

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
July 15, 2014**

I. 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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectman Ganiere and seconded by Selectman Pendergast to approve the July 1, 2014 minutes.

The motion carried unanimously; 4 – 0.

IV. PUBLIC COMMENT - NONE

V. REPORTS OF COMMITTEES

a. BCTV Committee

Terri Wright – BCTV Chair

1. Ms. Wright updated the BOS on the upgrades and expanded offerings. Ms. Wright stated that their new Coordinator, Timothy Cremmens, had been hard at work and the Committee was pleased with the results.

2. Ms. Wright also thanked the Town Manager for being on top of updates and Public Notices.

3. Ms. Wright stated that anyone wishing to post a PSA (Public Service Announcement) please contact BCTV and they will be happy to help.

4. Mr. Cremmens will be holding regular hours for meeting with the public. Tentatively there will be Saturday hours and one day during the week.

b. Rec Committee Update

Natalie Gould – Rec Committee Vice Chair

Ms. Gould presented an updated to the BOS that included the number of Summer Camp registrations (151) and an overview of the discount tickets that are available at the Town Office.

VI. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

a. ENVISION BERWICK APPOINTMENT REQUESTS FROM FORMER DVC AND PUBLIC AT LARGE

The Town Manager gave an overview of the proposed committee members and also asked that Rick Vandenberg be added to the appointment list as a member of the Public at Large. It was also consensus Chairman O'Connor represent the BOS on this committee. It was also consensus to put an initial one year term limit on the appointments.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Wright to appoint Dave Andreesen to the Envision Berwick Committee representing the Trails and Riverfront Subcommittee.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Paul Boisvert to the Envision Berwick Committee representing the Preservation & Heritage Subcommittee.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Laura Rutkiewicz to the Envision Berwick Committee representing the Community Development and Outreach Subcommittee.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Wright to appoint Serena Galleshaw to the Envision Berwick Committee representing the Sustainability Subcommittee.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Kevin Gray to the Envision Berwick Committee representing the Economic Development Subcommittee.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Wright to appoint Craig Plaisted to the Envision Berwick Committee representing the Riverfront Subcommittee.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Niles Schore to the Envision Berwick Committee representing the Planning Board.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Wright to appoint Pat Boisvet to the Envision Berwick Committee representing the Public at Large.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint James Bellissimo to the Envision Berwick Committee representing the Public at Large.

The motion carried unanimously; 4 – 0.

Motion: it was moved by Chairman O'Connor and seconded by Selectman Wright to appoint Frank Underwood to the Envision Berwick Committee representing the Public at Large.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Rick Vandenberg to the Envision Berwick Committee representing the Public at Large.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Selectman Wright and seconded by Selectman Pendergast to appoint Bryan O'Connor to the Envision Berwick Committee representing the Board of Selectman.

The motion carried unanimously; 3 – 0. (O'Connor abstained)

- b. Discussion of Appointing a Separate Economic Development Committee
Frank Underwood, Kevin Gray, Mike Cleary**

Mr. Underwood introduced the three and stated that they had been functioning as an un-official Economic Development Committee for quite some time. Mr. Gray explained the possible formation of the group into a 501(c)(3) in order to accept land donations and apply for grants. Chairman O'Connor questioned what role the Town Manager would play. Selectman Pendergast stated that Berwick is not showing the kind of growth neighboring towns are showing. The three will meet and work on an organizational chart and possible goals which they will present to the BOS at a future meeting.

c. Berwick Youth Baseball Request to Discuss Recreation Program

Ryan McCabe – Secretary Berwick Youth Baseball

Mr. McCabe reviewed for the BOS the time, money, and donations that Berwick Youth Baseball has contributed to the maintenance and improvements to Memorial field and stated that it adds up to a significant investment by the organization. Mr. McCabe also stated that when the organization hosts tournaments, the Town benefits economically.

Mr. McCabe stated that the organization has concerns about the maintenance and upkeep at the field. The irrigation system needs to be repaired, the building has deteriorating frames around the doors and the electrical system needs updating. It is a multi-purpose field and the grass is a concern. They would like to put a permanent fence in where there is a temporary fence on field A.

Selectman Pendergast stated that he would repair the sprinkler heads and leave some spares in case of damage. Selectman Pendergast questioned how the ground-box was being used.

Chairman O'Connor mentioned and Recreation Director, Kim Taylor, stated that the buildings had fallen into disrepair and had been accidentally excluded from the Building Committee's survey and assessment. There was discussion about future acquisition of adjoining land and use of SAD #60 facilities.

Selectman Wright suggested bringing a list of what needs to be done at the field to the BOS. Ms. Taylor stated that the Recreation Commission has not submitted a comprehensive CIP plan for some time due to the economy. Ms. Taylor mentioned the future of a community center.

Natalie Gould, Vice Chair of the Recreation Committee stated the Recreation Committee has tried to make decisions regarding different requests that would not hinder any of the users of the field.

Chairman O'Connor went over the role of the Recreation Committee and focused on the advisory nature of the committee and the process for all groups using the field to request any changes to the field.

Mr. McCabe stated that he was under the impression that the Recreation Committee was a decision making body and had always brought requests to them.

Selectman Wright stated that the recreational policy has had concerns. He suggested reaching out to everyone involved to discuss any concerns. The consensus of the BOS was to have everyone sit down together to work out the issues.

VII. COMMUNICATIONS

a. Loss of Red Barn LLC as Contracted Animal Shelter & Plan for Future

The Town Manager explained that Red Barn LLC had opted not to renew their contract with the Town and presented the options. If Cocheco Humane Society meets Maine licensing requirements, that is the option the Town Manager would like to pursue.

