

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
July 1, 2014**

I. ROLL CALL AND PLEDGE OF ALLEGIANCE

CALL TO ORDER: 6:30 p.m.

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

ABSENT: Selectman Crichton

OTHERS PRESENT: Town Manager Patrick Venne, Town Clerk Jo Anne Lepley, David Dow, Dave Andreesen, Jeremiah Lepley

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectman Ganiere and seconded by Chairman O'Connor to approve the June 24, 2014 minutes.

The motion carried unanimously; 3 – 0 (Selectman Wright abstained due to his absence at that meeting).

III. REPORTS OF COMMITTEES

a. **BCTV Committee - None**

b. **Rec Committee Update - None**

IV. FIRST PUBLIC COMMENT - None

V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

a. **Introduction of Nicholas Higgins, New Full-Time Berwick Police Officer - Cancelled**

b. **BCTV Committee Appointment Request – Sandy Keyes**

Selectman Wright spoke in favor of Ms. Keyes appointment and stated that she has always been involved in the Berwick Community.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Wright to appoint Sandy Keyes to the Berwick Community Television Committee.

The motion carried unanimously; 4 – 0.

c. **Planning Board Appointment Requests (2) – Dave Dow (regular), Dave Andreesen (alternate)**

The BOS thanked both men for coming forward to volunteer and serve.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to appoint Dave Dow as a Regular Member of the Planning Board with the term to expire December 31, 2017.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Selectman Ganiere and seconded by Selectman Wright to appoint Dave Andreesen as an Alternate Member of the Planning Board with the term to expire December 31, 2014.

The motion carried unanimously; 4 – 0.

d. **Requested Appointment of Planning Board & 1 Additional Member as CIP Committee**

The Town Manager reviewed the previous discussions the prior BOS had on this topic.

The BOS requested the Town Manager look into reinstating the former Buildings Committee. There was not a positive response from the former members. The Town Manager advertised for new members and received one response from Mark Pilgrim.

The Town Manager explained that instead of a Buildings Committee, he recommends

that the Planning Board be tasked with the added duty of being the Town's CIP (Capital Improvement Plan) committee due to the fact they oversee the CIP through the Town's Comprehensive Plan. The Legion could also appoint someone from within their ranks to represent its interest as a lessee of space within Town Hall.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Wright to establish the Berwick Capital Improvement Plan Committee, to be staffed by all sitting members of the Berwick Planning Board and one representative of the American Legion Charles S. Hatch Post #79, for the purpose of serving in an advisory role to the Board of Selectmen regarding identification and prioritization of capital investment needs."

The motion carried unanimously; 4 – 0.

- e. Appointment of 2 BOS Members to KACTS RFP RESPONSE REVIEW COMMITTEE
Selectman Wright and Selectman Ganlere volunteered for this committee.
- f. Opportunity to Apply for FEMA Grant to Assist Local Landowner – Cancelled at Relevant Resident Homeowner's Request

VI. COMMUNICATIONS

- a. **Bridge Infrastructure Status Update**
Roberts Bridge on Ridlon Road and Prays Bridge on Diamond Hill Road have both been classified as "Scour Critical" (the Town must fix the abutments or keep an eye on them during certain storm events). There was consensus to go with Option #2 (riprap installation). Selectman Pendergast suggested that this was work either the Town or a local contractor could do and this should be looked into.
- b. **Designation as Maine Heart Safe Community**
The Town of Berwick has been re-designated as a Maine Heart Safe Community (silver status). This information has been posted on the Town's website.
- c. **Mural Painting on Prime Tanning**
This is an FYI item. The Berwick Art Association (BAA) has received permission to begin painting a mural on the Prime Tanning wall across from Town Hall. This site may be torn down in the future, but BAA feels that this is an opportunity for community building. The mural will be painted in July. Selectman Pendergast asked that the BAA be made aware of the BOS appreciation of this endeavor.

There was a recess called at 7:04 p.m. to review the Accounts Payable Warrants.
The meeting resumed at 7:09 p.m.

VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

A/P Warrant	1452	\$63,122.82
Water Warrant	1452	\$35,078.62
Payroll Warrant	1501	\$39,355.19

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

The motion carried unanimously; 4 – 0.

VIII. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS - NONE

Selectman Pendergast asked why the Town allows certain property owners to fall behind on their tax payments annually and then enter into contracts with the owner(s) instead of foreclosing on the properties.

The Town Manager explained that there was a "due process" that must be followed and the Town of Berwick has both an Ordinance and a Policy in place. The Ordinance is enforceable as a "law" and the Policy is not. There are also liability issues to the Town becoming a "landlord". Selectman Pendergast asked that the Town Manager look into this further and the consensus of the BOS was to place both the ordinance and the policy on a future agenda to be compared side by side and amended if necessary.

IX. UNFINISHED BUSINESS

a. Continuation of Discussion RE: Joint Meeting with MSAD 60 Board

The Town manager stated that since the last BOS meeting, he had met with Superintendent Connolly regarding the trash payment issue. Mr. Connolly brought up the matter of an emergency generator that the Town had not paid their share on (five or six years ago) and would it be possible in lieu of this payment to allow the school district a few more years before making their share of the trash payment.

Selectman Pendergast suggested that the meeting be arranged to include the entire MSAD 60 Board. After discussion, it was decided to meet with the Berwick representatives of MSAD 60 and Superintendent Connolly.

b. Continuation of Town Hall & HVAC discussion

The Town Manager reviewed the information in the agenda packets regarding the funding options for the HVAC replacement project. Currently, the Town has approximately \$90,000 total available, if buffers are retained in building maintenance, contingency and Lena Clark trust interest accounts to allow for historical expenditure needs. The Town Manager explained that the Town has a healthy credit standing and could go out to bond. The BOS agreed that a bigger, more comprehensive remodel of the Town Hall should be further considered.

The Town Manager also explained that the boiler should be replaced sooner than later, and that AEC engineer Tim Nichols recommended the available funding be used for this purpose (boiler only, as opposed to geothermal or Boiler & ASHP). The Manager also explained, on the basis of Mr. Nichols' input, that a more extensive project that would include an updated delivery system (ASHP) can be done at a later time, after a potential remodel of Town Hall takes place, if it does, or at any other time, thus permitting a phased project which will be easier to plan for financially.

The BOS directed the Town Manager to have an RFP drafted that would include both an oil boiler and a propane gas fueled boiler option.

c. Consideration of Changes to Monthly Board Meeting Schedules

Selectman Crichton brought this item up at the last BOS meeting. The BOS members present discussed with the Town Manager the time needed to make sure items are researched, agenda packet prepared, BOS discussions, etc. The Town Manager stated that having three weeks last month instead of two between meetings allowed him to accomplish some of the administrative items he needed to get done. The Town Manager also explained that the BOS still has the option to call meetings at any time if needed. The Town Manager also explained that there were several things which the BOS could allow him to do administratively that take time for them to consider at meetings.

Andrea Ouimette – Ms. Ouimette expressed her reservations concerning cutting back to one meeting a month. She stated that she feels there is a lot of work to do and one meeting a month may not be enough.

The BOS also discussed a maximum length of time that the meetings should go. The BOS discussion led to “no new business after 9 p.m.”

The consensus of the BOS was to keep the two meetings per month, but set 9 p.m. as the time limit for meetings and for the Town Manager to bring a list of suggested administrative items that could be delegated to him.

X. NEW BUSINESS

a. Public Bid Opening – Public Works – 6 Wheel Truck with Plow Package

The BOS received a total of five bid envelopes. Chairman O’Connor opened the bids and he passed them to the other members to quickly review.

