

**Board of Selectmen & Assessors Meeting - Agenda**  
**November 9, 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 September 29, 2020
- 3.2 October 19, 2020
- 3.3 October 26, 2020

**4. New Business**

- 4.1 Public Hearing – CDBG Grant – Split Rock Distilling
- 4.2 Broadband Committee/Grant Application – David Levesque

**5. Unfinished Business**

- 5.1 Core Zoning Code Implementation

**6. Town Manager Report and Communications**

**7. Fiscal Warrants**

- 7.1 Town Warrant \$ 87,747.44

**8. Board of Assessors**

**9. Executive Session(s)**

**10. Adjournment**

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

**Upcoming Events**

Town Office Closed – Veterans' Day – Wednesday, November 11<sup>th</sup>  
Board of Selectmen – Monday, November 23<sup>rd</sup> 7pm Zoom/YouTube  
Town Office Closed – Thanksgiving Day – Thursday, November 26<sup>th</sup>  
Town Office Closed – Thanksgiving Friday – Friday, November 27<sup>th</sup>

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**  
**September 29, 2020 @ 7:00p.m.**  
**Via Zoom Meeting/YouTube Live Streaming**

**1. Call to Order: 7:01pm**

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

- 4.3 Add General Assistance Ordinance
- 4.2 Referendum Vote discussed after 4.3

**3. Minutes**

**4. New Business**

4.1 2020 Villages of Light Festival – Maia Zewert – Major changes: 1) No Parade – in the alternative, a reverse parade (stationary displays and circulation in cars to view) is being considered 2) Santa will not arrive to Lincoln Theater – considering a shorter drive-in movie in the back parking lot. Will work to have a pre-taped appearance of some sort in a safe and respectable manner. Two requests: 1) Large tree in Veteran’s Memorial Park as in the past, 2) small trees on the Newcastle side of the bridge. All with white lights, asking for volunteers to decorate. Volunteers can email: [villagesoflight@gmail.com](mailto:villagesoflight@gmail.com). Assignments will be made in October.

4.3 General Assistance Program – Duke: Annually the State updates General Assistance Ordinance guidelines and amounts for amount of assistance the town can provide and the baselines for how much assistance we can give in certain areas, housing, heat, electricity, etc. The BOS consideration here is about adopting the updates. This is a public hearing and has been advertised as such. Adoption by the BOS is necessary to make the updates the law in Newcastle, despite the town’s inability to make changes. The document is prepared by MMA with State of Maine Department of Health and Human Services guidelines and numbers. Using State guidelines and formulas the town provides the funding and the State reimburses for 50%. It is short-term aid. The administrator is akin to a traffic cop to various sources of aid to help residents to find different sources of funding. Newcastle focuses on the bare essentials. The chart listing area guidelines demonstrate the growing income gap in Newcastle.

**Motion to adopt General Assistance Ordinances Appendices A-H by Lind, Nelson seconded. Passes 5-0.**

4.4 Tax Abatements submitted by Town Assessor J. Murphy. **Lind moved to accept the abatements, Nelson seconded. Five abatements. \$2,592.81 total abatements. Passes 5-0.**

Meeting addressed Item 5.2 in the agenda here.

4.2 Referendum Vote – Special Town Meeting Warrant – November 3, 2020 – Lind motioned to accept the warrant for November 3 as written. Glendinning seconded. Motion passed 5-0.

Meeting addressed 5.1 following 4.2.

**5. Unfinished Business**

5.1 Academy Hill/Roads Projects Status Update – Seth Hagar – Homestretch. By end of next week will be focused on details. Intersection improvements for DOT done. Curbing completed. Sidewalk finished this coming week. Bases for crosswalk signals will be in soon. Other than that all light bases are in. Power for street lights worked out. Final update was sent. Will host a ribbon cutting. With COVID distances. Lind asked if documentation of existing utility lines, etc. discovered throughout the project to reference in the future. Would also like the bloopers reel. Hagar will print off clean set of plans and provide red line drawings including things

found. For example gateline/box connections; where found, etc. Location of new drainage pipes. Extra changes or improvements will be included. Great Salt Bay? Only of recent past. 100 years ago, they do not know. For example the 4" pipe is not known due to being installed prior to their management of the system. Will share Hagar drawings will be shared with Great Salt Bay.

Month of October will be regrading dirt roads before snow flies. Ditching on Lewis Hill Rd: Hill portion was completed a couple of weeks ago. Finishing remaining portion late October. Third week in October anticipates reclaiming Stonebridge base beginning. Reclaim both Academy Hill and Stonebridge at same time. 4-500 feet on Academy Hill plus Stonebridge Circle. Half dozen culverts grading and paving. Weather is a factor. Rain tempers the timing.

Surface on Pump and Cross are on the plan, working to fit it into the schedule. Coordination with the district will be necessary to adjust the structures on the streets. Shimming and paving to buy some time until future work can be done.

Apologies regarding budget information for Academy Hill project, meant to have this evening for the board. Still collecting details, numbers, allowances and work has been busy. Will be self-explanatory. Line item as best as possible, including change orders. Changed the way the bid was done as a lump sum as a result of a request by some citizens. When remove line-item bidding out of it, change orders become unclear. Customer likes to see what they want for changes, yet ask for bid everything lump sum. Will work to provide line item fashion for change orders, even though all numbers are lump sum in entire project. Is a result of request by the BOS as a result of a few resident's request. The original bid was line item.

Meeting moved to Town Warrants 7.1 and 7.2.

5.2 Core Zoning Code – Final Draft – Final changes are clarifications and cleaning up language in response to questions. See minute 20:30 on the YouTube recording for the text of the code discussed. Nelson walked through the changes:

1. Pg 12, District One (D1) Definition – change is to clarify. Building Standards, #1: clearing up setback language.
2. Pg 14, District Two (D2) and all other District pages, added the word permitted. In other words, word was added to make it clearer that the list is of permitted buildings in that district. NB: Not all districts regulate buildings.
3. Pg 46, Building Standards page, Building Types, language clarification, but no change in the import. Number of Buildings 3(a)
4. Pg 46, 3 Building Assembly, (B) District One does not have a permitted buildings table, therefore not regulating Building Types. Overall, if Building Types are not regulated in a District, then Building Standards would not apply. In the positive, if a District has a Permitted Buildings table, the Building Standards will apply. The change is not in the content, but in clarification of wording that identifies the applicability. The clarification will be seen in multiple places throughout Building Standards section. For example, Building Materials will not apply to Buildings in Rural areas. This clarification is in response to a question in the public hearing.
5. Pg 102 – Definitions – Setback definition: language changed for clarity for how a set back is measured. Shade Tree had additional species of trees language removed.

