

**BOARD OF SELECTMEN/BOARD OF ASSESSORS**  
**Special Meeting Minutes**  
**December 20, 2013**

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

**CALL TO ORDER: 10:00 A.M.**

**ROLL CALL: Chairman O'Connor, Selectman Crichton, Selectwoman Murphy**

**ABSENT: Selectman Haley, Selectman Ganiere**

**OTHERS PRESENT: Town Manager Patrick Veune, Town Clerk Jo Anne Lepley**

**II. APPROVAL & SIGNATURE OF MINUTES**

a. December 3, 2013 Regular Meeting

**Motion:** It was moved by Selectman Crichton and seconded by Selectwoman Murphy to approve the December 3, 2013 Minutes as submitted.

**The motion carried unanimously; 3 – 0.**

**III. FIRST PUBLIC COMMENT**

It was mentioned that the current meeting had not been noticed on the Town's website.

**IV. COMMUNICATIONS**

a. **Department Updates**

b. **Resignation of Ken Poirier from Planning Board (alternate)**

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Crichton to accept, with regret, the resignation of Ken Poirier from the Planning Board.

**The motion carried unanimously; 3 – 0.**

c. **Potential Real Estate and Economic Development Updates:**

*PSNH & Prime Tanning Properties and Business Friendly Certification Application*

1. PSNH Property – The Town Manager wrote a letter as directed to PSNH requesting information regarding the land in questions "surplus" determination. The Town Manager had not heard back.

2. Prime Tanning Properties – An undisclosed brewing company had expressed interest in the Prime Tanning site. The sewer district is doing a capacity study to determine whether the district could handle that type of business.

3. The Town Manager had a meeting on December 5, 2013 with the Town's attorney Bryan Dench, Fund of Jupiter representative Roger Clement regarding the Prime Tanning site. They have endorsed the Town's approach to applying for the site specific clean-up grant for the reason discussed previously at another meeting. The two attorneys

are working on the agreement to allow access to the property as required by the grant.

4. The application for "Business Friendly" certification application is ready. Kevin Gray and Frank Underwood has been given the application to come up with a draft.

d. **Berwick Holiday Tree Installation, Acknowledgements, and Dedication**

After receiving a positive response when brought before BOS at an earlier meeting, the Downtown Vision Committee, Rec Committee and several businesses and individuals including Steve Brown of Brown Industrial Group, Mark Pendergast of Salmon Falls Nursery, Robert Brenna of Berwick Iron & Metal, Dennis Dupuis of Deb & Dukes, Peg

and Jay Wheeler of The Critter Barn, Nichole Fecteau of the Fecteau Group, Jason and Gary Ballard of J & W Tree Service have erected a Holiday Tree in front of Town Hall. Mr. Underwood spoke on behalf of those involved and asked that the Town of Berwick dedicate the Holiday Tree to Amy Harris.

**Motion:** It was moved by Selectwoman Murphy and seconded by Chairman O'Connor to dedicate the Holiday Tree to Amy Harris.

The motion carried unanimously; 3 – 0.

**V. APPROVAL OF ACCOUNTS PAYABLE WARRANTS**

TW	1423	\$659,411.69
WW	1423	\$822.86
TW	1424	\$70,004.63
WW	1424	\$137.14
PR	1424	\$40,436.43
TW	1425	\$53,332.81
PR	1425	\$40,477.27
WW	1425	\$4,127.67

**Motion:** It was moved by Selectman Crichton and seconded by Selectwoman Murphy to approve the Accounts Payable Warrants.

The motion carried unanimously; 3 – 0.

**VI. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS - NONE**

**VII. REPORTS OF COMMITTEES**

- a. BCTV Committee Update - NONE
- b. Downtown Vision Committee Update (DVC) – Frank Underwood
  - 1. Mr. Underwood updated the BOS on the progress of the Culture and Events Committee. Lisa Huestis will head the Committee. Ruth Bleau and Justin Bloom of the Berwick Art Association will be closely involved and James Bellissimo is looking into arranging “music on the lawn.”
  - 2. Mr. Underwood stated that all of the sub-committees are open to membership.
  - 3. The DVC is looking into restarting a monthly newspaper/newsletter called “Mainely Berwick.”
  - 4. Town Planner John Stoll is working on writing the DVC piece of the final report and it should be completed by the second week in January and ready to present to the BOS.
  - 5. Mr. Underwood stated that the DVC is aware of the timeline for getting the project completed and added to the Town Meeting Warrant in order to add to the Town’s Comprehensive Plan.
- c. Rec Committee Update – NONE

**VIII. UNFINISHED BUSINESS**

- a. Update on Grant funding for HVAC upgrades
 

The Town Manager asked the BOS for direction on:

  - 1. As to whether the BOS was interested in him working with AEC or some other group. The Town Manager recommended AEC.
  - 2. Whether the BOS wished to go after both the proposed Grant and the Incentive Plan or one of the two.
  - 3. The Town Manager asked whether the boiler and heating/air conditioning system should be the #1 priority.

The result of discussion of the above mentioned items:

  - 1. **Motion:** It was moved by Selectman Crichton and seconded by Selectwoman Murphy to partner with AEC to apply for grants and other funding options.
 

The motion carried unanimously; 3 – 0.
  - 2. It was the consensus of the BOS to look into both the Grant and the Incentive Plan.

