



**BOARD OF SELECTMEN/BOARD OF ASSESSORS  
MEETING MINUTES  
September 15, 2015  
6:30 p.m.**

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

**Call to Order: 6:30 p.m.**

**ROLL CALL: Chairman Wright, Selectman Crichton, Selectman Pendergast, Selectman Plante**

**ABSENT: Selectman Ganiere**

**OTHERS PRESENT: Town Manager Stephen Eldridge, Deputy Clerk Lynn Shearer**

**II. MINUTES**

**a. September 1, 2015 BOS Meeting Minutes**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Plante to approve the September 1, 2015 BOS Meeting Minutes.

**The motion carried unanimously; 4 – 0.**

**III. FIRST PUBLIC COMMENT- None**

**IV. PUBLIC HEARING – None**

**V. REPORTS OF COMMITTEES**

**a. BCTV Committee – Terri Wright**

1. Ms. Wright explained that the franchise survey has gone out and she encouraged **ALL** Berwick residents (whether they have cable or not) to fill out the survey and turn it in. BCTV is looking for a resident to assist with compiling the data. The surveys are also available at the Transfer Station, Town Hall and the Library.

2. The upgrades to the cameras and other equipment have been noticed by residents and they are getting positive feedback.

3. BCTV is looking at more space and capital improvements

4. In looking for more volunteers, the idea of some sort of pay. There has been more coverage of events like sports, voting, Boy & Girl Scout.

5. There is a back-log of events and meetings to go on Peg-central. Mr. Cremen is working to get up and running and will let everyone know when that is done.

**b. Envision Berwick Committee (EBC) – Tom Wright**

Selectman Wright stated that last week the EBC met with Scott Benson and he went over Tax Increment Financing (TIF). Mr. Benson explained how a TIF would benefit the down town area because the funds stay with the Town.

The EBC meetings have moved to Thursday nights.

**VI. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS**

**a. MMA Convention Delegate**

The Town Manager explained that the Maine Municipal Association (MMA) annual convention is October 7<sup>th</sup> & 8<sup>th</sup> and each community appoints a voting delegate. Selectman Crichton, the Town Manager and Finance Director are attending.

**Motion:** It was moved by Chairman Wright and seconded by Selectman Plante to appoint Selectman Crichton as their voting delegate at this year's MMA convention.

**The motion carried unanimously; 4 – 0.**

**VII. UNFINISHED BUSINESS**

**a. Foundation Escrow Account Signatures**

This item was approved at the previous BOS meeting and signatures were all that were needed.

**VIII. COMMUNICATIONS - None**

**IX. APPROVAL OF ACCOUNTS PAYABLE WARRANTS**

<b>A/P Warrant</b>	<b>1610</b>	<b>\$625,190.41</b>
<b>WATER WARRANT</b>	<b>0610</b>	<b>\$33,216.53</b>
<b>PAYROLL WARRANT</b>	<b>1611</b>	<b>\$43,042.04</b>
<b>A/P WARRANT</b>	<b>1611</b>	<b>\$138,149.52</b>
<b>WATER WARRANT</b>	<b>0611</b>	<b>\$4,308.05</b>
<b>PAYROLL WARRANT</b>	<b>1612</b>	<b>\$46,990.55</b>

**Motion:** It was moved by Chairman Wright and seconded by Selectman Crichton to approve the Accounts Payable Warrants as submitted.

**The motion carried unanimously; 4 – 0.**

**X. NEW BUSINESS**

**a. Veteran Sign and Car Show – Andy Buckman**

Mr. Buckman gave a recap of the Car Show that had taken place on June 7, 2015. Special thanks to the Fire and Police Departments. There were over 100 cars and 25 motorcycles. The date for 2016 has been decided for June 5<sup>th</sup> with a rain date of June 12<sup>th</sup>.

Mr. Buckman reported that the sign at the Lord's Cemetery is now up. The electric lighting on the sign still needs to be done. The funds for the sign have all been spent. There will be a dedication on Veteran's Day after the ceremony at the Lord's Cemetery. Any organization is welcome.

Chairman Wright stated that the Veterans work hard and this event has become very successful. They are one of the "behind the scenes" groups that are helping to bring the community together

Selectman Crichton stated that the sign was very appropriate and it is very nice looking area.

