

MINUTES

The meeting was called to order by Chairman Haley at 6:33 P.M. All Board Members were present except Selectman Gainer; he had a scheduled vacation with his family. Chairman Haley led those present in the Pledge of Allegiance.

MINUTES: The Board voted to approve the Minutes of August 21st, 2012.
Murphy/O'Connor- 4/0

PUBLIC COMMENT:

David Rodrigues commented on Leah Rachin having hours at the Town Hall on 9/6 & 9/7 for public comment on the Independent study on Bateman project.

Mrs. Connor, speed bumps on Jordan St.

COMMUNICATIONS:

A.

Town Clerk read a letter to the Board of Selectman on the closure from August 22 & 23 for office clean-up and how productive it was. Attached to these minutes is the memo.

Town Clerk gave the Board a letter from 2-Way communications on E-waste. Attached to these minutes is the letter. ***Selectman Crichton moved to give Town Clerk, Melissa Albert, the authority to dispose of e-waste items as the Town Clerk sees fit, either by selling or recycling per letter from 2-Way. Seconded by Selectman O'Connor. 4/0***

B.

Jay Wheeler from the Berwick Sewer District gave a presentation, regarding a single service connection from School St to the Berwick Police Department. Six inch pipe will support bathrooms in the PD, engineer will have to look at plans to see if the pipe will support extra flow of there was a kitchen or more bathrooms added in the future. No action was taken.

Mrs. Connor handed the Board a petition for the speed bumps on Jordan St. This petition will be attached to the minutes. Town Manager will have Robert Perchsy check in the Highway Garage for spare speed bumps, if he does not have any Board recommends Robert to order some. Board gives Police chief or Robert Perchsy the authority to place the speed bumps as they see necessary.

APPROVAL OF ACCOUNTS PAYABLE WARRANTS:

TW # 1307 \$110,955.61

TW # 1308 \$71,884.08

TW 1252 \$ 24, 460.06

PR1308 \$36, 323.79

W1308 \$3,239.17

PR1309 \$33,270.94

Selectwoman Murphy moved to accept these warrants, seconded by Selectman Crichton. 4/0

UNFINISHED BUSINESS:

REPORTS OF COMMITTEES: NONE

UNFINISHED BUSINESS:

A.

Fire Department Study Proposal:

Town Manager stated that **\$13,878** is available in the Contingency Account.

Selectman Crichton moved to have MRI do the independent study of the Fire Department and take to funds from the Contingency account without any exceptions or deduction's form the scope of work. Seconded by Selectman O'Connor. 4/0

B.

Request for 2012 Paving Bids:

Pike Industries-\$143,050 Cranberry Meadow/Wentworth Rd

Libby-Scott- Cranberry Meadow Rd, \$49,348 Full-depth excavation

Libby-Scott- Wentworth Rd, \$78,460 Re-Claim existing pavement

Total= \$97,808

Option A: Libby- Scott

Little River Road @ 1.3 miles \$131,700

Diamond Hill Rd, shim & overlay \$87,000.

Total= \$218,700

Option B: Libby-Scott

Diamond Hill Rd re-claim 1200 feet, shim & overlay \$260,000

Long Swamp Rd, 1.3 miles shim & overlay-\$138,000

Total=\$398,000

Belanger Paving:

Wentworth Rd 100 feet, \$77,101 re-claim

Cranberry Meadow Rd, \$45,070 remove

Total= \$121,171

Belanger Paving:

Long Swamp 1.3 miles north, \$147,450

Little River Rd 1.3 miles \$109,050

Diamond Hill Rd, \$183,975 shim & overlay

Total= \$440,475

Selectman O'Connor moved to process Cranberry Meadow and Wentworth Rd as quoted by Belanger paving . Seconded by Selectwoman Murphy. 4/0

Selectman O'Connor moved to hire engineering services to determine the validity of Jon. St. Pierre plans on Diamond Hill rd. paving project. Seconded by Selectwoman Murphy. 4/0

C.

Town hall front steps bids: \$ 60,153 available

George Murphy, Berwick \$6,800
Rodney Brown, Berwick \$ 8,700
Brian Kennedy, N. Berwick \$4,400
Jim & Doug's masonry Kittery \$5,000

Board nominated a sub-committee to read through the bids and make recommendations and Selectman Crichton was selected. Selectman Crichton will review bids and at the next meeting give his recommendations that would be the best for the money.

