



**BOARD OF SELECTMEN/BOARD OF ASSESSORS
SPECIAL MEETING AGENDA
February 24, 2015
6:30 p.m.**

The February 17, 2015 BOS Meeting was cancelled due to lack of a Quorum. Selectman Crichton and Selectman Wright were in attendance.

I. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call to Order: 6:32 p.m.

ROLL CALL: Selectman Crichton, Selectman Ganiere, Selectman Wright
Selectman Pendergast

ABSENT: Chairman O'Connor

OTHERS PRESENT: Interim Town Manager Gary Stenhouse, Town Clerk Jo Anne Lepley, Town Planner John Stoll, Finance Director Maureen Finger

II. APPROVAL OF MINUTES

a. February 3, 2015 BOS MTG Minutes

Motion: It was moved by Selectman Crichton and seconded by Selectman Wright to approve the February 3, 2015 BOS Meeting Minutes.

The motion carried unanimously; 4 – 0.

b. February 10, 2015 Special BOS Budget Meeting

Motion: It was moved by Selectman Crichton and seconded by Selectman Wright to approve the February 10, 2015 BOS Special Meeting.

The motion carried unanimously; 3 – 0. (Selectman Pendergast was absent)

III. FIRST PUBLIC COMMENT

Selectman Pendergast – Selectman Pendergast asked for the BOS approval to move forward with the consolidation of services with South Berwick idea discussed at the previous meeting. Interim Town Manager Gary Stenhouse stated that he would be meeting with South Berwick Town Manager Perry Ellsworth the next day and would begin discussion regarding the hiring of an outside firm and cost sharing.

IV. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS – None

V. REPORTS OF COMMITTEES

a. BCTV Committee

Terri Wright – Ms. Wright went over the following:

1. The resignation of long time BCTV Committee member Vicki Stone. Ms. Wright wanted to publicly thank Ms. Stone for her commitment and leadership.
2. BCTV Committee is looking for new members. Anyone interested can contact Ms. Wright at tarrytime@gmail.com, or call her at 698-5326.

3. Ms. Wright mentioned the hiring of Ryan Moore to film the BOS and Planning Board meetings.
4. Due to the new hire, the Coordinator Tim Cremmen will now be able to focus more on community news and activities such as the Fire Department Recruitment, Envision Berwick Committee and Berwick Art Association.
5. Mr. Cremmen has been asked to look into the costs associated with robotic cameras and hand held cameras.
6. The Committee has been putting funds aside to use in the future for a new BCTV control room.
7. The Committee has been working on updating their handbook and have completed their report for the Town Report.

Selectman Ganiere asked about the possible use of “drop down” microphones. Ms. Wright stated that the Committee was also looking at that cost.

b. Envision Berwick Committee (EBC) - NONE

VI. UNFINISHED BUSINESS

a. Water Rate Increase Petition

Mr. Stenhouse went over the latest information regarding the submitted petition and explained that the BOS could challenge the petition or let it go forward. Consensus was not to challenge

Andrea Ouimette and Eleanor Murphy – The two women explained the time and effort that had been put into the gathering of the signatures for the petition. Ms. Ouimette stated that she was not opposed to a rate increase, just such a large increase.

b. Land Use Ordinance Amendments – Town Planner John Stoll

Mr. Stoll went over the proposed changes to Berwick’s Land Use Ordinance. He stated the changes are meant as a first attempt to bring the ordinance more in line with the Envision Berwick Plan addendum adopted at Town Meeting for Berwick’s Comprehensive Plan and should help with streamlining the permit and planning process. Changes can always be made to the ordinance.

(A Copy is attached)

Selectman Pendergast and Selectman Crichton discussed the parking allowed behind buildings and pervious vs. impervious surfaces for the parking areas.

Mr. Stoll was directed to send the proposed changes to the Town’s Attorney Bryan Dench immediately to have it ready for final approval by the BOS for inclusion on the Warrant for Town Meeting.

c. Personal Property Tax Account Write Off Request

Finance Director explained that this particular Personal Property Tax Account showed proof that they had not had property in Berwick for several years and they had notified the Assessor at the time they moved.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to approve the Personal Property Tax Account Write Off request.

The motion carried unanimously; B 4 – 0.

d. Budgets

It was the consensus of the BOS to discuss #8 Miscellaneous first to accommodate the members of the Library Board and Staff who were present.

8. Miscellaneous

Melissa Saggerer – Director

Nancy Gelinas – President Board of Directors

Cathy Schweiger – Treasurer

Ms. Saggerer went over the Library programs and some of the new items (3-D printer given by the Friends of the Berwick Library). Ms. Saggerer explained the use of the "Library Use Calculator" in determining what benefit the Library is to the community in a financial formula. Ms. Schweiger went over the Library's finances and the 2016 Budget request.

