

Board of Selectmen & Assessors Meeting - Agenda
May 18, 2020 @ 7:00p.m.
Via Zoom Meeting/YouTube Live Streaming

1. Call to Order:

2. Amendments to the Agenda (Pending Approval)

3. Minutes

- 3.1 March 23, 2020
- 3.2 April 6, 2020
- 3.3 April 20, 2020

4. New Business

5. Unfinished Business

- 5.1 Town Office Operations Modification Project
- 5.2 FY 21 Budget
- 5.2 Charter Commission Warrant Article
- 5.3 Simplified Zoning Code Warrant Article

6. Town Administrator Report and Communications

7. Fiscal Warrants

8. Board of Assessors

9. Executive Session(s)›

- 9.1 Personnel

10. Adjournment

*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)*

Upcoming Events

All Public Buildings: Closed To The Public

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

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

**Board of Selectmen & Assessors Meeting - Minutes
March 23, 2020 @ 7:00p.m.
Via Zoom Meeting/YouTube Live Streaming**

Attendees: Ben Frey, Joel Lind, Wanda Wilcox, Brian Foote, Seth Hagar (Road Commissioner), Jon Duke (town Administrator), Harriet Burgoon (Deputy Clerk)

1. Call to Order:
2. Pledge of Allegiance:
3. Amendments to the Agenda (Pending Approval)

4. Minutes

4.1 March 9, 2020

4.2 March 13, 2020

Foote moved to Approve both March 9 & 13 Minutes, Wilcox seconded – Vote by Roll Call: Foote, yes; Wilcox, yes; Lind, yes; Frey, yes; **Approved 4-0.**

5. Public Comments On Items Not On The Agenda: - Glendinning - No

6. New Business

6.1 **Academy Hill Project Borrowing RFP**

– Update on Project Status: Seth Hagar present by voice only – 3d is modeling complete, catch basins have been reviewed, approved and in production. The manufacturer is working on them, no completion date yet. The granite company is on the project, working out the logistics on timing with Seth. Time frame for beginning, end of April: mid-April to mid may. Subtle activity eg signs will begin earlier. In 1000 ft segments: The goal is to complete the base pavement that way and then progress one segment at a time. Hopefully the weather cooperates. Asphalt mid-April. MDOT: everything is still a go, no shut down on construction season. MDOT could potentially add projects while things were down. The project is still titled as necessary infrastructure, so still a go. Bath Route One project is still a go, assuming everyone stays healthy. Material is without big glitches.

BOS discussed and reviewed the bid process and contract in relation to the lights and granite. Details can be found in the contract signed.

Seth: The original bid was line item fashion, in the second stage it was changed to lump sum bid. The contract signed lump sum, with a reduction of granite and lights, but still running conduit in ground for future use. During the construction they will keep alternating lane open. Perhaps a couple of delays here and there fully closed.

- Borrowing/Funding Discussion - Two funding responses for were received:

- Duke: 1. First 2. DB&T. Specifics: Our request was: Rate for 7 year, rate for 10 year.

1. **The DB&T offer** was the first received. Steele asked re drawdown/line of credit. 7 yr 2.99% 10 yr 3.27% drawn down 2.99% for 6months. Meaning: Bond for full 2 million the first year 346,000, 10 yr 266,000.

2. **The First National offer**: 7yr at 1.73%, 10 yr at 1.92%. Impact: first year 10 yr 230K, 7yr 313,433. Low bid is The First and they would match the draw down option.

Discussion of two bids: BOS discussed whether to put it out for another bid, because was initially sent out prior to current context. Interest rates are dropping. Proposed asking both parties to see if they can do better. Based upon the discussion, the bid awarding process will be put on to next meeting and meet If need be before then.

7. Unfinished Business

- 7.1 COVID-19 Response
 -Town Office Closure, Payroll
 -Budget, Elections

COVID-19 Response – Outlined in the town administrator’s report. The office has made strides toward working remotely. Many projects can be done remotely. We maintain social distances. Other town offices close down with no staff in the office or in shifts. MA instituted shelter in place for residents. Maine’s path not clear. BOS discussed the possibility of moving to one person at a time in the office due to safety concerns. The BOS will not go to the office in person. Duke as resource.

Budget, Elections: Legislature allows for electronic meetings to occur during this time period. This context could go on for a while. A provision allows towns to spend beyond their fiscal year. We cannot hold a town meeting under current limitation of 10 people at time. Much is unknown. Until middle of April, we have time for the budget. We may need to vote then or at the next meeting about how to proceed without knowing if a town meeting will be possible, voting on selectman, etc. We don’t know yet what options are available. Be prepared and understand we will be nimble and adjust for the short term. Different processes exist, Zoom as an example. Payroll was discussed. This is an emergency, cannot recommend stop paying employees at this time, we have budgeted it already. Reimbursement relies upon documentation.

Lind motioned to continue payroll until the COVID -19 emergency is over regardless of hours worked. Foote seconded. Roll call vote: Foote, yes; Wilcox, yes; Lind, yes; Frey, yes. **Vote Passes 4-0.**

8. Town Administrator Report and Communications – Report submitted as written.

- Contact Information - We are asking that people please provide phone number and email address to the town. We needed an efficient, less costly way of reaching residents. Email would save the town money. Please be sure we have your current information. On the town website is a **Contact Us** page where you can get us your contact information. We do not sell residents information. The town sent out a second post card about the June 1 tax date.

