



Town of Newcastle

www.NewcastleMaine.us

Kevin L. Sutherland - Interim Town Manager

4 Pump Street
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: August 28, 2023
RE: Town Manager Report

FY22 Audit Underway

Last month we re-engaged with our auditor and are working to get caught up with FY22's audit. This needs to be completed before we can start in on FY23's audit. Fortunately, we have a talented team who are assisting the auditors in gathering the information to ensure that we get back on track.

Town Clerk Interviews

We've received several applications for the Town Clerk. Staff and I will be interviewing potential candidates tomorrow and into the first part of next week. We were able to schedule a few back-to-back – the office will be closed from 12-3pm tomorrow, so that our office staff can interview the candidates.

Administrative Assistant

The Town has been through a lot of staffing transition over the last six months. One constant, however, was our Deputy Clerk Shelly Clifford. She had really stepped up and done a significant amount of work for the Town during this period. Recognizing her strengths and providing her with some advancement, I am promoting her into an Administrative Assistant role. In addition to the duties she already performs, this will give her the opportunity to work more closely with the Town Manager with scheduling and town specific projects and goals.

Updated on Lynch Road Engineering

I've been in contact with VHB, the firm doing the engineering work on the Lynch Road culvert/bridge replacement. They are working to get a preliminary design for our review on the 12th of October. We would look to discuss at the October 23rd Select Board meeting to get further direction (ie – review of options and contract). From there VHB could design to 98% and we would advertise a bid on January 12th with an opening of the bid for February 2nd.

Monthly Budget Report

We're working on a budget report to share monthly with the Select Board. Starting with the second meeting in September, I really hope to present this as part of the Manager's Report.