



Town of Newcastle

www.NewcastleMaine.us

Kevin L. Sutherland - Town Manager

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FROM: Kevin L. Sutherland, Town Manager
TO: Newcastle Select Board
CC: Town Staff
DATE: February 12, 2024
RE: Town Manager Report

Weekend Update

Since Friday when the [agenda and packet](#) were sent for this evening's meeting, a few updates should be shared ahead of the meeting:

Fire Truck Bid Opening

In the packet for this evening (page 4), I mentioned receiving three bids when in fact we actually received four within the deadline.

Executive Session

I neglected to include possible motions for each of the Executive Session's on the agenda and provide a reminder that we'll need to publicly enter into each separately.

A possible motion: ***"To enter into executive session to consider the acquisition of real property as permitted by MRSA title 1, Section 405 6 C."***

A possible motion: ***"To enter into executive session to consult with the Town Attorney regarding legal rights and duties pertaining to tax foreclosure as permitted by MRSA title 1, Section 405 6 E."***

Request for an Amendment to the Agenda

I'd ask the Select Board to hold a third Executive Session for discussion on the use of town owned property.

A possible motion: ***"To enter into executive session to consider the use of town owned property as permitted by MRSA title 1, Section 405 6 C."***

Harbor Management Ordinance

The Select Boards from Damariscotta and Newcastle met on [January 18th, 2024](#) in workshop to review the Harbor Management Ordinance revisions that the Harbor Committee had recommended. Several additional changes were suggested. Those changes have been red-lined and have been shared with both the Town Manager in Damariscotta and our attorney for their review before bringing back to the Select Board's to go through their processes for approval. At the workshop, it was also suggested that we look to hold a joint Special Town Meeting to consider the recommended changes.

Given the current workload around the FY25 Budget; a Newcastle Special Town Meeting now scheduled in March for Fireworks, Finance Committee, and a Fire truck; the state mandated ordinance changes to address LD2003 and Shoreland Zoning for June; and a review of the Shellfish Conservation Ordinance for our next joint meeting (potentially May?), we would look to bring both Harbor Management and Shellfish Conservation to a joint Special Town Meeting in late summer / early fall.

Presidential Primaries - Absentee Ballots

Currently, the Town of Newcastle has received requests for 35 absentee ballots. Three weeks from an election, we usually have more than double this number. If you're interested in requesting an absentee ballot, please reach out to Emma McKearney at clerk@newcastlemaine.us or on the Newcastle website under Town Clerk / [Election Information](#).

Lincoln Home Voting

Speaking of the elections, today staff will be at the Lincoln Home to conduct early voting for the residents at the Lincoln Home which represents about half of the absentee ballots in the previous item.

Nomination Papers

This June there are several open seats on the ballot for local elected official positions. Two seats for the Select Board/Assessors/Overseers of the Poor, one seat for the Select Board, and one seat as a Great Salt Bay Sanitary District Trustee.

Nomination Papers will be available starting Friday, March 1, 2024, at the Town Office and the filing deadline is Friday, April 12, 2024, no later than 12:00 pm (noon). Submitted signatures need to be not less than 25, and not more than 100. A Public Notice about all this will be in the paper the next two weeks.

Planning Consultant Budget Line

In the FY24 budget, the Select Board included \$10,000 for assistance with developing the Historic Preservation Ordinance. Not all of that funding was used and with the decision to postpone any additional work on this, I've authorized (within the rules of the purchasing policy) the use of some of the remaining funds to update the Shoreland Zoning Maps by Rhumb Line Maps, LLC.

Town Manager Time Off

I will be taking most of the week off next week to pack the house in Trenton and migrate down to Union where we have closed on a house! While it is not owning property in Newcastle, which is what we would have preferred, it does get us within regular commute times.

Upcoming Agenda Items

Item 10 on the Select Board Agenda is a list of items staff hope to bring to your attention at a future meeting. This section of the Manager's Report tries to provide some initial background information to that list.

Posted Road Application

This item stems from the request by residents to post North Newcastle Road shared at the [November 27th](#) meeting. I apologize again for this not being on the agenda this evening. My primary goal was to at least get the FY22 Audit in front of you for approval tonight, so we can switch gears and get started on the FY23 work. I really do hope we'll be addressing this for February 26th.

Ground Lease Agreement

This item is related to the conversation we had on [November 13th](#) about the potential for a Cell Tower on our landfill. Just keeping this on the near-term list as we work through details with legal.

Fish Ladder Agreement

In summer of 2023, the Select Board met with Newcastle's representative to the Damariscotta Mills Fish Ladder Restoration Committee to begin discussions on an interlocal agreement. I believe we'll be ready to present this agreement and other documents for your consideration at an upcoming meeting. Likely in March.