Roads, Driveways and Entrances Code – changes:

1. Pg. 6 – minor word change to clarify is an ordinance in D.2.b.
2. Pg 7. – clarifies when the code does apply and does not apply. For example: the ordinance does not apply to general maintenance. Is analogous to reconstruction of homes: Difference between doing a full renovation vs tearing the whole house down and rebuilding. This is similar. Full reconstruction vs. replacing a culvert.
3. Pg 8 Administration – maintenance does not require permit. Substantial reconstruction does.
4. Definitions – substantive change here is removing 500 foot length out of driveway definition. The definition prior to this change was from the current Land Use Ordinance. The current ordinance has 500 foot length, but for the new code this length is removed. General Maintenance and Substantial Reconstruction are to bring clarity and removing ambiguity.

**Motion to accept the changes as written, this draft is final draft by Nelson. Seconded by Glendinning. Motion passed 5-0.**

Meeting returned to item 4.2

## **6. Town Manager Report and Communications**

Letter to citizens went out, most received Monday via USPS. Should try again in October. In response to comments during public hearing that residents did not hear about the code. Can no longer rely on external sources to get the word out. Perhaps once or twice share information regarding facts. Dialog exists. The town from office and reach out perspective reflects dialog. Which is different from previous character code vote. Previous vote reflected less dialog prior. Opportunities and restrictions exist, but a balance is found. Website use is at work, but mailer is perhaps best. BOS may talk with LCTV for a 30-minute show. Public Hearing may not have represented informational side of effort.

Street-lights: Investment grade audit ready for next meeting for BOS to review. Financing options will be prepared. Working to get ordering into the schedule.

Election prep. Is also tax payment due date as well. Hope to have ballots by the end of the week, but residents will not receive them until next week if requested. State of Maine has new service for folks who requested ballots online: updates via email regarding process of ballots. Town tracking does not change. Space for November 3 is being organized. A dropbox exists at town office for absentee ballots to be returned. Walk-up absentee balloting is being explored for casting ballots in the office. Residents are stepping up to help. The State is offering some external drop boxes. Yet the town already has modifications to enlarging existing town dropbox.

Wilcox asked regarding when the town office would move away from appointments only. Should have a way to open for residents other than appointments. Calling for an appointment isn't always convenient. Feels like people can do some drop-ins. Duke: election is the biggest benchmark. Getting through the election is focus. As of a month ago, by appointment was working well, few conflicts from folks calling. Mostly regarding receipts. In the past people who mailed checks enclosed SASE. In those cases, we waive folks in when there aren't already folks having additional transactions in the office. Will discuss with office to see what the customers are saying and communicate to the BOS. Still, the need exists to limit number of people in the office at one time. Otherwise the lobby can get congested. Will strive for a better solution.

Foote: check with other towns? Foote was in a larger town than ours and they are still by appointment only. Main concern is serving residents while keeping staff safe. Staff is there 40 hours per week, residents for five minutes.

Lind: until (State) limits change regarding number of people permitted to let into the office at one time, the least frustrating thing for town residents is to make appointments. Can try to buzz. If no one else is there, can be accommodated. Working to avoid having to manage a line outside. Working to keep everyone safe.

Pop-up meetings? Wilcox: No. Glendinning: one business owner today. Two upcoming on Thursday. Committed to do Tuesday, Thursday noon time as much as needed. Saturdays as needed. Recent weekend no one showed. Will continue as long as they can with weather. If will attend, do not wait until last minute. Rem Briggs has been helping as well. If folks cannot meet those times, please call town office to see what might work. Will figure out a way to meet with them. Four weeks to go. If have questions on the code, please come talk with us. Even after the vote, for example in June town meeting. Many concerns have been heard and addressed. Will keep seeking resident input.

Lind: if folks hear contrary information, please check in with the actual document. Seek answers to questions.  
 Duke: changes over last weeks are really clarifications rather than actual policy and do not dramatically affect intent or direction of the Core Code as it has been presented and posted since March. Is not dramatically different now in September, perhaps just with more clarity. However, in town government, nothing is ended on the vote. Is an ongoing process as with all town functions. Conversation of making it better continues. It is how towns operate. Everything is always moving in town government, hearing and reacting to what residents are saying. While Code is now locked in for November 3<sup>rd</sup>, as input continues and BOS reflects upon the feedback post vote, representation continues.

Nelson: structure of Core Zoning Code is designed to facilitate the constructive engagement and change over time. Will continue to make changes as town evolves and learn how code works.

Foote: New code makes changes more possible than current code. Simple to improve. Is a living document. If don't understand the document, come talk to us. Choose to learn. Many options exist to reach out. Will propel into future in many good way.

Glendinning: Best approach perhaps may be not to read the Code like a book, but rather thinking what would I like to do with my property, or what neighbor might do. Apply real life or hypothetical situation as basis of approach to the code. What if I did this? How would the Code affect me?

Foote: take existing house and try to build with new Code.

## **7. Fiscal Warrants**

7.1	Town Warrant	\$ 86,782.33
7.2	Academy Hill	\$210,003.71

Lind moved to approve both warrants. Glendinning seconded. Motion passed 5-0.

Meeting addressed Town Manager Reports after the warrants.

## **8. Board of Assessors**

## **9. Executive Session(s)**

## **10. Adjournment – Motion to adjourn by Wilcox. Nelson seconded. Adjourned at 8:19pm.**

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

## **Upcoming Events**

Board of Selectmen – Tuesday, October 13<sup>th</sup> Zoom/YouTube  
 Joint Public Hearing – Planning Board – Monday, October 19<sup>th</sup> 6:30pm Zoom/YouTube  
 Board of Selectmen – Monday, October 26<sup>th</sup> Zoom/YouTube  
 Election Day – Tuesday, November 3<sup>rd</sup> 8:00am – 8:00pm Fire Station

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

**Board of Selectmen & Planning Board Public Hearing- Minutes**  
**October 19, 2020 @ 6:30p.m.**  
**Via Zoom Meeting/YouTube Live Streaming**

**Attending:** Brian Foote, *Chair*, Joel Lind, *Vice Chair*, Tor Glendinning, Robert Nelson, Wanda Wilcox, Nick Buck (*Planning Board Vice Chair*), Benjamin Frey (*Planning Board Chair*), Peter McNaughton, Kevin Houghton, Jonathan Duke (Town Manager)

**1. Call to Order: 6:30pm**

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

**3. Minutes**

**4. New Business**

4.1 Public Hearing – November 3<sup>rd</sup> Referendum – Core Zoning Code – Warrant for the referendum – The warrant under discussion is displayed at minute 0:46 of the YouTube video of this meeting. The text of the warrant and the explanation was read aloud in full by Foote.

