

Board of Selectmen & Assessors Meeting - Agenda
September 29, 2020 @ 7:00p.m.
Via Zoom Meeting/YouTube Live Streaming

1. Call to Order:

2. Amendments to the Agenda (Pending Approval)

3. Minutes

- 4.1 September 21, 2020
- 4.2 September 22, 2020

4. New Business

- 4.1 2020 Villages of Light Festival – Maia Zewert
- 4.2 Referendum Vote – Special Town Meeting Warrant – November 3, 2020

5. Unfinished Business

- 5.1 Academy Hill/Roads Projects Status Update – Seth Hagar

6. Town Manager Report and Communications

7. Fiscal Warrants

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

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

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

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

Town of Newcastle
WARRANT FOR SPECIAL TOWN MEETING
Tuesday, November 3, 2020

To Harriet Burgoon, of Newcastle, in the County of Lincoln and the State of Maine:

Greetings: 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 Newcastle Municipal Fire Station in said Town on Tuesday, the 3th day of November 2020, then and there to act upon Articles 1 through 2. The polls for voting shall open at 8:00 AM and will close at 8:00 PM.

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

ARTICLE 2: 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?

EXPLANATION: *The warrant question is presented in two paragraphs. The paragraphs bundle together eleven distinct actions for a single vote.*

The first paragraph enacts the Core Zoning Code and the Road, Driveway and Entrance Ordinance. These two new documents replace the zoning portion of the existing Land Use Ordinance and will take effect on January 1, 2021.

The second paragraph both repeals the Newcastle Land Use Ordinance and converts eight “code modules” into separate standalone ordinances. These “code modules” are currently embedded in the pages of the existing Land Use Ordinance. There are no revisions to the language in these eight documents, they simply carry over and remain in effect on January 1, 2021.

TWO OPTIONS:

If you vote YES... it means you are in favor of everything explained above including the new Newcastle Zoning District Map.

If you vote NO... it means you are in favor of keeping the existing Newcastle Land Use Ordinance along with the existing Zoning District Map.

Given under our hands this 29th day of September 2020.

Brian S. Foote, Chairman

Joel Lind, Vice Chairman

Wanda Wilcox

Tor Glendinning

Rob Nelson

Town Manager's Report

September 24, 2020

- Quiet week, huh?
- As I've described to many of you this last week, the decision to move the code vote from the special town meeting to a referendum was a bit like turning around an aircraft carrier. It took us nearly the entire day Wednesday to get the word out, but I think we were successful in doing so. By the end of the day, I had a pair of phone messages from residents who appreciated the Board's decision and wished to offer their thanks.
- As I described at the Public Hearing last week, we have not only followed the bare minimum requirements of state statute to get the word out about the code and the vote on its passage. Rather we've used our email list (250 addresses), our Facebook page, advertisements in the Lincoln County News, and our website. I had a nice chat with J.W. Oliver on Friday concerning the complaints we received for the lack of notice of the town's efforts in the newspaper. As J.W. noted, land use just isn't an interesting matter for readers until the very last second, which we clearly were within last Thursday night. However, it is clear that while the public is aware of the code, a great deal of misinformation is being spread from supposedly official sources and we must do better to reach out.
- I've been at work with our direct mail folks at Hygrade to send out a mailing to all taxpayers so that they not only have the question on the November 3rd ballot concerning the Core Zoning Code, but also the explanation the Board discussed at your last meeting. If there are folks out there who are still unaware, let's hope gets their attention.
- I have received the IGA audit from Real Term Energy concerning the new streetlight conversion plan. I am meeting with them on Tuesday to go over their efforts. Once I get a shot to clean up some things in their proposal, I'll share it with you next week in preparation for action at your meeting on the 13th.
- LCTV has inquired regarding a sit down with several selectmen and I to describe what the Core Zoning Code is and why the Board is interested in the town considering it for adoption. More details to follow.

