle

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**Maintenance Work Services:** Contractor shall provide all Maintenance Work (as defined by Maine DOT work-plan for 2021-22) under this contract in a timely manner, at the price stated in the attached schedule, and in accordance with the specific job requirements and industry standards and under best efforts and to not less than best practices standards. Contractor shall perform work under the direction of the Town's Road Commissioner, or in his absence, the Town Manager.

In the case of road conditions resulting in a dangerous condition, Contractor must begin repair of the issue as soon as possible and in all events within 48 hours of the issue being reported to Contractor and shall continue to prosecute such repairs with ordinary diligence. Notwithstanding the foregoing, if it is not reasonably possible to begin repairs within 48 hours, Contractor shall promptly provide notice of such a conclusion to the Town.

**Infrastructure Work Services:** Contractor shall provide all Infrastructure Work under this contract in a timely manner and in accordance with the specific job requirements and industry standards and under best efforts and to not less than best practices standards. Contractor shall perform work under the direction of the Town's Road Commissioner, or in his absence, the Town Manager. Prior to initiating any Infrastructure Work, Contractor shall consult with the Board of Selectmen and provide a budget, approximate plan specifications, and the option to engage an engineering planning and/or third-party testing professional for the project. Upon Board of Selectman approval, Contractor shall obtain an engineering plan and third-party testing agreement with an updated budget for the project. The engineering plans and third party agreement shall run to the Town of Newcastle, care of the Newcastle Board of Selectmen, as the contracting party.

**Insurance:** Contractor must provide proof to the Town that it has obtained general liability insurance, motor vehicle ability insurance, and Workers' Compensation insurance to include employers liability insurance in an amount of not less than \$2 million. Contractor must provide insurance binders to the town, satisfactory to the Town Administrator, naming the town of Newcastle as an insured. Such certification shall include a provision that the Town must be given 30 days' notice by the insurance company of any intention to cancel coverage.

Contractor shall provide the same insurance coverage documents for subcontractors or other contractors providing Maintenance Work or provide a letter from Contractor's insurance company that claims against such entities are covered in Contractor's policy.

**Equipment:** Contractor shall have sufficient equipment, including back up equipment, to perform the services of the contract.

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## OTHER PROVISIONS

1. **Independent contractor:** Contractor and any agents or employees of the contractor, in the performance of the contract, shall act as independent contractors or the agents or employees of the herein named Contractor and not as officers or employees or agents of the Town.
2. **Contractor's Labor:** For any man power furnished to fulfill the obligations of this contract, the Contractor shall be responsible for assuring that all man power is in compliance with applicable State and Federal labor laws including but not limited to Worker's Compensation law, employment security law, and the minimum wage law.

In addition it is the responsibility of the Contractor to ensure that all employees working on behalf of the Town under this agreement behave in a manner that does not reflect negatively on the Town or the Contractor. The Contractor agrees to indemnify the town from any loss caused by the employees or Subcontractors of the said Contractor.

The Town retains the right to contract with one or more contractors for public works services, infrastructure work, or maintenance work depending on the availability of Contractor personnel and equipment, cost and any other factors in the reasonable discretion of the Town.

3. **Indemnification:** Contractor shall indemnify and hold harmless the Town and its officers, officials, agents, and employees from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from the performance of Maintenance Work or Infrastructure completed by Contractor or the Subcontractors or other Contractors under the Contractor's direction, provided that any such claim damage loss or expense (A) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (B) is caused in whole or in part by any negligent act or omission of the contractor or any of its officers, agents, employees, representatives, subcontractors, or anyone directly or indirectly employed by any of them for anyone for which any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor shall, at its own expense and cost, defend and protect said indemnified parties against all of such claims and demands. The Contractor's obligations to indemnify as



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described in this section shall continue in full force and affect following termination or substitution under the contract until such time as the municipal officers send the Contractor a written notice notifying them that they are released from their obligation to indemnify, or until the passing of the statute of limitations.

