



**BOARD OF SELECTMEN/BOARD OF ASSESSORS  
REGULAR MEETING  
October 6, 2015  
6:30 p.m.**

- I. ROLL CALL AND PLEDGE OF ALLEGIANCE**  
Call to Order: 6:30 p.m.  
ROLL CALL: Chairman Wright, Selectman Crichton, Selectman Ganiere, Selectman Pendergast, Selectman Plante  
OTHERS PRESENT: Town Manager Stephen Eldridge, Town Clerk Jo Anne Lepley, Town Planner John Stoll
- II. MINUTES**
- a. October 6, 2015 BOS Regular Meeting Minutes
  - b. Correction: September 15, 2015 Minutes, under VI. a., Finance Director should have been Town Clerk.
- III. FIRST PUBLIC COMMENT - None**
- IV. PUBLIC HEARING**
- a. GA Public Hearing  
Chairman Wright opened the GA Public Hearing at 6:32 p.m.  
There were questions regarding the maximums and how the amount of GA assistance is determined for an applicant.  
Chairman Wright closed the GA Public Hearing at 6:36 p.m.
    - 1. Adoption of GA Maximums  
Motion: It was moved by Selectman Crichton and seconded by Selectman Pendergast to adopt the General Assistance Ordinance Appendices A – D, 2015 – 2016.  
The motion carried unanimously; 5 – 0.
- V. REPORTS OF COMMITTEES**
- a. BCTV Committee – Terri Wright
    - 1. Ms. Wright invited anyone that would be interested to a “brain storming” meeting on October 19, 2015 at 6 p.m. in the Town Hall Meeting Room regarding the upcoming contract negotiations for cable TV. The survey for citizens is available on-line, at the Town Hall and at the Library.
    - 2. Currently, all of the meetings are up on Peg Central.
    - 3. The dedication of the new dock “lost” footage was saved and is on Peg Central.
    - 4. The Committee has increased Tim Cremen’s hours by five (5) per week. The five hours must be dedicated to videotaping and community outreach.

**b. Envision Berwick Committee (EBC) – Frank Underwood**

1. Mr. Underwood touched on plans for the use of the Estabrook School and the environmental determination study.
2. The Riverfront Committee is compiling a list of financial contributors and volunteers.
3. Mr. Underwood showed copies of the handbills that have been sent out and posted around town from the Historical Society and the Preservation & Heritage Committee. The presentation about General Sullivan is posted on Peg Central. There will be another presentation on Chamberlain and Hayes on October 21, 2015 at 7:00 p.m. in the Selectmen's Meeting Room. There is also a film crew coming from Russia to film sites connected to Eleanor Lord Pray. She is a historically significant person to the citizens of Vladivostok, Russia. Sunday, October 11<sup>th</sup> at 5:00 p.m. there will be a Ham & Bean Supper held in Eleanor Pray's honor at the Odd Fellows Hall (House of Hope) followed by a presentation. This is open to the public.
4. Mr. Underwood will be attending the Maine Municipal Association Conference in Augusta. He is hoping to speak with vendors in Rural and Economic Development. He is also hoping the Public Utilities Commission will be represented.
5. The PSNH property is moving closer to becoming available. There has been an internal review and there appears to be no problems with the property being determined as "surplus." There is a favorable "open-ended" purchase and sale agreement being worked out.
6. The Workforce Housing Charrettes are scheduled for October 14<sup>th</sup> and 16<sup>th</sup>. The session on the 14<sup>th</sup> will include site walks, team meetings, and a public listening session. The team will bring concept design work to the meeting on the 16<sup>th</sup>.
7. Thursday, October 8<sup>th</sup>, Scott Benson will be at the EBC meeting to continue working on a TIF for Berwick.

Selectman Pendergast inquired about the proposed zoning amendments for the Estabrook School and Bateman property. Town Planner John Stoll stated that currently, the entire lease and zoning issue is under review by an attorney. So far, the only item of concern is access for the Bateman property and a deeded right-of-way would address the issue.

Selectman Pendergast asked if anyone knew how Thompson Point was able to get a brewery to come in. Mr. Underwood stated that he was keeping in touch with one, and was looking into contacting more.

8. Mr. Underwood stated that the EBC was beginning the process of getting a Holiday Tree up and decorated in time for the Town's Holiday Parade.

