

**BOARD OF SELECTMEN/BOARD OF ASSESSORS  
MEETING MINUTES  
March 18, 2014**

**I. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**CALL TO ORDER: 6:30 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, Finance Director Maureen Finger, Chief Towne, Tyler Nodden**

**II. APPROVAL & SIGNATURE OF MINUTES**

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Haley to approve the March 13, 2014 minutes as submitted.

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

**III. REPORTS OF COMMITTEES**

**a. BCTV Committee Update**

**Terrie Wright - Ms. Wright presented the update**

**1. BCTV has been busy covering events and doing Public Service Announcements:**

Two School Board Meetings

Berwick Library PSA

Fire Department PSA

York Hospital PSA

Two Vision Committee Meeting/Events

**2. The advertisement period for the Coordinator Position has closed. There were a total of four applicants (including Ms. Wright)**

Selectman Haley inquired if the Town Manager had researched the minutes to see what if any action the BOS had taken regarding the BCTV proposal. The Town Manager stated that he had not gotten to that item as of the current meeting. Selectman Haley also asked Ms. Wright if she would like to be reappointed to the BCTV Committee if she is not chosen for the Coordinator Position. Ms. Wright stated that she would.

**b. Downtown Vision Committee (DVC)**

**Frank Underwood – Mr. Underwood presented the DVC update.**

**1. Mr. Underwood went over the draft DVC report and stated that at this time, the DCV would be removing the 2014 goals and the organizational chart from the report for adoption at the Town Meeting. The language for the warrant for the adoption of the report had been finalized.**

**2. The DCV will be giving a public slide presentation on Wednesday, March 19<sup>th</sup> at 5:30 p.m. on the final report.**

**3. Jessica Sheldon will be putting together a report based on feedback from vendors and attendees regarding the three Farmer's Markets held in January, February and March.**

**Dennis Dupuis – Friends of the Berwick Riverfront Committee**

Mr. Dupuis gave a brief update on the Committee's plans to look into what to do with the old Water Treatment Plant property and the possibility of an access point on Bridge Street and the ongoing research regarding the use of the river itself.

a. **BCTV**

**Terri Wright** – Ms. Wright explained that she was training someone and had not been available earlier.

1. Ms. Wright wished to thank Derek Gould for all of his time and work on behalf of BCTV. (Mr. Gould recently resigned from the BCTV Board).

2. Ms. Wright stated that she had also resigned her position on the BCTV Board in order to apply for the Coordinator Position. BCTV has also posted a “Night Position”. The new position would be mostly for coverage of BOS and Planning Board meetings.

3. Lisa Huestis had stepped in as chair of BCTV Board. Currently there are two Board members, Lisa Huestis and Vicki Stone. Brian Cincotta has expressed interest.

4. The Coordinator Position will be posted through the 14<sup>th</sup>.

Selectman Haley asked if the budget proposal presented by the BCTV at a previous meeting had been completely vetted and voted on. The Town Manager will go back and look at the minutes. Selectman Haley also asked if Ms. Wright would be interested in being reappointed to the BCTV Committee if she is not chosen for the Coordinator position.

d. **Rec Committee Update - NONE**

**IV. FIRST PUBLIC COMMENT**

**Neil Hokinson** – Mr. Hokinson stated that he was there to find out whether the Transfer Station Employees are allowed to help people with the actual dumping of their trash. The consensus of the BOS was this permitted if the proper PPE (Personal Protective Equipment; in this case gloves) are worn. The Town’s Safety Committee will be looking at further safety practices at the Transfer Station. Mr. Hokinson also asked about Contractors and how they should charge and what size loads and materials are acceptable. This will be addressed as a policy issue in a future meeting.

**Dennis Dupuis** - Mr. Dupuis was there to address the downtown parking. It was agreed that the parking study would address most of the parking issues. Currently, the shipyard employees use a lot of the public parking for their park and ride.