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00033 CENTRAL MAINE POWER CO				
0148	VARIOUS ELECTRIC ACCTS			
35013306861	- FLASHER	E 101-55-06	20.94	0.00
	GEN GOVT - ANIMAL CNTRL / FLASHER RT 1			
35015543313	- BIRD	E 101-67-02	22.09	0.00
	GEN GOVT - BIRD PLAYGR / ELECTRICITY			
35015543750	- SHPS FD	E 105-68-02	20.82	0.00
	PUB SAFETY - SHEEPSCT STA / ELECTRICITY			
	Vendor Total-		63.85	
00007 DAMARISCOTTA BANK & TRUST				
0148	FIRE TRUCK PYMT	PYMT #105		
(MONTH) PAYMENT		E 110-30-60	2,256.92	0.00
	DEBT SERVICE - DEBT SERV / LOAN PYMT FT			
	Vendor Total-		2,256.92	
00260 GARTLEY & DORSKY				
0148	ACADEMY HILL PROJECT	#2019015		
ACADEMY HILL PROJECT		E 202-50-47	21,952.87	0.00
	ROADS RES - PUBLIC WORKS / ACADEMY HILL			
	Vendor Total-		21,952.87	
00897 HAGAR ENTERPRISES, INC				
0148	ROADS & SNOW DOWNTOWN	OCTOBER		
Roads		E 107-50-01	29,328.16	0.00
	PUBLIC WORKS - PUBLIC WORKS / SNOWPLOW RD			
Snow Downtown		E 107-50-03	5,487.89	0.00
	PUBLIC WORKS - PUBLIC WORKS / SNOW DWNTWN			
	Vendor Total-		34,816.05	
00005 LOCKBOX #936724				
0148	TRANSCO CONTRACT	9/7 - 10/6/2020		
CONTRACT 9/7-10/6/2020		E 101-26-01	20.85	0.00
	GEN GOVT - LEASES / COPIER			
	Vendor Total-		20.85	
00822 MAINE MUNICIPAL ASSOC-W.C. FUND				
0148	WORKERS COMP INSURANCE	MEMBER #15110		
WORKERS COMP INS		E 101-03-15	1,100.25	0.00
	GEN GOVT - INSURANCE / WORKERS COMP			
	Vendor Total-		1,100.25	
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST				
0148	OCT 2020	MHT-15110 10/20		
TWN SHARE-HEALTH INS/CLRK		E 101-02-02	2,132.71	0.00
	GEN GOVT - FRINGE BENEF / HEALTH INS			
DEDUC/LIFE INS/ TM		E 101-02-06	26.40	0.00
	GEN GOVT - FRINGE BENEF / LIFE INSURAN			
DEDUC/DENTAL INS/ TC		G 1-338-00	74.85	0.00
	GEN'L GOV. / DENTAL DED			
DEDUC/DENTAL INS/ TM		G 1-338-00	142.86	0.00
	GEN'L GOV. / DENTAL DED			
DEDUC/VISION INS/ TC		G 1-334-00	11.15	0.00
	GEN'L GOV. / VISION DED			
TWN SHARE HEALTH INS/DC		E 101-02-02	2,132.71	0.00
	GEN GOVT - FRINGE BENEF / HEALTH INS			
DEDUC/INCOME PROT/TC		E 101-02-05	52.98	0.00
	GEN GOVT - FRINGE BENEF / S/T DISABILT			
DEDUC/INCOME PROT/TM		E 101-02-05	81.82	0.00
	GEN GOVT - FRINGE BENEF / S/T DISABILT			
DEDUC/INCOME PROT/DC		E 101-02-05	43.27	0.00
	GEN GOVT - FRINGE BENEF / S/T DISABILT			
DEDUC/HEALTH INS/TC		G 1-332-00	256.00	0.00
	GEN'L GOV. / HLTH INS DED			