Letters from residents:

1. Seth Stewart letter (displayed at minute 4:40 in YouTube video of meeting) – Nelson responded: In short, the Executive Summary of the development of the Core Zoning Code is that 6 years ago all committees and boards in Newcastle decided that the current ordinance needed to be replaced. They decided to do it in a new way. As a result of that meeting, consultants were hired, a committee was created, developed a new comprehensive plan. The comprehensive plan was developed in the largest planning effort in the history of Newcastle. Involved many meetings of many residents, different break out groups, identifying parts of town to be protected and parts that should have more development. The comprehensive plan was approved by voters by a large majority. The character code developed based upon the comprehensive plan. The code was not approved by the voters. The BOS after thought created a new committee, gave the new committee a charge to make changes in the character code, a list of changes the BOS requested. The committee made the changes, simplified things. Took all of the design requirements out of the Rural area. Ended up with the Core Zoning Code. The Core Zoning Code completed this past winter. The BOS scheduled the first hearings to present the Core Zoning Code and then the COVID hit. Beginning a couple of months ago, the effort to present the Core Zoning Code was renewed. Explanation for Chapters being repealed: The Chapters of the Land Use Ordinance (current ordinance) being repealed are the chapters being replaced by the Core Zoning Code. The explanation in the warrant article states that there are many modules, such as Shoreland, that really stand alone and would serve the town better as stand-alone ordinances. After the modules that should stand alone as ordinances are separated out, the remaining pieces are being replaced by the Core Zoning Code. Foote: they're being repealed from the existing ordinance and been written into the new Core Zoning Code. Nelson: Yes, with respect to the functionality. We are not losing functionality. Cost Benefit Analysis: Foote: Cost benefit is hard to nail down as far as a dollar value. New code would allow to expand Newcastle more, more businesses in. Some of the benefits gained would be not-visible cell phone tower, in-law apartments, a huge savings for many families. Revisions being contemplated: First, will see if it passes, and then move forward to consider that question. Nelson: As a result of multiple conversations, an additional piece of the process is that an Historic Preservation Ordinance will be necessary, which will require a stand-alone committee to evaluate what the town needs and propose ordinance language. Some of that language can slot easily into the structure of the Core Zoning Code. That is one of the benefits of the Core Zoning Code, the structure that allows for additions of things like Historic Preservation. Design Review Question: Glendinning, previous Chair of Design Review for seven years, responded to Stewart's concern regarding eliminating Design Review committee with the new ordinance. The Design Review District is a

broad, non-specific area of the town currently. 1950's ranches are situated amongst 1850's Capes, historic assets. The question becomes, how to apply an ordinance to that broad spectrum of housing stock. Current Design Review Committee's review is a subjective review based upon case-by-case basis, with a representative on the committee. No one individual is charged with being an Historic Preservationist or Expert in Preservation. The process is the applicant provides the design with a review based upon the opinions of the time of the committee members. The range of aspects addressed can be from windows, placement of the house on the lot, color of door, color of shingles. Very little is in the current ordinance to provide for a pointed review. The Historic zones in the proposed ordinance are very specific and related to property line; Glidden Street, the Mills, Sheepscott Village. Appropriately defined as places with predominantly Historic structures. Provided as a good step forward, and a good base for a future Historic Preservation Ordinance. Foote: The proposed code specifically iterates what is possible for the CEO to approve without going to a Design Review Committee. Regarding the Timing of the new Code: Why now? Foote: Could keep kicking it down the road and watch the town remain stagnant. It would mean not doing what our residents have asked us to do for many years. We have prepared for it for many years. Will provide a way our town can bounce back from this difficult year. Allows residents to do many things with their properties that today they cannot. What is the advantage of continuing to wait? Lind: Ask any builder if they think the process should be slowed down, or if the CEO should be able to approve projects. Delays in project approvals affect jobs and property use. Protect and expedite efforts should be done now. Real ramifications for waiting. Frey, Chair of Planning Board: As a former Selectmen doing plenty of budgets and close eye on Mill Rate and taxable value, etc. Ran the numbers with charts and trends. Two-part answer: No planning effort is immediate fix. Will not see immediate financial benefit of a new code. It is a long-term answer. Looking to the past and extrapolating to where we are going, if we don't change something, the outlook is not great financially for the town, for taxes. Years ago, when deciding to address the code, it was for two main reasons: 1. The Land Use Ordinance needs to be replaced due to no longer working now and for future needs. 2. Need to replace for the health of the town. Waiting doesn't help, it prolongs the problem.

2. Nicholas Barth letter (displayed at minute 21:36 in YouTube video of the meeting) – Foote: Regarding Barth comments about the Mobile Home Ordinance: This ordinance is not being made at this time. It is merely being separated out as a stand-alone ordinance. Going forward, Mr. Barth's suggestions for changes to that ordinance would help when it gets addressed in the future. Nelson: The Mobile Home Ordinance is a good example of things to add to the list to be addressed in the future should this code pass, akin to the Historic Preservation Ordinance need. The Planning Board will be charged with reviewing the ordinances once or twice a year and proposing changes or additions or fixes on an ongoing basis to prevent the code from becoming stale, to keep it up to date. Big Picture Land Use Principles: Duke: On the town website, go to Core Zoning Core page. At the bottom is the Comprehensive Plan. The plan is where the Big Picture, Big Ideas are iterated. This was approved by voters in June 2018 by a large margin. It is the guiding document. Ordinances and town documents are living, breathing documents. In all communities, land use ordinances are constantly needing revisions and needing work to meet the needs of those communities. Expecting a code that is presented that will be a finished product is unrealistic. Other issues are present, and future issues to come will need an ordinance that allows for improvements. The current Land Use Ordinance is in need of a great deal of work. The current ordinance, the 274 page document, has many inconsistencies and issues that make it difficult for the town to defend and enforce its ordinance. It is a problem for the Town of Newcastle. Therefore, if the proposed code is not approved, then there will need to be a dramatic effort undertaken by the Town of Newcastle to prevent a situation where the town cannot enforce its ordinances on the books. On the Core Zoning Code page on the town website one can find the proposed ordinance and a change log (changes since March) to help understand what has been addressed in the past 6 months. BOS members, zoning code members are ready to continue to meet with folks with questions. Best is to seek out the decision makers and get answers. Wilcox: Most excited about the new code is that the committee asked people what makes rural rural. Folks' response was that they know it when they see it. Wilcox, having lived in Newcastle all her life in the rural district, growing up on a dairy farm, feels part of what makes rural rural

is the fields. The setbacks that exist in the current Land Use Ordinance really limit what one can do without building in the fields. Once a field is gone it will never be field again. The new setbacks will be smaller, so one will not need to build in the middle of a field. People with smaller lots will be able to do more with it due to smaller setbacks, garages, etc. The new code will allow residents to keep the rural feel while being able to do more with their properties. The proposed code is not perfect, with work to do ahead, but is a place to start and a better place to start than what we have now. Please call, all are ready to discuss. Hope folks look at it for what it is, rather than relying on things other people have said. This proposed code is totally different than the one that was voted down before. Wilcox hopes people look at the product and respond positively.

