

Select Board & Board of Assessors Meeting- Agenda
July 24, 2023 @ 7:00 p.m.
Fire Station Community Room, 86 River Rd.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Minutes of the previous meeting**
 - a. July 10, 2023
- 5. Public Comments on Items Not on the Agenda**
- 6. New Business**
 - a. Special Town Meeting
 - b. Hagar Enterprises Road Maintenance Contract for Fiscal Year 2024
- 7. Unfinished Business**
 - a. Treasurer and Tax Collector Appointment
 - b. Tax Commitment for Tax Year 2023 / Fiscal Year 2023-2024
 - c. Select Board Bylaws
 - d. Project Priorities for Newcastle
- 8. Town Manager Report and Communications**
- 9. Fiscal Warrants**
 - a. FY23 End of Year Warrant 2: \$ 29,196.59
 - b. FY24 Second Warrant: \$215,944.08
- 10. Executive Session**

None for July 24th meeting
- 11. Future Agenda Items**
- 12. Adjournment of Meeting**

Upcoming Events

(Pending approval) August 7 at 7PM – Special Town Meeting, Fire Station Community Room, 86 River Road

August 14 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road

August 28 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road

Manager commentary for July 24th, 2023 Agenda packet items.

NOTE: While the Select Board discussed the distinction of New Business vs. Unfinished Business Items at their meeting on July 10th, the revised bylaws haven't been approved yet (later in the meeting) but I took the liberty for this meeting to apply the proposed distinction as I understood the intent for this meeting.

New Business Items: This location for agenda items is meant for items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

New Business Item: **6A – Special Town Meeting**

Manager's Commentary: With the Lynch Road engineering contract now signed and the May Day storm expenses still sitting on my desk unpaid, I am asking the Select Board to call for a Special Town Meeting on July 7th to move a total of \$200,000 from unassigned fund balance. The total bill for May Day storm expenses is currently just under \$187,000 and would ask that we set aside another \$13,000 for PFA related contamination. The DEP is currently testing drinking water wells near the landfill. State law from 2021 puts the responsibility to mitigate this on the municipality. Fortunately, we're working closely with the state DEP now to ensure our compliance and access to the cost share program (90 state / 10 local), but that still be deplete our contingency (depending on the actual number of properties effected) - so it would be ideal to move additional funds to cover those unknown expenses at that time and keep our contingency intact for other potential unknowns this year.

A possible motion: ***"To establish a Special Town Meeting for August 7th at 7pm in the Community Room of the Fire Station at 86 River Road and send notice to R. Benjamin Frey to inform the inhabitants of the Town of Newcastle of said meeting."***

New Business Item: **6B – Hagar Enterprises Road Maintenance Contract for Fiscal Year 2024**

Manager's Commentary: Annually, the Select Board approves a contract with Hagar Enterprises to assist us with our road maintenance and capital improvement needs. Typically, the Select Board also reviews and approves pricing for the upcoming fiscal year and the budget is built assuming these figures. Unfortunately, that approval never took place. Hagar Enterprises is currently providing services to the town without a signed contract or an agreement on time and material but has been honoring these prices and the redlined contract for the better part of a month (both attached). Most of the changes are minor, pronoun use, commas, dates, etc, but the major changes on the contract are around further shifting the day to day responsibilities from the Select Board to your Town Manager. There's still the expectation that if budgets can't be held, staff are coming to Select Board with solutions for your consideration and that all are aware of what major projects are being undertaken in a given year. I would ask that the Select Board discuss this Monday night and either support this contract with the redline changes and the pricing or come back to the Select Board at the first August meeting with a further revised version.

Should this be the case, a possible motion: ***"To authorize the Town Manager to sign the road maintenance contract with Hagar Enterprises for Fiscal Year 2024 and accept the pricing for time and material as presented."***

Unfinished Business Item: 7A – Treasurer and Tax Collector Appointment

Manager’s Commentary: On Wednesday, July 12th, Michelle Cameron accepted my offer to return to employment with Newcastle as our Tax Collector and Treasurer. Michelle has been assisting the town over the last several weeks on her day off to address financial matters and help keep the books in order. Michelle was also instrumental in year-end close out during my first week. Michelle will look to join us full-time starting on July 31st, however I would ask that the Select Board confirm her appointment as of July 24th so that she can administer the tax commitment.

A Possible motion: ***“To confirm the appointment of Michelle Cameron as Newcastle’s Treasurer and Tax Collector effective July 24th, 2023.”***

Unfinished Business Item: 7B – Tax Commitment for Tax Year 2023 / Fiscal Year 2023-2024

Manager’s Commentary: Newcastle’s Select Board also serves as Newcastle’s Board of Assessors. While the town hires Jim Murphy to manage the information related to assessments and prepare the documentation for the select board’s review, it is still the responsibility of the select board to approve the mil rate. I spent some time with Jim this past week reviewing the information and ensuring the budget approved reflects what’s needed for a mil rate. We still have work to do to further understand the impact of the Senior Stabilization Program and we will hopefully have more to share at the meeting on Monday.

A Possible motion: ***“To approve the Tax Year 2023 mil rate of \$16 per \$1,000 of assessed value.”***

Unfinished Business Item: 7C – Select Board Bylaws

Manager’s Commentary: At our meeting on the 10th of July, we reviewed a redlined version of the bylaws that contained some of my comments, questions, and suggested edits. The attached redlined version includes additional changes that were discussed, and I hope it reflects the spirit of that conversation. I’ve also included a clean version of this document for an easier read-through.

A Possible motion: ***“To approve amendments to the Select Board Bylaws as presented July 24, 2023.”***

Unfinished Business Item: 7D – Project Priorities for Newcastle

Manager’s Commentary: Last week, I sent a survey out to the select board and staff to help identify a project priority list based on the conversation around projects and goals from our July 10th meeting. Attached is a report developed based on the survey result. As a Town Manager, I find it very helpful in better understanding how I can help Newcastle move through the list with our staffing size and financial limitations. I really look forward to the discussion and assisting you in achieving them.

A Possible motion: ***“To accept the Town of Newcastle Select Board Project Priorities document dated July 24, 2023 and commit to reviewing this document for progress and potential modification on a quarterly basis.”***

**Agenda Minutes for
Select Board & Board of Assessors Meeting
July 10, 2023 @ 7:00 p.m.
Fire Station Community Room, 86 River Rd.**

Present Board Members- Chairperson Karen Paz, Vice-Chair Joel Lind, Tor Glendinning, Thomas Kostenbader, and Rufus Percy.

**Interim Town Manager- Kevin Sutherland
Minutes transcribed by Town Clerk- Lauren Allen**

1. **Call to Order- *Meeting called to order at 7:00pm by Karen Paz***
2. **Pledge of Allegiance**
3. **Amendments to the Agenda**
4. **Minutes of the previous meeting**
 - a. **June 26, 2023- *Tor Glendinning motioned to accept minutes. The motion was seconded by Joel Lind. Vote 5-0. Minutes were approved.***
5. **Public Comments on Items Not on the Agenda**
 - ***Paul Tenan (65 The Kings Highway)- Mr. Tenan voiced concern about traffic safety on Sheepscot Road. Mr. Tenan said that he speaks on behalf of residents of both Alna and Newcastle who are directly affected by the signage and speeding on Sheepscot Road. He has requested the Select Board reach out to Alna and work in unison to reduce larger vehicles from using or speeding on the road. Joel Lind recommended Mr. Tenan to compile data and request a special meeting so the issues can be discussed further. Mr. Tenan also said that he would try to involve other towns who have experience in speeding activity. Karen Paz recommended having Mr. Tenan investigate the Town of Bristol, who has had similar experiences.***
 - ***Mal Carey (58 Spruce Street)- Mr. Carey requested the legal status of work with Road commissioner and planner position. He also recommended the Town have the new Planner; Michael Martone put together a list of road conditions for all town-maintained roads. Mr. Carey also stated that several years ago he was working with the previous Town Manager, Sarah Macy, about Hassan Avenue, and future roadwork options on said road. Many of those records, specifically the Allen Pulley records, were lost or missing. Mr. Carey feels the issues were left unfinished. He is hopeful the Town, new Interim Town Manager, and Select Board will pick up where it was left off.***
6. **New Business**
 - a. **Review of Select Board Bylaws- *Interim Town Manager, Kevin Sutherland proposed wording changes to the Select Board's Bylaws.***
 - b. **Review and discussion of select board goals from December 2022- *Goals were tabled for further review and discussion.***
7. **Unfinished Business**
 - a. **Town Planner Services Contract- *Motion was made by Tor Glendinning to accept the Town Planner Services Contract. Joel Lind seconded motion. Vote 5-0. Motion passed. Michael Martone will be the joint Town Planner for both Newcastle and Damariscotta.***