**Dave Andreesen** – Mr. Andreesen stated that the EBC is working on the design for a new sign out in front of the Town Hall. They are also sponsoring a contest for a new slogan for the sign. The new sign should be ready in December.

**VI. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS**

**a. Farmer's Market Committee Appointment – Mark Pilgrim**

**Motion:** It was moved by Chairman Wright and seconded by Selectman Ganiere to appoint Mark Pilgrim to the Berwick Farmer's Market Committee for a two year term.

**The motion carried unanimously; 5 – 0.**

**b. Recreation Committee Appointment – Amy Locke**

Chairman Wright asked Ms. Locke to introduce herself to the BOS.

**Motion:** It was moved by Selectman Pendergast and seconded by Selectman Ganiere to appoint Amy Locke to the Berwick Recreation Committee for a term to end December 31, 2017.

**The motion carried unanimously; 5 – 0.**

**c. School Committee**

The Town Manager stated that he had been informed by the superintendent of MSAD 60 that there had been a resignation of one of the Berwick school board members. Under the statutes, the BOS must appoint someone to complete the term. Chairman Wright asked that anyone interested please contact the Town Manager.

**VII. UNFINISHED BUSINESS**

**a. Engineering Bids**

Planner John Stoll explained why the Town had received only one bid for the proposed clean-up of the Prime Tanning site –the project is “low margin”, the other companies may not have the manpower, and there are a lot of projects currently. The EPA has accepted the lone bidder Credere Associates, LLC as the primary engineer with the following stipulations:

1. Credere Associates receives no more than \$150,000
2. The Town bids all subcontractors

Selectman Crichton asked for documentation that the Feds had accepted a single bid. Mr. Stoll stated that the Maine DEP and negotiated this for Berwick and that there is an email chain that he has printed that follows this conversation. Mr. Stoll stated that he is comfortable with Credere Associates. Selectman Pendergast asked when there may be activity associated with the project and Mr. Stoll stated that currently February 2016 is when the work should start. The Town Manager stated that Fund of Jupiter (FOJ) is being kept informed and they should be meeting after the Workforce Housing Charrette.

**Motion:** It was moved by Chairman Wright and seconded by Selectman Ganiere to enter into a contract with Credere Associates, LLC to do the Environmental Engineering on the Prime Tanning site project.

**The motion carried unanimously; 5 – 0.**

**b. Job Description Change**

The Town Manager and Finance Director recommend that this be adopted. The position of Deputy Finance Director will replace the current position of “Bookkeeper.” Selectman Pendergast stated that Ms. Huestis had been with the Town for a long time and this was well deserved.

**Motion:** It was moved by Selectman Pendergast and seconded by Selectman Ganiere to adopt the new job description of Deputy Finance Director.

**The motion carried unanimously; 5 – 0.**

**c. Internal Control System Documentation**

The Town Manager stated that the Town’s auditor’s had recommended this and it would make it clear how the Town’s finances are handled on all levels.

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to adopt the Internal Control System Documentation.

**The motion carried unanimously; 5 – 0.**

**VIII. COMMUNICATIONS**

**a. Online Credit Card Payments**

Motion: It was moved by Selectman Ganiere and seconded by Selectman Plante to move forward with accepting online credit card payments.

The motion carried unanimously; 5 – 0.

**b. Maine EMS Inspection**

The Town Manager stated that the EMS inspection had been passed with flying colors.

**c. David Dow Letter**

Mr. Dow went over the complaint letter he had written to the BOS. He restated how juveniles were threatening, causing damage and carrying knives and that the Police Department had told him there was nothing they could do. He also was requesting a 4-way stop sign at the intersection of Lyman and George streets.

Selectman Pendergast and Selectman Ganiere stated that this area has been a problem for quite some time and made suggestions as to how to help the police department in having evidence in order to do something. Selectman Pendergast also suggested bicycle officers or officers who walk the neighborhood may be something to try. The Town Manager will meet with the Police Chief regarding these matters.

**d. Berwick Water Department – Order Approving Stipulation**

The Town Manager stated that this was the official Order Approving Stipulation from the PUC regarding the water rate increase.

**IX. APPROVAL OF ACCOUNTS PAYABLE WARRANTS**

A/P WARRANT	1612	\$72,862.70
WATER WARRANT	0612	\$6,712.77
PAYROLL WARRANT	1613	\$42,402.41
A/P WARRANT	1613	\$132,344.72
WATER WARRANT	0613	\$2,603.38
PAYROLL WARRANT	1614	\$45,415.34
A/P WARRANT	1614	\$647,430.27
WATER WARRANT	0614	\$4,862.35
PAYROLL WARRANT	1615	\$40,980.34

Motion: It was moved by Chairman Wright and seconded by Selectman Ganiere to approve the Accounts Payable Warrants as submitted.

