

APPROVED MINUTES

July 2, 2012

BERWICK BOARD OF SELECTMEN

July 2, 2012

SELECTMAN CHAMBERS

**Call to Order**

Melissa Albert, Town Clerk called the meeting to order at 6:32 P.M.

**Roll Call**

All Present: Selectman Haley, Selectman Crichton, Selectwoman Murphy, Selectman O'Connor  
Selectman Ganiere, absent due to medical emergency.

**Pledge of Allegiance**

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

**Approval of Minutes**

***Selectwoman Murphy moved to accept the minutes from June 19, 2012 as written, seconded by  
Selectman O' Connor. Motion passes- 4/0***

**Organization of the Board of Selectmen:**

Selectman Crichton recommended to postpone organization of the board until the next meeting with a full board.

***Selectwoman Murphy moved to elect Selectman Haley as temporary chair for this meeting.  
Seconded by Selectman O' Connor. All in favor. Motion passes- 4/0***

**Public Comment:**

Dave Stople, commented on the Fire Dept. re-count. Chairman Haley discussed the laws that he received from Maine Municipal Association

Louise Sheldon commented on the investigation into Sullivan School Project and Prime Tanning property.

Chairman Haley would like Mr. Underwood to attend the next Board of Selectman meeting to discuss implementation of the Comprehensive Master plan that was approved by voters on June 27<sup>th</sup>.

Jodie Wright commented on harassment through Facebook, submissions to Planning Board members and deadlines for submittals.

**Communications:**

Tony Cincotta, a representative of American Legion post in Berwick, spoke on the behalf on Ryan Gick.

Ryan chose to restore the cemetery on Saw Mill Hill Road for his Eagle Scout project. Cost of project is approx. \$2,025. Mr. Cincotta provided a document to the Board that the Town of Berwick owns the cemetery where Ryan Gick will be working to repair stones.

Ryan told the board what he will be doing repairs all the stones that are broken. Ryan said that he needed \$1100.00 more dollars and asked the Board for funds.

***Selectwoman Murphy moved to grant funds from the Contingency fund, in the amount of \$1200.00 to Ryan Gick, for Sawmill Cemetery project.***

***Seconded by Selectman Crichton. All in favor. Motion Passes- 4/0***

Town Manager read a letter from the Teamsters Union, regarding the Deputy Town Clerk's position that was voted to be part-time on the June 19<sup>th</sup>, 2012 meeting.

***Selectman Crichton moved to have the Board of Selectman reconsider its prior action regarding making the Deputy Clerk's position part-time.***

***Seconded by Selectwoman Murphy. All in Favor. Motion Passes- 4/0***

Town Manager will contact the union representative to set up a time to meet and discuss position.

**Approval of Accounts Payable Warrants:**

TW1252 \$ 13,480.22

AP1252 \$ 85,817.44

TW1251 \$137,088.06

***Selectwoman Murphy moved to accept the warrants as presented. Seconded by Selectman Crichton. All in favor. Motion Passes- 4/0***

**Report of Committees: NONE**

**Unfinished Business:**

Town Manager asked Chairman Haley to take items out of order and move Unfinished Business before Report from the Interim Town Manager so MRI can give its presentation. No objection from the Board members.

Scott Marsh from Municipal Resources gave presentation about 9 Rochester St assessment that was asked by the Board from the June 19<sup>th</sup> meeting. It was his opinion that the property is in poor condition and stood by their recently reduced assessment.

Scott, from MRI, also discussed the allotment of land for the Sullivan School Project. The Board and MRI received a letter from Attorney Shepard stating that the 2.14 acres, allotted to the Sullivan School Project represents the proper allocation to the Bateman Project for the purposes of taxation. Chairman Haley and Scott Marsh from MRI both feel there still is some land in limbo that not's accounted for.

