

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
October 7, 2014**

I. CALL TO ORDER: 6:30 p.m.

ROLL CALL: Chairman O'Connor, Selectman Crichton, Selectman Ganiere, Selectman Wright

ABSENT: Selectman Pendergast

OTHERS PRESENT: Town Manager Patrick Venne, Town Clerk Jo Anne Lepley, Recreation Director Kim Taylor, Transfer Station Supervisor Neil Hokinson

PLEDGE OF ALLEGIANCE

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectman Crichton and seconded by Selectman Wright to approve the September 16, 2014 BOS Meeting minutes.

The motion carried unanimously; 4 – 0.

III. FIRST PUBLIC COMMENT

Neil Hokinson – Mr. Hokinson used this opportunity to inform the BOS and the public about the upcoming Hazardous Waste Disposal Day on October 11, 2014, from 9 am until 1 pm. He gave directions to the facility and stressed that the only item that would not be accepted is latex paint.

At this time, Andy Buckman was asked to come forward and address his request to the BOS.

Andy Buckman – Legion Car Show Coordinator

Mr. Buckman stated that he wished to continue the name of the car show as the "Town of Berwick Car Show," and he requested \$200 from the Town to help pay for the car plaques that are handed out.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to issue \$200 to the Legion from contingency funds to support the car show.

The motion carried unanimously; 4 – 0.

IV. REPORTS OF COMMITTEES

a. BCTV Committee

Terri Wright – Ms. Wright went over several items and updates:

1. They are replacing the Buffalo Drive.
2. Coordinator Tim Cremmens is working with ComCast to resolve the audio problem.
3. Mr. Cremmens is working with Access AV regarding the microphones.
4. It is time to start the negotiation process for the franchise agreement with ComCast.
5. Mr. Cremmens has put out 10 different notices for the Town. The committee members would like to see more of the local sports. Mr. Cremmens will be cutting back on his office hours and going out in the field for more taping.
6. The committee is working on a flyer for new residents.

New Business – f. Comcast Contract Renegotiation Options

Ms. Wright explained that the BCTV Committee had been in touch with Tony Vigue regarding the negotiations and he had told them that BCTV funding can be used towards the negotiations. Chairman O'Connor asked if there were other cable provider options. Ms. Wright stated that

North Berwick used Time Warner and Lebanon used Metrocast. Chairman O'Connor stated that the problem of getting service to low density areas of Town should be something to be on the negotiating list. Ms. Wright stated that the contract does not expire until 2017.

b. Rec Committee Update

Recreation Director Kim Taylor – Ms. Taylor presented the update.

1. The annual Trunk & Treat will be October 30, 2014, from 5:30 p.m. until 7:30 p.m. on the Town Square. The Legion ladies will be volunteering.
2. The first Recreation Committee meeting of the fall will be October 8, 2014.
3. The Rec Field is busy with different fall sports taking place.
4. The lighting upgrade at the Rec Field has been completed.
5. The new "No Dog" signs are up and the new "Rules" signage is up.
6. The Community Outreach & Events Committee have set the tree lighting and holiday Parade for December 6, 2014.

Chairman O'Connor asked about the lights that are lower down on the poles at the field; he has never seen them on. Ms. Taylor stated that those particular lights draw too much electricity for what is available.

APPOINTMENTS/PRESENTATIONS/OTHER GUESTS – c. Rec Director's Proposal for Expanded Services to Include Occasional Child Care.

Ms. Taylor presented her proposal for the Town to provide childcare for the days grades K – 5 have early release. The BOS asked questions regarding the use of the school, background checks and the consensus was to move forward with the program it would be a great service to the Town.

c. Envision Berwick

Committee Chair Serena Galleshaw – Ms. Galleshaw presented the update for the Envision Berwick Committee (EBC):

1. The EBC has compiled a list of frequently asked questions and are now looking at researching for answers to the questions.
2. Citizens Institute for Rural Design liked Berwick's story and featured them on their newsletter/blog.
3. EBC voted to approve backing the Planning Board on the Fund of Jupiter 7 plot subdivision proposal.
4. Dave Andreesen contacted "Foster's Daily," and is now writing a community column.

Economic Development Sub-Committee

Frank Underwood – Mr. Underwood reported:

1. The committee is looking at possible future uses of the Estabrook School.
2. They are still working on a tour of the blue-sided building.
3. Researching forming a 501C3
4. The possibility of bringing compressed natural gas to Berwick.