Selectman Ganiere stated that he completely supports the Library and Selectman Wright stated that it plays a vital role in the Town.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to accept the Library's \$89,000 request for FY 2016.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Selectman Wright and seconded by Selectman Ganiere to approve the Miscellaneous Expense Budget as approved by the Budget Committee.

The motion carried unanimously; 4 – 0.

1. General Assistance

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to approve the General Assistance Budget for FY 2016 as recommended by the Budget Committee (\$25,000).

The motion carried unanimously; 4 – 0.

2. Town Clerk

Motion: It was moved by Selectman Wright and seconded by Selectman Ganiere to approve the Town Clerk Budget for FY 2016 as recommended by the Budget Committee (\$269,432).

The motion carried unanimously; 4 – 0.

3. General Expense

The amount for the insurance for the Prime Tanning property will be reduced by \$7,800.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to approve the General Expense Budget as amended for FY 201 (\$220,139).

The motion carried unanimously; 4 – 0.

4. Town Hall

Motion: It was moved by Selectman Wright and seconded by Selectman Pendergast to approve the Town Hall FY 2016 Budget as presented by the Budget Committee (\$102,240).

The motion carried unanimously; 4 – 0.

5. Appropriations

Mr. Stenhouse stated that the Coast Bus System had sent a request after this Budget had been approved by the Budget Committee for \$10,449. Chairwoman of the Budget

Committee suggested \$9,000. The consensus of the BOS was to approve \$9,500 for the Coast Bus System.

Motion: It was moved by Selectman Wright and seconded by Selectman Ganiere to approve the amended Appropriations Budget for FY 2016 (\$12,025).

The motion carried unanimously; 4 – 0.

6. Administration

Motion: It was moved by Selectman Ganiere and seconded by Selectman Wright to approve the Proposed Administration Budget for FY 2016 as recommended by the Budget Committee (\$342,250).

The motion carried unanimously; 4 – 0.

7. Planning

Mr. Stenhouse stated that he recommended that the Town Planner salary should be increased to \$52,000 and have him trained for measuring and listing by MRI.

Motion: It was moved by Selectman Pendergast and seconded by Selectman Ganiere to accept the recommendation.

Finance Director Maureen Finger stated that the amount should be \$133,458. Selectman Ganiere Retracted his second.

Motion: It was moved by Selectman Pendergast and seconded by Selectman Wright to approve the revised Planning Budget for FY 2016 (\$133,458).

The motion carried unanimously; 4 – 0.

VIII. COMMUNICATION

- a. Next BOS Budget Meeting Schedule – NOT NEEDED

IX. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

A/P WARRANT	1532	\$717,276.22
WATER WARRANT	0532	\$1,869.98
PAYROLL WARRANT	1533	\$54,752.83
A/P WARRANT	1533	\$89,306.21
WATER WARRANT	0533	\$2,587.48
PAYROLL WARRANT	1534	\$54,479.05
A/P WARRANT	1534	\$72,105.62
WATER WARRANT	0534	\$1,676.65
PAYROLL WARRANT	1535	\$56,079.85

MOTION: It was moved by Selectman Wright and seconded by Selectman Ganiere to approve the Warrants as submitted.

The motion carried unanimously; 4 – 0.

X. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS

- a. Quitclaim Deed Re: R054-008-001-000

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to approve and sign the Quitclaim Deed as presented.

The motion carried unanimously; 4 – 0.

- b. Quitclaim Deed Re: R042-011

Motion: It was moved by Selectman Wright and seconded by Selectman Ganiere to approve and sign the Quitclaim Deed as presented.

The motion carried unanimously; 4 – 0.

XI. ABATEMENTS/SUPPLEMENTALS – NONE

XII. SECOND PUBLIC COMMENT

XIII. OTHER BUSINESS/NON-AGENDA ITEMS

Selectman Pendergast requested that the Budget Committee take another look at the Transfer Station Budget.

XIV. POTENTIAL EXECUTIVE SESSION – NONE

XV. ADJOURNMENT

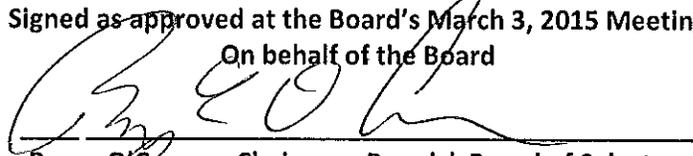
Motion: It was moved by Selectman Wright and seconded by Selectman Pendergast to adjourn.

The meeting adjourned at 8:16 p.m.

The February 24, 2015 BOS Meeting Minutes

Signed as approved at the Board's March 3, 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