- b. Developing a Fish Ladder Agreement with Nobleboro- *Karen Paz requested a motion to appoint herself; Karen Paz, Joel Lind, and Jim Brinkler as Newcastle representatives as part of a joint-town Fish Ladder Agreement cooperative. Tor Glendinning made the motion. Rufus Percy seconded the motion. Vote 5-0. Motion passed.*
- c. VHB scope of work and contract for Lynch Road- *Interim Town Manager, Kevin Sutherland explained the details of the work with VHB and the extent of the contract. The Select Board decided to wait and investigate the work needed on Liberty Road. The Select Board decided that Liberty Road was not an emergency at this time and VHB would only complete work on Lynch Road. Joel Lind made the motion. Tor Glendinning seconded the motion. Vote 5-0. Motion passed.*

8. Town Manager Report and Communications

Town Manager Report can be found on the [town website](#)

9. Fiscal Warrants

- a. FY23 End of Year Warrant 1: \$38,520.44
-Motioned by Joel Lind. Thomas Kostenbader seconded the motion. Vote 5-0. The end warrant of FY23 has passed.
- b. FY24 First Warrant: \$ 5,671.81
-Motioned by Joel Lind. Tor Glendinning seconded the motion. Vote 5-0. The first warrant of FY24 has passed.

10. Executive Session- *Karen Paz requested a motion to move into Executive Session. Joel Lind made the motion. Tor Glendinning seconded the motion. Vote 5-0. Motion passed. Select Board moved into Executive Session at 8:58pm. The Select Board Executive Session ended at 9:47pm.*

1 M.R.S.A. Section 405 (6) A – Personnel – upon exiting executive session, Karen Paz requested a motion to appoint Kevin Sutherland as EMA Director. Joel Lind made the motion. Tor Glendinning seconded motion. Vote 5-0. Motion passed.

11. Future Agenda Items- *Discussion about addressing the Hagar Enterprises contract for the current fiscal year.*

12. Adjournment of Meeting

- Karen Paz requested a motion to adjourn the meeting. Joel Lind made a motion. Thomas Kostenbader seconded the motion. Meeting adjourned at 10:02pm.

Upcoming Events

July 24 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road

August 14 at 7PM — Select Board Meeting, Fire Station Community Room, 86 River Road

**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

Monday, August 7, 2023

To R. Benjamin Frey, 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 Fire Station building at 86 River Rd on Monday, the 7th day of August, A.D. 2023 at 7:00 pm, then and there to act upon Article 1 by written ballot and Articles 2-3 to be voted on in an open Town Meeting.

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

ARTICLE 2: Shall the Town authorize a transfer of \$186,741.60 from its undesignated fund balance to the contingency account to cover overages related to the 'May Day' Storm?

ARTICLE 3: Shall the Town authorize a transfer of \$13,258.40 from its undesignated fund balance to the contingency account to cover potential expenses related to PFAs remediation?

Given under our hands at Newcastle, Maine this 24th day of July 2023.

Karen Paz, Chair

Joel Lind

Tor Glendinning

Thomas Kostenbader

Rufus Percy

A true and attested copy by:

Lauren Allen, Town Clerk



Town of Newcastle

4 PUMP STREET
NEWCASTLE, ME
04553
TEL. (207) 563-3441
FAX. (207) 563-6995

CONTRACT FISCAL YEAR 202~~43~~

ROAD MAINTENANCE CONTRACT

Date: ~~June 27, 2022~~ July 25, 2023

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

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

CONTRACTOR PROVISIONS

Scope of Work: Contractor shall, subject to votes of the Select Board, perform or arrange for the performance of Maintenance Work selected by the Town, as directed by the ~~Select Board~~ Town Manager, for completion for fiscal year 202~~34~~.

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

Term: This contract is for Newcastle Fiscal Year 202~~34~~ and shall terminate on July 1, 202~~34~~.



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Maintenance Work Services: Contractor shall provide all Maintenance Work (as defined by Maine DOT work-plan for 202~~12-2223~~) under this contract in a timely manner, at the price stated in the attached schedule, and in accordance with the specific job requirements and industry standards and under best efforts and to not less than best practices standards. Contractor shall perform work under the direction of the Town's Road Commissioner, or in ~~his~~-~~their~~ absence, the Town Manager.

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

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

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

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

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



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OTHER PROVISIONS

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

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

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

3. **Indemnification:** Contractor shall indemnify and hold harmless the Town and its officers, officials, agents, and employees from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from the performance of Maintenance Work or Infrastructure completed by Contractor or the Subcontractors or other Contractors under the Contractor's direction, provided that any such claim damage loss or expense (A) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (B) is caused in whole or in part by any negligent act or omission of the contractor or any of its officers, agents, employees, representatives, subcontractors, or anyone directly or indirectly employed by any of them for anyone for which any of them may be liable,



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regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor shall, at its own expense and cost, defend and protect said indemnified parties against all of such claims and demands. The Contractor's obligations to indemnify as described in this section shall continue in full force and affect following termination or substitution under the contract until such time as the municipal officers send the Contractor a written notice notifying them that they are released from their obligation to indemnify, or until the passing of the statute of limitations.

4. **Breach:** ~~if~~ If Contractor fails to perform according to any of the terms or conditions of this contract at that time in the manner specified, such failure to perform shall constitute a breach of contract.

5. **Notice of breach:** ~~In~~ In the event of a breach, the Town Manager shall provide verbal or written notice to Contractor and order it to perform within a reasonable time. If Contractor fails or refuses to perform within the time specified by the Town Manager, the Municipal Officers shall have the following remedies in addition to any other remedies available at law or equity:
 - a. The Town may terminate the contract by sending a written notice of termination to the Contractor; and
 - b. The Town may hire a substitute contractor to perform the Contractor's duties and obligations for any period of time; and
 - c. The Town may deduct and withhold any amount due the Contractor for prior work and apply that amount to any cost incurred by the town as a result of the termination or substitution.

6. **Remedies:** The rights and remedies herein created are cumulative, and the use of one remedy shall not be taken to exclude or waive the right to use of another.

7. **Service of notice:** in any case where desirable for the Town to serve upon the Contractor any notice or demand, it shall be sufficient to send a written or printed copy of said notice or demand, by certified mail, return receipt requested, postage prepaid, address to:



Town of Newcastle

**4 PUMP STREET
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Hagar Enterprises, Inc.
50 Biscay Road
Damariscotta, ME
04543.

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

~~Sarah Macy~~, Town Manager
4 Pump Street
Newcastle, ME
04553

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

IN WITNESS WHEREOF, the parties of this agreement I have executed the same on this ~~27~~25th day of ~~June~~July, 2023.