- Single use plastic ordinance: It was approved. The ordinance has a provision that allows administrator to waive the use of that ordinance in emergency situations. Last week Damariscotta waived the single use plastic ordinance. Duke proposes waiving that in Newcastle, so fewer things are reused and touched, is a worthwhile endeavor. Look at abolishment of plastics state-wide.

- Duke: To know the selectman are in the corner of supporting our employees is invaluable. Much work is administrative. Vast majority of people calling are very respectful of what we’re doing. Great community spirit. Let’s keep that going. And keep safe.

9. Fiscal Warrants

- 9.1 Town Warrant \$ 208,070.15 –

Lind Motioned to approve, Foote seconded. Roll Call Vote: Foote, yes; Wilcox, yes; Lind, yes; Frey, yes. **Approved 4-0.**

10. Board of Assessors

- 10.1 Abatement – Lincoln Academy - **Moved to approve by Foote, Lind seconded.** Roll call vote re abatement: Foote, yes; Wilcox, yes; Lind, yes; Frey, yes. **Approved 4-0.**

Moved into executive session by Foote, Wilcox second. Approved 4-0. Adjourned.

11. Executive Session(s)

- 11.1 Real Estate

12. Adjournment

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

Upcoming Events

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Board of Selectmen & Assessors Meeting - Minutes

April 6, 2020 @ 7:00p.m.

Via Zoom Meeting/YouTube Live Streaming

Attendees: Carolyn Hatch, Wanda Wilcox, Benjamin Frey, Brian Foote, Joel Lind, Jonathan Duke (Town Administrator)

1. Call to Order: 7:18 pm -

1. Pledge of Allegiance removed from agenda while meetings are conducted via zoom.
2. Public Comments accepted in a different mode temporarily. Please send comments or questions via mail, email, or telephone to the Town Administrator or BOS members.

2. Amendments to the Agenda (Pending Approval)

3. Minutes

No minutes to review.

4. New Business

No New Business

5. Unfinished Business

5.1 Review Academy Hill Project Process Report - BOS discussed and reviewed the previous process for this project. The question is when options can be modified on the project. Ultimately, the BOS awarded the bid to Hagar. No options were discussed after that point. The BOS signed the contract. The BOS asked Andrew to write the contract with the options in it which we had approved, which he did. There was no follow up discussion. When the project went out to bid for second time, the bid changed. We went out to a second round because residents were unhappy with who bid and who didn't bid. The signed contract contains details reflecting the structure of the second bid process.

5.2 Letter to the Community Regarding COVID-19/Road Projects – Good idea to reach out to community, via newsletter, website posting. Encouraging residents to be safe and smart. Good to be informing residents of road projects moving forward. Do physical distance. Essential business has to happen, and we need to wear masks or do physical distance. Duke will post the letter.

Road projects are moving ahead. Residents, please keep distance from road projects. Road crews are following CDC guidelines to the best of their abilities. Operators are isolated in their vehicles. Hopefully will have facemasks soon. Basically, guys on the ground are affected most.

Duke: reached out to other towns on Midcoast road projects to review their approach to road plans. Four responded: All were moving forward, some hoping to get more done. In one case, Northaven, concern is keeping physical distancing issues and trying to ensure can accomplish that. When working on town roads there is a standard and expectation that people have that it is sanctioned by the town and hope that they are following CDC guidelines as best as they can. Need to impress upon Seth and he needs to impress upon the people working there.

5.3 Academy Hill Project Borrowing RFP – Duke reached out to both DBT and The First. Rates have gone up since they'd submitted the RFP. What the town has in hand is The First's best offer, and is the lowest rate. DBT did not respond. Duke recommends after weighing all options: Low bid from The First and then also ten year term. Better to have lower first year 2022, to spread it out, not knowing what will happen to economy over the next few years, so push over a ten year term with 1.92 % rate. Prepayment may be done after August 1st without penalty. Annual payment \$230409, declines every year after that. Interest only is what is paid in first budget year. Is configured as a line of credit. FY 2021 interest only, FY2022 will be first full payment approximately \$228/229.

Foote motioned to accept motion from The First for 10 year term at 1.92%. Lind seconded

Discussion: Interest payments would be made in February 1st (FY2021) and August 1st FY2022.

Vote: Roll call vote: Wilcox: abstain. Hatch: yes, Foote: yes, Lind: yes, Frey yes. Approve: 4-0-1

BOS Instructs Town Administrator to award the RFP to The First.

Foote motioned to empower Town Administrator to sign contract because BOS cannot do that. Wilcox yes Hatch yes, Foote yes, Lind yes Frey yes. Approve 5-0

5.4 COVID-19 Issues and Concerns

- Town Meeting Time Frame/Elections/Method of Voting – Due to distancing guidelines do not know the town will be able to have open town meeting or secret ballot at fire station. The town meeting is where the budget is presented and voted upon to keep town funded. The town has a healthy current fiscal situation, and is funded through the end of June. Maine legislator action allowed towns to operate within their existing budgets after end of fiscal year. Not forced to have town meeting. Many rules exist about Maine towns' governance. Options were discussed by the BOS. Deadlines for various modes exist. The State is working on this. Whatever the state does will push what the town's options are. Put on the agenda for next week.

- Town Report – costs and options were discussed.

5.5 FY 2021 Budget Process –

PowerPoint presentation for proposal for budget process this year (see BOS meeting video, link below). Town meeting process is unclear. Keep simple as possible.

