



BOARD OF SELECTMEN / BOARD OF ASSESSOR  
Meeting Minutes  
November 17, 2015  
6:30pm

**Call to Order**

Chair Thomas Wright called the meeting to order at 6:30pm.

**Roll Call and Pledge of Allegiance**

Board Members Present: Chair Thomas Wright, Vice Chair Robert Crichton, Selectmen Edward Ganiere

Absent: Selectman Mark Pendergast and Selectmen Joshua Plate

Staff Members Present: Town Manager Stephen Eldridge and Interim Town Clerk Lynn Shearer

**Approval of Minutes from November 10, 2015**

Vice Chair Crichton moved to accept the minutes as written and Selectmen Ganiere seconded.

**The motion carried: 2 – 0 – 1** with Chair Wright abstaining.

**First Public Comment** – Ms Laura Shaw asked if the Foreclosure Property Bids were going to be opened tonight, she did not see it on the agenda. Town Manager Eldridge stated that they will be on the next schedule Board of Selectmen's meeting – December 1, 2015.

**Reports of Committees**

**BCTV** – No committee member was present.

**Envision Berwick Committee (EBC)** – Frank Underwood stated that the committee met on November 12, 2015; guest speaker Peter Morelli from AARP of Maine did a presentation on H Friendly Communities program. Town Manager will be handing out the packets at next BOS meeting on December 1, 2015. Great opportunity to develop a strategic plan, Mr Morelli spoke to the Town Manager. EBC may come before the BOS in future for a grant up to \$8,000.

The BOS approved it at the last meeting, November 10, 2015 to have Eversource Energy (formerly New Hampshire Public Utilities) do the appraisal on the parcel of land by the river and that the appraiser will not exceed the budget of \$2,500 with a completion time by the end of the year. The EBC would like to see it a little sooner if possible, giving ample amount of time for discussion on moving forward with the purchase of land and possibility of partnering with the Great Works Regional Land Trust.

Town slogans are still being worked on, more than 50 have been submitted with still more coming in, EBC is continuing to work on coming up with a short list ranging from 6 down to 3.

A MS4 (Municipal Separate Storm Sewer System) RFP for the Regulated Storm Water system due by December 28, 2015, with interested engineering firms inquiring to the Town of Berwick Planner, John Stoll by November 25, 2015.

Mr Underwood reported that the Sustainability Group met recently to develop an Energy Report for the Town. Looking at what the short and long term goals are for serving the downtown area. Some of the areas that may be looked at: Solar, Natural Gas, Geothermal and High Speed Fiber to name a few.

Mr Underwood also mentioned the Estabrook / Doran School discussion that took place at the BOS meeting on September 15, 2015 and would like to make sure that it will be addressed when all of the BOS members are present. Town Manager added that the funds are included in the Police Benevolence Fund and need to be separated, once that takes place individuals are able to make donations.

The Christmas Tree selection is continuing to move forward. Looked at another tree located on Worster Road, but due to where it is located, it might be hard to retrieve. They have one more to look at, and will make the final discussion shortly. They will have the tree up by Nov 28<sup>th</sup> or 29<sup>th</sup>, 2015. Tree lighting is scheduled for Saturday, Dec 5<sup>th</sup> at 4:15pm following the Berwick Parade that will start at 3pm. A craft fair will be held at the Town Hall from 9AM – 2:30PM.

Farmers' Market had over 400 that attended. They will continue thru April, being held on the third Sunday of each month. Might look into having the old Prime Tanning parking lot open up for vendors to park.

**Riverfront Update** – Mr Underwood stated that they have a meeting Wednesday, November 18, 2015 to start moving forward on phase 2 & 3.