~~Joel Lind, Select Board Chair~~

Hagar Enterprises Inc. by its
Duly Authorized Representative

~~Robert Nelson, Select Board~~

~~Karen Paz, Select Board~~

~~Tor Glendinning, Select Board~~

~~Thomas Kostenbader, Select Board~~

~~Sarah Macy~~Kevin L, Sutherland, Interim Town Manager

2023 HEI Pricing		
Town of Newcastle - GS106		
Description	UOM	Unit Price
Cold Patch	TN	185.00
Paving by Hand	TN	250.00
Utility Truck (All Pick-ups F-series)	HR	65.00
Single Axle Dump Truck	HR	75.00
Wheeler Dump Truck	HR	90.00
Tri-Axle Dump Truck	HR	95.00
TB153 Mini Excavator	HR	115.00
PC60 Excavator	HR	120.00
PC138 Excavator	HR	130.00
PC228 Excavator	HR	145.00
PC360 Excavator	HR	235.00
Loader	HR	105.00
Dozer	HR	130.00
Grader	HR	165.00
Skid Steer w/Attachment	HR	95.00
Skid Steer w/o Attachment	HR	90.00
Labor	HR	65.00
Flagger	HR	55.00
Large Rock	YD	85.00
3in-5in RipRap Stone - Medium	YD	33.00
6in-8in RipRap Stone - Large	YD	30.00
6in Screened Gravel	YD	15.00
4in Screened/Crushed Gravel	YD	19.00
1-1/2in Screened/Crushed Gravel	YD	22.00
1in Screened/Crushed Gravel	YD	20.00
3/4in Screened/Crushed Gravel	YD	23.00
Bank Run Gravel	YD	18.00
1-1/2in Crushed Stone	YD	22.00
3/4in Crushed Stone	YD	25.00
1/2in Crushed Stone	YD	24.00
3/8in Crushed Stone	YD	33.00
3/4in Crushed Unblended Reclaim	YD	34.00
1/2in Screened Loam	YD	28.00
Fill	YD	9.00
Septic Sand	YD	18.00
Bank Run Sand	YD	14.00
3/8in Screened Sand	YD	17.50
Salt (per ton)	TN	88.00
Hay - Bale	EA	9.00
Reclaim	YD	37.00
JD 310 Backhoe	HR	110.00
JD 510 Backhoe	HR	110.00

2023 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: NEWCASTLE, MAINE

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable value of real estate	1	\$333,453,900 <small>(from page 1, line 6)</small>
2. Total taxable value of personal property	2	\$1,746,400 <small>(from page 1, line 10)</small>
3. Total taxable value of real estate and personal property (Line 1 plus line 2)	3	\$335,200,300 <small>(from page 1, line 11)</small>
4. a. Total exempt value for all homestead exemptions granted	4a.	\$13,490,400 <small>(from Page 1, line 14f)</small>
b. Homestead exemption reimbursement value	4b.	\$10,252,704
5. a. Total exempt value of all BETE qualified property	5a.	\$659,500 <small>(from page 2, line 15c)</small>
b. BETE exemption reimbursement value	5b.	\$329,750
6. Total valuation base (Line 3 + line 4b + line 5b)	6	\$345,782,754

ASSESSMENTS

7. County tax	7	\$457,253.00
8. Municipal appropriation	8	\$3,133,306.37
9. TIF financial plan amount	9	 <small>(must match page 2, line 16c + 16d)</small>
10. Local education appropriation	10	\$3,521,646.71
11. Total appropriations (Add lines 7 through 10)	11	\$7,112,206.08

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$325,000.00
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	\$1,275,470.72
14. Total deductions (Line 12 plus line 13)	14	\$1,600,470.72
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$5,511,735.36

16.	A	\$5,511,735.36 <small>(Amount from line 15)</small>	x	B	1.05	=	C	\$5,787,322.13	Maximum Allowable Tax
17.	\$5,511,735.36 <small>(Amount from line 15)</small>	÷	\$345,782,754 <small>(Amount from line 6)</small>	=	0.01594	Minimum Tax Rate			
18.	\$5,787,322.13 <small>(Amount from line 16)</small>	÷	\$345,782,754 <small>(Amount from line 6)</small>	=	0.01674	Maximum Tax Rate			
19.	\$335,200,300.00 <small>(Amount from line 3)</small>	x	0.01600 <small>(Selected Rate)</small>	=	\$5,363,204.80 <small>(Enter on page 1, line 13)</small>	Tax for Commitment			
20.	\$5,511,735.36 <small>(Amount from line 15)</small>	x	0.05	=	\$275,586.77	Maximum Overlay			
21.	\$10,252,704 <small>(Amount from line 4b.)</small>	x	0.01600 <small>(Selected Rate)</small>	=	\$164,043.26 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement			
22.	\$329,750 <small>(Amount from line 5b.)</small>	x	0.01600 <small>(Selected Rate)</small>	=	\$5,276.00 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement			
23.	\$5,532,524.06 <small>(Line 19 plus lines 21 and 22)</small>	-	\$5,511,735.36 <small>(Amount from line 15)</small>	=	\$20,788.70 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay			

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

**BYLAWS AND POLICIES OF
THE
SELECT BOARD TOWN OF
NEWCASTLE, MAINE**

Adopted June 28, 2021

[Draft Amendments presented July 24, 2022](#)

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Select Board (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures and shall not conflict with town ordinances or state or Federal statutes. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards.

Section 2. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Selectman Responsibilities

In accordance with M.R.S.A., Title 30-A § 2635, "the Select Board as a body shall exercise all administrative and executive powers of the Town except as provided in this sub- chapter." The ~~Board of Selectmen~~Select Board shall deal with administrative services solely through the Town Manager. Further in M.R.S.A., Title 30-A § 2635, it states, "~~this~~This section does not prevent the ~~Board of Selectmen~~Select Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any ~~and~~ matter relating to the welfare of the Town."

The Town of Newcastle has a Town Meeting - Select Board - Town Manager form of government which works to set policy and strategic direction in the best interests of the municipality as a whole.

The five-member ~~Select Board~~ are is elected on staggered terms by the voters of Newcastle through the annual town meeting. The ~~Select Board~~ holds the powers and duties afforded to them under Maine law, as well as town ordinances. The powers and duties of the Select Board shall include, but not be limited to:

- ~~Acting~~ as assessors and overseers of the poor;
- The appointment of members of the Planning Board, the Appeals Board, and other boards, agencies and positions as provided by statute, ordinance, or other ad-hoc needs as determined by the Select Board;

- ~~P~~~~T~~~~e~~ propose to the Town Meeting the enactment or repeal of ordinances which require approval by a Town Meeting;
- ~~A~~~~T~~~~e~~ adopt, amend or repeal ordinances and regulations which do not require approval by a Town Meeting;
- ~~T~~~~e~~ provide for the granting of licenses and permits for the conduct of any business in accordance with statute for such periods of time and in accordance with such rules and regulations not inconsistent with statute and upon payment by the licenses of such fees as the Select Board may establish;
- ~~R~~~~e~~ recommend a budget to the Annual Town Meeting; and
- ~~O~~~~T~~~~e~~ oversee all activities within the Town government.

Only through actions taken during a meeting, as outlined below, shall the Board operate. No individual member shall direct any employee or contractor, nor does any member possess the ability to negotiate on behalf of the town. Any action which takes place outside of a meeting must be delegated by the Board such as contract negotiation, information gathering, etc.; results of such action will be reported back to the full Board for final approval.

A majority of the Board constitutes a quorum. As a five-member Select Board, the quorum for Board action is three. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

Section 4. Town Manager

The Town Manager is the only employee who directly reports to the Select Board. All other employees of the Town of Newcastle report to the Town Manager, who is responsible for the day to day operations of town government. The Town Manager attends meetings of the Select Board and advises the Board on the policy and strategic direction in Newcastle's best interest. The Town Manager serves at the pleasure of the entire Select Board and advances the goals the Board sets forth. The duties of the Town Manager are consistent with Maine's Town Manager Plan statute (M.R.S.A., Title 30-A § 2636).