Goal-oriented budget process this year, and then build budget on that basis. If we don't like the outcome, review the goal. To be able to give direction to others concretely for department heads to develop their budgets. Chart of Accounts stays same format.

Discussion centered on primary goal for this year's budget process. Potential goals included: Infrastructure, Maintain Mill Rate. Broad consensus to hold the mill rate the same.

Property Tax Payment Option: Residents are reminded that a "Tax Club" tax payment option is available to all residents for whom their accounts are current. Once the tax amount for each property is committed, the amount is divided into 10 payments through the fiscal year. Please contact the town office with any questions or to sign up for next year.

Next meeting on 13th at 7pm, begin with Phase One of budget process on Frey power point image. Duke will provide numbers to start. BOS will also invite Road Commissioner.

6. Town Administrator Report and Communications – next week regularly scheduled meeting.

7. Fiscal Warrants - \$20721.78 – Foote moved to approve, Lind seconded. No discussion. **Roll Call vote: Wilcox yes, Foote, yes, Hatch, yes, Lind yes, Frey yes. Approved 5-0**

8. Adjournment – Lind moved to adjourn, Foote seconded. **Show of hands, unanimously vote to adjourn at 9:03pm.**

Upcoming Events

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

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Board of Selectmen & Assessors Meeting - Minutes
April 20, 2020 @ 7:00p.m.
Via Zoom Meeting/YouTube Live Streaming

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

1. Call to Order: 7:15pm

2. Amendments to the Agenda (Pending Approval) –

1. Zoom Security Concerns – Executive Session will mean a transition to GoogleMeet.
 2. Unfinished Business 5.3 – Discuss tentative scheduling of Town Meeting for July 20th.
 3. Unfinished Business 5.4 – Part Two Budget meeting scheduling for next week.
 4. Code Discussion – 5.5. Discuss May 11.
- Motion to approved Foote, Lind seconded. Approved 5-0

3. Minutes

4. New Business

5. Unfinished Business

5.1 FY 21 Budget Goal Setting –

- Public Works

Hagar discussed annual public works projects (capital projects next meeting). The work plan very similar to last year; sweeping, catch basin maintenance, striping, etc. Proposed work projects within annual maintenance budget are: Ditching of Lewis Hill Road, the intersection of Happy Valley and 194, a section of Academy Hill Road to be reclaimed and fixed, bridge on Station Road cleaning and fix approaches, grading plan for twice this year for gravel road as soon as roads are dried out and operator back from bereavement leave.

Questions from residents:

1. Street sweeping - is already on the roads and sidewalks under work plan as before until further direction, requests from BOS. BOS requested from Hagar a review of other roads not on the work plan every year, make recommendations. Requests from Sheepscot village have been made. Hagar will provide estimates for adding to current budget plan.
2. Catch basin for culvert under Cochran Road – add to cleaning list
3. Crack sealing – finish Lewis Hill, Lynch Road – Concern re lower Academy Hill Road, high traffic area. Last year, allowance approx. 5,000. Same this year. Preserves road quality.

Currently Hagar's crew is conducting a review of all roads due to significant storms in the last couple of weeks – Thank you to Damariscotta Hardware to make rental of necessary machine to facilitate clean-up of limbs and trees. West Old Country Road was damaged due to a tree blow down. Electricity is off at the town site now. Moving into spring activities such as striping, cleaning catch basins, etc. Academy Hill project work will begin soon. BOS received many kudos from town residents about quick clean up. Thank you – all the work has been much appreciated: wind storm, then snow storm.

Hagar will work toward providing BOS with a monthly update.

BOS overall budget goal is to hold the mill rate this year and Hagar agreed he can make that goal work with guidance from the BOS regarding priorities.

-Employee Wage – Moved to Executive Session

-Website/Software

Civicclerk seems to be best of crop now, it is part of a larger suite of products. After a demonstration, the website service looks to be more seamless fit with how the town works today. The Civic Clerk side would require some work by staff and BOS to change how the town operates if the software were chosen, although value in using exists. Cost is substantial: Website alone \$9,000: \$7,000 to development, annual fee \$2,000, with an option to spread development over three years. The software would provide additional avenues for transparency, live stream, documents availability, searching within video. Several towns already use this software.

The BOS sees the software as valuable and is an important priority. Current website is substandard. Not user friendly, on user/resident side. Great for price. Services resident expecting are not easily received or used. Value exists on new solution.

General consensus: include in next year's budget if we can.

-Ambulance

Discussion focused on how to keep service going while the funding model changed. Several area towns are working through the same process. The ambulance budget has increased a great deal, last year increase was tripled. Value exists and cost of doing on our own is very expensive. The governance aspect is also an aspect of the process. Consensus is to have Jon to work toward a warrant for Newcastle to be able to enter into interlocal agreement with the other five communities.

-Town Office Building

Current office changes needed: When reopen will still have needs to protect staff. Several solutions are necessary. Funds exist in reserves of \$30,000 from three years ago. No additional outlay would be necessary. Current office space is not good for any social distancing. Changes need to be made because the need for social distancing will remain for a while. For BOS meetings with public present more space will be needed between BOS folks, as well as between members of the public.

Next year's budget for town office building discussion: Large questions should be answered before spending money to maintain current building.