## **5. Unfinished Business**

## **6. Town Manager Report and Communications**

## **7. Fiscal Warrants**

## **8. Board of Assessors**

## **9. Executive Session(s)**

## **10. Adjournment – Foote adjourned the public hearing at 7:04pm**

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

### **Upcoming Events**

Board of Selectmen – Monday, October 26<sup>th</sup> Zoom/YouTube

Election Day – Tuesday, November 3<sup>rd</sup> 8:00am – 8:00pm Fire Station

Town Office Closed – Election Day – Tuesday, November 3<sup>rd</sup>, Office Re-Opens Wednesday November 4<sup>th</sup> at Noon.

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



**Board of Selectmen & Assessors Meeting - Minutes**  
**October 26, 2020 @ 7:00p.m.**  
**Via Zoom Meeting/YouTube Live Streaming**

**Attending:** Joel Lind, *Vice Chair*, Tor Glendinning, Robert Nelson, Wanda Wilcox, Jonathan Duke (Town Manager), Peter Drum (Town Attorney)

**1. Call to Order: 7:02pm**

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

**3. Minutes**

3.1 September 22, 2020

3.2 October 13, 2020

**Motion to approve as presented by Nelson. Seconded by Wilcox. Motion passed 4-0.**

**4. New Business**

4.1 Appointment – Design Review Committee – Karen Paz, Mills Representative – Motion to appoint Karen Paz by Glendinning, Nelson seconded. Passed 4-0

**5. Unfinished Business**

5.1 Academy Hill Project – Duke: good time to start discussion of wrap-up of project.

Hagar: The project is in the homestretch. Biggest item remaining are solar speed limit signs. Crosswalk signs tomorrow. Striping handwork begins Tuesday finished Wednesdays. Catch basin cleaning held off this spring in anticipation of project. Begun within days. ADA accessible plates are ready to install. Will be installed within days. Seeding finished last week. Final communication to Academy Hill email group was sent today. Ribbon cutting Thursday in the park. BOS participation welcome and included. Social distancing will be organized. Is one of the largest projects Newcastle has ever done.

BOS asked questions to gain familiarity with details of the project, change orders, retainers and contingencies.

Lind: Short notice, and without full board present. Proposes tabling decision about completion of the project and contract until next week (short special meeting, or wait until the 9th). Review in the interim. Clarify details.

BOS meeting for next week proposed to vote on Hagar contract. Tentatively set.

Hagar: A giant appreciation. The Academy Hill project was the last of three requests the board made of Hagar. Was a labor of love. Appreciates the seriousness the BOS takes regarding feedback. Sending out to the residents of Newcastle as well as folks impacted by the project, appreciates their patience. Is a center piece of the town. Hagar is proud of the project.

Lind: Academy Hill is the most complicated section of road in town, and well-used. Thanks again.

5.2 Core Zoning Code – November 3<sup>rd</sup> Referendum Update – This item on the agenda is for questions from the BOS. The number of questions coming into the town office regarding how the code works has decreased, but more questions regarding the political end of the code lately in the office. Sizeable section of next meeting regarding the result of the vote is ahead. One week to go. The electorate is as well informed as may be possible. Many residents are talking and engaged in the process. Question regarding turnout for November 3: received approx. 600 absentee ballot returns, with requests from approx. 800. Therefore waiting for 200 to be returned. Perhaps 400-500 people could show up at the polls. Not burdensome. The absentee ballot processing takes time. The problem of the polls is regarding space requirements due to the pandemic. Checking in process, pick up ballot, both of which incorporate spacing requirements. Truck bays as the location to accomplish voting with the limitations required. Fire Chief has been great to accomplish this feat. Elections Clerk, Michelle Cameron is on the task. Several additional personnel are rallied to accomplish the

DRAFT

DRAFT

additional tasks. Duke has an eye on avoiding redundancies, while ready for back-ups due to COVID. Several towns people have stepped up. Absentee ballots lessen the stress of election day. Many thanks to the staff.

#### **6. Town Manager Report and Communications -**

Grant program: Mary Ellen Banes thru Block Grant program with Split Rock through the town allows for expansion of their business related to hand sanitizer. The COVID grant allows funds to flow through the town to allow for expansion of the business. No liability for the town. More information at public hearing for the BOS meeting on November 9<sup>th</sup>.

#### **7. Fiscal Warrants**

7.1 Town Warrant \$ 476,193.05 – Motion to approve Glendinning. Nelson seconded. Motion passed 4-0.

#### **8. Board of Assessors**

**Motion to move to executive session at 7:51pm by Nelson. Glendinning seconded. Passed 4-0**

#### **9. Executive Session(s)**

- 9.1 Real Estate
- 9.2 Legal

#### **10. Adjournment**

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

#### **Upcoming Events**

Election Day – Tuesday, November 3<sup>rd</sup> 8:00am – 8:00pm Fire Station

Town Office Closed – Election Day – Tuesday, November 3<sup>rd</sup>, Office Re-Opens Wednesday November 4<sup>th</sup> at Noon.

Board of Selectmen – Monday, November 9<sup>th</sup> 7pm Zoom/YouTube

Town Office Closed – Veterans' Day – Wednesday, November 11<sup>th</sup>

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

State of Maine  
Community Development  
Block Grant Program



2020 Special Projects-CV  
Letter of Intent to Apply

The Special Projects-CV Program provides funds to projects that are not identified in the 2020 CDBG-CV 19 Program Statement. SP funds will be used for alternative OCD grant activities and partnerships that prevent, prepare for or respond to COVID 19. Approval for the use of SP-CV funds is through the Director, Office of Community Development.