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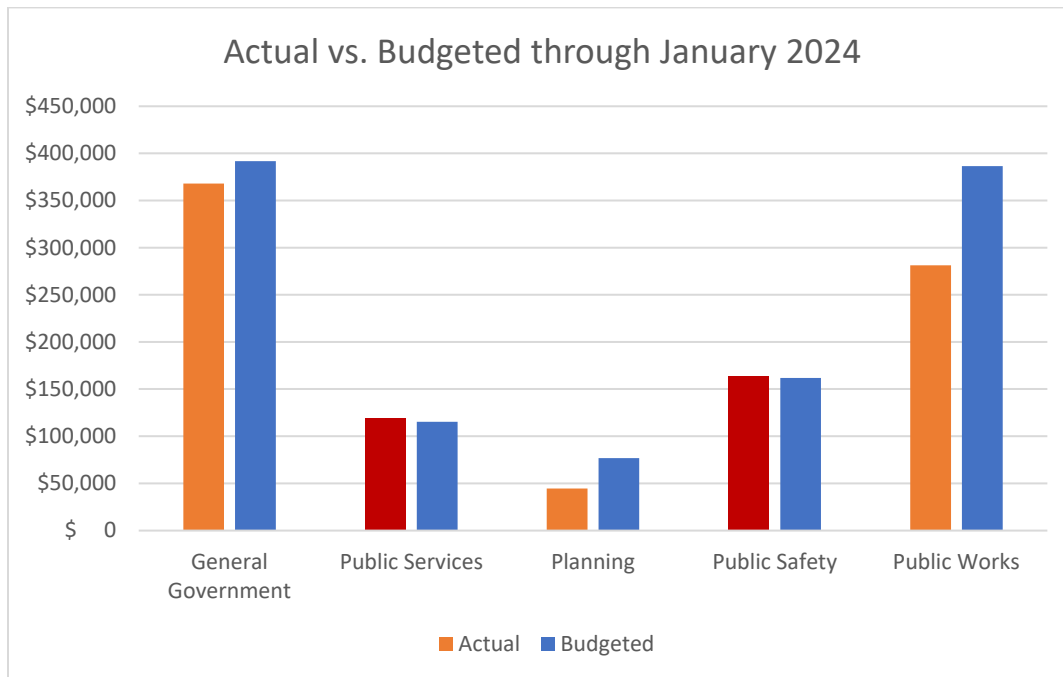
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FROM: Kevin L. Sutherland, Interim Town Manager
TO: Newcastle Select Board
CC: Town Staff
DATE: February 5, 2024
RE: Town Manager Monthly Financial Report

We've now reconciled our accounts through seven months of the fiscal year (July – January). This memo was developed to show a quick snapshot of Actual spending compared to Budget.

After seven months or 58.33% of the fiscal year (represented below in the blue bars for each of the spending categories), there are two categories which we're currently over budget (red bars) – Public Services, and Public Safety.