4. **Breach:** if Contractor fails to perform according to any of the terms or conditions of this contract at that time in the manner specified, such failure to perform shall constitute a breach of contract.
5. **Notice of breach:** in the event of a breach, the Town Manager shall provide verbal or written notice to Contractor and order it to perform within a reasonable time. If Contractor fails or refuses to perform within the time specified by the Town Administrator, the Municipal Officers shall have the following remedies in addition to any other remedies available at law or equity:
  - a. The Town may terminate the contract by sending a written notice of termination to the Contractor; and
  - b. The town may hire a substitute contractor to perform the Contractor's duties and obligations for any period of time; and
  - c. The town may deduct and withhold any amount due the Contractor for prior work and apply that amount to any cost incurred by the town as a result of the termination or substitution.
6. **Remedies:** The rights and remedies herein created are cumulative, and the use of one remedy shall not be taken to exclude or waive the right to use of another.
7. **Service of notice:** in any case where desirable for the Town to serve upon the Contractor any notice or demand, it shall be sufficient to send a written or printed copy of said notice or demand, by certified mail, return receipt requested, postage prepaid, address to:





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Hagar Enterprises, Inc.  
50 Biscay Road  
Damariscotta, ME  
04543.

In cases where desirable for the contractor to give or serve up on the town any notice or demand, it shall be sufficient to send a written or printed copy of said notice or demand, by certified mail, return receipt requested, postage prepaid, addressed to

Jonathan Duke, Town Administrator  
4 Pump Street  
Newcastle, ME  
04553

8. **Severability:** In the event any term, condition, or provision of this contract is held invalid by a court of competent jurisdiction, the invalidity of such term, condition, or provision shall in no way affect any other term, condition or provision here in contained.

IN WITNESS WHEREOF, the parties of this agreement I have executed the same on this \_\_\_\_\_ day of June, 2020.

\_\_\_\_\_  
R. Benjamin Frey, Chair BOS

\_\_\_\_\_  
Hagar Enterprises Inc. by its  
Duly Authorized Representative

\_\_\_\_\_  
Carolyn Hatch, Vice Chair

\_\_\_\_\_  
Wanda Wilcox, Selectman

\_\_\_\_\_  
Brian Foote, Selectman

\_\_\_\_\_  
Joel Lind, Selectman

\_\_\_\_\_  
Jonathan Duke, Town Administrator

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Brian Foote, Selectman • Wanda Wilcox, Selectman •

# Town Administrator's Report

June 20, 2020

- Work moves ahead at the Town Office. Though we seem a bit away from being able to open, thanks to some handy painting by Michelle, Shelly, and Harriet; we were able to start moving back into the individual office spaces on Friday. The new lights have been installed and only some minor work is needed to complete the ceiling grid. The network and phone system upgrades should be completed on Tuesday. At this point we are awaiting the glass for the front counter, but there is tremendous demand for glass like this as everyone is taking the same route we are. I'm still hopeful we will have the glass installed by week's end, but we are looking at alternatives so that we could re-open with something in place until the glass can be installed.
- There is a tremendous amount of cleaning that is needed at the office. Phi has done a fine job with operating a clean work site given the difficulty of doing so in an office like ours. However, joint compound dust is insidious, and it is EVERYWHERE. We're having our cleaning crew come in mid-week to do their best and we are going to have our floors waxed this coming weekend.
- The Town Report draft has been signed off and is at the press. The late changes to the warrant held us up a bit, but we are in fine shape to see this report in mailboxes this week.
- Absentee ballots should begin to arrive in the mailboxes for residents who have already requested their ballots. We cannot circulate the absentee ballots until Monday's public hearing has occurred. I would add the simplest method to sign up for an absentee is to use the state's Secretary of State's website.
- I have drafted a memo for re-opening the office. Please review this memo. There are a number of details and frankly I think these guidelines are filled with compromise and I can't say I'm completely at comfort with all of these items. However, I think it puts us as close as we can be to following the Governor's guidelines for re-opening.
- The agenda includes a new road maintenance contract for FY 21 with Hagar Enterprises. This contract is identical to the current year contract which expires June 30<sup>th</sup>. The only changes included concern updated dates and the move from Town Administrator to Town Manager. I have sent the draft to Peter and he sees no problem with the contract draft.
- Seth, Andrew Hedrich from Gartley and Dorsky, and I met with representatives from Maine DOT concerning the overlap between their ditching project on Mills Road and our work on completing the Academy Hill Road project at the intersection.
- Academy Hill had a bit of a reprieve this week as Hagar completed their Bristol Road project, but it is expected the road will be reclaimed up to the railroad tracks this week. After which point a

base layer of pavement will be placed on that section before the work moves to the other side of the tracks to around the sharp corner.