**A. APPLICANT ELIGIBILITY**

**1. Legal Applicant:**

Applicant:	<b>Town of Newcastle</b>	Phone:	<b>207-563-3441</b>
Address:	<b>P.O. Box 386 (4 Pump Street)</b>	Fax:	<b>207-563-5995</b>
City, ZIP+Four :	<b>Newcastle, ME 04553</b>	E-Mail:	<b>Jduke@newcastlemaine.us</b>
Chief Official:	<b>Jonathan Duke</b>		
DUNS #: 144546483  <i>This must be the <b>town or city number</b>, not the Police Department, and not the sewer or water district. Applicant DUNS (Dunn &amp; Bradstreet) #:(visit <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> to obtain a number)</i>		DPM name and date of Consultation (required):  Deborah Johnson, 10/8/2020	

**2. Applying on Behalf of Sub-Grantee (if applicable):**

Sub-Grantee:	<b>Lu-Dz LLC (DBA Split Rock Distilling)</b>	Phone:	<b>207.522.2309</b>
Address:	<b>16 Osprey Pt Rd</b>	Fax:	<b>N/A</b>
City, ZIP+Four :	<b>Newcastle, ME 04573</b>	E-Mail:	<b>topher@splitrockdistilling.com</b>
DUNS # (if applicable)	<b>117530455</b>		

**For Business Assistance Projects please submit the following:**

Business' Federal tax return for the years **2019, 2018**

Company business plan and/or financial documents which must include pro forma balance sheets, income statements and monthly cash flow statements

## B. PROJECT INFORMATION

Provide a clear, concise description of the proposed project and how it will prevent, prepare for or respond to COVID 19 using the space below. The scope of work should be very specific in identifying how the money will be used in meeting a National Objective.

The proposed project is for the funding of Split Rock Distilling Hand Sanitizer production. Making FDA approved sanitizer from scratch in our facility for Maine's businesses, healthcare community and direct to consumers.

Funds will be used to creating an efficient production line that would employ at minimum 1 full time equivalent.

The demand for sanitizer has not subsided and currently Split Rock Distilling has to shutdown the original core business (production of certified organic syrups and spirits) to create Sanitizer. If awarded the money will be spent to purchase the pieces of equipment needed to simultaneously produce sanitizer while still producing organic spirits and syrups, in turn allowing us to create permanent new jobs.

## C. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds.

Total Estimated Project Cost:	\$70,000	CDBG Request:	\$70,000
Funding Source	Amount	Date Secured	
<b>TOTAL:</b>	<b>\$</b>		

**Complete this section if this project is for job creation or retention**

Occupation/Job Title	# of Jobs	Work Location	Hire Date	Hourly Salary	Job Class #
Distiller / Bottler	1	Newcastle, ME	11.1.2020	\$17-\$20/hr	

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
SPECIAL PROJECTS-CV PROGRAM LETTER OF INTENT**

**GRANTEE/BUSINESS ASSURANCES**

**JOB CREATION**

The Business Lu-Dz LLC (DBA Split Rock Distilling) (as identified below), having applied for funding from the Town/City of Newcastle, Maine (as identified below) through the Maine Department of Economic and Community Development, assures that it has discussed CDBG job creation project goals and requirements with the municipality. The Municipality is assured that 1 FTE jobs **will be created**. The Business (as identified below) assures that these jobs will be created and that timely and completed documentation will be provided to the Municipality necessary to verify job creation achievements. Both the Municipality and the Business assure that low and moderate-income persons will take at least 51% of the jobs created.

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two, part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

**All job creation information reported on this form will be reviewed by OCD.**

Newcastle  
Municipality

[Signature]  
Signature of Municipal CEO

10/20/20  
Date



Lu-Dz LLC (DBA Split Rock Distilling)  
Business

[Signature]  
Signature of Business CEO

10.8.2020  
Date

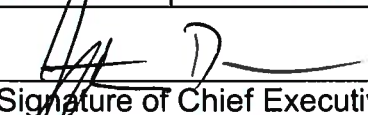
**As the sub-grantee I certify under the penalties of perjury that:**

1. To the best of my knowledge and belief, all information contained in this application and all attached documentation is true and correct and current as of the date signed below;
2. I will comply with all applicable State and federal laws and regulations;
3. I acknowledge that I am applying for and may receive Federal Community Development Block Grant-CV funds and that I have not benefitted from other federal, state or local funds that would fully cover the costs without the assistance I am applying for, and that the State of Maine, and the Federal Government are hereby authorized to verify the information contained herein.
4. There are no actions, suits or proceedings pending or, to the knowledge of the applicant, threatened against or affecting the applicant and/or business at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the applicant.

Signature of Owner 	Printed or Typed Name: Christopher Mallory
Name of Applicant <b>Business</b> : Lu-Dz LLC DBA Split Rock Distilling	Date: 10.14.2020
Signature of Co-Owner 	Printed or Typed Name: John Matthew Page
	Date: 10.14.2020

**Municipal Certifications**

- a. To the best of my knowledge and belief, the information in this Letter of Interest and all attached documentation is true and correct;
- b. This project complies with all applicable State and federal laws and regulations; and
- c. With the exception of administrative or personnel costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or sub-recipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR part 570.611.

	<i>Norcastle</i>	<i>10/20/20</i>
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year



STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



JANET T. MILLS  
GOVERNOR

HEATHER JOHNSON  
COMMISSIONER

October 27, 2020

Jonathan Duke  
Town of Newcastle  
PO Box 386  
Newcastle, ME 04553

Dear Mr. Duke:

I am pleased to inform you that after review of your request for 2020 CDBG-CV19 Special Projects Grant funds on behalf of Split Rock Distilling, the Office of Community Development (OCD) is inviting the Town of Newcastle into the project development phase of the process. We have committed \$70,000 of grant funding to this project.

The Environmental Review has been received and a contract will be issued once the remaining required Phase Two documentation has also been received and accepted by the OCD.

Congratulations on your selection to proceed. Best wishes toward the successful completion of your project. If you have additional questions please contact Tammy Knight, Development Program Manager, at 624-7489 or [tammy.knight@maine.gov](mailto:tammy.knight@maine.gov).

Sincerely,

*Deborah Johnson*

Deborah Johnson, Director  
Office of Community Development



# Town of Newcastle

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

Jonathan Duke • Town Manager

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

## Memo

To: Board of Selectmen

From: Jon Duke, Town Manager

cc:

Date: November 6, 2020

Re: Core Zoning Code Implementation

---

With the adoption of the Core Zoning Code last Tuesday, implementation and preparation for the code's start date of January 1<sup>st</sup>. The code calls for the "Reviewing Authority" to be responsible for creating many of the forms and processes that are referred to within the code.

### Maps and Copies –Immediate

Revised maps of the new zoning districts have been placed on the online tax map website and orders have been placed for new paper maps for the office. The code (and accompanying ordinances stripped out of the land use ordinance and Roads and Driveways Ordinance) will get cleaned up for a final draft and the draft will be signed by the Town Clerk. After that point we will place the approved ordinances on the website.