D.

Old Doran School Rear Portion roofing project update:

Town Manager gave an update and understands the issues that need to be done and if he is still here in October he will work on them.

Mr. Hall stated that he keeps patching the roof on Doran School and there are no leaks and thinks that the Fire Department wall needs to be patched and waterproofed first. Mr. Hall stated that wait until the Town knows what they are going to use the building for, before spending the money.

E.

Fire Department Exterior Renovations project

Engineer indicated that there are no water issues and the building can sustain another 20 years. RFP is in progress of what needs to be done at the Fire Dept. engineering budget for design \$4,350. Engineering/Clerk if the works \$2,000.

F.

Town Hall/Tank

Public Works tank passed last June and the Town Hall tank failed. Town Manager contacted Portland Pump that did the initial inspection and they sent him a quote for automatic shut-off instead of the whistle method we have now. Town Manager contacted Diane McLaughlin at DEP she didn't know that we had the test. DEP may give us a pass for the winter. Town Manager will report at the next meeting to see if DEP will give Town a pass until next filling of oil to hear whistle.

Town Hall/Boiler- Quote on the new boiler for Capital Cost Expense. Existing boiler has been running since 1938.

G.

PWD Garage Electrical Problems

Study is done all information is in a binder in the Town Manager's office for viewing and for the next Town Manager.

H.

Roadside Mowing

Mr. Tibbett's offered to do all roadside mowing for free. The Town will not be able to except his offer due to insurance reasons. Mr. Tibbett's may submit a bid next spring as an independent contractor.

I.

Other- NONE

New Business:

A.

Special Town Meeting Warrant Articles

Town Clerk gave the Board documents for the order of the warrant questions for Nov. 6, 2012 Special Town Meeting. This warrant article is for Legal Services and Unfunded Liabilities. Selectwoman Murphy wants 2 separate questions.

Selectman Crichton moved to have Question 1 and Question 2 as written on the November 6, 2012 ballot for warrant articles. Seconded by Selectwoman Murphy. 4/0

Town Clerk will write the explanation for the warrant articles and send communication via-email with Board to read and agree upon language.

B.

CDL Drug/Alcohol Testing Policy update

Town Manager asked the Board to sign and adopt the policy. Chair Haley had questions about page 7 and page 3 with its inconsistency of legal limits of alcohol levels and its disciplinary actions.

Chair Haley suggested changing sentence number one under prohibited conduct, to state .02 or greater. Town Manager will contact MDOT about wording and if the Town has the authority to change wording.

C.

Changes in the FOAA Law

Adopting a policy for FOAA request and establishing a cost for copies of a CD or video tape.

Town Manager wrote letter to Rep. Beth O'Connor regarding a Deputy POA. \$15.00 per CD or DVD and \$1.00 per page on page 2 of the FOAA policy.

Selectman O'Connor moved to adopt the policy, seconded by Selectwoman Murphy. 4/0

D.

Job Description Project Update

Town Manager asked the Board to table Job Description until the next meeting.

Moved by Selectwoman Murphy and seconded by Selectman O'Connor. 4/0

E.

Other

September 18th is the next meeting. Town Manager will be on his way to Ireland and Town Clerk has a scheduled class. The Board will meet Monday the 17th of September at 6:30 pm.

Chair Haley stated that the Board has Executive Session on the 10th and 13th of September. These Executive Sessions are for interviewing candidates for the Town Manager position.

Abatements/Supplemental: NONE

Public Comment:

Mr. Stolpe commented on the sewer connection to the Police Dept. from School St. Mr. Stolpe would like the Board to look into the timing of the stop light in the Square turning left.

Adam Puffer, Diamond Hill Rd, commented about the stop light in the Square.

Town Clerk, Melissa Albert, commented about the rabies clinic on Saturday the 8th at the Red Barn on Blackberry Hill Rd from 9:00 am to 1:00 pm.

Executive Session:

Chairman Haley made a motion at 9:53 pm to go into Executive Session per 1 MRSA 405, 6A; seconded by Selectman O'Connor. 4/0

Returned from Executive Session at 11:15 pm.