- b. **KACTS Traffic & Parking Analyses RFP Response Review Process Update**
The Town Manager stated that there have been two responses to the grant funded KACTS parking proposal. Selectmen Ganiere and Wright and the Town Manager are part of the review committee ranking of the proposals. The final decision will be made by KACTS once this review is completed.
- c. **Town Hall HVAC System Upgrade Update**
The abatement analysis has not been completed due to the firm hired to do the analysis is an abatement contractor and not an analysis firm. AEC has recommended another firm. Mr. Nichols of AEC is drafting the RFP to include an either/or component for gas or oil. Mr. Nichols is of the opinion that oil would be the larger savings.
- d. **Update on EPA Debrief Regarding EPA Grant Application for Prime Tanning**
The Town Manager explained the scoring process for the grant. Berwick had scored high, but not as others. The next round of grant applications is due sometime in October or November with grant awards in May 2015. With the help of the debriefing, the Town will resubmit making suggested changes.

VIII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

A/P Warrant	1452A	\$131,608.59
Water Warrant	1452A	\$4,430.69
A/P Warrant	1501	\$82,544.68
Water Warrant	1501	\$828.00
Payroll Warrant	1502	\$41,097.39
A/P Warrant	1502	\$399,673.32
Water Warrant	1502	\$1,750.75
Payroll Warrant	1503	\$41,936.73

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

The motion carried unanimously; 4 – 0.

IX. UNFINISHES BUSINESS

- a. **Prioritization of Board Goals for Fiscal Year 2015**
The consensus of the BOS was to prioritize under the two broader headings of:
 1. Economic Development
 2. Capital Improvements – Roads and Bridges
 All of the listed priorities from each would fall under these two.

- b. **Action on 6 Wheel Dump Truck Bid Request Responses**
BOS discussion centered on Response to Specification, Responsibility and Low Price.
Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to select the bid by Daigle & Houghton of \$161,939 for the Western Star Truck.

The motion carried unanimously; 4 – 0.

- c. **Amended Board Rules**
At the prior BOS meeting, the BOS amended the Board Rules to include "No new business after 9 p.m. The new rule:

- 7. Meeting Length
No new business shall be considered after 9:00 p.m. at any meeting absent unanimous consent and approval of those Board members present and voting.

The BOS signed the Amended Rules.

X. NEW BUSINESS

a. Signature of Local Roads Assistance Program (LRAP) Certification Form

Motion: It was moved by Chairman O'Connor and seconded by Selectman Pendergast to authorize the Town Manager to sign the LRAP Certification Form.

The motion carried unanimously; 4 – 0.

b. Multiple Sclerosis Bike Race Road Use Request

Motion: It was moved by Selectman Ganiere and seconded by Chairman O'Connor to authorize the Multiple Sclerosis Bike Race through the Town of Berwick.

The motion carried on a vote of 3 – 0. (Selectman Pendergast left the room)

c. Installment Contract for Quitclaim Deed RE: 465 Hubbard Road

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to accept the installment contract as presented.

The motion carried unanimously; 4 – 0.

XI. Second Public Comment

Kevin Gray – Mr. Gray stated that he was speaking as a parent of three boys who baseball. All sports are growing and the need for cooperation in managing the current recreation field is important. The Recreation Commission needs representation by all concerned.

Selectman Pendergast asked why the MSAD #60 athletic fields cannot be used by Berwick teams.

Dave Ryan – Mr. Ryan stated that he has been a member of the Recreation Committee for ten years and he is also a past president of the youth soccer program. Mr. Ryan stated that representatives of the youth football and youth soccer organizations attend the Recreation Committee meetings every month. He was not aware that the committee was non-decision making. Every request brought to them is thoroughly discussed before voting and any disagreement with a decision would be brought before the BOS for a decision.

Tammy Cole – Ms. Cole wished to thank the BOS for choosing Boulanger Paving for the Pine Hill Road paving project. The road looks fabulous.

XII. Other Business/Non-Agenda Items

1. Hubbard Road Update – The slope by the bridge has lost integrity and the state is currently looking into what options it has. The road has been reduced to one lane with a traffic signal controlling traffic. Selectman Wright suggested contacting Senator Ron Collins regarding this item.

2. Officer Greg Sevigny has resigned for a job with the York Sheriff's Department. Selectman Pendergast asked for explanation of the Police Departments turn-over. The Town Manager stated that it is a pay and benefits issue.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Pendergast to lift the hiring freeze to replace Officer Sevigny.

The motion carried unanimously; 4 – 0.

XIII. Potential Executive Session

a. Review of Board-directed Internal Investigation of Fire Department (1 MRS 405(6)(A))

The consensus of the BOS was that this report was well executed and an executive session was not necessary.

b. Confidential Hardship Abatement Request (1 MRS 405(6)(F) & 36 MRS 841 (2))

Motion: It was moved by Selectman Wright and seconded by Chairman O'Connor to go into Executive Session to discuss a hardship abatement request (1 MRS 405(6)(F) & 36 MRS 841(2)).

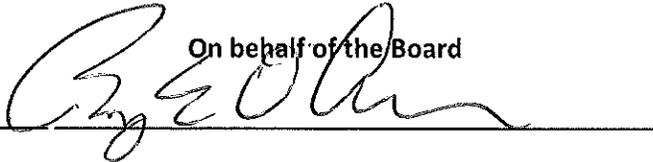
The motion carried unanimously; 4 – 0.

The BOS entered into Executive Session at 8:56 p.m.

XIV. Adjournment

The July 15, 2014 BOS Meeting Minutes
Signed as approved at the Board's August 5, 2014 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