Several problems with the condition of the building exist: sills, doors, trim, massive breaks in siding, moisture problems, leaks, paint – estimates will be needed to include into budget cycle. Consensus of BOS to explore setting up a reserve account for maintenance in this coming year's budget.

5.2 Charter discussion

The discussion focused on whether the board would like to ask the town to form a charter commission or not to investigate whether the town would benefit from moving to a charter. While the discussion has been evolving for years, the current emergency brings the question more into focus.

The BOS tabled discussion and moved it to May 11th meeting.

5.3 – Annual Town Meeting Date

Tuesday, July 14th is the date for the state primary election.

Foote Motioned to move annual town meeting to July 20th, with a secret ballot vote on July 14th. Lind seconded. Motion passes 5-0

(NB: Duke: new bylaws allow for the BOS approve with unanimous consent. No need for roll call vote.)

5.4 - Part Two of Budget Development

Road Commissioner will present the capital budget and Town Administrator will present overall budget at the next meeting. Over the intervening two weeks before May 11, each BOS meet with Jon, then can be efficient in use of BOS meeting time. The goal is to have focused discussion. All agreed. **Frey motioned to schedule BOS budget meeting on April 27th at 7pm, presentation of capital and total budget, Hatch seconded. Passed 5-0**

5.5 - New Code – The current crisis meant no public meetings. A public hearing is required by law as part of the process for changing the code. Method of voting determines the timing of the process. Guidance from Secretary of State will be given soon. Absentee process seems similar. Absentee process requires the voter to request for the absentee ballot. Pragmatic conversations will be necessary. The process of having the proposed code reviewed by the town is placed on the agenda for May 11th meeting.

6. Town Administrator Report and Communications

Duke will meet on Wednesday with LED street light vendors. Foote will be attending, other BOS members are welcome.

7. Fiscal Warrants

Warrants:

1. Town Warrant: \$119,064.25
2. Fire warrant: \$1,111.98

Foote Motioned to approve the two warrants, Seconded by Lind. Passed 5-0

8. Board of Assessors

9. Adjournment

Foote Motioned to move to Executive Session. Lind Seconded. 9:05pm. Motion Passed 5-0 at 9:05pm.

10. Executive Session(s)

9.1 Personnel

Upcoming Events

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newcastlemaine.us



Jon Duke <townadministrator@newcastlemaine.us>

Construction Notes

2 messages

Joel Lind <jlind@newcastlemaine.us>

Thu, May 14, 2020 at 8:49 AM

To: Jon Duke <townadmin@newcastlemaine.us>

All walls and partitions being built are planned to run under the existing suspended ceiling. My thought on doing this was to build the framing of the walls short of the existing ceiling and put a piece of 5/4 pine that extended beyond the plate an inch on both sides to give a solid surface to end the sheetrock on. The 5/4 would be shimmed to come up to the suspended ceiling so there would not be a gap at the top of the wall.

The top and bottom plates for the wall should probably be engineered 2x4 so they can be continuous and provide more of a lateral straight strength axis for the spruce 2x4 lumber to attach to. The framing around the doors should probably be the engineered lumber as well so that they are straight and provide a little more strength. The engineered lumber should probably be used for the entire window arrangement on the desk to prevent any movement around the window openings.

There will probably need to be a couple of braces of some sort added to the top of the wall framing that go through the suspended ceiling up to the ceiling above to provide some more rigidity, especially around any door openings. The bottom plates would need to be secured to the slab with concrete screws.

Once the walls are framed the electrician will need to run wires for outlets, switches and any communication wires. All of the full partition walls should have Roxul sound batt insulation installed, which is designed as a sound insulation not a thermal insulation. The best way to install this is to sheetrock one side of the wall and then install it from the other side.

Solid core interior molded doors are fine for the two offices but the vault will need a fire door. The existing fire door might be able to be reused however sometimes it is more of a hassle than it is worth and the handling of that door should be finalized so it works best with the flow in the office.

5/8 sheetrock has to be used inside the vault to fill in the opening inside the vault. I am not sure what is on the exterior wall but it should match what is already there. The wall framing to fill in the old door opening should be insulated with Roxul Sound Batt insulation as well.

The existing door from the office into what is currently the selectman's room can most likely be used on the frame into what will become the map room. some modification might be required.

There will need to be a service window cut in from the new map room into the new office for Jim. The opening required will be based on the window that is selected. There will be some additional sheetrock repair in this area to facilitate the framing of the opening.