Section 5. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice Chair to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chair shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Select Board member. All members of the Select Board are required to vote. The Chair shall preside at all Board meetings and shall have the authority described below.

In the absence of the Chair, the Vice Chair shall preside and shall have the same authority. If the Chair and the Vice Chair are absent the most senior Select Board members, based on uninterrupted years of service, shall preside as Chair pro-tempore. If there is more than one senior member, the Chair shall be selected by a vote of the Select Board.

Section 6. Chair Privileges

The Chair may move, second, declare by unanimous consent, subject to the following limitations. If any objection by another Select Board member is heard, the Chair shall hear any question in regular order subject to a motion, a second by a different Select Board member, discussion, and a vote.

Commented [TM1]: I assume the second sentence here is the only limitation?

Section 7. Seating Arrangement

Members shall occupy the respective seats in the Board meeting room closest to the Chair.

Commented [TM2]: Can this be clarified? Respective proximity based on seniority after the chair/vc?

Section 8. Attendance

No Select Board member shall be excused from attendance at a Board meeting without notification to the Chair prior to the meeting. Attendance is expected except when a Board member notifies the Chair prior to the meeting.

When a member is not available for more than four unexcused regularly scheduled Board meetings, the Select Board member shall be subject to censure.

Commented [TM3]: What's the process for this?

Section 9. Meetings

Regular meetings of the Board shall be held on the Second and Fourth Monday of each month, at 7:00pm at the Clayton V. Huntley Fire Station Community Room.

Notice of all Board meetings shall be given as required by law by the Town Manager or Town Clerk, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e. site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance.

Section 10. Special & Emergency Meetings

All meetings other than regularly scheduled meetings shall be considered a Special Meeting. Every reasonable effort must be made to notify all Select Board members in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chair may call a Special Meeting at any time.
2. The Chair shall call a Special Meeting if requested by a quorum of Select Board members.
3. A Special Meeting may be called by the Vice Chair if the Chair may not be reached by normal methods.

Section 11. Meetings to Execute Documents

If logistics require Select Board members to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

Section 12. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 13. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

Section 14. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3 of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chair shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

Commented [TM4]: What's this process?

No official action shall be finally approved ~~at~~ during an executive session. Upon exiting executive session, the Select Board may take final action should it be deemed necessary.

Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

Section 15. Workshop Sessions

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items. Workshop sessions are considered meetings of the Board.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

Commented [TM5]: So aside from this, how is a workshop any different from a regular meeting? How often do you have workshops?

Section 16. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. The Town Attorney may note that evidence does not appear to meet the Maine Rule of Evidence, but the Board can still consider the evidence.

Every party shall have the right to present its case in the order determined by the Chair and without

interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits, or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 17. Agenda Items

All material for agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda based on identified needs from staff or previously requested items from the Select Board. The Chair or any two Select Board members may add an item to the agenda. Any individual member may also request an item to be added by submitting a copy of the item submission form (Appendix A) to the Chair at the beginning of a Select Board meeting for consideration by the Select Board. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The ~~first draft~~ agenda will ~~normally~~ be available through public posting on the Friday prior to the Select Board meeting.

Commented [TM6]: Is the draft agenda developed solely based on what the Board members suggest? Or is the Town Manager allowed to suggest items for the draft agenda for the Chair to review? Is it the chair the finalizes the agenda?

The order of business at regular meetings should include the following:

1. Call to order
- ~~2.~~ Individual Item Submission Form
- ~~2-3.~~ Amendments to the Agenda
- ~~3-4.~~ Minutes of the previous meeting Approval of the Minutes
- ~~4-5.~~ Public Comment ~~On on~~ Items Not ~~On on The~~ the Agenda
- ~~5-6.~~ New ~~business~~ Business
- ~~6-7.~~ Unfinished ~~business~~ Business
- ~~7-8.~~ Town Manager Report and Communications
- ~~8-9.~~ Fiscal Warrants
- ~~9-10.~~ Executive Session(s)
- ~~10-11.~~ Future Agenda Items
- ~~11-12.~~ Adjournment

Commented [TM7]: What constitutes New vs. Unfinished?

Definitions:

New Business: Agenda items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

Unfinished Business: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.

Section 18. Board Process

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chair shall allow questions during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, by a vote of the Board, the Chair shall open public comment.

There will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Newcastle to address the Board regarding this particular agenda item provided that the public follows the rules of public comment described below.

Section 19. Public Comment

Rules of Public Comment:

1. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments.
2. The speakers will be asked not to be repetitious of comments already made to the Select Board in the interests of the most efficient use of time.
3. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item.
4. All comments shall be directed to the Chair. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member.
5. No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Newcastle.
6. Complaints will be referred to the Town Manager for investigation.
7. If unresolved the issue will be brought to the Select Board.
8. Complaints regarding the Town Manager must be brought to the Chair of the Select Board for investigation and resolution; and to the full Select Board if unresolved by the Chair.

After listening to any input from the public present, the Chair will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Select Board.

If any member of the Public violates the rules of public decorum, the Chairman or a majority of the Board may expel that member of the Public from the meeting. If the member of the pPublic refuses to leave the meeting, the Chair or a majority of the Board may order the Lincoln County Sherriff to remove the member of the public.

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused ~~himself or herself~~ themselves in order to assert or protect ~~his or her~~ their personal interests or property rights. Recusal requires the member to abstain from Board deliberation and voting.

The Chair or a majority of the Select Board may close public comment at any time.

Section 20. Participation and Voting

Any action of the Board shall require the affirmative vote of a quorum of its membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Members have the responsibility to declare conflicts they may have as quickly prior to the consideration of a given agenda item. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Conflict issues shall follow established State Law.

Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon or the Board votes in the affirmative the member has adequately informed themselves on the action in the prior proceedings.

Section 21. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Town Manager shall designate staff to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is ~~the DVD~~digitally recorded. The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting
3. Selectmen in attendance
4. Town staff in attendance
5. Members of the public addressing the Selectmen
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

~~Free lending copies of the DVD recorded~~ Recorded and approved minutes will be available to the public at the Town Office, via the town website, YouTube, and/or LCTV and other designated places.

Section 22. Discipline

If a member fails to meet the ethical, legal, or functional responsibilities of the office, the Select Board reserves the right to discipline the member for this breach. If charges of improper conduct are brought to the Board, a hearing shall be held where the charges levied against the member are heard and the member reserves the right to accept or deny statements aimed at their office.

After a fair hearing, the Board may censure the member of the Board for breaching the bounds of their office. Censure may include further disciplinary action including suspension of salary, suspension of voting rights, or public reprimand.

Section 23. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 24. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

**BYLAWS AND POLICIES OF
THE
SELECT BOARD TOWN OF
NEWCASTLE, MAINE**

Adopted June 28, 2021

[Draft Amendments presented July 24, 2022](#)

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Select Board (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures and shall not conflict with town ordinances or state or Federal statutes. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards.

Section 2. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Selectman Responsibilities

In accordance with M.R.S.A., Title 30-A § 2635, "the Select Board as a body shall exercise all administrative and executive powers of the Town except as provided in this sub- chapter." The Select Board shall deal with administrative services solely through the Town Manager. Further in M.R.S.A., Title 30-A § 2635, it states, "This section does not prevent the Select Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the Town."

The Town of Newcastle has a Town Meeting - Select Board - Town Manager form of government which works to set policy and strategic direction in the best interests of the municipality as a whole.