Chairman Haley stated that the Board and MRI are unclear after attorney Shepard's assessment as to what the proper allocation for taxation would be for the Sullivan School project and the language that Attorney Shepard uses for excluded premises that's not to be taxed is unclear. Interim Town Manager and Scott Marsh from MRI will contact Attorney Shepard and go over the calculations and get back to the Board at its next meeting.

Tabled discussions of pay ranges for salary positions until Board is ready to review/ identify which ones remain. Chairman Haley would like the Interim Town Manager to identify which positions remain for review, and research average salaries in area and the MMA salary survey.

Town Clerk, Melissa Albert gave the Board information on how the Town will be notified on flag etiquette.

**Report(s) from the Interim Town Manager:**

Appoint Melissa Albert, Town Clerk; as Interim Tax Collector for the Town of Berwick

Appoint Lisa Huestis, Bookkeeper; as Interim Treasurer for the Town of Berwick

Appoint Interim Town Manager, James McMahon; as Interim Road Commissioner and Interim Health Officer.

***Selectman Crichton moved to approve the Interim Town Managers appointments he has recommended.***

***Seconded by Selectman O' Connor. All in favor. Motion passes- 4/0***

***Selectman Crichton moved to authorize Interim Town Manager to sign checks. Seconded by Selectwoman Murphy. All in favor. Motion passes- 4/0***

Town Manager and Town Clerk are the ex-officio clerk of the Board of Selectman. ***Selectwoman Murphy moved to have Interim Town Manager, Jim McMahon record Board of Selectman minutes. Seconded by Selectman Crichton. All in Favor. Motion Passes- 4/0.***

***Selectman Crichton moved to authorize Interim Town Manager, James McMahon to meet with the three firms to do an independent review on the Sullivan School project right away to initially find out if they are interested, available, have no conflicts and generally describe to them that if the firm is available and no conflicts, that the Town Manager will inform the Board of Selectman. Then scope of work will be sent to the firms. Seconded by Selectman O'Connor. All in favor. Motion passes- 4/0***

James Webster, Code Enforcement Officer will retire effective July 13, 2012.

Interim Town Manager will like to investigate with surrounding towns about sharing a Code Enforcement Officer. ***Selectwoman Murphy moved to have Town Manager investigate sharing Code officers. Seconded by Selectman Crichton. All in Favor. Motion passes- 4/0***

Interim Town Manager read a letter form Joel Patterson, auditor for the Town.

***Selectwoman Murphy moved to authorize Interim Town Manger to get proposals for Town Engineering firms on an as needed basis. Seconded by Selectman O' Connor. All in favor. Motion Passes-4/0***

***Selectman O'Connor moved to have Interim Town Manager update the Town e-mail policy. Seconded by Selectwoman Murphy. All in favor. Motion passes-4/0***

Prime Tanning in bankruptcy, Town Manager will look into who is the legal owner and how much is owed to the town for taxes.

***Selectwoman Murphy moved to implement the new budget. Seconded by Selectman O' Connor. All in favor. Motion passes-4/0***

**New Business:**

Elected officials workshop on 7/19/12. Chairman Haley wants to attend the 7/19/12 and 8/21/12 FOA workshop. Selectman O' Connor would like as well.

**Public Comment:**

Jodi Wright commented on a Resolution Document signed by the Board, for the Bateman project.

Chris Stolpe issued letter to the Town Manager asking that the donation to the Table of Plenty be paid in the amount of \$750.00.

***Selectman Crichton moved to enter into Executive Session in accordance with (1MRSA 405, 6A) Seconded by Selectman O' Connor. All in favor. Motion passes- 4/0.***

Entered at 10:53 PM

Returned out of Executive Session at 12:10 AM.

***Selectman Crichton moved to wave the hiring freeze and hire Douglas P. Mitchell for the position of Finance Director conditioned upon his acceptance of \$60,000 a year salary. Seconded by Selectman O' Connor. All in favor. Motion passes- 4/0***

**Adjournment:**

Selectman Crichton moved to adjourn meeting. Seconded by Selectman O' Connor. All in favor. Motion passes- 4/0.

Adjournment at 12:10 AM