

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
May 6, 2014**

I. ROLL CALL AND PLEDGE OF ALLEGIANCE

CALL TO ORDER: 6:32 p.m.

ROLL CALL: Chairman O'Connor (arrived at 8:13 p.m.), Selectman Crichton, Selectwoman Murphy, Selectman Ganiere

Absent: Selectman Haley

OTHERS PRESENT: Town Manager Patrick Venne, Town Clerk Jo Anne Lepley, Highway Foreman Robert Perschy

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to approve the April 15, 2014 minutes as written.

The motion carried unanimously; 3 – 0.

III. REPORTS OF COMMITTEES

a. BCTV Committee & Coordinator – Hiring Process Update

The Town Manager gave an update the hiring process for the Coordinator position. A community access television expert from the Town of Brunswick, John Goran will sit in on the final interviews and the final decision made by management will be brought before the BOS.

b. Reports of Committees:

DVC

Frank Underwood updated the BOS on the DVC's current status. The DVC will be mailing out post cards with the suggested "yes" vote for the DVC's proposed warrant article. The DVC is waiting until after the Town Meeting for the new BOS and to see if the warrant article passes before taking any further steps.

Riverfront Committee - None

Manager's Update on PSNH Land

The Town Manager stated that the PSNH representatives Lynn Crowell and Jennifer DuCharme participated in a conference call that included the Town Manager, Frank Underwood, Dennis Dupuis and John Stoll. Ms. Crowell indicated that they were not interested in doing any work to determine "surplus" status on the property unless the Town is willing to comment the funding for the service. The opinion of the Town Manager was to not spend money on an un-guaranteed outcome. The Town Manager raised the possibility of an easement instead of a land purchase and stated there were different liability issues with that.

The consensus of the BOS was to continue with negotiations in the future and see if the PSNH position changes.

Former Water Plant Demo

The Town is waiting for a legal review of the contract with Brown Industrial Groups proposal to demo the old water plant. Jay Wheeler of the Sewer District has said the annual fee of \$490 would be waived until the Town made improvements on the property.

c. Rec Committee Update

Kim Taylor, Recreation Director, presented the Rec Committee Update. She is placing signage at the rec field that states the new policies adopted in December of "no dogs" and "no tobacco." The Rec Department is busy finalizing summer camp and accepting JR Councilor applications.

IV. FIRST PUBLIC COMMENT - NONE

V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS (This item was postponed to when Mr. Connolly arrival at 7:43)

a. Steve Connolly, Superintendent, MSAD 60 Budget Presentation

Mr. Connolly stated that he was present to review and go over any questions the BOS had regarding the MSAD 60 proposed budget. He explained some of the increases (insurance costs) and went over the plans for the district's use of the Mary Hurd Academy for special needs education. He also explained the plan for bus replacement. There is a projected decrease in enrollment over the next four years of approximately fifty students.

VI. COMMUNICATIONS

a. Newsletter RE: Department Updates

The Town Manager stated that going forward the Department Updates would be included in a Manager's Newsletter and be made available online for the BOS and public once a month instead of bi-monthly in the agenda material. The consensus of the BOS was this would be a good idea.

b. Union Contracts Mediation

The Town Manager stated that the last mediation session was completed and that management was waiting to hear the results of the vote.

The Police Union negotiations were again moving forward after a delay due to illness of one of the union negotiation team.

c. Receipt of Top 25 Safest Communities Award

The Town of Berwick was ranked twentieth out of twenty-five safest places to live in Maine by a for-profit company.

d. Memorial Day Parade Schedule & Route

The Memorial Day parade will take place on May 26th between 11:00 am and 12:00 pm. Even with the current bridge and road construction, the route should remain basically the same.

e. Detective Bill Russell Resignation – Potential Lift to Hiring Freeze

The Town Manager stated that Detective Bill Russell had tendered his resignation. He believes that the position should be filled due to the current staffing levels, but this will require the BOS to lift the hiring freeze.

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to lift the hiring freeze to hire a replacement for Officer Russell.

The motion carried unanimously; 3 – 0 .

f. Yellow Dot Program

The Town Manager explained that the Yellow Dot Program was a for citizens to voluntarily carry medical information in their glove compartment and by placing a yellow dot sticker on the rear driver side window, emergency personnel would know the information is available and allow for better medical care in an emergency or accident situation.

- g. **Update; on Loader Repair**
Due to the need of the Loader during the winter months, the necessary repairs approved for the cab have been scheduled to begin May 12, 2014.
- h. **Discussion of Approach to Town Hall HVAC System Maintenance/Replacement**
After a discussion that included the explanation of the difference between a "closed loop" geothermal system and an "open" geothermal system, the consensus of the BOS was for the Town Manager to move forward with the "design/build" RFP.
- i. **Roads, Bridge Paving & Construction Update**
 - 1. The Long Swamp RFP was rescinded and Civil Consultants is looking at the new draft. It should be released by the end of the week and the results are due the first week in June.
 - 2. The Rochester Street detour will probably remain in place until November which would be too late to combine any Town road repairs with.
- j. **Comcast Extension of Service to Route 4 Area Businesses and Residents**
Lisa Huestis mentioned the to a ComCast representative that businesses and residents on Berwick's portion of Route 4 were without cable and internet services. This representative went forward and there will be approximately twenty businesses and eleven residents getting added to the Berwick franchise.

VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

Warrant	1442	\$85,555.57
Water Warrant	1442	\$2,034.02
Warrant	1443	\$80,782.02
Payroll	1443	\$37,716.32
Water Warrant	1443	\$1,090.82
Warrant	1444	\$610,969.46
Payroll	1444	\$36,903.04
Water Warrant	1444	\$6,493.39
Payroll	1445	\$34,192.82

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

The motion carried unanimously; 3 – 0.



VIII. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS – NONE

Chairman O'Connor recognized the Boy Scouts in attendance who were working on their Citizenship in the Community Merit Badge.

IX. UNFINISHED BUSINESS

- a. **Formal Acceptance of traffic and parking analysis study grant from KACTS**
Motion: It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to accept the KACTS Grant in the amount of \$28,000.
The motion carried unanimously; 3 – 0.
- b. **Bid Action Item Tax Map Updates RFP Responses**
The Tax Mapping Proposals were sent to SMPDC (Southern Maine Planning & Development Corporation) for an independent review. SMPDC felt the bid by CAI Technologies was the most advantageous for the Town's needs. Mr. Aaron Weston of CAI Technologies was in attendance to answer any questions the BOS may have had.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Ganiere to accept SMPDC's recommendation of CAI Technologies for the Town's tax map updates.

The motion carried unanimously; 3 – 0.

- c. **Bid Opening/Potential Action Item – Reclamation & Paving of Pine Hill Road**
Selectman Crichton stated that this item would wait until Chairman O'Connor's arrival.
- d. **Bid Opening/Potential Action Item – Upgrade/Wall Repair at Fire Station**
Selectman Crichton stated that this item would wait until Chairman O'Connor's arrival.
- e. **Selection of Public Hearing Date for June 10, 2014 Special Town Meeting**
Motion: It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to set the date and time of the Public Hearing for the June 10, 2014 Special Town meeting to be May 20, 2014 at 6:30 p.m.
The motion carried unanimously; 3 – 0.
- f. **Sewer District Permit Application**
The BOS directed the Town Manager to deal with this item.

X. NEW BUSINESS

- a. **Chair of Honor Funding Request**
The School District was requesting funding for a "Chair of Honor" at the Hussey Theater. Berwick's share of the cost would be \$125.
Motion: It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to approve the \$125.00 for Berwick's share of the "Chair of Honor."
The motion carried unanimously; 3 – 0.

XIII. SECOND PUBLIC COMMENT - None

XIV. OTHER BUSINESS/NON-AGENDA ITEMS

- a. **Recognition of Eleanor Murphy & Bart Haley for Public Service as Selectmen (differed until Chairman O'Connor's arrival)**

At this point, the Town manager stated that he had two items:

- 1. Since the Town's Attorney services were not used as much and there was funds still available in that account, the Town Manager would like to have the Town Attorney present a current, up to date training to the Development Review Board.
Motion: It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to approve the Town Manager's request.
The motion carried unanimously; 3 – 0.
- 2. The Town Manager explained the software issue at the Police Department and stated that the Police Department would be absorbing the cost of the upgrade in the Department's operating expense account.

XV. Potential Executive Session – None

Bid Opening/Potential Action Item – Upgrade/Wall Repair at Fire Station

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Ganiere to reject the one bid and instruct the Town Manager to seek quotes from potential contractors over the phone.

The motion carried unanimously; 3 – 0.

The meeting was recessed to await the arrival of Mr. Connolly and Chairman O'Connor.

Mr. Connolly arrived at 7:43 p.m.

Chairman O'Connor arrived at 8:13 p.m.

SECOND PUBLIC COMMENT

Selectwoman Murphy stated that there was \$148,909 in the second half of the Warrant for the open portion of Town Meeting. There would probably only be 15 to 20 people present and that was a lot of money for so few people to decide upon.

Bid Opening/Potential Action Item – Reclamation & Paving of Pine Hill Road

This item was postponed earlier to await the arrival of Chairman O'Connor.

Shaw Brothers	\$354,121 – Gravel and extra work \$25
Boulangier Paving	\$296,455 - \$14 per ton for extra crushed gravel
Pike Industries	\$267,865 - \$24 per ton for gravel & \$19 per ton for shoulder gravel
F.R. Carroll	\$286,810.75
Libby Scott	\$275,152.36

The consensus of the BOS was to have the bids reviewed by an engineer and award the bid at the next meeting.

OTHER BUSINESS/NON-AGENDA ITEMS

- a. **Recognition of Eleanor Murphy & Bart Haley for Public Service as Selectmen**
Chairman O'Connor presented Selectwoman Murphy with a plaque and stated that it was not nearly enough to recognize her accomplishments and service to the Town and State.

Selectwoman Murphy stated that she had served a total of fifteen years on the BOS and she thanked the people of Berwick for allowing her to serve them. She is retiring.

Chairman O'Connor stated that Selectman Haley was unable to be present due to another obligation. He served for two years. Chairman O'Connor wished him luck in the future and invited him back to accept the award in person.

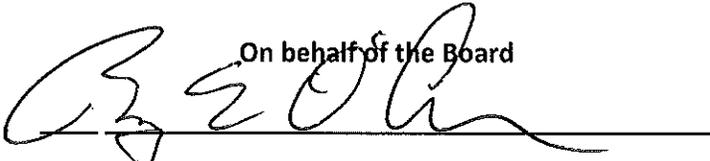
XVI. ADJOURNMENT

Motion: It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to adjourn.
The motion carried unanimously; 4 – 0.

The meeting adjourned at 9:40 p.m.

The May 5, 2014 BOS Meeting Minutes

Signed as approved at the Board's May 20, 2014 Meeting

On behalf of the Board


Bryan O'Connor, Chairman, Berwick Board of Selectmen