- Real Term Energy setup a conference call on Thursday to kick off their involvement in changing out the streetlights to LEDs. They will begin their audit next month and will be looking for the Town's input regarding location, intensity, and color of streetlights across town.
- This is my last Town Administrator's report. The next time I offer you a report, I suspect it will be as your Town Manager. I'm looking forward to moving into this new role, but it will require a period of adjustment for the Board and myself. We'll figure it out... no worries on this part. I just want to get through the week of opening through to election day and then through the month of July. As much as possible, the staff will need your help and your support to get through July. We're all in this together!



# Town of Newcastle

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

Jonathan Duke Town Administrator

4 Pump Street  
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Newcastle, ME 04553  
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## Memo

To: Board of Selectmen

From: Jon Duke, Town Administrator

cc: Town Office Staff

Date: June 15, 2020

Re: Town Office Re-Opening Plan

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With the likely opening of the Town Office within the next two weeks, it is imperative a plan is put into place to safely and securely begin to establish the procedures for us to operate. Though I am not yet your Town Manager, these are the steps I would take to prepare our office to open.

### **HOURS OF OPERATION** – *Monday through Thursday 8:00am – 4:00pm, Friday 8:00 – 12:00pm*

I would maintain the same hours we have used in the past, but these hours may need to be augmented as we see how the community and the staff cope with what will be an incredibly stressful summer. We may suggest allowing those residents at high risk to schedule their appointment early in the day, perhaps earlier than 8:00am, to avoid contact with other residents. For the first week, we will need to close early on Tuesday to complete our year end closeout, and the Fourth of July holiday on Friday will add to our first disjointed week.

### **ACCESS** – *By appointment for the first two weeks after re-opening with suggested use of the drop box, when possible*

The backlog of new vehicle registrations will place a considerable burden on the office, and it must be a high priority for the office to turn over these registrations as quickly as possible due to the Governor's current July 13th deadline for having all new registrations completed. I believe this deadline will be extended, but the social influence on residents will raise the anxiety level for all involved. To assist those who cannot fall in this category, we will utilize the drop box for residents unable to utilize Rapid Renewal to complete their re-registration. Due to the numbers of residents who are not computer proficient, it's important those residents are not barred from accessing service. However, while we appreciate many would prefer to re-register their vehicle in person, the continued availability of an online service must be given priority status.

### **PHYSICAL SPACING** – *A maximum of 3 customers are allowed in the lobby/map room at any one time*

Whenever possible, employees and customers should attempt to stand at least 6 feet apart. With the new counter space, the clerks will be able to service two residents at any one time, but due to the distance needed to occupy that space it isn't possible to service more residents at the counter. An additional resident could be using the meeting room/map area to consult with a town office employee, but they are not permitted to handle the maps and paperwork

without prior approval from staff. The new door phone will assist enforcing this maximum by providing staff control over entrance to the space without being inefficient in pulling them off task to unlock the door.

**FACE COVERINGS** – *All customers will be required to wear masks to comply with the guidelines of the Governor's order*

In spite of the incredible amount of work to improve the Town Office and to provide a physical barrier on the counter and in the meeting room/map area, it will be impossible to provide 6 feet of distance between employees and residents. Consistent with the Governor's order, employees who work in individual offices may work without a mask, but any employee leaving their desk will need to put a mask on. A mask may be substituted by a face shield. Masks should be laundered daily and face shields should be cleaned daily. With minor modifications to Harriet and Shelly's desks (a plexiglass shield for the portion of their desk without a front but parallel to the counter), I believe we can isolate their desks to the degree they can be considered as individual offices which would allow them to work at their desk without needing a mask.

**VENTILATION** – *Increase the ventilation system to the maximum setting*

Our current ventilation system provides fresh air infusion into the office space. This will allow us to continue injecting fresh air into our building well into the colder months of the season. The lobby is not currently engaged with this system as there is some sense the inclusion of that area with the office space behind the glass is an incursion of the virus droplets which we are attempting to avoid.