### Application Forms- Now – mid-December

As noted above the "Reviewing Authority" is responsible for creating a process that meets the standards of the ordinance. There are many details which operate outside of what is called for within the ordinance. While the Planning Board is the reviewing authority for items under their purview, the majority of permits are handled by the CEO. Ken and I met last week and put together a rough draft of what he wants on a form. I spoke with Ben as well and I've asked him to help Ken and I put something to paper. Simple is the name of the game, but some items are necessities to properly approve an application.

### Fee Schedule – Mid-December

This item is truly the most critical item for the Board of Selectmen to consider. As much as possible, it would be helpful for residents to have a sense of what the costs will be for the fees for permits after the first of the year. However, the application and how we categorize items within our permits likely has to come first. Thankfully we re-worked our fee schedule this past winter which may help us put something together. Ideally, I'll have a draft of a fee schedule for you to consider at your first meeting in December. As you think about what seems reasonable in advance of such a decision, it is critical the town recover the time expensed in reviewing an application. We budgeted for Ken to work a second day of the week for us in preparation for a longer time to turnaround each application.



## **Education –Summer 2021**

The key in supporting the success of this code implementation will come with education. The Planning Board has a couple of vacancies and some members who may choose to depart. We may need to seek out additional individuals to serve on the Planning Board and Appeals Board. While there are individuals who have experience on the NLPC and Zoning Committee who may wish to participate, undoubtedly, we will need to bring in new individuals who are brand new to this framework. Most importantly, Ken will need an ample amount of support to understand and gain a strong knowledge base well before the code “goes live.” Ken suggested setting up a time once every couple of weeks with one or two of the Zoning Committee members where they could go through permits already submitted or approved through the last few months of the year and attempt to apply those needs to the Core Zoning Code. I would suggest we avoid instances where active applications are discussed and attempt to preserve the independence of the code officer and/or planning board from interference from the Selectmen... despite everyone operating with the best of intentions.

## **Code Amendments – Spring 2021**

We already know a series of items will require further adjustment within the Core Zoning Code, perhaps as soon as the June annual town meeting. The code calls for the Planning Board to be the place where amendments to the code begin, so I would suggest tasking the Planning Board to begin the work of identifying those areas. That likely may involve the creation of a Historic Preservation Ordinance Committee and I would urge the tasking of that committee’s work to be the job of the planning board. The members of the soon-to-be defunct Design Review Committee would be an excellent source of individuals who may be able to assist in this effort.

## **Comprehensive Plan Update/Implementation – Summer/Spring 2021**

After the adoption of the Comprehensive Plan in June 2018, the Town submitted the plan to the state for their approval. The state replied with a small number of changes they request for compliance, but due to our overwhelming focus on the Character Code, we held off on making those adjustments. Comprehensive plan compliance can be helpful toward grant funding and given all the effort put in, why not ensure both documents fit hand in glove? The most important piece in all of this is that there are a number of goals and strategies included in the plan which require a Comprehensive Plan Implementation Committee to push for town compliance. I would suggest the Board establish a Comp Plan Implementation Committee this spring who can not only fix the plan to meet up with the new code, the state requirements, but also seek out the Big Ideas that are the hallmark of the plan.

# **Town Manager's Report**

**November 6, 2020**

- Election Day went as well as one could have expected. Many thanks go out to Michelle, Shelly, Harriet and all of the tremendous volunteers who willingly worked through unique circumstances to conduct this election. We had a number of younger individuals step forward to help and I hope we'll be able to count on them in the years ahead. The 1290 voters set a record in recent years and the over 900 absentee votes also set a new Newcastle record. A great deal of planning goes into pulling off a successful election and Michelle's efforts paid off. Also thanks go out to Clayton who spent a good part of Monday afternoon helping us set up and to the fire fighters who showed up Tuesday night to help tear down and get the truck bay back in working order. The truck bay was the only spot we could've conceivably held this election safely and it would not have happened without the help of the fire department.
- The Academy Hill ribbon cutting went well last week. Rob represented the Board well and Seth had a number of compliments for the Town's support of the project. As you know, the Town's engineer, Andrew Hedrich at Gartley and Dorsky has been reviewing the change orders and the completion of the project. Andrew had planned to have his review completed for Monday's meeting but unfortunately, he was unable to be ready for us in time for your consideration.
- Next week work will begin on Stonebridge Circle and the small stretch of Academy Hill which needed repair. After those projects are wrapped the paving on Pump/Cross/Glidden will occur, and Lewis Hill's ditching is nearly complete as I write this. Seth also started some work on the salt and sand depot property to reconfigure the entry to make it a bit safer for all involved.
- The recent uptick in COVID-19 cases is certainly causing concern locally. The Governor's order regarding mask usage from this past week largely does not impact Town operations as we are already requiring mask usage when employees are out of their offices/cubicles. However this is a good opportunity to renew our commitment to keeping everyone healthy. With the recent outbreak at the Morrill Town Office and the death of their first selectman, it's clear town offices are not immune from this situation at all.

## **Agenda Notes**

- Harriet was able to get us caught up with all of the minutes from the last month. That has been a challenge with the election going on but finally we are past that!
- The Board will hold a public hearing Monday night regarding a grant application the Town is submitting on behalf of Split Rock Distilling in the amount of \$70,000. I have attached the application for the grant and the grant award letter from the Department of Economic and

Community Development. Topher and Mary Ellen Barnes from Lincoln County Regional Planning will be available to answer questions regarding this project. As I mentioned in my last report, the Town will be the fiscal agent for this grant which means the Town will handle the finances for the grant and disburse funds according to our warrant schedule. The Town will have not legal liability or financial responsibility for this grant, only in overseeing payment disbursements.

- A group of residents has organized on their own to support the expansion of broadband service in Newcastle. David Levesque will join the meeting Monday night to discuss the group's goals and plans. The committee met last month with Alan Hinsey from Tidewater Telecom to discuss some options for improvement and the committee made a decision to pursue a grant to assist the Town in planning broadband expansion. The grant application is due this month and endorsement from the Board of Selectmen is a critical piece in a successful grant application. If the Board wishes to endorse the Broadband Committee it would be helpful to have some selectmen serve on the committee in some capacity and potentially expand the committee for a broader coalition of residents.