The five-member Board is elected on staggered terms by the voters of Newcastle through the annual town meeting. The Board holds the powers and duties afforded to them under Maine law, as well as town ordinances. The powers and duties of the Select Board shall include, but not be limited to:

- Act as assessors and overseers of the poor;
- The appointment of members of the Planning Board, the Appeals Board, and other boards, agencies and positions as provided by statute, ordinance, or other ad-hoc needs as determined by the Select Board;

- Propose to the Town Meeting the enactment or repeal of ordinances which require approval by a Town Meeting;
- Adopt, amend or repeal ordinances and regulations which do not require approval by a Town Meeting;
- Provide for the granting of licenses and permits for the conduct of any business in accordance with statute for such periods of time and in accordance with such rules and regulations not inconsistent with statute and upon payment by the licenses of such fees as the Select Board may establish;
- Recommend a budget to the Annual Town Meeting; and
- Oversee all activities within the Town government.

Only through actions taken during a meeting, as outlined below, shall the Board operate. No individual member shall direct any employee or contractor, nor does any member possess the ability to negotiate on behalf of the town. Any action which takes place outside of a meeting must be delegated by the Board such as contract negotiation, information gathering, etc.; results of such action will be reported back to the full Board for final approval.

A majority of the Board constitutes a quorum. As a five-member Select Board, the quorum for Board action is three. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain.

Section 4. Town Manager

The Town Manager is the only employee who directly reports to the Select Board. All other employees of the Town of Newcastle report to the Town Manager, who is responsible for the day to day operations of town government. The Town Manager attends meetings of the Select Board and advises the Board on the policy and strategic direction in Newcastle's best interest. The Town Manager serves at the pleasure of the entire Select Board and advances the goals the Board sets forth. The duties of the Town Manager are consistent with Maine's Town Manager Plan statute (M.R.S.A., Title 30-A § 2636).

Section 5. Officers and their Duties

Officers of the Board shall consist of a Chair and a Vice Chair to be chosen annually at the first Board meeting after the annual town meeting by and from among Board members. The election of Chair shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Select Board member. All members of the Select Board are required to vote. The Chair shall preside at all Board meetings and shall have the authority described below.

In the absence of the Chair, the Vice Chair shall preside and shall have the same authority. If the Chair and the Vice Chair are absent the most senior Select Board members, based on uninterrupted years of service, shall preside as Chair pro-tempore. If there is more than one senior member, the Chair shall be selected by a vote of the Select Board.

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The Chair may move, second, declare by unanimous consent, subject to the following limitation. If any objection by another Select Board member is heard, the Chair shall hear any question in regular order subject to a motion, a second by a different Select Board member, discussion, and a vote.

Section 7. Seating Arrangement

Members shall occupy the respective seats in the Board meeting room closest to the Chair.

Section 8. Attendance

No Select Board member shall be excused from attendance at a Board meeting without notification to the Chair prior to the meeting. Attendance is expected except when a Board member notifies the Chair prior to the meeting.

When a member is not available for more than four unexcused regularly scheduled Board meetings, the Select Board member shall be subject to censure.

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Regular meetings of the Board shall be held on the Second and Fourth Monday of each month, at 7:00pm at the Clayton V. Huntley Fire Station Community Room.

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No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance.

Section 10. Special & Emergency Meetings

All meetings other than regularly scheduled meetings shall be considered a Special Meeting. Every reasonable effort must be made to notify all Select Board members in advance of a Special Meeting. Notice must be made to a newspaper of general circulation in the town and posted at the town office. A Special Meeting may be called by three methods:

1. The Chair may call a Special Meeting at any time.
2. The Chair shall call a Special Meeting if requested by a quorum of Select Board members.
3. A Special Meeting may be called by the Vice Chair if the Chair may not be reached by normal methods.

Section 11. Meetings to Execute Documents

If logistics require Select Board members to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

Section 12. Meeting Length

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9:00 p.m.

Section 13. Continued Sessions

Any session of the Board may be continued or adjourned from day to day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

Section 14. Executive Session

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 M RSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3 of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

No topic other than that referred to in the motion shall be discussed during executive session. The Executive session shall be held in such place as to ensure the privacy of the meeting and the Chair shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

No official action shall be finally approved during an executive session. Upon exiting executive session, the Select Board may take final action should it be deemed necessary.

Since Minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

Section 15. Workshop Sessions

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items. Workshop sessions are considered meetings of the Board.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

Section 16. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. The Town Attorney may note that evidence does not appear to meet the Maine Rule of Evidence, but the Board can still consider the evidence.

Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits, or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 17. Agenda Items

All material for agenda items shall be, under normal circumstances, submitted by the Board members to the Town Manager seven (7) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda based on identified needs from staff or previously requested items from the Select Board. The Chair or any two Select Board members may add an item to the agenda. Any individual member may also request an item to be added by submitting a copy of the item submission form (Appendix A) to the Chair at the beginning of a Select Board meeting for consideration by the Select Board. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The agenda will be available through public posting on the Friday prior to the Select Board meeting.

The order of business at regular meetings should include the following:

1. Call to order
2. Individual Item Submission Form
3. Amendments to the Agenda
4. Approval of the Minutes
5. Public Comment on Items Not on the Agenda
6. New Business
7. Unfinished Business
8. Town Manager Report and Communications
9. Fiscal Warrants
10. Executive Session(s)
11. Future Agenda Items
12. Adjournment

Definitions:

New Business: Agenda items that have not previously been put before the Select Board. Ideally, they are placed here as an introduction and for in-depth discussion before a final draft is later presented as an Unfinished Business item at a future meeting. However, if the new item is time sensitive or the Select Board has no issue with the item as presented, the Board may choose to vote on the item.

Unfinished Business: Agenda items that have been brought before the Select Board previously in the current fiscal year. Ideally these are items that have been reviewed and are ready for vote, but the Select Board reserves the right for greater discussion, modification, or further postponement.

Section 18. Board Process

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chair shall allow questions during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, by a vote of the Board, the Chair shall open public comment.

There will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Newcastle to address the Board regarding this particular agenda item provided that the public follows the rules of public comment described below.

Section 19. Public Comment

Rules of Public Comment:

1. The speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments.
2. The speakers will be asked not to be repetitious of comments already made to the Select Board in the interests of the most efficient use of time.
3. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item.
4. All comments shall be directed to the Chair. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member.
5. No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Newcastle.
6. Complaints will be referred to the Town Manager for investigation.
7. If unresolved the issue will be brought to the Select Board.
8. Complaints regarding the Town Manager must be brought to the Chair of the Select Board for investigation and resolution; and to the full Select Board if unresolved by the Chair.

After listening to any input from the public present, the Chair will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Select Board.

If any member of the Public violates the rules of public decorum, the Chairman or a majority of the Board may expel that member of the Public from the meeting. If the member of the public refuses to leave the meeting, the Chair or a majority of the Board may order the Lincoln County Sherriff to remove the member of the public.

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused themselves in order to assert or protect their personal interests or property rights. Recusal requires the member to abstain from Board deliberation and voting.

The Chair or a majority of the Select Board may close public comment at any time.

Section 20. Participation and Voting

Any action of the Board shall require the affirmative vote of a quorum of its membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Members have the responsibility to declare conflicts they may have as quickly prior to the consideration of a given agenda item. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Conflict issues shall follow established State Law.

Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon or the Board votes in the affirmative the member has adequately informed themselves on the action in the prior proceedings.

Section 21. Minutes

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Town Manager shall designate staff to take the Minutes. The written minutes shall serve as a brief reference, but the verbatim and official record is digitally recorded. The Minutes shall at the minimum reflect the following:

1. Date of meeting
2. Place of meeting
3. Selectmen in attendance
4. Town staff in attendance
5. Members of the public addressing the Selectmen
6. All executive orders and business considered
7. Business to be tabled for future action
8. Announcement of future meetings (special)
9. Time of adjournment
10. Person taking Minutes

Recorded and approved minutes will be available to the public at the Town Office, via the town website, YouTube, and/or LCTV and other designated places.