**V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS**

a. **Tim Nichols, AEC Engineer** – Mr. Nichols was present at the BOS request to discuss and help with their decision on what steps should be taken next regarding the findings of the HVAC study. Mr. Nichols mentioned some of the possible financing options and went over suggestions for the replacement and upgrade of the boiler and the delivery system. There was some discussion of the different options and it was the consensus of the BOS to go over the report again and place this item on the April 1<sup>st</sup> agenda for discussion and possible action.

**VI. COMMUNICATIONS**

a. **Department Updates – No Discussion**

b. **Update on First Floor Dining at House of Hope**

After researching the Planning Board files, the CEO found that “first floor dining” at the House of Hope is not allowed. The CEO notified the owner of the establishment of this and informed him that this action must be discontinued. The owner will cease the “first floor” dining and pursue Planning Board approval.

Selectman Haley inquired about a fine for breaking the allowed use. The Town Manager explained that a “waiver fee” system is what is recognized and practiced. After

further discussion it was decided the BOS should consider adopting a "waiver fee" policy.

**c. Ambulance Service During Route 9 Bridge Construction**

The Town Manger briefly went over this item. American Ambulance New England (AANE) has been working with the Fire Chief and has finalized a plan to provide uninterrupted service. During the times the bridge will be open AANE will maintain an ambulance on Main Street in Somersworth and during bridge closure times will maintain an ambulance at the Berwick Fire Station.

**d. York county Budget Committee Caucus**

This is an FYI item for the BOS.

**e. Meeting with Developer RE: Prime Tanning Site**

The Town Manager met with developer David Latulippe who has been retained by Fund of Jupiter. The Town Manager furnished Mr. Latulippe with a copy of the DVC report and explained that this report will be voted on at the upcoming Town Meeting. Mr. Latulippe spoke about different uses for the property and stated that he had not officially presented a plan to Fund of Jupiter and the plan was in the conceptual phase and there would be several low-key meetings before a plan is developed.

**VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS**

<b>W</b>	<b>1437</b>	<b>\$78,752.87</b>
<b>PR</b>	<b>1438</b>	<b>\$53,228.74</b>
<b>WW</b>	<b>1437</b>	<b>\$3,101.53</b>

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Haley 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**

**a. Discussion of Preferences for Potential Marquee/Public Access TV at Town Hall**

**Motion:** It was moved by Selectman Haley and seconded by Selectwoman Murphy to table this item until the second BOS meeting in April.

The motion carried unanimously; 5 – 0.

It was the consensus of the BOS to move on to the Budget Hearings.

**XI. BUDGET HEARINGS**

The Budget Hearing began at 8:45 p.m.

**a. Water Department**

The Town Manager explained that the Water Department budget was based on historical averages or projected need and that it is an Enterprise Fund (funded by rates). The last rate increase was in 2008.

**Motion:** It was moved by Selectman Crichton and seconded by Chairman O'Connor to approve the requested amount of \$636,504.

The motion carried unanimously; 5 – 0.

**b. Revenues**

The Town Manager stated that the Revenues Budget was not based on any actions which the BOS had not yet taken, and the amount reflects the Town Manager's and

Finance Director's best attempt at projecting what the Revenues would be including the projected loss in revenue sharing.

**Motion:** it was moved by Selectman Haley and seconded by Selectwoman Murphy to approve the Fiscal Year 2015 projected revenues of \$1,887,699.

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

**c. Transfers (Including Departmental Capital Requests)**

There was a short explanation and discussion regarding the LD1 Tax Levy Limit.

**Fire Protection**

**Motion:** it was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve \$182,356 for Fire Protection.

**The motion carried on a vote of 4 – 1.**

**Sewer District**

**Motion:** it was moved by Selectwoman Murphy and seconded by Selectman Haley to approve the requested \$39,000 for the Sewer District.

**The motion carried on a vote of 3 – 2 (O'Connor, Crichton).**

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to rescind the prior Fire Protection vote.

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

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to approve \$182,356 for Fire Protection.

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

**Operating Transfers Out**

**Motion:** It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to place the Operating Transfers Out request of \$105,000 on the Warrant.

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

**Contingency**

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to place \$15,000 on the Town Warrant.