**Town of Newcastle  
Elections Results  
November 3, 2020**

**State Election: TOTAL VOTES CAST: 1377**

**State Senator**

Dow, Dana: **471**

Maxmin, Chloe: **892**

Write In/Blanks: **14**

**Rep. To Legislature**

Crafts, Lydia: **883**

Parise, Merle: **459**

Blanks: **35**

**Judge of Probate**

Avantaggio, William: **979**

Burbank, Meegan: **312**

Blanks: **86**

**County Commissioner**

Trescot, Mary: **1149**

Blanks: **228**

**President/Vice President**

Biden/Harris: **923**

De La Fuente/Richardson: **3**

Hawkins/Walker: **11**

Jorgensen/Cohen: **19**

Trump/Pence: **403**

Write In/Blanks: **18**

**U.S. Senator**

Collins, Susan: **501**

Gideon, Sara: **764**

Linn, Max: **17**

Savage, Lisa: **86**

Write In/Blanks: **18**

**Rep. to Congress**

**District 1**

Allen, Jay: **450**

Pingree, Chellie: **908**

Write In/Blanks: **19**

Respectfully Submitted:

Michelle Cameron

Town Clerk

**Town of Newcastle  
Elections Results  
November 3, 2020**

**Municipal Referendum Election: TOTAL VOTES CAST: 1323**

**Shall the Town of Newcastle, effective January 1, 2021, enact the “Core Zoning Code” and the “Road Driveway and Entrance Ordinance,” and**

**Repeal Chapters 1, 2, 3, 4, 5, 7, 9, and 10 of the Newcastle Land Use Ordinance, and**

**Convert Chapter 6 to the Floodplain Management Ordinance, and**

**Convert Chapter 8 to the Mobile Home Parks Ordinance, and**

**Convert Chapter 11 to the Shoreland Zoning Ordinance, and**

**Convert Chapter 12 Section A to the Erosion and Sediment Control Ordinance, and**

**Convert Chapter 12 Section B to the Storm Water Management Ordinance, and**

**Convert Chapter 13 Section I to the Archaeological Site Ordinance, and**

**Convert Chapter 13 Section O to the Tower Ordinance, and**

**Repeal Chapter 13 Sections A-H, Sections J-N and Section P, and**

**Convert Chapter 14 Section K to the Seasonal Conversion Ordinance, and**

**Repeal Chapter 14 Sections A-J and Section L?**

**Yes: 668**

**No: 625**

**Blanks: 30**

**Respectfully Submitted:**

**Michelle Cameron  
Town Clerk**

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
<b>00202 CENTRAL LINCOLN CO AMBULANCE SERVIC</b>					
0240	2020 CY BUDGET REQUEST	INV#4393			
BUDGET REQUEST INV#4393	E 102-56-01		27,975.00	0.00	
	PROTECTION - HEALTH SRVCS / AMBULANCE/ER				
	<b>Vendor Total-</b>		<b>27,975.00</b>		
<b>00033 CENTRAL MAINE POWER CO</b>					
0240	VARIOUS ELECTRIC ACCTS				
35013844770 - STR LIGHTS	E 101-55-05		606.43	0.00	
	GEN GOVT - ANIMAL CNTRL / ST LIGHTS				
35011641467 - F.D.	E 105-66-02		130.82	0.00	
	PUB SAFETY - FIRE STA/COM / ELECTRICITY				
35011988843 - T.O.	E 101-65-02		154.83	0.00	
	GEN GOVT - TOWN OFFICE / ELECTRICITY				
35016922797 - MILLS RD	E 107-50-19		46.91	0.00	
	PUBLIC WORKS - PUBLIC WORKS / MILLS RD ELE				
	<b>Vendor Total-</b>		<b>938.99</b>		
<b>00000 CYNTHIA RUSSELL</b>					
0240	REIMBURSEMENT EXCISE TAX	LB 331-AXM			
REIMBURSEMENT EXCISE TAX	R 101-20		376.87	0.00	
	GEN GOVT - MV EXCISE				
	<b>Vendor Total-</b>		<b>376.87</b>		
<b>01272 FOUR SEASONS JANITORIAL CONT., INC</b>					
0240	INV #15279	WEEKLY CLEANING			
Town Office Cleaning	E 101-65-06		274.03	0.00	
	GEN GOVT - TOWN OFFICE / JANITORIAL				
FD - Community Room	E 105-04-04		173.49	0.00	
	PUB SAFETY - CONTRACTOR / JANIT C.R.				
	<b>Vendor Total-</b>		<b>447.52</b>		
<b>00260 GARTLEY &amp; DORSKY</b>					
0240	ACADEMY HILL RD RECONSTRU	INV#19015-11			
ACADEMY HILL - #19015-11	E 107-50-02		18,295.07	0.00	
	PUBLIC WORKS - PUBLIC WORKS / CAPITAL PROJ				
	<b>Vendor Total-</b>		<b>18,295.07</b>		
<b>00011 GREAT SALT BAY SANITARY DIST.</b>					
0240	RIVER RD/16	ACCT#4022			
(16) HYDRANTS	E 101-55-04		4,110.34	0.00	
	GEN GOVT - ANIMAL CNTRL / (16) HYDRANT				
	<b>Vendor Total-</b>		<b>4,110.34</b>		
<b>00897 HAGAR ENTERPRISES, INC</b>					
0240	INVS #3495 / 3480	DITCHING/GRADIN			
LEWIS HL -DITCHING	E 107-50-11		17,000.00	0.00	
	PUBLIC WORKS - PUBLIC WORKS / GEN CONTRACT				
GRADING TWN ROADS	E 107-50-30		4,950.00	0.00	
	PUBLIC WORKS - PUBLIC WORKS / GRADING				
	<b>Vendor Total-</b>		<b>21,950.00</b>		
<b>00000 JEFF CLIFFORD</b>					
0240	BEAVER REMOVAL-2 LOCATION	INV DATED 10/27			
BEAVER REMOVAL-2 LOCATION	E 107-50-11		405.00	0.00	
	PUBLIC WORKS - PUBLIC WORKS / GEN CONTRACT				
	<b>Vendor Total-</b>		<b>405.00</b>		
<b>00165 KONICA MINOLTA/SYMQUEST</b>					
0240	500-0473754-000	INV#427470901			
500-0473754-000	E 105-05-55		79.50	0.00	
	PUB SAFETY - FIRE DEPT / ADMIN/OFC				
	<b>Vendor Total-</b>		<b>79.50</b>		
<b>01074 LINCOLN COUNTY</b>					