### **Appointment / Presentation / Other Guests**

Town Manager Eldridge stated that he has reached out to all the past members of the Budget Committee and all of them wish to be on the board again. First meeting is scheduled for November 24, 2015 at 6:30pm to introduced themselves and talk about the process. First regular meeting is scheduled for January 2016. **Motion:** Vice Chair Crichton made a motion to accept Tammy Cole; James Morris; Andrea Ouimette; Christine Dudley; Kenneth Raine; Eleanor Murphy and Brian Cincotta to the Town of Berwick Budget Committee for 1 year, expiring on November 30, 2016. Selectmen Ganiere second.

**The motion carried unanimously: 3 - 0**

### **Unfinished Business – None**

### **Communications**

Town Manager Eldridge informed the BOS that the Town reposted the Tax Acquired Property with one of the properties being pulled as an owner has been located. Central Maine Power currently owns the property located on Love Brook Road. All of the other properties will remain on the list. Dates have been extended to Tuesday, December 1, 2015. The Equipment Bids have also been reposted and now include a 1994 John Deere Backhoe with a new date of Tuesday, December 15, 2015. The minimum amounts have been removed.

### **Approval of Account Payable Warrants**

|            |                       |             |
|------------|-----------------------|-------------|
| 11/12/2015 | A/P Warrant #1620     | \$89,621.98 |
| 11/12/2015 | Water Warrant #0620   | 1,860.56    |
| 11/19/2015 | Payroll Warrant #1621 | 45,707.49   |

**Motion:** Chair Wright made a motion to accept the Accounts Payable Warrants as presented, Selectmen Ganiere second.

**The motion carried unanimously: 3 – 0.**

### **New Business**

Town Manager Eldridge informed the board that the person who used to work on the clock has retired. He was able to find someone from Portland who will be around the first week of December 2015 to evaluate the clocks on the tower and the clock in the auditorium.

Received an estimate to replace the roof on the Estabrook / Doran School over the gymnasium area. Working on getting an estimate to replace the floor and remove asbestos tiles.

Working with the Finance Director, Maureen Finger, on leasing verses paying cash, this frees up the cash flow to work on some less expensive items. Town Manager asked the BOS what projects would they like him to focus on. Chair Wright addressed the concerns he hears from residents that the Town has no Community Center. We have the building we might as well look into what it needs to make it functional. Discussion about having an Environmental Assessment done to see what the cost might be. Mr Underwood reported that the Town has an old report from MSAD #60, which includes floor plans and inventory – it is somewhat dated, but is a starting place. Cost for an updated assessment will be around \$2,450 or \$2,500, with an individual donating \$1,000 towards the cost. This will be put on December 1, 2015 BOS meeting.

The Town Manager also brought up about getting prices on updating the Town Hall's windows in the auditorium and looking into an elevator, just to name a few. Chair Wright said that grant funds might be available. Vice Chair Crichton said that the Town had an energy report done that included some of these issues. Additionally, there was more talk about updating and utilizing the Estabrook / Doran School and holding off on the Town Hall items.

Town Manager reported that he is putting together a road program and will have it ready for the Budget Committee.

### **Quit Claim Deeds and / or Installment Contracts – None**

### **Abatelements / Supplemental - None**

### **Second Public Comment – None**

### **Executive Session – None was planned**

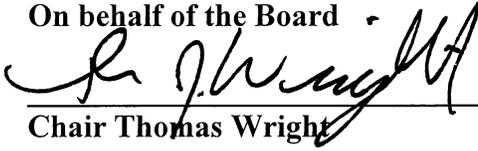
### **Other Business / Non-Agenda items**

Town Manager reminded everyone that the Town Hall will be closed Wednesday, November 18, 2015 all day for staff training. All Town of Berwick employees plus others from the community will be attending. Training will be at Noble High School from 8:30 – 4:30pm.

### **The Meeting adjourned at 7:15pm**

**The November 17, 2015 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s  
December 1, 2015 Meeting.**

**On behalf of the Board**

A handwritten signature in black ink, appearing to read "T. Wright", is written over a horizontal line. The signature is cursive and extends above and below the line.

**Chair Thomas Wright**