Section 22. Discipline

If a member fails to meet the ethical, legal, or functional responsibilities of the office, the Select Board reserves the right to discipline the member for this breach. If charges of improper conduct are brought to the Board, a hearing shall be held where the charges levied against the member are heard and the member reserves the right to accept or deny statements aimed at their office.

After a fair hearing, the Board may censure the member of the Board for breaching the bounds of their office. Censure may include further disciplinary action including suspension of salary, suspension of voting rights, or public reprimand.

Section 23. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 24. Amendments

These bylaws may be amended at any time in writing by majority vote of the Board.

Appendix A:
Select Board Member
Agenda Item Submission Form



Town of Newcastle

Select Board

4 Pump Street 7C
PO Box 386
Newcastle, ME 04553
Tel. (207) 563-3441
Fax. (207) 563-6995

Select Board Member Agenda Item Submission Form

Date Submitted: _____

Proposed By: _____

Subject: _____

Confirmed By: _____

Select Board Decision: _____

(i.e – discussion date)



Town of Newcastle

Kevin L. Sutherland Interim Town Manager
www.NewcastleMaine.us

4 Pump Street 7D
PO Box 386
Newcastle, ME 04553
Tel. (207) 563-3441
Fax. (207) 563-6995

FROM: Kevin L. Sutherland, Interim Town Manager
TO: Newcastle Select Board
CC: Town Staff
DATE: July 20, 2023
RE: Priority Analysis and Report from Survey

Last week, I sent a survey to the Select Board and Newcastle’s seven staff members designed to identify each individuals top 3 priorities from the original list of 25 projects and goals that were identified at our meeting on July 10, 2023.

First of all, thank you to everyone – all 7 staff members and all 5 elected officials who participated. 100% participation rate is rarely achieved.

How the scoring was developed:

- The top pick for each staff person was weighted a 3, the second priority a 2, and the third priority a 1.
- Since this is the Select Board’s list of priorities, select board members were weighted a 5 for their top priority, a 4 for their second priority, and a 3 for their third priority.

This puts the overall scoring at 102. The select board total score of 60 and staff totaled 42. From this point system, here are the results from the collectives top 3 (16 items):

Hire a Town Manager	21%
Roads/Sidewalks/Parking Ordinance	12%
Repeal the Bidding Ordinance and create a Policy	9%
Downtown Traffic Planning	9%
Fund Balance Policy	8%
Comprehensive Plan Modifications/Implementation	7%
Ordinance and Policy Housekeeping	7%
Core Zoning Code Updates	6%
Shoreland Zoning and Conservation Commission Rsrv	5%
Town Property Maintenance Schedule	5%
Downtown Development Strategy	3%
Initiate a Charter Commission	3%
Housing Development Strategy	2%
Island Road Classification	2%
Short-term Rental Ordinance	2%
Sand/Salt Shed Locations	1%

Note: if two items had the same % they are in order of the Select Board’s preference.

Manager's Commentary: I am glad to see hiring a town manager made it to the top of the list, but I will come back to that in a minute. I am not too surprised by the spread in perceived need, as staff and elected officials typically have different ideas on where need is greatest.

I also see opportunities for thinking more holistically about what we want to accomplish. Such as creating categories:

- enforcement ordinance /policy related.
- Community planning and longer-term strategy driven.
- Town assets and related finances for the town.

I've also broken down the information for each group.

From the Select Board:

Hire a Town Manager	17%
Repeal the Bidding Ordinance and create a Policy	15%
Downtown Traffic Planning	13%
Roads/Sidewalks/Parking Ordinance	13%
Comprehensive Plan Modifications/Implementation	12%
Fund Balance Policy	8%
Shoreland Zoning and Conservation Commission Rsrv	7%
Core Zoning Code Updates	5%
Ordinance and Policy Housekeeping	5%
Town Property Maintenance Schedule	5%

From Staff:

Hire a Town Manager	26%
Ordinance and Policy Housekeeping	10%
Roads/Sidewalks/Parking Ordinance	10%
Core Zoning Code Updates	7%
Downtown Development Strategy	7%
Fund Balance Policy	7%
Initiate a Charter Commission	7%
Town Property Maintenance Schedule	5%
Housing Development Strategy	5%
Island Road Classification	5%
Short-term Rental Ordinance	5%
Downtown Traffic Planning	2%
Sand/Salt Shed Locations	2%
Shoreland Zoning and Conservation Commission Rsrv	2%

Manager’s Commentary: While staff are more diverse about where they would like to see the Select Board prioritize, they are even more supportive of the Select Board moving forward with the hiring of a permanent town manager. In addition to hiring a manager, both groups have Roads/Sidewalks/Parking Ordinance work in their top 5 as well as other variations of ordinance work that should be addressed soon.

Gantt Chart of Top 10 Priorities. The time estimates in the gantt chart below were developed from the averages provided from the survey responses. A good initial working goal is to always be working on three projects at any given time. Based on these assumptions, it would take until February 2025 to complete the top 10. I do believe some of these can be achieved faster than listed, but this is a good starting place and I’d suggest we continue to review progress on a quarterly basis and assess the order in which they’re addressed.

Task	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3			
Hire a Town Manager	█																						
Roads/Sidewalks/Parking Ordinance	█																						
Repeal the Bidding Ordinance replace w/Policy	█																						
Downtown Traffic Planning					█																		
Fund Balance Policy					█																		
Comp Plan Modifications/Implementation						█																	
Ordinance and Policy Housekeeping								█															
Core Zoning Code Updates															█								
Shoreland Zoning and Conservation Commission															█								
Town Property Maintenance Schedule																	█						

There were a few other questions and responses from the survey that should be reviewed, discussed, and considered. I may have changed a few words to try and keep the responses anonymous.

After reviewing/reflecting on these 25 items, are there other items that have come to mind that we should discuss or consider?

- TIF / Utility capacity + needs
- Investigating and making a road maintenance schedule for all town maintained roads. Replace or pave roads and make specific roads a priority.
- Lynch Road should be a top priority with funds to support it.
- Foreseeable long term needs planning.
- We need to understand and have a program/policy to address the PFA issue. We also need to improve/make more user friendly the town website.
- Budgeting strategies (Clear up Accounts if needed), Lynch Road Issues and long-term road needs.
- Lynch Road/Sherman Stream crossing design and funding plan.
- review/discuss Hagar contract and road commissioner.
- PFAS and Lynch rd should be a priority to figure out.
- Pedestrian access throughout Town, Charging stations, Glidden St. Reconstruction.

What would be a stretch goal for Newcastle?

- Develop a Town-wide recreation/trail network including a riverwalk in DT
- Creating a parks and rec dept for the town with activities for children and families.
- Electronic Sign.
- Make Newcastle as business friendly as possible.
- A charter and moving the town office are already stretch goals!
- Developing the Community in way that enhances the goals of the Comprehensive Plan

- Develop a long-term capital roads schedule.
- town charter, investigate TIF district and overlay district.
- A town owned train station.
- The big plan for the town office relocation doing it in a sustainable and future proof manner. Using the majority of the excess fund balance for this would be the way to get it through and the best use of those funds in my mind.
- Full time public works director, facility, equipment and staff

What do you love most about Newcastle? What makes this place special to you?