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
0240 ACO SERVICES - WAGES	JULY-SEPT 2020				
ACO SERVICES - WAGES	E 102-01-13		405.15	0.00	
PROTECTION - COMPENSATION / ACO					
Vendor Total-			405.15		
00013 LINCOLN COUNTY NEWS					
0240 ADS - INV#P189666	10/29/2020				
ADS - INV#P189666	E 101-25-55		288.75	0.00	
GEN GOVT - OPERATIONS / ADS					
Vendor Total-			288.75		
00000 MAINEIAC TRAINING					
0240 EXTRICATION TRAINING	20 STUDENTS				
EXTRICATION TRAINING - 20	E 105-05-30		1,000.00	0.00	
PUB SAFETY - FIRE DEPT / TRAINING					
Vendor Total-			1,000.00		
00000 MICHELLE CAMERON					
0240 REIMBURSEMENT - POSTAGE	30 STAMPS				
REIMBURSEMENT - POSTAGE	E 101-25-05		16.50	0.00	
GEN GOVT - OPERATIONS / POSTAGE/ENV					
Vendor Total-			16.50		
00142 NAPA-CLARK AUTO PARTS					
0240 TRUCK REPAIR PARTS	2 INVOICES				
INV#55266 W/CREDIT	E 105-05-42		121.99	0.00	
PUB SAFETY - FIRE DEPT / EQ/VEH MAINT					
Vendor Total-			121.99		
00145 NEWCASTLE FIRE - REIMB.					
0240 REIMBURSEMENT FOR PARTS	TRUCK #10				
REIMBURSEMENT - TK PARTS	E 105-05-42		40.07	0.00	
PUB SAFETY - FIRE DEPT / EQ/VEH MAINT					
Vendor Total-			40.07		
00000 PERSONNEL CONCEPTS					
0240 OSHA POSTER	CUST#25P9653343				
OSHA POSTER	E 105-05-55		19.00	0.00	
PUB SAFETY - FIRE DEPT / ADMIN/OFC					
Vendor Total-			19.00		
00109 PROPERTY CARE PLUS, INC					
0240 FENCE REMOVAL - GLIDDEN	INV#045795				
FENCE REMOVAL - GLIDDEN	E 101-70-02		152.00	0.00	
GEN GOVT - CEMETERIES / MOWING					
Vendor Total-			152.00		
00118 RANDY'S JOB SERVICE/SALT BAYS GARBO					
0240 INV #227263 - TRASH	OCTOBER				
INV#227263 - OCT TRASH	E 101-65-04		25.00	0.00	
GEN GOVT - TOWN OFFICE / MAINT/REPAIR					
Vendor Total-			25.00		
00102 READY REFRESH/NESTLE					
0240 2 INVS FOR NEWCASTLE	T.O. & FIRE DEP				
INV#20J042400511 - WATER	E 101-25-95		60.99	0.00	
GEN GOVT - OPERATIONS / SUPPLIES					
INV#20J0310022652 - WATER	E 105-05-40		225.88	0.00	
PUB SAFETY - FIRE DEPT / NEW EQUIP					
Vendor Total-			286.87		
01510 SYMQUEST GROUP, INC.					
0240 INV#1532803	CUST #14408				
INV#1532803	E 105-05-55		400.02	0.00	
PUB SAFETY - FIRE DEPT / ADMIN/OFC					
Vendor Total-			400.02		

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
<b>00189 TIDEWATER TELECOM INC</b>					
0240 ACCTS #4024 & #4450	PHONES -2 ACCTS				
TOWN OFFICE LINES	E 101-65-05		192.74	0.00	
	GEN GOVT - TOWN OFFICE / TELEPHONES				
FIRE DEPT	E 105-05-09		287.20	0.00	
	PUB SAFETY - FIRE DEPT / PHONES				
	<b>Vendor Total-</b>		<b>479.94</b>		
<b>00030 TOWN OF NEWCASTLE/PETTY CASH</b>					
0240 REIMBURSE PETTY CASH	POSTAGE				
REIMBURSE PETTY CASH - PO	E 101-25-05		41.35	0.00	
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
	<b>Vendor Total-</b>		<b>41.35</b>		
<b>01300 TREASURER, STATE OF MAINE-DEH/DEP</b>					
0240 SURCHARGE-(AUG-OCT)	4 SUBSURFACE				
SURCHARGE-(AUG-OCT)	G 1-343-00		60.00	0.00	
	GEN'L GOV. / PLMBG SURCHG				
	<b>Vendor Total-</b>		<b>60.00</b>		
<b>00023 TREASURER, STATE OF ME-BMV</b>					
0240 4 REPORTS 10/2-10/30/20	BMV REPORTS	*** PAID ***	Check #	24885	
10/02-10/09/2020	G 1-345-00		1,147.00	0.00	
	GEN'L GOV. / STATE MV FEE				
10/09-10/16/2020	G 1-345-00		2,502.80	0.00	
	GEN'L GOV. / STATE MV FEE				
10/16-10/23/2020	G 1-345-00		4,869.31	0.00	
	GEN'L GOV. / STATE MV FEE				
10/23-10/30/2020	G 1-345-00		634.50	0.00	
	GEN'L GOV. / STATE MV FEE				
07/31/2020 TRANSFER FEE	G 1-345-00		8.00	0.00	
	GEN'L GOV. / STATE MV FEE				
	<b>Vendor Total-</b>		<b>9,161.61</b>		
<b>00029 TREASURER, STATE OF ME-DHHS/CDC</b>					
0240 AUG - OCT PLUMBING PERMIT					
AUG-OCT PLUMBING PERMITS	G 1-342-00		440.00	0.00	
	GEN'L GOV. / STATE PLMB				
	<b>Vendor Total-</b>		<b>440.00</b>		
<b>00938 U.S. CELLULAR</b>					
0240 Acct 489087610/Huntley	INV#0400630088				
INV#0400630088	E 105-05-09		51.38	0.00	
	PUB SAFETY - FIRE DEPT / PHONES				
	<b>Vendor Total-</b>		<b>51.38</b>		
<b>00000 USPS - POSTMASTER NEWCASTLE</b>					
0240 6X7.75 STAMPS & PRIORITY		*** PAID ***	Check #	24886	
STAMPS & PRIORITY BOX	E 101-25-05		55.20	0.00	
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
	<b>Vendor Total-</b>		<b>55.20</b>		
<b>01590 W.B. MASON</b>					
0240 ELECTION SUPPLIES	INV#215006055				
ELECTION SUPPLIES	E 101-25-07		124.32	0.00	
	GEN GOVT - OPERATIONS / ELECTION SUP				
	<b>Vendor Total-</b>		<b>124.32</b>		



**Warrant Preview****Pay Date: 11/09/2020**

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
		Prepaid Total-	9,216.81		
		Current Total-	78,530.63		
		Warrant Total-	87,747.44		

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

DATE: 11/09, 2020

BRIAN FOOTE  
TOR GLENDINNING  
ROBERT NELSON  
JOEL LIND  
WANDA WILCOX

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