Viking-Cives	\$67,705.00	Plow Package Only
Liberty International		
HP Fairfield Equipment	\$71,888 + truck	\$154,800
Dalgle-Houghton		
HP Fairfield Equipment	\$71,888 + truck	\$159,946
Alternate Stock Vehicle		
HP Fairfield Equip	\$73,881 or \$71,888	
		+ truck \$86,981.60
Portland North Truck Center		
Total = plow/truck	\$152,970	
HP Fairfield (equipment only)		
Option 1:	\$73,881	
Option 2:	\$71,888	

The bids were passed to the Town Manager to review with the Highway Department Foreman and to scan to the BOS emails. The Town Manager and Highway Department Foreman are to bring back their recommendation at the next meeting.

b. Discussion of Bid requirements for Repair of PW Dump #2 & #7 & PW Backhoe

There was a lengthy discussion regarding the maintenance of the Town’s motorized equipment. The Town’s mechanic, Jeremiah Cyr, spoke on the corrosion issue caused by the salt used to sand the roads.

Regarding trucks, the consensus of the BOS was to endorse the Manager’s waiver of the Purchasing Policy requirements for formal bidding on purchases over \$5,000.00 with respect to Dump Trucks #2, #5, and #7, because of immediate capital repair needs and for inspection purposes, to ensure the trucks are ready for use this winter.

Regarding the Backhoe, the consensus of the BOS was to go with the Long Term Lease Option presented by the Town Manager in order to provide funding flexibility to permit the other needed repairs for dump trucks. The BOS directed the

Manager to put this option (long term lease) out to a formal bid, and Selectman Pendergast indicated he would provide specifications to use as a starting point in this process.

There was also agreement for the Town Manager to reach out to other cities or towns to see what type of maintenance or maintenance schedule they use on public works vehicles.

Other

- c. **Discussion of Bid Requirements for New Fire Dept. Command Vehicle**
The consensus of the BOS was to go with the State Bid System for a new command vehicle. Because of this the BOS endorsed the Manager's recommended waiver of the Purchasing Policy's requirement for formal bidding for purchases over \$5,000 in this context.
- d. **Prioritization of Goals and Priorities for FY 15**
After a short discussion, it was the consensus of the BOS to individually compile a list of goals and email them to the Town Manager and he will email a completed list to each BOS member.
- e. **Electronic Tablet/Reader Purchase Potential**
At the direction of the BOS the Town Manager researched this item. After a comparison of upfront cost and long-term savings over the anticipated life of these electronic devices, the Manager indicated cost savings were only found in the case of a Kindle Fire, but this device has a small screen size and therefore field of view. For iPad options, the savings in ink, paper and staff time spent copying alone were found to not justify the expense, although added convenience was also considered. Without an obvious saving, the Board agreed to forgo this idea.
- f. **Public Hearing RE: Appendix (A) to General Assistance Ordinance**
Chairman O'Connor opened the hearing at 8:43 p.m.
There was no comment.
Chairman O'Connor closed the hearing at 8:44 p.m.
Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to adopt the 2014-2015 Appendix A to the General Assistance Ordinance.
The motion carried unanimously; 4 – 0.

XII. Second Public Comment
Mr. Dave Dow – Mr. Dow stated that the problems with the equipment maintenance is due to salt usage and the Town voted to use sand only about years ago. Mr. Dow also inquired about the security cameras at Memorial Field and stated that someone had left the maintenance shed open.

XIII. Other Business/Non-Agenda Items
The town Manager stated that the completion of the old water department building demolition had been bumped back due to the need to coordinate with CMP for electric shut-off.

XIV. Potential Executive Session – None

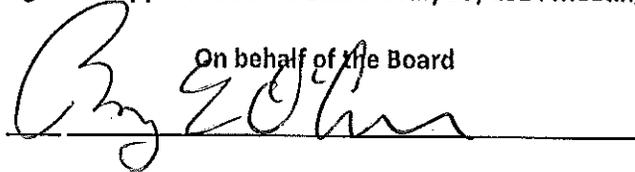
XV. Adjournment

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

The motion carried unanimously 4 – 0.

The meeting adjourned at 8:53 p.m.

The July 1, 2014 BOS Meeting Minutes
Signed as approved at the Board's July 15, 2014 Meeting

On behalf of the Board


Bryan O'Connor, Chairman, Berwick Board of Selectmen