Perry Ellsworth, Town Manager from South Berwick will assist Department Heads in the absence of the Interim Town Manager while he is in Europe until October 1st. Interim Town Manager will have pre-paid cell phone to reach him when necessary.

Selectman O'Connor moved to adjourn the meeting at 11:19 pm; seconded by Selectman Crichton. 4/0

Respectfully Submitted,

Melissa Albert
Town Clerk

August 28, 2012

James McMahon
Interim Town Manager
Town of Berwick, Maine
11 Sullivan Square
Berwick, ME 03901

Dear Mr. McMahon:

At your request I am writing to advise on the value of retired computer systems that are in storage throughout the town offices. In my opinion the following list of hardware has no value and should be recycled through e-waste after any town data has been removed.

- 3 Computers that were stored in the conference room (I have already taken and recycled these computers from my last visit)
- Dell Dimension 4700 – In server room
- Battery Backup (UPS) – In server room
- Multitech Modem – In server room
- White CRT Monitor – In server room
- Epson Printer – In server room
- HP Proliant ML110 Server – In server room
- Computer in Assessors Office

The following list of hardware has some value and could be reused or sold:

- Dell PowerEdge 2900 Server (old Munis server) - \$500.00
- Lenovo ThinkCentre w/ monitor and peripherals (previously used by planning dept.) – \$200.00
- Dell Dimension 4700 w/ monitor and peripherals (currently used by interim town manager) – \$100.00

If you have any questions, feel free to contact me.

Regards,



Carl Thibodeau
Network Technician
2-Way Communications Service, Inc



MEMORANDUM:

TO: Board of Selectmen

FROM: Melissa Albert

DATE: September 4, 2012

Board of Selectman:

I wanted to give you an update on cleaning and organizing the town office on August 22nd and 23rd. Those 2 days were extremely busy but productive, we got the customer service area cleaned, organized the storage closet, the lobby and conference room, shredded 12 containers of unnecessary paper from the town hall. (See picture)

The reason we could shred these documents is the authority from the retentions manual. This was strictly followed in this cleanup process.

I also wanted to Thank the Town of Kittery for allowing us to use there industrial shredder, we packed all the boxes and brought them to their Solid Waste Facility

My husband Norman and 2 other men helped me from 9:30 to 1:30 if it wasn't for them helping me(us) it would have been weeks to shred all the material. I hope someday we can return the favor if they need Berwick's assistance.

I also wanted to thank the Town Manager, Board and the residents for supporting this project.

Thank you,

Melissa

We, the residents of the Berwick, Maine neighborhood including Jordan St, Goodwin St, Annie St, Rochester St, Sweetster St, Maple Lodge St and Bell St, would request the placement of several speed bumps at the stop signs to help combat the issue of speeding and stop sign running. The people signing this paper are all residents of this neighborhood and believe that it will benefit us all. We would also request that speed limit signs be posted as there is not a single one in this area.

	Name	Address	Signature
1	Tracy Connor	22 JORDAN ST. BOWL.	Tracy Connor
2	Andreeanna Polittano	16 Jordan St	Andreeanna Polittano
3	Richard Polittano	16 Jordan St	Richard Polittano
4	RALPH MORGAN	28 JORDAN ST	Ralph Morgan
5	Susan Mearse	28 Jordan St	Susan Mearse
6	Constance Enman	24B Jordan St	Constance Enman
7	Diane Dilligard	21 Annie St	Diane Dilligard
8	Melissa Pelletier	21 Annie St	Melissa Pelletier
9	Pierson Pelletier	21 Annie St	Pierson Pelletier
10	Kyle FITZGERALD	30 GOODWIN STREET	Kyle Fitzgerald
11	Catherine Aguiar-Dio	30 Goodwin St	Catherine Aguiar-Dio
12	Jared Plante	34 Goodwin St	Jared Plante
13	Joshua Plante	34 Goodwin Street	Joshua Plante
14	Stephanie Monahan	32 Goodwin Street	Stephanie Monahan
15	Torielle Connor	22 Jordan St	Torielle Connor
16	Michael Osborne	8b Goodwin St	Michael Osborne
17	Susan Scowen	8B Goodwin St	Susan Scowen
18	Eleanor M. Murphy	40 Rochester St	Eleanor M. Murphy
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