

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
December 16, 2014**

I. CALL TO ORDER:

ROLL CALL: Chairman O'Connor, Selectman Crichton, Selectman Ganiere, Selectman Pendergast, Selectman Wright

OTHERS PRESENT: Town Manager Patrick Venne, Town Clerk Jo Anne Lepley

PLEDGE OF ALLEGIANCE

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectman Ganiere and seconded by Selectman Wright to approve the December 2, 2014 BOS Meeting minutes.

The motion carried unanimously; 5 – 0.

III. FIRST PUBLIC COMMENT

Selectman Pendergast – Selectman Pendergast stated that he was asking permission to enter into negotiations with Fund of Jupiter (FOJ) to rent the blue sided building. The BOS agreed that there should not be any problems and if there was a vote on an issue with FOJ he could recuse himself.

IV. REPORTS OF COMMITTEES

- a. **BCTV Committee - None**
- b. **Rec Committee Update – None**
- c. **Envision Berwick (EBC) – Dave Underwood**

At the EBC meeting on December 9th, the grant process was discussed and they will be looking at other grant opportunities. Rad Nichols from Coast Bus informed EBC that the bus shelters were supplied at no charge; the Town is responsible for the installation. Serena Galleshaw was approached regarding a "Work Force Housing" study.

V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

- a. **Planning Board Resignation and Term Expiration – Higgins & Burgess**

The Town Manager stated that Planning Board Chair John Higgins had resigned and that Judy Burgess' term was expiring. He recommended Dave Andreesen to be appointed to a regular 3 year term. That would leave two 1 year alternate positions open.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Dave Andreesen to a Regular three year term on the Planning Board to expire December 31, 2017.

The motion carried unanimously; 5 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Judy Burgess to an Alternate 1 year term on the Planning Board to expire December 31, 2015.

The motion carried unanimously; 5 – 0.

Chairman O'Connor thanked Mr. Higgins for his service.

VI. COMMUNICATIONS

a. Prime Tanning Property – Tax Foreclosure Acquisition & Grant Application Process

A potential creditor made a claim to the Bankruptcy Court that they were not notified of the Town's pending tax foreclosure. The Bankruptcy Court did not recognize the claimant and as of December 15th, the Town owned the property. The insurance underwriter toured the property and MMA will help get a policy if they cannot cover. FOJ will cover cost.

The grants have been reviewed by the New Jersey Institute of technology and will be submitted by December 19th. The grants should be awarded in May and the project can get underway in July.

b. Legal Expenses Budget Line & Reimbursement Request to FOJ

FOJ will be reimbursing \$7,000 of the legal costs. With the conclusion of the Union negotiations there will no longer be a need to pay for a negotiator and those funds can be shifted to the legal line.

c. Status Update on Deposition of Town Officials

The depositions have been delayed/postponed indefinitely.

d. Response to Backhoe Questions from December 2nd Board Meeting

Currently there is not enough space to keep the backhoe under cover. There will be a request in the upcoming budget for a "tent" to cover the backhoe.

e. Response to Boiler Questions from December 2nd Board Meeting

There is a low temperature warning light that comes on outside of the building, but it needs to be seen by someone to notify Town employees. There should be an auto restart button and Mechanical Services is investigating why the boiler did not restart when the power went out.

f. Response to Bonding Questions RE: Failed Attempts at Personal Property Tax Collection

They do cover the duty of the tax collector, but do not cover the amount of the tax that is not collected.

Selectman Pendergast asked questions about why his company had not received the Personal Property Tax bills. He had met with the Finance Director and found that his business owed taxes. The Town Manager did not know of a specific reason and the BOS felt that the Finance Director would be looking into the process.

g. Staffing Update RE: Town Office Customer Service Department

The Town Manager announced that Corinne Decourt had tendered her resignation and that her last day would be February 27th. Ms. Decourt had worked for more than eleven years for the Town and she will be missed. There is a job announcement that has been posted and the Finance Department is looking into the maximum amount of hours that someone could work and be considered part-time.

h. DOT Updates: Hubbard Road Public Hearing Request

The date for the Public Hearing for the Hubbard Road closure and repair has been scheduled for January 20, 2015.

i. Regional Dispatch Options

The Town Manager stated that this item is something the Police Chief is interested in due to the budget. The Town Manager has been in contact with Perry Ellsworth and they will be meeting to discuss potential hidden costs in some of the other area dispatch services. The consensus of the BOS was to continue to work with South Berwick on this item.

VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS		
A/P Warrant	1523	\$688,821.67
Water Warrant	W1523	\$3,417.63
Payroll Warrant	1524	\$47,073.86
A/P Warrant	1524	\$86,105.29
Water Warrant	W1524	\$1,591.09
Payroll Warrant	1525	\$47,436.32

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to accept the Accounts Payable Warrants as presented.

The motion carried unanimously; 5 – 0.

VIII. Unfinished Business

a. Discussion and Potential Action on Proposed Use of Public Ways Policy

The consensus of the BOS was that the policy was very well written and gives definitive standards to follow for when these requests are made. Selectman Wright was concerned that the Legion's Memorial Day Parade was not exempt from payment and strongly urged that the language be added for that exemption. The consensus of the BOS was to put the policy out for the public to look over and allow for comment from the public at the January 6, 2015 meeting.

IX. New Business

a. Transfer Station Efficiency Discussion

The Town Manager suggested that money be put aside in the budget to hire a consultant. There was consensus that there are more efficient ways to run the Transfer that to be looked into. The a new recycling committee was recommended.

X. Abatements/Supplementals – None

XI. Quitclaim Deeds/Installment Contracts – None

XII. Second Public comment

XIII. Other Business/Non-Agenda Items

XIV. Potential Executive Session

Motion: It was moved by Selectman Pendergast and seconded by Selectman Wright to enter into executive session per MRS 405(6)(a) to discuss employee rights and responsibilities.

The motion carried unanimously; 5 – 0.

The BOS entered into Executive Session.

The BOS returned to Regular Session at 8:28 p.m.

Other Business/Non-Agenda Items

The Town Manager announced his resignation to take effect in thirty days. His last day would be January 16, 2015. He thanked the BOS and members of the community to have had the opportunity to serve as their Town Manager. Chairman O'Connor accepted the resignation on behalf of the BOS and read the resignation letter out loud. Both current and past (Eleanor Murphy) thanked him for his time and service. There was discussion on how to move forward with the recruitment process.

Motion: It was moved by Selectman Crichton and seconded by Selectman Ganiere to have the Town Manager contact Gary Stenhouse regarding the Interim Town Manager position.

The motion carried on a 4 – 1 vote. (Pendergast)

The Town Manager will bring an RFP for recruiting services to the January 6, 2015 BOS meeting.

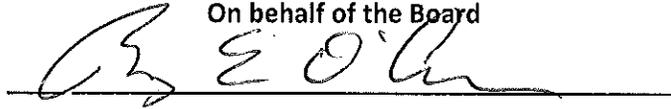
XV. Adjournment

Motion: It was moved by Selectman Crichton and seconded by Selectman Wright to adjourn.

The motion carried unanimously; 5 – 0.

The meeting adjourned at 8:55 p.m.

**The December 16, 2014 BOS Meeting Minutes
Signed as approved at the Board's January 6, 2015 Meeting
On behalf of the Board**

A handwritten signature in black ink, appearing to read "Bryan O'Connor", is written over a horizontal line.

Bryan O'Connor, Chairman, Berwick Board of Selectmen