3. The consensus was to make the Heating and Air Conditioning system the #1 priority. The Town's share of any future funding was discussed at length and the decision was to wait until all of the other options were in place until any decision on Town funding was made.

**IX. NEW BUSINESS**

**a. Annual Appointments: Budget Comm., Planning Bd., Bd. of Appeals, Rec. Comm., CEO**

**Budget Committee** – There was discussion of not having an odd number as voted at an earlier meeting.

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Crichton to appoint the four applicants, but if a fifth member is not found and appointed; no budget committee.

There was further discussion and the Selectwoman Murphy and Selectman Crichton withdrew their motion and second.

**Motion:** It was moved by Selectwoman Murphy and seconded by Selectman Crichton to table the Budget Committee appointments until the January 2, 2014 meeting.

**The motion carried unanimously; 3 – 0.**

**Planning Board**

**Motion:** It was moved by Selectman Crichton and seconded by Selectwoman Murphy to appoint Paul Boisvert as a Regular Member of the Planning Board.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to appoint Arthur Ream III as a Regular Member of the Planning Board.

**The motion carried unanimously; 3 – 0.**

**Board of Appeals**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to appoint Russell Gagner as a Regular Member of the Board of Appeals.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Crichton to appoint Kenneth Poirier as a Regular Member of the Board of Appeals.

**The motion carried unanimously; 3 – 0.**

**Recreation Committee**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to appoint Cindy Flores as an Alternate Member of the Recreation Committee.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to appoint Jennifer Parks as a Regular Member of the Recreation Committee.

**The motion carried unanimously; 3 – 0.**

Chairman O'Connor thanked Frank Underwood and William Belmont for their service. Mr. Underwood asked that the community get involved in service on the Planning Board. If no one steps forward, he would consider serving as an Alternate on the Planning Board.

CEO – The BOS approved the contract with South Berwick at the previous meeting for shared services for the Code Enforcement Officer. The BOS needed to approve his appointment by the Town Manager to those positions covered under Code Enforcement Officer.

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Murphy to approve Joseph Roussele's appointment as Plumbing Inspector.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to approve Joseph Rousselle's appointment as Building Inspector.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Crichton to approve Joseph Rousselle's appointment as Land Use Code Enforcement Officer.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved Chairman O'Connor and seconded by Selectman Crichton to approve the appointment of John Stoll as Deputy Land Use Code Enforcement Officer.

**The motion carried unanimously; 3 – 0.**

**b. Annual License Renewals: Massage Licenses**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Crichton to approve the Renewal Establishment License of Janet LaPierre.

**The motion carried unanimously; 3 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to approve the Renewal Massage Therapist License of Kayla LaPierre.

**The motion carried unanimously; 3 – 0.**

**c. Board to Determine if Town Hall Closure for Christmas Eve Half-Day is Appropriate**

**Motion:** It was moved by Selectwoman Murphy and seconded by Chairman O'Connor to close the Town Office for a full day on December 24, 2013.

**The motion carried unanimously; 3 – 0.**

**d. Board to Consider Contract Terms with AANE for Ambulance Service Provision**

Selectwoman Murphy stated that she did not vote in favor of the original proposal and would not sign the finalized contract. The Town Manager verified with Ron LaBelle of Town Attorney Bryan Dench's office that to sign a contract, a majority of those present if a quorum. Chairman O'Connor noted the Selectman Haley had questioned when a secondary provider would respond and this information was included in the contract. The Town's Attorney had approved this contract as written.

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Crichton to accept the contract as written and sign.

**The motion carried on a vote of 2 – 1 (Murphy).**

**X. ABATEMENTS/SUPPLEMENTALS – NONE**

**XII. SECOND PUBLIC COMMENT – NONE**

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

The Town Manager noted:

1. Comcast Expense Increase
2. American Water Resources mass mailing to public
3. The Public Works loader will be repaired in the spring
4. The Customer Service Clerk/Water Clerk interviews will be taking place on the 19<sup>th</sup>
5. The Boston Post Cane presentation
6. The Staff has had an initial budget meeting
7. January 10<sup>th</sup> has been tentatively set for contract negotiations mediation
8. Nepotism Policy to be signed.
9. Sean Maue from MRI will be doing field assessing.
10. An application from David Dow had been received for a Planning Board position.

**XIV POTENTIAL EXECUTIVE SESSION – not acted upon**

- a. Board opportunity to discuss condition and/or use of real estate located at former site of Prime Tanning pursuant to 1 M.R.S. 405(6)(C)

**XV. ADJOURNMENT**

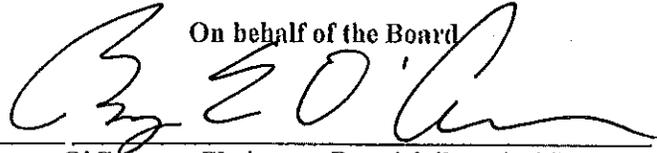
**Motion:** It was moved by Selectman Crichton and seconded by Selectwoman Murphy to adjourn.  
**The motion carried unanimously: 3 – 0.**

**The meeting adjourned at 11:55 a.m.**

**The December 20, 2013 BOS Meeting Minutes**

**Signed as approved at the Board's January 7, 2013 Meeting**

**On behalf of the Board**

A handwritten signature in black ink, appearing to read "Bryan O'Connor", written over a horizontal line.

**Bryan O'Connor, Chairman, Berwick Board of Selectmen**