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
DEDUC/HEALTH INS/DC	G 1-332-00			256.00	0.00
	GEN'L GOV. / HLTH INS DED				
DEDUC/DENTAL INS/DC	G 1-338-00			74.85	0.00
	GEN'L GOV. / DENTAL DED				
DED/VISION/DC	G 1-334-00			5.58	0.00
	GEN'L GOV. / VISION DED				
SUPP LIFE INS-TM	G 1-331-00			79.20	0.00
	GEN'L GOV. / LIFE INS DED				
Vendor Total-				5,370.38	
00993 MURPHY APPRAISAL SERVICES, INC.					
0148 APPRAISAL SERVICES	AUG-SEPT				
AUG-SEPT SERVICES	E 101-04-01			3,500.00	0.00
	GEN GOVT - CONTRACTOR / ASSESSORS'				
Vendor Total-				3,500.00	
00109 PROPERTY CARE PLUS, INC					
0148 OCTOBER MOWING SERVICES					
OCTOBER MOWING SERVICES	E 101-70-02			1,500.00	0.00
	GEN GOVT - CEMETERIES / MOWING				
Vendor Total-				1,500.00	
00163 SYNCB/AMAZON					
0148 SEPTEMBER INVOICES (2)	OFFICE SUPPLIES				
RUBBER STAMP	E 101-25-95			9.99	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
NAME PLATES/HOLDERS	E 101-25-95			59.95	0.00
	GEN GOVT - OPERATIONS / SUPPLIES				
Vendor Total-				69.94	
00354 TOWN OF NOBLEBORO					
0148 (OCTOBER) TIPPING FEES					
OCT. TIPPING FEES	E 102-10-10			7,657.00	0.00
	PROTECTION - WASTE DISP / TRANSFER STA				
Vendor Total-				7,657.00	
01300 TREASURER, STATE OF MAINE-DEH/DEP					
0148 SURCHARGE-(JUL-AUG)			*** PAID ***	Check #	24821
SURCHARGE-(JUL-AUG)	G 1-343-00			30.00	0.00
	GEN'L GOV. / PLMBG SURCHG				
Vendor Total-				30.00	
00023 TREASURER, STATE OF ME-BMV					
0148 9/4-9/11 THRU 9/11-9/18	BMV REPORTS				
9/4 - 9/11 BMV REPORT	G 1-345-00			2,973.00	0.00
	GEN'L GOV. / STATE MV FEE				
9/11 - 9/18 BMV REPORT	G 1-345-00			3,867.84	0.00
	GEN'L GOV. / STATE MV FEE				
Vendor Total-				6,840.84	
00029 TREASURER, STATE OF ME-DHHS/CDC					
0148 7/15-8/28/2020 PLUMBING	4 PERMITS		*** PAID ***	Check #	24819
7/15-8/28/20 PLUMBING	G 1-342-00			123.75	0.00
	GEN'L GOV. / STATE PLMB				
Vendor Total-				123.75	
00027 TREASURER, STATE OF ME-IFW					
0148 AUGUST MOSES REPORT	ACCT#110372		*** PAID ***	Check #	24820
AUGUST MOSES REPORT	G 1-350-00			1,114.63	0.00
	GEN'L GOV. / STATE IFW \$				
Vendor Total-				1,114.63	
01503 U.S. BANK EQUIPMENT FINANCE, INC					
0148 XEROX COPIER CONTRACT	INV#423898626				
T.O. COPIER LEASE & MAINT	E 101-26-01			198.60	0.00

Warrant Preview

Pay Date: 09/28/2020

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
	GEN GOVT - LEASES / COPIER				
		Vendor Total-		198.60	
00000	USPS - ALNA				
0148	POSTAGE FOR CERTIFIEDS	LIEN NOTICES	*** PAID ***	Check #	24823
	POSTAGE FOR CERTIFIES	E 101-25-05		166.40	0.00
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
		Vendor Total-		166.40	
		Prepaid Total-		1,434.78	
		Current Total-		85,347.55	
		Warrant Total-		86,782.33	