Public Services

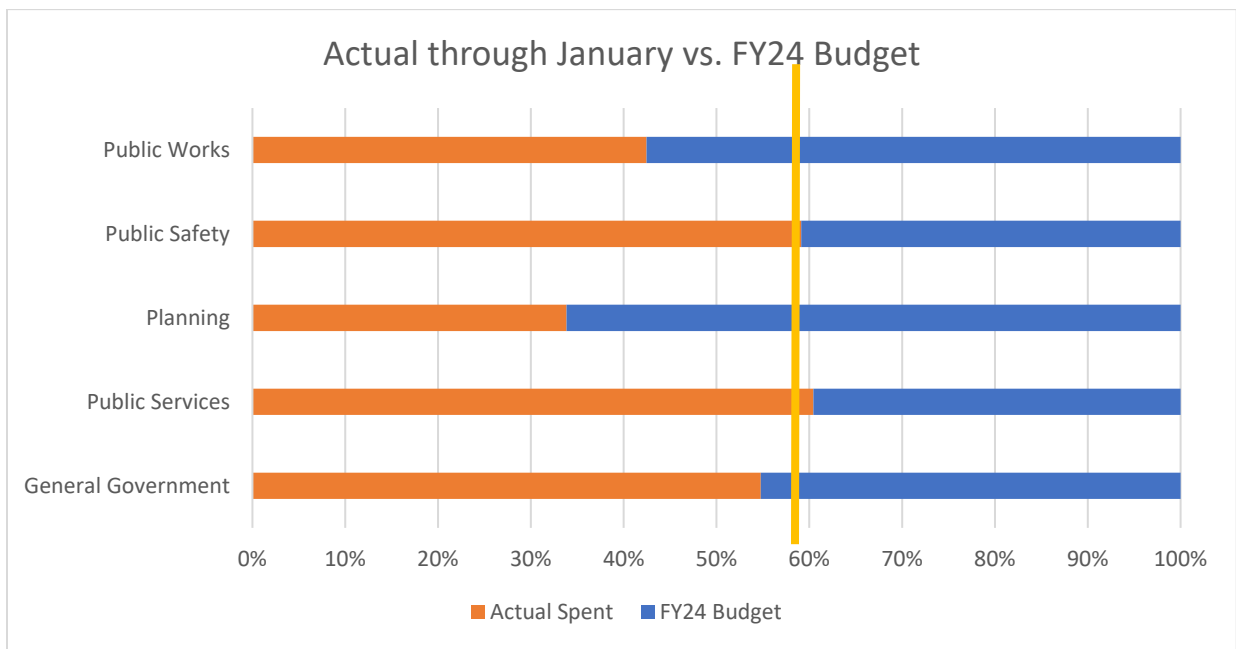
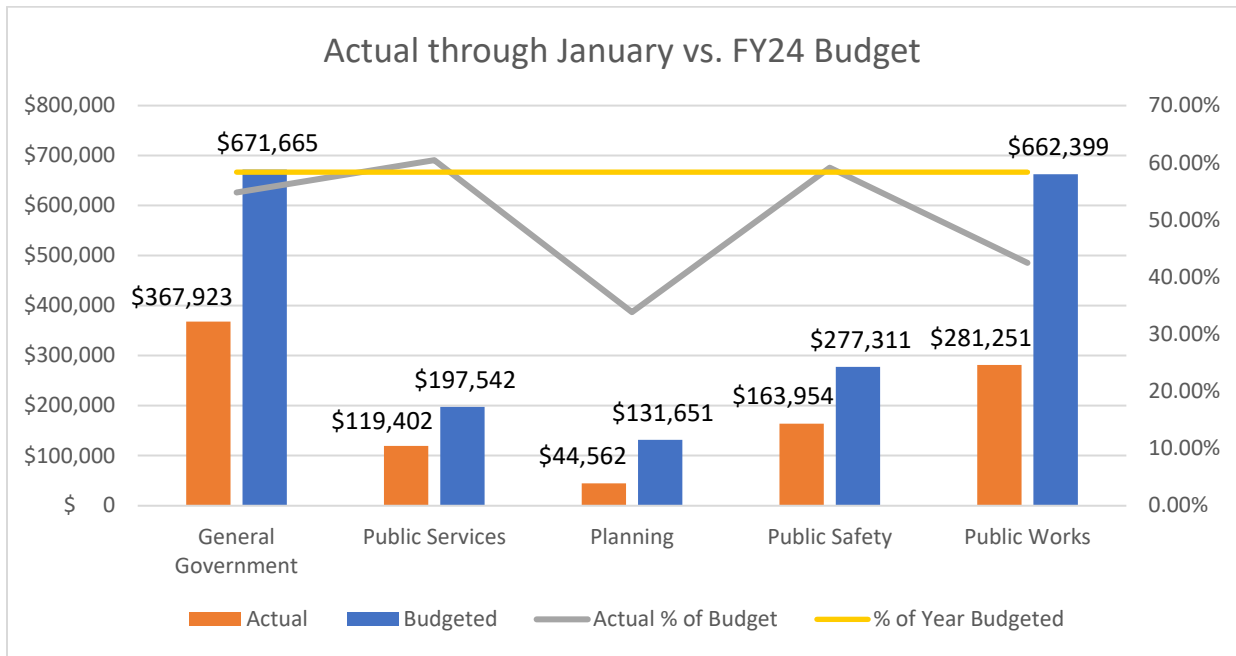
This category is over the seven-month budget as the provider agencies have all received their contributions. If we were to amortize those payments, we would be at 46.46% of the Public Services category actual expenditures for seven months. Below the budgeted 58.33%.

Public Safety

Public Safety remains above as we've paid the full share of Newcastle's CLC ambulance service. This expense of \$74,200 represents roughly 26% of the entire public safety budget. If we were to amortize this expense and only recognize seven months of this expenditure, the Public Safety category's actual expenditures would only be 47.99% for seven months. Below the budgeted 58.33%.

Overall

The sum of Budget through January is \$1,131,998 (58.33% of budget) and the sum of Actual through January is \$977,091 (50.35% of budget). This has Newcastle under budget through January by \$154,907 (or 8% under budget).



	FY24 Budget	Actual thru 01/24	Remaining
General Government	\$671,665	\$367,923	\$303,742
Public Services	\$197,542	\$119,402	\$78,140
Planning	\$131,651	\$44,562	\$87,089
Public Safety	\$277,311	\$163,954	\$113,357
Public Works	\$662,399	\$281,251	\$381,148
TOTAL OPERATING	\$1,940,568	\$977,091	\$963,477