**The motion carried on a vote of 4 - 1 (Murphy)**

**It was consensus of the BOS to add language to Operating Transfers Out warrant article to state that the article is for roads, sidewalks, parking lots, etc.**

**Capital Improvement Fund**

**Police Department**

Chief Towne explained that he is hoping to get back on a replacement schedule and at the least would like to fund 1 ½ cruisers.

**Motion:** It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to place on the Town Warrant \$45,000 for vehicle replacement and \$10,000 for equipment.

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

### **Fire Department**

There was discussion regarding “regionality” and the need for different vehicles from a regional perspective. PPE is tailored for each individual and reused based on whether they could be “re-tailored.”

Chairman O’Connor stated that the elimination of equipment could possibly be a public safety concern. Selectman Haley suggested that if there is a balance this year, some equipment could be purchased. Finance Director Maureen Finger stated that they are currently at 68% of their budget. Hose replacement is behind schedule.

**Motion:** It was moved by Selectwoman Murphy and seconded by Chairman O’Connor to place \$22,500 on the Warrant for Fire Equipment.

**The motion carried on a vote of 4 – 1.**

**Motion:** It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to place the amount of \$42,678 for apparatus and vehicles for the Fire Department on the Town Warrant.

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

### **Fire Department Building Maintenance and Renovations**

**Motion:** It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to place the Town Manager’s request of \$10,000 on the Warrant.

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

### **Planning**

**Motion:** It was moved by Chairman O’Connor and seconded by Selectman Haley to place \$2,500 on the Town Warrant to enable the Planning department to get the donated plotter working.

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

### **Recreation**

The Recreation Department was requesting \$2,000 for a new mower. The Town Manager recommendation was \$0.

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to approve the Town Manager’s recommendation of \$0.

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

### **Town Hall**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to place the recommended amount of \$36,000 on the Town Warrant.

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

### **Public Works Facilities**

**Motion:** It was moved by Selectman Haley and seconded by Selectman Crichton to place the Town Manager’s recommended amount of \$15,000 on the Town Warrant for Public Works Facilities.

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

**Water Department Service Bond (bond voted in 1998)**

**Motion:** It was moved by Selectman Haley and seconded by Selectwoman Murphy to place the amount of \$21,634 on the Town Warrant for Water Department Service Bond.

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

**Balanced Budget Warrant Article**

The Town Manager and BOS discussed the issue of placing a balanced budget article on the Town Warrant. The Town's Attorney, Bryan Dench suggested this as a Warrant Article.

Selectwoman Murphy strongly objected to this article being placed on the Town Warrant.

**Motion:** It was moved by Selectman Haley and seconded by Selectman Ganiere to place a Balanced Budget Article on the Town Warrant.

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

It was the consensus of the BOS to un-designate the \$130,000 in designated funds, but to not re-designate at this time. The Town Manager will investigate further the possibility of the Town funding a quasi-municipal LLC for development.

II. **ABATEMENT/SUPPLIMENTALS - None**

XIII. **SECOND PUBLIC COMMENT - NONE**

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

Chairman O'Connor stated that he could not attend the scheduled meeting on March 25, 2014. The consensus was to move the meeting to March 27, 2014.

XV. **POTENTIAL EXECUTIVE SESSIONS – NONE**

XVI. **ADJOURNMENT**

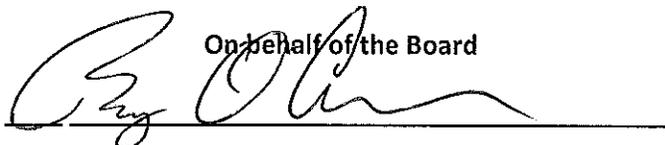
**Motion:** It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to adjourn.

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

**The meeting was adjourned at 12:45 p.m.**

**The March 18, 2014 BOS Meeting Minutes**

**Signed as approved at the Board's March 27, 2014 Meeting**

  
On behalf of the Board

**Bryan O'Connor, Chairman, Berwick Board of Selectmen**