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: 9/28, 2020

BRIAN FOOTE
 TOR GLENDINNING
 ROBERT NELSON
 JOEL LIND
 WANDA WILCOX

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
00897 HAGAR ENTERPRISES, INC					
0162	ACADEMY HILL RECONSTRUCT	PAY REQ #9			
Academy Hill Pay Req #9	E 202-50-47		210,003.71	0.00	
	ROADS RES - PUBLIC WORKS / ACADEMY HILL				
		Vendor Total-	210,003.71		
		Prepaid Total-	0.00		
		Current Total-	210,003.71		
		Warrant Total-	210,003.71		

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

DATE: 9/21, 2020

BRIAN FOOTE
TOR GLENDINNING
ROBERT NELSON
JOEL LIND
WANDA WILCOX

TO (OWNER): Town of Newcastle
 PO Box 386
 Newcastle, ME 04553

PROJECT: Academy Hill Reconstruction

APPLICATION NO: 9
 PERIOD TO: 9/14/2020

DISTRIBUTION
 TO:
 - OWNER
 - ARCHITECT
 - CONTRACTOR

FROM (CONTRACTOR): Hagar Enterprises, Inc
 54 Biscay Road
 Damariscotta, ME 04543

VIA (ARCHITECT):

ARCHITECT'S
 PROJECT NO: 2019-015

CONTRACT FOR: Academy Hill Reconstruction

CONTRACT DATE: 11/19/2019

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

- 1. ORIGINAL CONTRACT SUM \$ 1,762,518.25
- 2. Net Change by Change Orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,762,518.25
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 1,501,317.59

5. RETAINAGE:

- a. 4.91% of Completed Work \$ 73,653.07
- b. 0.00% of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 73,653.07

6. TOTAL EARNED LESS RETAINAGE \$ 1,427,664.52
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 1,217,660.81

8. CURRENT PAYMENT DUE \$ 210,003.71

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 334,853.73

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	0.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Hagar Enterprises, Inc
 54 Biscay Road Damariscotta, ME 04543

By: Seth Hagar
 Seth Hagar, Vice President

State of: ME

County of: Lincoln

Subscribed and Sworn to before me this 15th Day of Sept 20

Notary Public:

My Commission Expires :

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): Town of Newcastle PO Box 386 Newcastle, ME 04553	PROJECT: Academy Hill Reconstruction APPLICATION NO: 9 PERIOD TO: 9/14/2020	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): Hagar Enterprises, Inc 54 Biscay Road Damariscotta, ME 04543	VIA (ARCHITECT): ARCHITECT'S PROJECT NO: 2019-015	

CONTRACT FOR: Academy Hill Reconstruction CONTRACT DATE: 11/19/2019

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Base Bid excluding Allowances		.0000	1,392,768.50	84.0000%	1,169,925.53	12.5000%	174,096.06	0.00	1,344,021.59	96.50	48,746.91
1	Base Bid including Additional Items		.0000	26,500.00		0.00	.0000%	0.00	0.00	0.00	.00	26,500.00
1a	Base Bid Rail Road Coordination Allowance		.0000	10,000.00		0.00	.0000%	0.00	0.00	0.00	.00	10,000.00
1b	Base Bid Ledge Removal Allowance		.0000	15,000.00		0.00	.0000%	0.00	0.00	0.00	.00	15,000.00
2	Option 1: Mill Road Crossing		.0000	51,755.75		0.00	.0000%	0.00	0.00	0.00	.00	51,755.75
5	Option 4: Pedestrian Lighting excluding Allowances		.0000	77,874.00		0.00	.0000%	0.00	0.00	0.00	.00	77,874.00
6	Option 5: Shim Coat Road		.0000	32,000.00	100.0000%	32,000.00	.0000%	0.00	0.00	32,000.00	100.00	.00
7	Alternate 1: Granite Curbing (less 160')		.0000	156,620.00	50.0000%	78,310.00	30.0000%	46,986.00	0.00	125,296.00	80.00	31,324.00
				\$1,762,518.25		\$1,280,235.53		\$221,082.06		\$1,501,317.59		\$261,200.66
REPORT TOTALS									\$0.00			