

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
February 25, 2014**

I. ROLL CALL AND PLEDGE OF ALLEGIANCE

CALL TO ORDER: 6:32 p.m.

ROLL CALL: Chairman O'Connor, Selectman Crichton, Selectwoman Murphy, Selectman Ganiere, Selectman Haley

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

Item V.a. was moved up to this point in the agenda.

The Town Manager and BOS thanked Sergeant Jeffrey Scott for his 26 years of service. Chairman O'Connor presented Sergeant Scott with a plaque.

Item X.a. was moved up to this point in the agenda.

The Town Manager explained that the reserve officer who had filled a vacant full-time position had moved back down to reserve. This left the full-time position open and with Sergeant Scott's leaving, there were now two full-time positions to fill. The two positions were currently funded.

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Crichton to lift the hiring freeze to fill both full-time positions.

The motion carried unanimously; 5 – 0.

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Crichton to approve the February 4, 2014 minutes as submitted.

The motion carried unanimously; 4 – 0 (Haley was absent from that meeting)

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy to accept the February 11, 2014 Budget Hearing minutes as submitted.

The motion carried unanimously; 4 – 0 (Crichton was absent from that meeting)

III. REPORTS OF COMMITTEES

a. BCTV Committee Update - None

**b. Downtown Vision Committee (DVC) & Friends of the Riverfront Update– Frank Underwood & Dennis Dupuis
DVC**

1. Mr. Underwood spoke about the finalization of the DVC's report and explained that the completed report would consist of four parts.
2. Mr. Underwood explained that the DVC had taken it upon themselves due to a deadline to submit an application for a traffic study analysis. The Town Manager stated that this had been done without BOS approval. There was discussion as to whether or not the separate application would hurt the chances of the parking study application approved by BOS; it was consensus that it would not. There was discussion of the possibility of writing a single RFP that would potentially cover both if KACTS granted both applications.

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy to approve and endorse the Downtown Vision Committees application for funding from

the KACTS grant for a traffic study analysis along with the previously approved KACTS application for a parking study.

The motion carried unanimously; 5 – 0.

3. Mr. Underwood brought to the attention of the BOS several proposed Warrant Articles for Town Meeting.

Friends of the Riverfront

Mr. Dupuis stated that after getting feedback from the state and water department officials in Somersworth, New Hampshire, the Committee will be rethinking and re-evaluating their proposal for river access at the old water plant. There are several issues that need to be considered including: possible contaminants and the distance to the drinking water intake for Somersworth.

c. **Rec Committee Update – None**

IV. FIRST PUBLIC COMMENT – None

V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

a. **Sergeant Jeffrey E. Scott Retirement Acknowledgement (plaque presentation) – This item was moved up on the agenda**

b. **Robert Thompson Request to be Appointed to the Budget Committee**

The Town Manager explained that Mr. Robert Thompson had contacted him and expressed his desire to serve on the Budget Committee. The Town Manager had not communicated with Mr. Thompson since that time. The Town Manager suggested that since the budget time is quickly drawing to a close, that Mr. Thompson could be appointed to the Finance Committee which will be the Budget Committee's future. He had mentioned this in his conversation with Mr. Thompson and he had stated that this would be fine. Selectwoman Murphy stated that since there had been no further contact with Mr. Thompson the BOS should wait until they hear from him before moving forward with an appointment.

Motion: It was moved by Selectman Crichton and seconded by Chairman O'Connor to postpone any action until contact is made with Mr. Thompson.

The motion carried on a vote of 4 – 1 (Haley)

VI. COMMUNICATIONS

a. **Department Updates – No Discussion**

b. **Town Hall Boiler Repair**

The Town Manager updated the BOS on the bid for the Electric Hot Water tank repair and stated that he had instructed the Town Clerk to move forward with the significantly lower bid of \$700.00 vs \$2643.00. The Town Clerk stated that the repair was complete.

c. **KACTS Grants Application Update**

This item was discussed earlier in the agenda

d. **Revenue Sharing Update**

The Town Manager gave a quick update of the status of revenue sharing and stated that he had phoned the Town's elected representatives, and the Senate President. He had left a message with the Governor's office. A letter was also mailed.

e. **Union Negotiations Update**

The Town Manager stated that both sides had reached a tentative agreement through mediation, but the membership had voted it down. The Town Manager will speak with

Dave Barrett and get his opinion on where to go next. There has been no agreement with the Police Union.

f. Toll Road Fundraiser

The Town Manager stated he did not have an opinion on whether this should be granted. He stated that the Police Chief would agree to this proposal but keep a close watch on what happened and stop it if there were any problems.

Selectman Haley stated that he did not approve due to the already existing congestion in the proposed area.

Motion: It was moved by Selectman Haley and seconded by Selectwoman Murphy to deny the request for the toll road fundraiser as presented.

The motion carried unanimously; 5 – 0.

g. CMP Poll Permit Application Copy – FYI Item, no action required

h. Buildings Committee Update

The Town Manager stated that there had been little interest in the previous membership and currently only Mr. Pilgrim from the Legion and Selectman Crichton had expressed their interest. The Town Manager suggested that this could be part of a future Finance or Capital Improvement Committee.

i. HVAC Update

The Town Manager explained that both of the potential financial avenues were no longer options due to one's preference as a single source and the other concentrating on smaller items like lighting.

There was discussion regarding an RFP specifically geared toward boiler replacement. Chairman O'Connor suggested the proposal should include options but Selectman Crichton stated that would be difficult due to most companies concentrating on one type of installation.

The consensus of the BOS was to instruct the Town Manager to invite AEC's Mr. Nichols to meet with the BOS and go over AEC's suggestions.

VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

W	1432	\$582,455.45
WW	1432	\$75.00
PR	1433	\$39,510.54
W	1433	\$82,380.91
WW	1433	\$3,950.99
W	1434	\$56,749.78
PR	1434	\$43,150.60
WW	1434	\$43,563.46
PR	1435	\$42,347.16

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Crichton to approve the Accounts Payable Warrants as presented.

The motion carried unanimously; 5 – 0.

VIII. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS - None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

- a. **Request to Lift Hiring Freeze for Open Police Officer Position – This item was moved up earlier on the agenda**

XI. BUDGET HEARINGS – Budget Hearing 8:15 p.m.

- a. **Town Clerk’s Department**

The Town Manager explained that this was the first time the Town Clerk’s Budget was separate from the Town Administration Budget and was done solely for transparency and accounting purposes. In the past, some of the elections funds had been distributed in line items that made it difficult to ascertain what the funds were for.

Motion: It was moved by Selectman Ganiere and seconded by Chairman O’Connor to accept the Town Managers proposed and Budget Committee approved Town Clerk Budget.

The motion carried unanimously; 5 – 0.

- b. **General Assistance**

Selectwoman Murphy stated that Lynn Shearer had done an excellent job in reducing the amount spent for General Assistance. Selectman Haley inquired as to whether the GA account could become non-lapsing. Selectwoman Murphy stated that she felt any “unexpended” funds should go towards the Town’s “unfunded balance.”

Motion: It was moved by Selectman Ganiere and seconded by Selectman Crichton to accept the Town Manager’s proposed and Budget Committee approved General Assistance Budget.

The motion carried unanimously; 5 – 0.

- c. **Administration Budget**

The Town Manager noted that this budget was minus the Town Clerk’s Budget and there was a gross decrease of 8,200. Selectman Haley inquired as to whether longevity pay was part of the union contract or just a Town Policy.

Selectman Haley noted that there was not a COLA adjustment for the Town Manager’s salary. After discussion the consensus was an additional \$2,500.

Motion: It was moved by Selectman Haley and seconded by Selectman Crichton to increase the Town Manager’s base salary by \$2,500 effective July 1, 2014 and to accept the Town Manager’s proposed and Budget Committee approved Administration Budget.

The motion carried unanimously; 5 – 0.

- d. **Town Hall Budget**

There was discussion surrounding the cost of postage machine/meter. Selectman Haley stated that postage was not usually a big issue, but the cost of \$18,000 was definitely an attention getter. Selectwoman Murphy inquired about outsourcing the water and tax billing.

Motion: It was moved by Chairman O’Connor and seconded by Selectman Ganiere to accept the Town Manager’s proposed and Budget Committee approved Town Hall Budget.

The motion carried unanimously; 5 – 0.

- e. **General Expense**

There was discussion of the \$20,000 legal line item and whether it was too low. After input by the Town Manager as to whether an additional \$5,000 would be necessary the BOS did not recommend any changes.

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to accept the Town Manager's proposed and Budget Committee approved General Expense Budget.

The motion carried unanimously; 5 – 0.

II. ABATEMENT/SUPPLIMENTALS

Abatement

The Town Manager explained that the abatement request stems from inaccurate measurements and the fact the addition to the home never had flooring installed beyond the plywood resulting in a \$25,000 reduction in value for an abatement amount of \$425.

Motion: It was moved by Selectman Haley and seconded by Selectman Ganiere to approve the abatement request as submitted by the assessor.

The motion carried unanimously; 5 – 0.

Supplemental

The owner of this property wishes to remove several acres from "farmland" designation. In order to do so, a supplemental tax bill must be issued.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Haley to approve the request for supplemental tax bill.

The motion carried unanimously; 5 – 0.

Selectman Haley inquired if the assessor could supply a report of any changes in assessments.

XIII. SECOND PUBLIC COMMENT - NONE

XIV. OTHER BUSINESS/NON-AGENDA ITEMS

1. The Town Manger asked if a "citizen of the year" was decided every year. The BOS informed him that it was not.

2. **Motion:** It was moved by Selectman Haley and seconded by Selectwoman Murphy that all SAD 60 employees' and Town employees' salaries be included in the Town Report and to include benefits paid by the Town.

The motion carried unanimously; 5 – 0.

3. The BOS asked that a report from the Tri-Centennial Committee be included in the Town Report and have something on the cover reflecting the Tri-centennial.

4. **Motion:** It was moved by Chairman O'Connor and seconded by Selectman Haley to appoint Selectwoman Murphy and Selectman Crichton to a sub-committee to determine who the Town Report will be dedicated to.

5. Selectman Crichton spoke about why he feels a contracted engineering firm is important and Selectman Haley stated that the BOS should revisit the priority list of roads.

XV. POTENTIAL EXECUTIVE SESSIONS - NONE

XVI. ADJOURNMENT

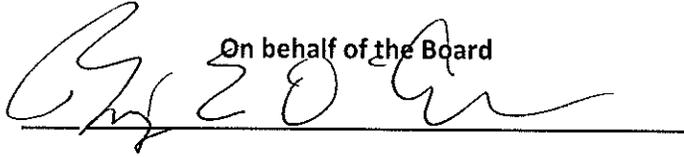
Motion: It was moved by Selectman Ganiere and seconded by Chairman O'Connor to adjourn.

The motion carried unanimously; 5 – 0.

The meeting was adjourned at 9:54 p.m.

The February 25, 2014 BOS Meeting Minutes

Signed as approved at the Board's March 4, 2014 Meeting

On behalf of the Board


Bryan O'Connor, Chairman, Berwick Board of Selectmen