River Front Sub-Committee

Co-chair Dennis Dupuis – Mr. Dupuis thanked the BOS for allowing the demolition of the old water plant to go forward by Brown Industrial Group. It has allowed the look of the property to change dramatically.

1. The committee is looking into installing more of a dock system than a ramp.
2. They are looking into controlling access by motor-craft by using "no wake" zones.
3. Now that the old water plant is gone, they are looking at more of a design to include parking.

Serena Galleshaw inquired if swimming was allowed on that section of the river and Mr. Dupuis answered that it was; that section of the river is rated Class B.

Other Sub-committee reports

Serena Galleshaw – Ms. Galleshaw reported on:

Community & Events - The group is working on the parade and the Christmas Tree (which is being donated by Oscar and Vicki Stone)

Trails – Working on connecting the Penny Pond Trail with the ball fields and Ridlon Road

Sustainability – The first Farmer’s Market of the season will be on November 16th

Preservation and Heritage – The group is working on identifying historically significant buildings

V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

a. Resident Samantha Cheney RE: Proposed route 4 Traffic Improvements

Ms. Cheney spoke about the recent accident which occurred at the Montessori School on the Berwick portion of Route 4. Ms. Cheney asked if there was some way the Town could help with the funding for one due to the fact the Maine Department of Transportation (the DOT) told the parents that because the school is private, they would have to pay for a turn lane to be installed.

The Town Manager stated that the addition of turn lanes was one of the recommendations that had been mentioned at earlier meetings on how to make the Route 4 Corridor in South Berwick and Berwick safer. All BOS members present supported a Resolution to support/pressure the DOT to install a turn lane.

Chairman O’Connor read the proposed Resolution out loud.

Motion: It was moved by Chairman O’Connor and seconded by Selectman Wright to sign the Resolution as presented.

The motion carried on a vote of 3 – 1. (Selectman Crichton voted against stating that he felt it should be more specific)

b. Transfer Station Supervisor RE: Annual Hazardous Waste Day Announcement - Moved Under the First Public Comment

c. Rec Director’s Proposal for Expanded Service to Include Occasional Childcare – Moved Under the Recreation Committee Update

VI. COMMUNICATIONS

a. Overview of Recent Meetings Pertaining to Downtown Redevelopment

The Town manager gave an overview of the meetings.

1. Met with Jim Burns and Frank Gardner and reviewed the application process for the Prime Tanning clean-up.

a. The Town will ask for a waiver of the matching Grant Funds by pleading financial hardship

b. Grant Administration

c. Only three grants in any given year

2. At this point there was a short discussion regarding the proposed draft agreement with Fund of Jupiter.

3. Met with VHB’s Marty Kennedy went over the intended outcome and the Down Town Vision. Returning Sullivan Street to a 2-way, a sweeping turning radius, and making a

walkable area are top priorities. They also went over a list of stake-holders. The study should begin in earnest after the completion of the bridge work.

- b. MDOT-Planned Closure of Hubbard Road**
MDOT currently is planning a three month closure of the section of Hubbard Road where the slope failure has occurred. There will be a meeting with MDOT on October 15th at 1 p.m. The meeting is open to the public.
- c. Potential Closure of South Berwick Maintenance Facility**
South Berwick is closing its maintenance facility and this could cause a budget shortfall for Public Works and the Fire Department. The BOS consensus was to call around and see what type of agreement could be worked out with other facilities, but to try Dover Motor Mart for a year.
- d. Fire Department Bi-Annual Safety Audit Results & Status of "SHAPE" Designation**
The Fire Department just completed its safety audit and as soon as a few very minor details are addressed will keep its SHAPE designation.
- e. 2014 Family Fun Day Announcement – Berwick Volunteer Firefighters Association**
The BVFA's annual Family Fun Day will take place from 9am – 3pm at the Knowlton School on Saturday, October 11th.
- f. Commencement of Fiscal Year 2016 Budget Process**
The Budget process has begun for Fiscal Year 2016. The Town Manager explained that it should be a smoother process now that a uniform budget format is followed. The Town Manager also put out a call for volunteers for the committee.
- g. Review of MDOT Surplus Equipment Purchase Program & CIP Approach**
The Town Manager stated that this program was brought to his attention at the annual Maine Municipal Association's conference. It uses a sophisticated process, but one that he felt should definitely be looked into further.

VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

A/P WARRANT	1512	\$94,875.13
WATER WARRANT	W1512	\$5,141.34
A/P WARRANT	1513	\$44,574.40
WATER WARRANT	W1513	\$2,021.81
PAYROLL WARRANT	1513	\$36,905.00
A/P WARRANT	1514	\$105,714.65
WATER WARRANT	W1514	\$2,650.35
PAYROLL WARRANT	1514	\$38,575.66
PAYROLL WARRANT	1515	\$37,937.04

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to accept the Accounts Payable Warrants as presented.

The motion carried unanimously; 4 – 0.

VIII. UNFINISHED BUSINESS

- a. Date Selection for Public Hearing RE: November 4, 2014 Town Meeting Warrant**
The consensus of the BOS was to hold the Public Hearing for the November 4, 2014 Town Meeting Warrant on October 21, 2014 at the regularly scheduled `BOS meeting.
- b. Opportunity to Consider Rescheduling November 4, 2014 Regular Board Meeting**
The consensus was to reschedule the November 4, 2014 meeting to November 12, 2014.
- c. Date Selection for Public Hearing RE: Proposed Water Rate Increase**

The Public Hearing for the proposed Water Rate Increase was scheduled for the November 12th BOS meeting.

IX. NEW BUSINESS

- a. **REQUEST TO LIFT HIRING FREEZE TO FILL TRANSFER STATION ATTENDANT VACANCY**
Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to temporarily lift the hiring freeze to fill the vacancy at the Transfer Station.
The motion carried on a vote of 3 – 1. (Crichton)
Motion: It was moved by Selectman Crichton and seconded by Selectman Wright to abolish the hiring freeze.
The motion carried unanimously; 4 – 0.
- b. **Signature of Municipal Valuation Return**
Motion: It was moved by Selectman Crichton and seconded by Selectman Ganiere to sign the Municipal Valuation Sheet as presented.
The motion carried unanimously; 4 – 0.
- c. **Proposed Bid for New Fleet Maintenance Contract – This item was discussed earlier under Communications.**
- d. **Junkyard Permit Renewal Applications**
Selectman Crichton asked that the "junkyard" on Rochester Street be looked into.
Motion: It was moved by Selectman Crichton and seconded by Chairman O'Connor to approve all junkyard permit applications presented in the October 7, 2014 agenda packet.
The motion carried unanimously; 4 – 0.
- e. **Bid Options RE: Annual Audit Services**
Motion: It was moved by Selectman Crichton and seconded by Selectman Ganiere to extend the auditing contract with RHR Smith with an increase of \$1,000 annually.
The motion carried unanimously; 4 – 0.
- f. **Comcast Contract Renegotiation Options – This item was discussed under the BCTV Committee Report.**

X. Second Public Comment

Eleanor Murphy – Ms. Murphy announced that the Library would have a table at the October 25th Christmas Fair at Sommersworth High School.

XII. Other Business/Non-Agenda Items

The Town Manager had a very productive Economic Development meeting with Jay Wheeler and Kevin Gray. It was a comprehensive meeting that included the Town as a whole and not just Prime Tanning.

Selectman Crichton stated that he had attended the Maine Municipal Association's annual conference and was very disappointed that no one seemed to have knowledge about Berwick. He also stated that the closing of Hubbard Road would be a terrible hardship and he will be attending the October 15th meeting. Mr. Crichton attended the American Ambulance Open House in celebration of their gaining certification at the highest level for emergency responders.

Selectman Ganiere asked if the two scholarships for use for EMT training for Berwick residents had been used. Selectman Crichton stated that goes through the high school guidance department.

The Town Manager announced that officer Josh Morneau resigned and gone back to Eliot. The wages and benefits are an important part of the union negotiations and the issue of retention. York County is a very competitive area.

XIII. Potential Executive Session - None

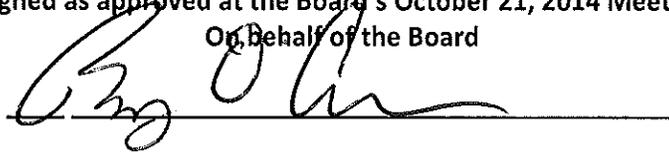
a. **Personnel Matters Leading to Employee Discipline & Ongoing Investigation**

VIX. Adjournment

Motion: It was moved by Selectman Wright and seconded by Selectman Crichton to adjourn.
The motion carried unanimously;

The meeting adjourned at 8:38 p.m.

**The October 7, 2014 BOS Meeting Minutes
Signed as approved at the Board's October 21, 2014 Meeting
On Behalf of the Board**

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

Bryan O'Connor, Chairman, Berwick Board of Selectmen