**COMMON SURFACE CLEANING** – *The staff will be asked to clean flat surfaces frequently and replace items of common use.*

We will utilize surface cleaning materials on flat surfaces such as Microban which provide longer lasting protection of virus droplets. Such surfaces would include counter tops, doorknobs, light switches, and keyboards/mice. Frequently used items such as pens will be used once and then cleaned with disinfectant before re-use.

**CONTACT WITH ILLNESS** – *Staff will screen residents who make appointments/visit office*

Many medical offices or employers who send their staff to a home are screening their patients/customers. While we may not look to cover the same ground as a medical office, it makes sense to ask before folks visit the Town Office. We may need refuse service/entry to any customer who has had contact with someone who has had COVID-19, left the Maine/NH/VT compact area without quarantining for 14 days, or has symptoms consistent with upper respiratory illness or fever. Better to be safe, than sorry.

**RESERVE RIGHT TO REFUSE ENTRY** – *Office staff reserve the right to refuse entry or service for residents who refuse to comply with guidelines*

Though this is not the preferred avenue, the staff must be authorized to refuse entry and/or service to those unwilling to follow the guidelines we are establishing. Obviously, we wish to compel the compliance, but it is unwise to establish any standards unless we empower those working for us to enforce them. Refusing entry or service should be a last resort, but one that staff must have available to them in a bad circumstance. I would suggest we purchase paper masks to compel compliance to start.

**EDUCATION/SIGNAGE** – *Signage on the door and countertop will inform customers of above standards of operation*

In addition to answering frequently asked questions, we will utilize the door/office exterior to inform residents about what is required of them to gain services at the office. In addition, we will share these guidelines via the town website, Facebook page and in a more limited manner on the new town phone voice mail system.

**ALERT:** Stay up to date on Maine's COVID-19 Response

## COVID19 Prevention Checklist Industry Guidance

Last updated: *Jun 17, 2020*

The State of Maine has adopted a staged approach, supported by science, public health expertise, and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at [www.maine.gov/covid19/restartingmaine](http://www.maine.gov/covid19/restartingmaine) (<http://www.maine.gov/covid19/restartingmaine>).

This is one of many industry guidance documents the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on [maine.gov/decd](https://www.maine.gov/decd). (<https://www.maine.gov/decd>)

Please note: This document may be updated as additional information and resources become available.

### Phase 2: Public and Community Buildings

Public and community settings include, but are not limited to, municipal and county offices and libraries. As local communities and governing bodies determine the best way to safely re-open services, this document and the [COVID-19 Prevention Checklist General Guidance](https://www.maine.gov/decd/checklists/general-guidance) ([/decd/checklists/general-guidance](https://www.maine.gov/decd/checklists/general-guidance)) reflect baseline steps. Other governing bodies and associations may release further guidance for specific types of public and community buildings. Libraries, in particular, should refer to the checklist published by the Maine Library Commission for further guidance: [COVID-19 Prevention Checklist – Public Library Guidance](https://www.maine.gov/msl/about/commission/documents/LibraryChecklist-Approved-MaineLibraryCommission-May18.pdf) (<https://www.maine.gov/msl/about/commission/documents/LibraryChecklist-Approved-MaineLibraryCommission-May18.pdf>).

#### Operations

- Limit the number of individuals that can gather in a shared space, in accordance with Executive Orders from the [Office of the Governor](https://www.maine.gov/covid19/) (<https://www.maine.gov/covid19/>).
  - People in a shared space must be able to maintain 6 feet of physical distance. If a space in your building cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.
- Limit the total occupancy of buildings to 5 visitors or patrons per 1,000 square feet of visitor-accessible space. (Updated 6/17/20)
  - While 5 visitors or patrons per 1,000 square feet is the maximum number at this time, managers should consider the following factors that can increase transmission risk in their building and may decide to set a lower capacity limit, such as 3 per 1,000 square feet, if present:
    - Poor ventilation, i.e. little outside air circulating in
    - Confined spaces that make physical distancing difficult
- Require all staff, vendors, and visitors to maintain 6 feet of physical distance from individuals who are not part of their household group whenever possible.
- Require all staff, vendors, and visitors to wear a face covering, per Executive Order #49 FY 19/20. Face coverings are not required when individuals are alone in personal offices.
- Place signage at entrances and throughout buildings (particularly high traffic areas such as service counters and information desks) alerting staff and visitors to required occupancy limits, physical distancing requirements, and face covering policies.
- Inform patrons of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, social media assets, newspaper, etc.
- Provide services and conduct business by phone or internet to the greatest extent practicable.
- Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.

- Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.
- Eliminate waiting rooms and lines to the greatest extent practicable. Where lines are unavoidable, ensure 6 feet of distance between individuals. This can be accomplished by demarcating 6-foot distances on floors or walls.
- Modify building traffic flow to minimize contact between staff, contractors, and visitors; consider one-way entrances and exits, if possible. Use floor decals and/or signage to establish travel patterns.
- Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one directional stairwells, if possible.
- Use digital rather than paper formats to the greatest extent practicable.
- Remove all unnecessary items such as brochures, magazines, newspapers, and any other unnecessary paper products from common areas.
- Minimize shared touch surfaces such as pens, tablets, receipts, etc.
- To the greatest extent practicable, implement hours where service can be safely provided to [individuals at higher risk for severe illness \(https://www.cdc.gov/coronavirus/2019-ncov/faq.html\)](https://www.cdc.gov/coronavirus/2019-ncov/faq.html).
- If municipal space is used for other activities, those activities should follow appropriate guidelines for that activity (e.g. fitness, community gatherings, etc.).
- For contact tracing purposes, to the extent practicable, establishments should maintain a record including contact information for visitors and staff who have direct prolonged interaction.
  - Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Close contacts should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

## Restrooms

- Limit restroom occupancy for group restrooms to allow for physical distancing.
- Clean and disinfect restrooms on a regular and scheduled basis (see General Cleaning and Disinfecting section).
- Remove any items that do not have to be in the restrooms (e.g., magazines, decor).
- Consider establishing separate restrooms for staff and visitors.
- Post handwashing signs in all restrooms.
- Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms in during initial stages of re-opening.

## Employees

- Staff should consider whether they can work safely in a facility if they have any of these conditions and managers should discuss potential risks for individuals with the following:
  - People 65 or older
  - People who live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well controlled including:
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
    - People with severe obesity (body mass index [BMI] of 40 or higher)
    - People with diabetes
    - People with chronic kidney disease undergoing dialysis
    - People with liver disease
- Require employees to practice good hand hygiene with frequent handwashing, especially after contact with patrons/visitors and high-touch surfaces.
- Where possible, stagger employee shifts and meal breaks to avoid crowding.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Limit in-person gatherings or meetings of employees to the greatest extent practicable.
- Limit interactions between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
- Adjust training/onboarding practices to limit number of people involved and allow for 6 foot spacing; use virtual/video/audio training when possible.

- Discourage employees from using colleagues’ phones, desks, workstations, radios, handhelds/wearables, or other office tools and equipment.
- Provide employees training on:
  - physical distancing guidelines and expectations
  - monitoring personal health
  - proper wear, removal, and disposal of Personal Protective Equipment (PPE)
  - laundering of face coverings and uniforms: [Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).(CDC)
  - cleaning protocols, including how to safely and effectively use cleaning supplies: [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes) (<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>).(CDC)
- Consider employee training in safe de-escalation techniques.

**Transactions**

- Promote “contactless” payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.)
- Where possible, card readers should be placed in front of physical barriers so visitors can swipe their own cards and enter their codes. Card readers and keypads should be cleaned and disinfected frequently. Hand sanitizer should be made available for visitors before and after transactions.
- Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling credit, debit, or identification cards, cash, or visitor paperwork.

**General Cleaning and Disinfection**

Refer to the following documents for guidance on general cleaning and disinfection:

- [COVID-19 Prevention Checklist General Guidance \(/decdd/checklists/general-guidance\)](#).(State of Maine)
- [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).(CDC)
- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes) (<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>).(CDC)

**COVID-19 Prevention Form**

**In order to open, businesses must commit to complying with requirements of these checklists by filling out this short online form** (<https://appengine.egov.com/apps/me/covidpreventionform>) . Please note that religious organizations and licensed health care providers are not required to use this form.

If you have questions, please contact us at [business.answers@maine.gov](mailto:business.answers@maine.gov) (<mailto:business.answers@maine.gov>) or [1-800-872-3838](tel:1-800-872-3838) (<tel:1-800-872-3838>).

**Credit**

**Information**

**Business in Maine**

**DECD Offices**

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