- It's natural/rural character with 1+ village core.
- Very family forward thinking town. Many young families.
- I love the people (even the curmudgeons!) and the fact that it's spread out with unique qualities.
- The location
- The beauty of the rivers, lake and rolling meadows; its history; the historic districts; the volunteers.
- I love so much about Newcastle. The residents, the Town Officials, the charm and character of this beautiful town. I am so blessed to be working here.
- It's a combination of everything, the people, community, population, size, location, etc. It hits a sweet spot of being a large enough to attract business and tourism but still maintains a small town feel.
- The people, Newcastle is inhabited by great people that create a strong sense of community.
- The people who call Newcastle home are some of the friendliest people I've ever met.
- The truly diverse nature of town from Glidden St to Cow Sh*t Corner. The amazing natural resource of the river. And the amount of small industry and businesses that not only provide services but are interwoven in the fabric of the community. It's a pretty rad place.
- town still has pride, character, and despite the fact that it is growing still has really positive roots that want to be part of a larger common good. It hasn't developed an attitude, doesn't have a negative vibe, and I love serving the people that appreciate what it takes to make a small town operate.

Anything else you'd like to share or suggest?

- Balancing investment + development in the village(s) with real support for agricultural + rural areas/uses.
- When coming into Town, the area could be more inviting. We need upgrades to the exterior of the building and the grounds with ample parking.
- Understand, follow, and embrace a town manager form of government.
- It's my desire to work towards & encourage the town staff being an effective team that supports each other with encouragement, joined knowledge, learning, in a fun enjoyable environment.
- Filling the permanent town manager position is actually high on my priority list but it is work of the Select Board not so much work of the staff. Even though we have a competent and well-suited interim TM. The SB should not be complacent. My concern is the longer we are dependent on a part-time, interim, position the greater the chance that the Town will ask to justify the need for a full-time position. I remind our board that it has been litigated by a few residents in the not-so-distant past. I associate a timeline of six months to this work.
- As the newest member of the selectboard my priorities should not be considered as strongly as the rest of the members. I'm not yet up to speed on what has been happening with all of the items.
- I don't think that we use the power of bonding or capital investment well. I think that we shouldn't not be afraid of debt, not suggesting that the town incurs too much, however there are needs that are not being met. By utilizing bonding in the proper way, we may be able to achieve other goals and tackle some of the needs and actually save the taxpayer some money instead of deferring the costs.
- I think that by keeping our cash on hand, and utilizing other funding mechanisms it may be more beneficial than utilizing cash all the time to pay for items. Bigger picture statement, we may be able to get more done, save some money by better utilizing the existing resources that we have.

Manager's Commentary: There are a lot of great ideas and thoughts collected from the open-ended questions. I do think it's worth a discussion as to where these other items might fall on a list. Do you look to replace any in the top 10? Are any added to the full list – to total more than 25 and they are considered the next time we take a poll on what the priorities should be? It is also important to note that some of these items will continue to be worked on while the primary focus will be on the top 3 at any given time.

Below is the full List of 25 items that were considered in this survey (Presented here in order of priority and those that did not receive any votes follow in alphabetical order)

Hire a Town Manager
 Roads/Sidewalks/Parking Ordinance
 Repeal the Bidding Ordinance replace w/Policy
 Downtown Traffic Planning
 Fund Balance Policy
 Comp Plan Modifications/Implementation
 Ordinance and Policy Housekeeping
 Core Zoning Code Updates
 Shoreland Zoning and Conservation Commission
 Town Property Maintenance Schedule
 Downtown Development Strategy
 Initiate a Charter Commission
 Housing Development Strategy
 Island Road Classification
 Short-term Rental Ordinance
 Sand/Salt Shed Locations
 Cable Franchise Agreement
 Create a Cemetery Committee
 Create a Finance Committee
 Develop a Fish Ladder Agreement with Nobleboro
 Explore additional funding opportunities for Broadband
 Explore Municipal Solar Options
 Historic Preservation Ordinance
 Town Office Relocation Strategy
 Update Harbor Ordinance

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00013 LINCOLN COUNTY NEWS				
0628	ADS - SP TOWN MEETING ETC	P201897		
	ADS - SP TOWN MEETING ETC	E 101-25-55	270.00	0.00
	GEN GOVT - OPERATIONS / ADS			
		Vendor Total-	270.00	
00115 LINCOLN COUNTY REG. DEEDS				
0628	JUNE DISCHARGES			
	JUNE DISCHARGES	E 101-25-91	95.00	0.00
	GEN GOVT - OPERATIONS / RECORDINGS			
		Vendor Total-	95.00	
00287 REGIONAL RUBBISH REMOVAL INC				
0628	MONTHLY TRASH PICK-UP	JUNE		
	JUNE TRASH PICK-UP	E 101-65-04	16.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR			
		Vendor Total-	16.00	
00027 TREASURER, STATE OF ME-IFW				
0628	JUNE MOSES REPORT	IFW		
	JUNE MOSES REPORT	G 1-350-00	2,594.75	0.00
	GEN'L GOV. / STATE IFW \$			
		Vendor Total-	2,594.75	
00355 VANASSE HANGEN BRUSTLIN, INC				
0628	VHB PROJECT NO:55718.00	LYNCH ROAD		
	LYNCH RD - #0413248	E 107-04-08	17,000.00	0.00
	PUBLIC WORKS - CONTRC SRVCS / TECH ASSIST			
		Vendor Total-	17,000.00	
		Prepaid Total-	0.00	
		Current Total-	29,196.59	
		Warrant Total-	29,196.59	

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

DATE: 7/24, 2023

JOEL LIND
 TOR GLENDINNING
 RUFUS PERCY
 KAREN PAZ
 THOMAS KOSTENBADER

0. *
 64.5 +
 133.24 +
 299. +
 495. +
 130.8 +
 870. +
 870. +
 870. -
 5,325. +
 1,106.4 +
 350. +
 95. +
 446.9 +
 270. +
 16. +
 17,000. +
 2,594.75 +
 29,196.59 *

End of Year Warrant

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
00382 Affordable Fire Protection				
0628	Fire Extinguishers	INV#4959		
	Fire Extinguishers - Inv	E 105-66-04	64.50	0.00
	PUB SAFETY - FIRE STA/COM / MAINT/REPAIR			
	Vendor Total-		64.50	
00380 Constellation Newenergy, Inc.				
0628	Fire Company - Electric	06/26/2023		
	35011641467 - Fire Co.	E 105-66-02	133.24	0.00
	PUB SAFETY - FIRE STA/COM / ELECTRICITY			
	Vendor Total-		133.24	
00008 DAMARISCOTTA HARDWARE				
0628	CHIPPER RENTAL	LYNCH RD		
	CHIPPER RENTAL/LYNCH RD	E 107-43-02	299.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT			
	Vendor Total-		299.00	
00314 EES Consulting Inc				
0628	IT Services	INV#8564		
	IT Services	E 101-25-09	495.00	0.00
	GEN GOVT - OPERATIONS / COMP SUPPORT			
	Vendor Total-		495.00	
00307 GOOGLE LLC				
0628	INV#4753182461	06/30/2023		
	GOOGLE	E 101-25-11	130.80	0.00
	GEN GOVT - OPERATIONS / SOFTWARE			
	Vendor Total-		130.80	
00897 HAGAR ENTERPRISES, INC				
0628	PARKING BUMPERS/SIGNS	INV#6474		
	LABOR (6)	E 107-44-01	390.00	0.00
	PUBLIC WORKS - EQUIPMENT / TRAFFIC CTRL			
	TRUCK - CREW/SERVICE	E 107-43-02	180.00	0.00
	PUBLIC WORKS - GEN CONTRCTR / EQUIPMENT			
	LOADER OWA270	E 107-44-02	300.00	0.00
	PUBLIC WORKS - EQUIPMENT / ST SIGNS			
	Vendor Total-		870.00	
00235 HARRISON SHRADER ENTERPRISES/HSE				
0628	WALL RACK / HELMETS	2 SEP INVOICES		
	INV#F-248126 RACK	E 105-05-45	3,850.00	0.00
	PUB SAFETY - FIRE DEPT / PPE			
	INV#F-248127 HELMETS	E 105-05-45	1,475.00	0.00
	PUB SAFETY - FIRE DEPT / PPE			
	Vendor Total-		5,325.00	
00384 ISABELLE OECHSLIE				
0628	JUNE PLANNING SERVICES	INV#230104		
	JUNE SERVICES-INV230104	E 103-01-21	1,106.40	0.00
	PLANNING - COMPENSATION / DEVELOP ADM			
	Vendor Total-		1,106.40	
00137 KRAH BUILDERS, INC				
0628	ROOFING REPLACED SHEEPSCO	INV#2354		
	FD ROOFING REPLACED	E 105-68-04	350.00	0.00
	PUB SAFETY - SHEEPSCT STA / MAINT/REPAIR			
	Vendor Total-		350.00	
01074 LINCOLN COUNTY				
0628	ACO - WAGES	JUNE 2023		
	ACO - WAGES / JUNE	E 105-55-01	446.90	0.00
	PUB SAFETY - ANIMAL CNTRL / ANIMAL CNTRL			
	Vendor Total-		446.90	