The motion carried unanimously; 5 – 0.

**X. NEW BUSINESS**

**a. Annual Junkyard Permit Renewals**

1. Berwick Iron & Metal
2. Heavy Truck Sales of New England
3. NH Hydroelectric Development Company
4. Pete's Motor Parts

**Motion:** It was moved by Selectman Ganiere and seconded by Selectman Plante to approve the Junkyard Permit Renewal applications for Berwick Iron & Metal, Heavy Truck Sales of New England, NH Hydroelectric Development Company and Pete's Motor Parts.

The motion carried unanimously; 5 – 0.

**b. Salt Shed Bid Award**

The Town Manager stated that no one came to the mandatory site walk for the salt shed bid. When he called the companies that he had sent the bid request to they all said that they were just too busy to take the time for the site walk. Two contractors sent in bids and each had been on site to look at the work needed and those two were before the BOS.

There was discussion about salt resistant sealant not being included. The Town Manager stated that he would go out to bid on that separately. Selectman Crichton stated that there was a large discrepancy in the two amounts of concrete. After further discussion, it was the consensus of the BOS to have the Town Manager pay engineering for a slump test.

**Motion:** It was moved by Selectman Ganiere and seconded by Selectman Pendergast to award the salt shed contract to Raymond Pelletier in the amount of \$25,000.

The motion carried unanimously; 5 – 0.

**c. Tax Acquired Property List**

**Motion:** It was moved by Selectman Pendergast and seconded by Selectman Ganiere to put the properties on the list out to bid.

The motion carried unanimously; 5 – 0.

**d. Old Equipment Bids**

The old equipment available for bid were:

1. 1994 Ford Dump Truck – 102,000 miles
2. 1994 John Deere
3. 2001 Silverado – 160,000 miles
4. 2004 Ford Expedition (fire department)

The consensus of the BOS was to remove the generator off the list. It did not have a lot of hours and keep it for emergencies.

**Motion:** It was moved by Chairman Wright and seconded by Selectman Pendergast to put the list up for surplus sale.

The motion carried unanimously; 5 – 0.

**XI. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS**

**a. Quitclaim Deed for 217 Old Sanford Road**

The quitclaim deed was approved at the last meeting and signatures only were needed.

**XII. ABATEMENTS/SUPPLEMENTALS**

**a. Abatement Request: R043 – 2**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to accept the abatement as recommended by the Assessors' agent.

The motion carried unanimously; 5 – 0.

**b. Abatement Request: R071 – 2-B**

**Motion:** It was moved by Selectman Pendergast and seconded by Selectman Ganiere to accept the abatement as recommended by the Assessors' agent.

**The motion carried unanimously; 5 – 0.**

**XIII. SECOND PUBLIC COMMENT**

Selectman Pendergast commented on the coordination of the water and sewer billing. He would like to see if it is possible to have them done together. Selectman Pendergast also questioned what internal controls were in place at the sewer district. The Town Manager stated that he would set up a meeting for the BOS and Sewer Board of Trustees.

Chairman Wright spoke regarding different signage that has been placed around town including at the cemeteries and around veteran memorials. He asked whoever is placing the signs to stop.

**XIV. EXECUTIVE SESSION – NONE**

**XV. OTHER BUSINESS/NON-AGENDA ITEMS**

American Ambulance has sent a request for a 4 year extension to their contract with no increase for the Town and an option for another 4 years with no increase (total 8 years). The Town Manager was asked to look into whether the EMT training offered had been implemented.

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to allow the Town Manager to sign the contract extension with American Ambulance.

**The motion carried unanimously; 5 – 0.**

**XVI. ADJOURNMENT**

**Motion:** It was moved by Selectman Ganiere and seconded by Selectman Pendergast to adjourn.

**The motion carried unanimously; 5 – 0.**

**The meeting adjourned at 8:20 p.m.**

**The October 6, 2015 BOS Meeting Minutes  
Signed as approved at the Board's October 20, 2015 Meeting  
On behalf of the Board**

  
\_\_\_\_\_  
**Thomas Wright, Chairman, Berwick Board of Selectmen**