**b. Tax Acquired Property Bids**

Tax Acquired Property Bids:

217 Old Sanford Road

1. Trevor Emmons - \$20,000

2. Dan & Karen Croteau - \$25,500

The Town's Tax Acquired Property Bid Policy states three (3) bids are needed. The notice was posted on the Town's website and at the Town Hall.

Chairman Wright asked if there were any questions or comments from the BOS. The Town Manger has done his due diligence.

**Motion:** It was moved by Selectman Crichton and seconded by Chairman Wright to move forward with two (2) bids.

**The motion carried unanimously; 4 – 0.**

The Tax Acquired Policy was discussed and the two bids were discussed.

**Motion:** It was moved by Chairman Wright and seconded by Selectman Pendergast to accept the bid offer from Dan and Karen Croteau.

**The motion carried unanimously; 4 – 0.**

**c. Engineering Bids**

Out of five (5) firms who did the site walk, two (2) combined to put in one bid. The EPA has already reviewed.

Selectmen Crichton and Pendergast asked to see a breakdown of specific tasks. Town Planner, John Stoll, will meet Rip Patten to get those figures.

The vote to accept will be at the next BOS meeting on October 6, 2015.

**d. Job Description Change**

This proposed job description change is in regard to changing the Bookkeeper title to Deputy Finance Director. This would, perhaps, remove this position from the Union. Bryan Dench will review the new job description.

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Pendergast to table to the next meeting on October 6, 2015.

**The motion carried unanimously; 4 – 0.**

**e. Board of Selectmen Goal Setting**

The BOS reviewed the 2013 -2014 Goals and decided to schedule a Workshop. Instead of before a regular meeting, it was suggested to hold after a regular meeting, although it could go quite late. The BOS members began discussing items for their workshop:

1. Roads
2. Impact Fees
3. Transfer Station Fees
4. Waste Management Contract
5. ADA Compliance – Town Hall

There was discussion regarding using a Waste Zero plan that is a “pay as you throw” program. The BOS would keep the once a month truck load day. There were concerns about people returning to illegal dumping. The Town Manager will contact the representative of this program and schedule them to give a presentation to the BOS & public possibly at the October 20<sup>th</sup> BOS meeting.

**XI. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS**

**XII. ABATEMENTS/SUPPLEMENTALS**

**XIII. SECOND PUBLIC COMMENT - None**

**XIV. EXECUTIVE SESSION – None**

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

Scott Benson will work with the Town to help set up a TIF to help with the financing of the down town improvement plan.

**Motion:** it was moved by Chairman Wright and seconded by Selectman Pendergast to put Mr. Benson under contract for \$2,500 to assist the Town with forming a TIF.

**The motion carried unanimously; 4 – 0.**

The Town Manager stated that Pine Tree Zones were in place for businesses and the benefit to the Town would be jobs.

There was discussion regarding whether the Town should look at using the Estabrook/Doiron School as a future site for a community center and a fund set up for donations similar to the Riverfront Committee and Farmer's Market.

**Motion:** It was moved by Chairman Wright and seconded by Selectman Pendergast to have Recreation set up a Community Center Committee and to set up a fund with Finance.

**The motion failed on a 2 – 2 vote. (Crichton, Plante)**

An assessment needs to be done before the decision of whether to build or remodel can be made. Developer Dave Baker is willing to put in \$1,000 towards the \$2,500 - \$3,000 cost of the assessment. There will be more information at the next meeting.

The legalities and restrictions of the Bateman lease need to be looked into.

Selectman Crichton stated that the proposed internal control document should be run by the auditors. The Town Manager stated that these internal controls were suggested by the auditors.

The Town Manager stated that the swipe card terminals are still on order and the Town is waiting for them to come in. InForMe is coming on Monday to look into the TRIO issues with motor vehicle registrations.

**XVI. ADJOURNMENT**

**The meeting adjourned at 7:50 p.m.**

**The September 15, 2015 BOS Meeting Minutes  
Signed as approved at the Board's October 6, 2015 Meeting  
On behalf of the Board**



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Thomas Wright, Chairman, Berwick Board of Selectmen