

APPROVED MINUTES

July 17, 2012

BERWICK BOARD OF SELECTMEN MEETING

July 17, 2012

SELECTMEN CHAMBERS

Call to Order

Melissa Albert, Town Clerk called the meeting to order at 6:30 P.M.

Roll Call

All Present: Selectman Haley, Selectman Crichton, Selectwoman Murphy, Selectman O'Connor
Selectman Ganiere.

Pledge of Allegiance

Melissa Albert, Town Clerk led those present in the Pledge of Allegiance.

Organization of the Board of Selectman

***Selectwoman Murphy nominated Bart Haley as Chair, seconded by Selectman Ganiere
Motion passes, 3/2 with Selectman O'Connor and Selectman Crichton opposed.***

***Chairman Haley moved to nominate Selectwoman Murphy as Vice Chair, seconded by Selectman
Crichton. All in favor, Motion passes- 5/0***

Approval of Minutes:

Selectman O'Connor moved to accept the minutes of July 2, 2012, seconded by Selectwoman Murphy.

Discussion: Chairman Haley made an amendment to the minutes on page 2 regarding MRI assessment on 9 Rochester St. **Add: "and stood by their recently reduced assessment."
Motion passes, 5/0 with amendment.**

The Board discussed the policy for public comment; policy is 15 minute total public comment and 3 minutes per person. Board feels that this policy should be followed.

Public Comment:

Oscar Stone commented on the three minute rule regarding public comment.

Joe Francis, Blackberry Hill Rd, commented about the three minute rule regarding public comment.

Adam Puffer, Diamond Hill Rd, commented on three minute rule regarding public comment.

Ron Long commented on 9 Rochester Street, assessment and Fire Department Safer Grant.

Discussion from Board on Public Comment: Chairman Haley would like on the next agenda the following; discuss amending the 3 minute rule for the second public comment, after regular business is conducted.

Discuss RFP proposals for Assessing agent and Town Attorney. Town Manager will investigate the contract with MRI.

Communications:

Meet with Scott Marsh from MRI to establish the 2012/2013 overlay.

Selectwoman Murphy moved set the tax rate at \$15.30, seconded by Selectman Crichton. All in favor-motion passes, 5/0

Planning Board request was withdrawn.

Approval of Accounts Payable Warrants:

TW1301 \$622, 991.18

TW1252A \$111, 610.41

TW1302 \$101,302.60

Selectman O'Connor moved to approve warrants, seconded by Selectwoman Murphy, all in favor Motion passes-5/0

Reports of Committees: NONE

Report(s) from Interim Town Manager:

Town Manager recommended to the Board take an item out of order; under New Business meeting with Dave Barrett to discuss Recruitment of new Town Manager. All Board members in favor.

Dave Barrett, Board members and members of the public stated what qualifications they would like in the Town Manager. Closing date for applications will be August 15th, 2012. Mr. Barrett will re-visit the Board on August 20th, 2012 for Executive Session and review resumes.

Confirm Appointment of Melissa Albert, Town Clerk, as Interim Tax Collector, for a term ending no later than October 30, 2012. ***Selectwoman Murphy moved to confirm Melissa Albert as Interim Tax Collector, seconded by Selectman Ganiere. All in favor- 5/0 motion passes***

Confirm Appointment of Douglas Mitchell, Finance Director, as Interim Treasurer, for a term ending no later than October 30, 2012. ***Selectwoman Murphy moved to appoint Douglas Mitchell as Interim Tax Collector, seconded by Selectman O'Connor, all in favor- 5/0 motion passes***

Town Manager contacted three firms for the Independent Review on Sullivan School project and none of the firms have any conflicts; Board needs to write a Mission Statement.

Town Manager sent out e-mail to Departments asking them not to make any major expenditure's for the next couple of weeks for precaution measures. Town Manager looking for the Board's approval.
Selectman Crichton moved to approve Town Manager's recommendation, seconded by Selectwoman Murphy, motion passes-5/0

Town Manager reported that Prime Tanning has \$146, 489 in outstanding taxes as of July, 2012

Town Manager provided a cash flow analysis

Town Manager gave the Board a list of outstanding taxes,

Town Manager reported the Town of Berwick has \$236, 943 in unfunded liabilities.

Joel Patterson has advised he will not perform the audit for the Town of Berwick in 2013.

Town Manager gave the Board a memo which described a number of basic issues he has addressed.

Town Manager reported that CEO/LPI position is being covered by South Berwick for two weeks on our normal reciprocal basis, and he will be discussing with Board in Executive Session a possible long term option.

Town Manager distributed a memo to the Board on Labor issues- Town Manger recommended that the Deputy Clerk position be full-time.

Selectwoman Murphy moved to have the Deputy Town Clerk's position full-time, seconded by Selectman Crichton, 4/1- motion passes with Chairman Haley opposed.

Town Manager explained to the Board about the importance of an Economic Development Committee. Residents that are interested in joining the Committee should contact Frank Underwood.

Selectman O'Connor read a rough draft of a possible mission statement for the Independent Review.

The Board discussed and adopted a Mission Statement as follows:

"The purpose of the Independent Review is to develop a timeline of critical events form initial contact with the developer to current date. Resources available to include pertinent public records, public input, and any other resources recognized as appropriate and of value as the review progresses. This review should reveal how the process is intended to work compared to how it actually worked in this case and make a concluding statement that would be useful in determining whether further action regarding this issue should be considered by the Board."

Selectman Crichton moved to have Town Manger e-mail the Mission Statement to all three firms and get proposals by the next meeting. Seconded by Selectwoman Murphy, motion passes-5/0

Board scheduled a special meeting for July 31st, 2012 at 6:30 P.M; local newspaper reporter was present and received notice.

New Business:

As noted, Dave Barrett was moved out of order and addressed at the beginning of meeting.

Board signed Annual Urban/Rural Initiative Program Certification which the Town Manager will file.

After much discussion, the Town Clerk requested to close the office on August 22 & 23, 2012, to go through years of out dated documents and shred documents within the retention schedule.

Selectwoman Murphy moved to close the Town Clerk's office for August 22 & 23 and authorize Town Clerk to rent an industrial shredder if needed, seconded by Selectman Crichton, motion passes- 5/0

Town Manager recommends that Finance Director, Douglas Mitchell, have check signing authority. Selectman Crichton moved to authorize Douglas Mitchell to sign checks, seconded by Selectman Gainer- 5/0, motion passes

Abatements/Supplements: NONE

Public Comment:

Jodi Wright, Wilson St, spoke on Sullivan School project.

Selectwoman Murphy moved to enter into Executive Session pursuant to 1MRSA 405,6A at 10:42 P.M. Seconded by Selectman Crichton, 5/0 motion passes.

11:54 Board out of Executive Session.

Selectman Ganiere moved to accept draft agreement to share Code Enforcement Officer with South Berwick, seconded by Selectwoman Murphy- 5/0, motion passes.

Selectwoman Murphy moved to adjourn, seconded by Selectman Crichton- 5/0, motion passes.

Meeting adjourned at 11:59 P.M.

Respectfully submitted,

Melissa Albert
Town Clerk