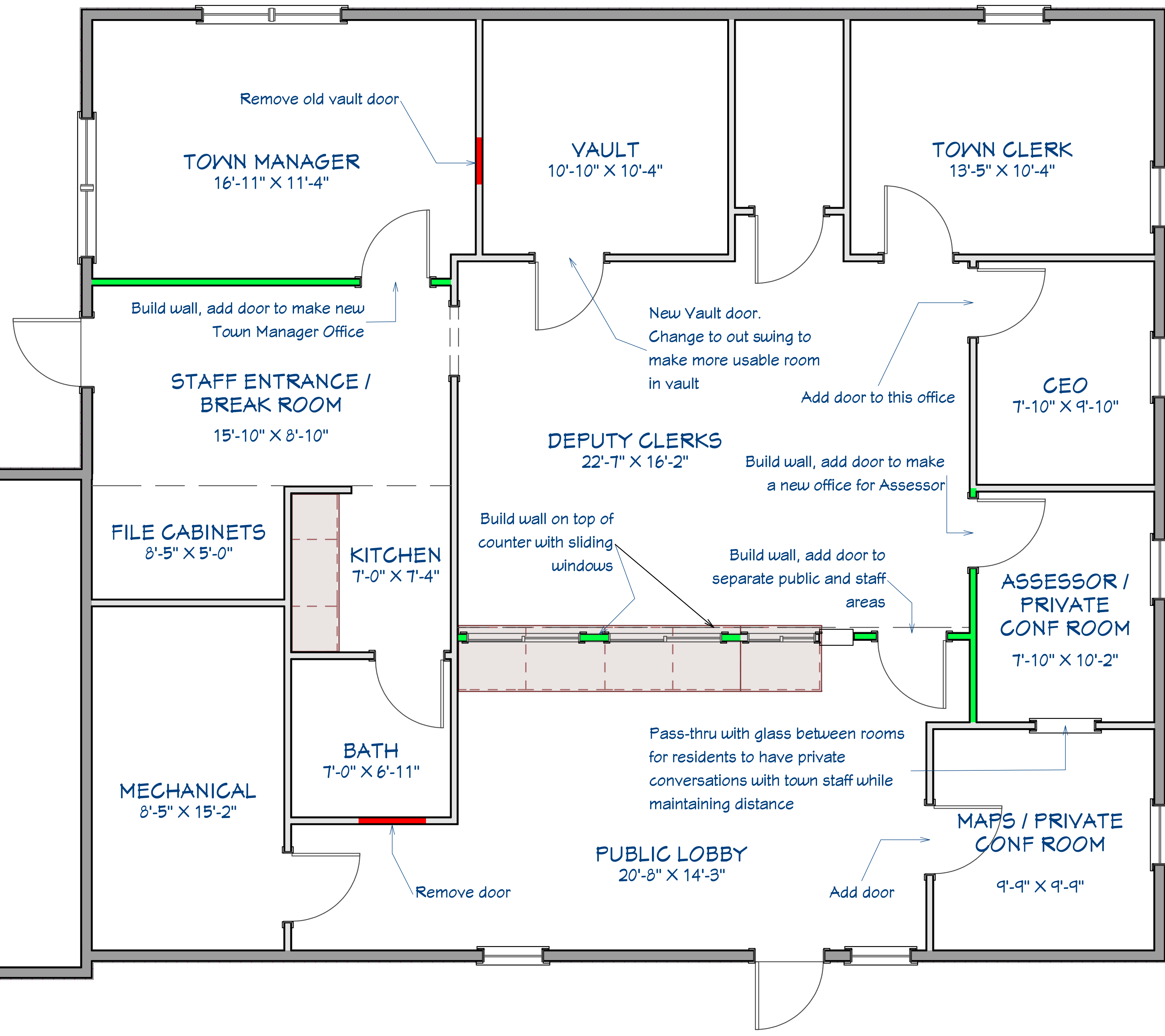
The bathroom door and frame should be removed from the lobby side. Framing will need to be infilled and opening sheetrocked. That opening should also be filled with Roxul Sound Batt insulation.

The type of sliding windows to be installed in the service area are still being discussed however the direction of operation should be opposite each other to provide maximum separation of customers. So one will be a left hand operation and the other a right hand operation, unless both sides operate in which case it does not matter. In addition to the windows some sort of a lexan panel will have to be installed that comes above the heads of the people behind the desk with enough space to allow sound to travel. A slot will have to be provided at the bottom large enough to allow documents to be passed back and forth. The specifics of how this additional guard would be installed would be based on the type of window selected. Both sides of this partition will be sheetrocked and trimmed.

Additional notes:

- All of the trim for the door, window openings and baseboard should be 1x4.
- The door from the lobby into the office will be keyed the same as the front door.
- The lobby, Jon's office, Jim's office and map room should be painted.
- All new trim and doors should be painted.
- Special care to control dust and protect contents inside the office should be taken.
- Extra care needs to be taken inside the vault area when working as fragile documents are there.

TANISCOT BUILDING
34'-9" X 21'-6"



SHEET NUMBER

1

REVISION #:

Draft 5-7-2020

DATE:

DRAWN BY:

Town Office Remodel

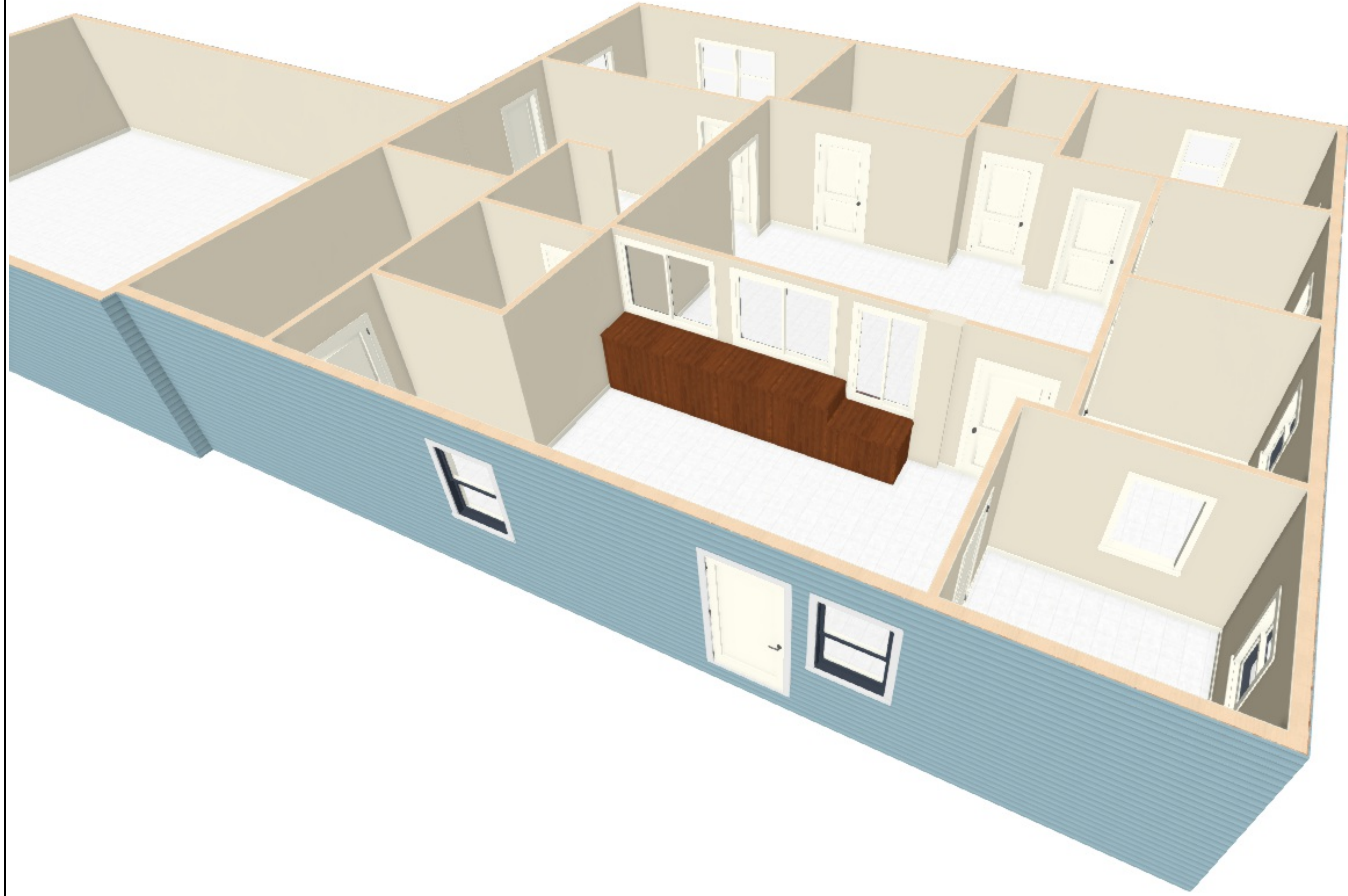
Rendering of lobby, seen from just inside the front door.



SHEET NUMBER
2
REVISION #:

DRAWN BY:
DATE:
Draft 5-7-2020

Town Office Remodel



Town Office Remodel

Draft 5-7-2020

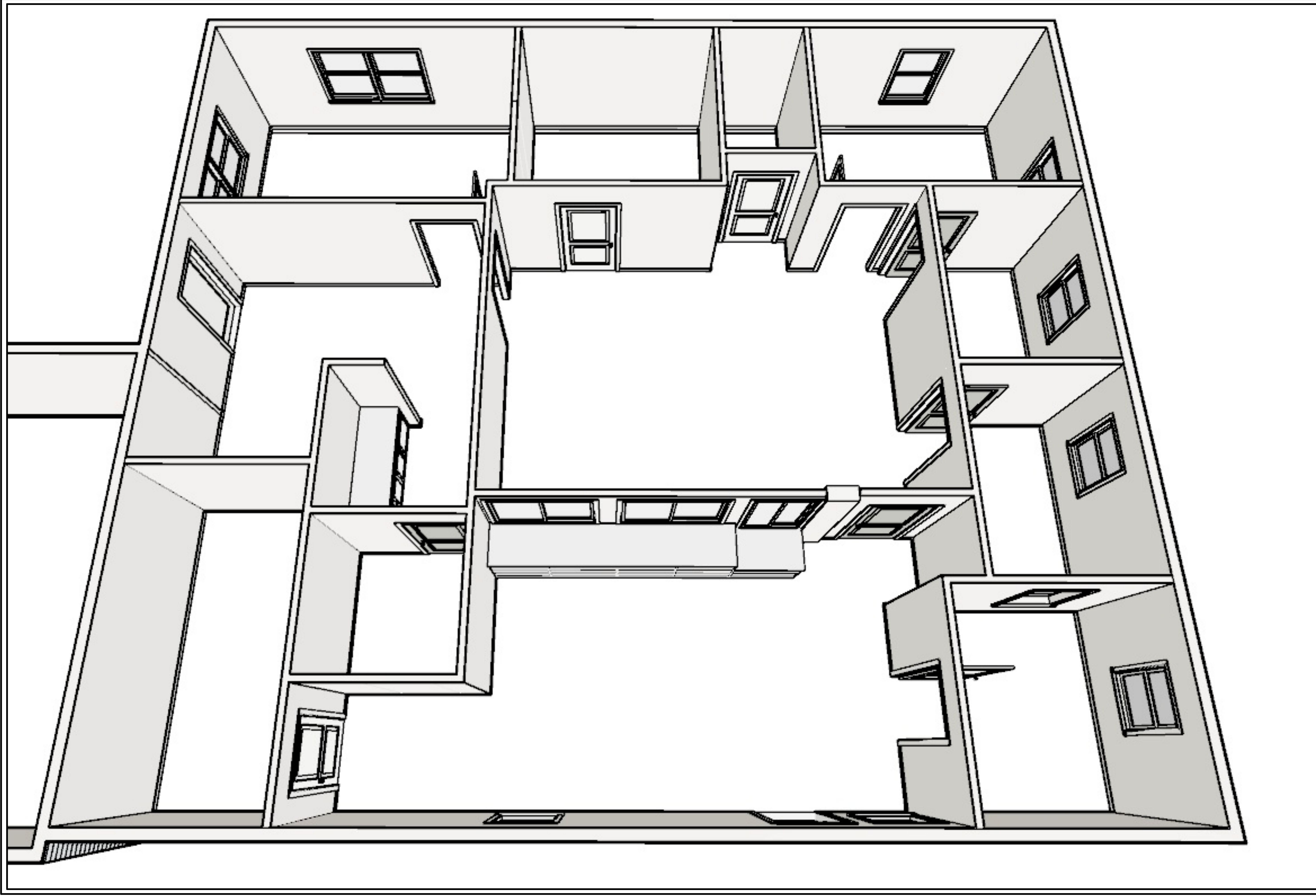
SHEET NUMBER

3

REVISION #:

DRAWN BY:

DATE:



Town Office Remodel

Draft 5-7-2020

SHEET NUMBER

4

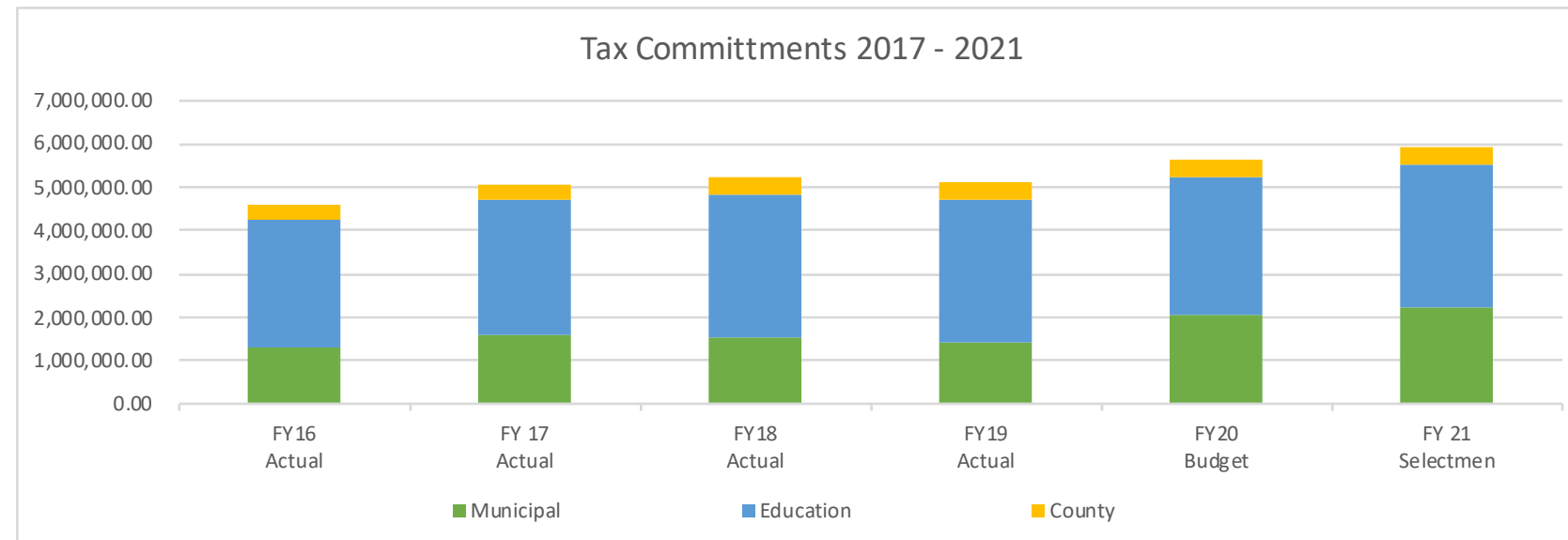
REVISION #:

DRAWN BY:

DATE:

FY 21 Municipal Budget - SUMMARY

	FY16 Actual	FY 17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 YTD	FY 21 Dept. Head	FY 21 Selectmen	FY 21 Town Meeting	\$ Inc/Dec	% Inc/Dec
AdminOps	353,798.08	356,374.39	359,065.95	457,884.30	504,094.04	306,948.06	519,388.00	525,578.00	0.00	21,483.96	4.26%
Public Services	238,507.94	173,611.38	163,265.05	153,029.01	166,782.39	125,765.60	174,930.00	174,930.00	0.00	8,147.61	4.89%
Public Safety	177,595.07	240,197.91	192,774.56	191,741.51	213,493.17	113,432.77	233,581.12	233,581.12	0.00	20,087.95	9.41%
Public Works	253,110.00	444,152.69	491,278.34	450,163.63	581,086.00	393,470.44	648,945.00	648,945.00	0.00	67,859.00	11.68%
Reserves	46,420.61	120,841.00	139,950.00	155,850.00	554,750.00	549,750.00	597,104.00	597,104.00	0.00	42,354.00	7.63%
Debt Services	249,100.00	246,394.14	179,026.81	29,339.96	27,084.00	20,312.28	66,338.00	66,338.00	0.00	39,254.00	144.93%
Municipal	1,318,531.70	1,581,571.51	1,525,360.71	1,438,008.41	2,047,289.60	1,509,679.15	2,240,286.12	2,246,476.12	0.00	192,996.52	9.43%
Education	2,922,950.98	3,132,838.23	3,319,181.75	3,283,656.61	3,190,564.72	1,910,800.56	3,278,762.50	3,278,762.50	0.00	88,197.78	2.76%
County	372,803.00	375,960.64	370,221.62	378,121.74	387,122.00	387,121.19	417,337.09	417,337.09	0.00	30,215.09	7.81%
Expenditure Subtotal	4,614,285.68	5,090,370.38	5,214,764.08	5,099,786.76	5,624,976.32	3,807,600.90	5,936,385.71	5,942,575.71	0.00	311,409.39	5.54%
Revenues	634,212.61	709,117.70	788,261.02	1,100,372.54	1,029,509.42	832,250.21	1,319,461.54	1,319,461.54	0.00	289,952.12	28.16%
Total Commitment	3,980,073.07	4,381,252.68	4,426,503.06	3,999,414.22	4,595,466.90	2,975,350.69	4,616,924.17	4,623,114.17	0.00	21,457.27	0.47%



Mill Rate Worksheet

	FY 20	FY 21
Expenditures	5,624,976.32	5,942,575.71
Revenues	1,029,509.42	1,319,461.54
Overlay	108,604.74	<i>50,000.00</i>
Total Raised	4,629,071.64	4,673,114.17
Valuation	258,551,800.00	261,000,000.00
	Estimating a conservative 1% increase in valuation	
Mil Rate	0.01790	<i>0.01790</i>

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 4 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
3. One (1) member of the Great Salt Bay Sanitary District Committee for a three-year term

ARTICLE 3: SECONDARY SCHOOL VALIDATION - Do you favor approving the NEWCASTLE SECONDARY education budget for the upcoming school year that was adopted at the latest Newcastle Special Town Meeting and that includes locally raised funds that exceed the required local contribution as described in the Essential Programs and Services Funding Act?

ARTICLE 4: ELEMENTARY SCHOOL VALIDATION - Do you favor approving the GREAT SALT BAY, CSD ELEMENTARY education budget for the upcoming school year that was adopted at the latest Great Salt Bay, CSD Annual Budget Meeting and that includes locally raised funds that exceed the required local contribution as described in the Essential Programs and Services Funding Act?

ARTICLE 5: Charter Commission

ARTICLE 6: Code

ARTICLE 7: Shall the town raise & appropriate for \$525,578 for Administration & Operations.

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

ARTICLE 8: Shall the town raise & appropriate \$174,930 for the Public Services.

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
TOTAL	153,029.01	166,782.39	174,930.00

ARTICLE 9: Shall the town raise & appropriate \$233,582 for Public Safety.

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
TOTAL	191,741.51	213,493.17	233,581.12

ARTICLE 10: Shall the town raise & appropriate \$648,945 for Public Works.

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
DEPARTMENT TOTAL	450,163.63	581,086.00	648,945.00

ARTICLE 11: Shall the town raise & appropriate \$597,104 for Reserve Accounts.

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
Total	155,850.00	554,750.00	597,104.00

ARTICLE 12: Shall the town raise & appropriate \$66,338 for Debt Service.

Debt Service	FY19 Actual	FY20 Budget	FY 21 Selectmen
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
Total	29,339.96	27,084.00	66,338.00

ARTICLE 15: Shall the town 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?

ARTICLE 16: Shall the town authorize the 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, 2019 to June 30, 2020 or act on anything relative thereto?

ARTICLE 17: Shall the town authorize the 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?

ARTICLE 18: Shall the Town authorize the 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?

ARTICLE 19: 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 20: Shall the town allow the Selectmen to establish the dates on which this year's taxes shall be due and payable?

ARTICLE 21: Shall the town instruct the tax collector to charge interest at the rate of 6 % per annum on all uncollected taxes and authorize the selectmen to establish the date on which interest starts to accrue, except for those taxpayers enrolled in the tax club before June 1, 2019 and have made all payments on time and to date?

ARTICLE 22: Shall the town authorize the selectmen to fund abatements by expending overlay, and in the event the overlay is depleted, authorize funding abatements through the unassigned fund balance?

ARTICLE 23: Shall the Town authorize the Board of Selectmen to enter into multi-year contracts on behalf of the Town?

ARTICLE 24: Shall the town authorize the 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 25: Shall the town allow the 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 26: To see if the Town will vote to authorize the Board of Selectmen to carry unexpended funds forward to the next fiscal year within the existing budget line items?

ARTICLE 27: Shall the Town authorize the 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?

ARTICLE 28: Shall the Town 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?

ARTICLE 29: Shall the Town authorize the selectmen to reduce the total amount of taxes to be collected by the FY 2020 total amount of estimated revenue (TBD) including use of surplus.

Given under our hands at Newcastle, Maine this 13th day of May 2019.

Brian Foote, Chairman _____

Carolyn Hatch, Vice-Chair _____

Christopher Doherty, Board of Selectmen _____

R. Benjamin Frey, Board of Selectmen _____

Joel Lind, Board of Selectmen _____

A true and attested copy by: _____

Shelly Clifford, Town Clerk