Jrnl	Invoice Description	Reference			
Description	Account	Proj	Amount	Encumbrance	
			Prepaid Total-	13,253.75	
			Current Total-	202,690.27	
			Warrant Total-	215,944.02	

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: 7/24, 2023

JOEL LIND
TOR GLENDINNING
RUFUS PERCY
KAREN PAZ
THOMAS KOSTENBADER

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
00387 AMAZON CAPITAL SERVICES, INC.					
0023	Inv#1GPI-PP1W-TGWL	OFFICE SUPPLIES			
	COFFEE/CREAMER/NAME PLATE	E 101-25-95		101.90	0.00
		GEN GOVT - OPERATIONS / SUPPLIES			
	CANDY/NAME PLATES	E 101-25-95		50.44	0.00
		GEN GOVT - OPERATIONS / SUPPLIES			
	FOLDERS/Nos. & Letter Dec	E 101-25-95		45.08	0.00
		GEN GOVT - OPERATIONS / SUPPLIES			
		Vendor Total-		197.42	
00277 BANGOR SAVINGS BANK					
0023	Fire Truck Loan Pymt	#139			
	Fire Truck Pymt #139	E 110-30-60		2,256.92	0.00
		DEBT SERVICE - DEBT SERV / LOAN PYMT FT			
		Vendor Total-		2,256.92	
00240 CAI TECHNOLOGIES					
0023	WEBGIS SUPPORT	INV#17233			
	INV#17233 - WEBGIS SUPPOR	E 101-25-20		3,000.00	0.00
		GEN GOVT - OPERATIONS / TAX MAPS			
		Vendor Total-		3,000.00	
00033 CENTRAL MAINE POWER CO					
0023	VARIOUS ELECTRIC ACCTS				
	35011988843 - T.O.	E 101-65-02		79.55	0.00
		GEN GOVT - TOWN OFFICE / ELECTRICITY			
	35016922797 - SANDLOT	E 107-40-01		21.17	0.00
		PUBLIC WORKS - FACILITIES / ELECTRICITY			
		Vendor Total-		100.72	
00380 Constellation Newenergy, Inc.					
0023	VARIOUS ELECTRIC ACCTS				
	35013844770 - St Lights	E 105-57-02		29.18	0.00
		PUB SAFETY - INFRASTRUCT / ST. LIGHTS			
	35011988843 - T.Office	E 101-65-02		60.59	0.00
		GEN GOVT - TOWN OFFICE / ELECTRICITY			
		Vendor Total-		89.77	
00293 ELAN FINANCIAL SERVICES					
0023	VISA COMMUNITY CARD	479851006938691			
	GOOGLE/ZOOM/ADOBE	E 101-25-11		150.62	0.00
		GEN GOVT - OPERATIONS / SOFTWARE			
		Vendor Total-		150.62	
00010 GREAT SALT BAY COMM. SCHOOL					
0023	SCHOOL/ELEMENTARY	JULY			
	JULY - SCHOOL/ELEM.	E 116-60-01		149,770.77	0.00
		SCHOOLS - SCHOOLS / ELEMENTARY			
		Vendor Total-		149,770.77	
00005 LOCKBOX #936724					
0023	TRANSCO CONTRACT	HP/HPLJ2300			
	HP/HPLJ2300	E 101-26-01		23.00	0.00
		GEN GOVT - LEASES / COPIER			
		Vendor Total-		23.00	
00016 MAINE MUNICIPAL EMPL. HEALTH TRUST					
0023	EMPLOYEES HEALTH TRUST	AUGUST			
	Dental	E 101-02-07		263.68	0.00
		GEN GOVT - FRINGE BENEF / DENTAL IN TM			
	Life Insurance	E 101-02-06		21.90	0.00
		GEN GOVT - FRINGE BENEF / LIFE INSURAN			
	Health (Medical)	E 101-02-02		6,412.81	0.00
		GEN GOVT - FRINGE BENEF / HEALTH INS			
	IPP (Income Protection)	E 101-02-05		153.41	0.00

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
Vision	GEN GOVT - FRINGE BENEF / IPP E 101-02-04			30.25	0.00
	GEN GOVT - FRINGE BENEF / OTHR HLTH TM				
	Vendor Total-			6,882.05	
00017 MAINE TOWN & CITY CLERKS ASSOCIATION					
0023	Order#(s)1000446001&2	Lauren Allen			
Membership Dues	E 101-25-80			30.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
New Clerks Training	E 101-25-80			60.00	0.00
	GEN GOVT - OPERATIONS / PRO.DEV/FEES				
	Vendor Total-			90.00	
00272 MISSIONSQUARE RETIREMENT					
0023	PLAN NUMBER: 100117	ANNUAL FEE			
PLAN NUMBER: 100117	E 101-02-03			250.00	0.00
	GEN GOVT - FRINGE BENEF / RETIREMENT				
	Vendor Total-			250.00	
00360 MODERN PEST SERVICES					
0023	PEST REMOVAL SERVICES	ACCT#267722			
PEST REMOVAL-ACCT#267722	E 101-65-04			95.00	0.00
	GEN GOVT - TOWN OFFICE / MAINT/REPAIR				
	Vendor Total-			95.00	
01585 PETER W. DRUM, ATTORNEY AT LAW					
0023	ANNUAL INVOICE	LEGAL SERVICES			
LEGAL SERVICES	E 101-04-05			28,000.00	0.00
	GEN GOVT - CONTRC SRVCS / LEGAL FEES				
	Vendor Total-			28,000.00	
00109 PROPERTY CARE PLUS, INC					
0023	MOWING SERVICES	AUGUST			
AUGUST MOWING	E 101-70-02			1,800.00	0.00
	GEN GOVT - CEMETERIES / MOWING				
	Vendor Total-			1,800.00	
00354 TOWN OF NOBLEBORO					
0023	(AUGUST)TIPPING FEES				
AUGUST TIPPING FEES	E 102-10-10			9,984.00	0.00
	PUBLIC SRVCE - WASTE DISP / TRANSFER STA				
	Vendor Total-			9,984.00	
00023 TREASURER, STATE OF ME-BMV					
0023	BMV Reports	6/29-7/14/2023	*** PAID ***	Check #	2391
6/29-7/7/2023	G 1-345-00			11,184.00	0.00
	GEN'L GOV. / STATE MV FEE				
7/7-7/14/2023	G 1-345-00			2,018.75	0.00
	GEN'L GOV. / STATE MV FEE				
	Vendor Total-			13,202.75	
00155 USPS - NEWCASTLE					
0023	Historic Ordinance Cards	Postage (100ct)	*** PAID ***	Check #	2383
Postage - Historic Ordina	E 101-25-05			51.00	0.00
	GEN GOVT - OPERATIONS / POSTAGE/ENV				
	Vendor Total-			51.00	