

BOARD OF SELECTMEN/BOARD OF ASSESSORS  
MEETING MINUTES  
February 04, 2014

I. ROLL CALL AND PLEDGE OF ALLEGIANCE

CALL TO ORDER: 6:29 P.M.

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

ABSENT: Selectman Haley

OTHERS PRESENT: Town Manager Patrick Venne, Town Clerk Jo Anne Lepley

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectman Crichton and seconded by Selectman Ganiere to approve the January 7, 2014 minutes as submitted.

The motion carried unanimously; 4 – 0.

III. REPORTS OF COMMITTEES

a. BCTV Committee Update – Terri Wright

1. The BCTV Committee has posted the subcontracted coordinator position.
2. Lisa Huestis asked to be appointed to the BCTV Committee.

Motion: It was moved by Selectwoman Murphy and seconded by Selectman Crichton to appoint Lisa Huestis to the BCTV Committee.

The motion carried unanimously; 4 – 0.

3. Completed the Farmer's Market video.
4. Great Works Land Trust meeting video.
5. Library PSA. The Library and BCTV are doing a program called Star Readers. Parents can bring their children to the library between 10 am and 11 am to read their favorite books. Parents will need to sign a waiver for their children to be shown on TV.
6. The equipment has been repaired and BCTV is back on the air. Latronix also looked at the space they had available and will be working with BCTV regarding upgrades and improvements.
7. BCTV will be filming the upcoming art show on March 8<sup>th</sup>.

Frank Underwood – Mr. Underwood inquired as to whether the meetings held but not televised had been recorded for later airing. Ms. Wright explained that they had not.

b. Downtown Vision Committee – Frank Wright UNDERWOOD

1. The report is 95% completed. DVC would like to give a joint presentation to the BOS and Planning Board on February 18<sup>th</sup> or 20<sup>th</sup> and would like joint quarterly meetings between the two boards to begin in March.
2. The DVC is going over the monetary and non-monetary items for the Town Warrant.
3. Mr. Underwood had been one of several people who had toured the Prime Tanning building.
- 3 Mr. Underwood noted the positive press coverage for the Farmer's Market.
4. The Great Works Land Trust will be holding its annual meeting.
5. Preservation and Heritage subcommittee will be having a speaker from the Maine Farmland Trust.
6. The DCV wished to have noted that they support a full-time Planner position.

c. Friends of the Riverfront Presentation – Dennis Dupuis

Mr. Dupuis stated that this is more of "giving notice" that the group will be making a presentation at the next BOS meeting for their proposed boat launch.

d. **Rec Committee Update – None**

**IV. FIRST PUBLIC COMMENT**

**Dennis Dupuis** – Residents have been speaking with him at his business regarding warrant items that have been passed but not completed.

The Town Manager explained about the road work that was supposed to have taken place last summer and how the Town's auditor's advised them to wait. He also stated that the process for the work to be completed will take place this calendar spring as soon as possible.

Chairman O'Connor and the Town Manager explained that the RFP for the dump truck would also be out soon.

**John Higgins** – Mr. Higgins asked that the Planning Department website be updated.

**V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS**

Several members of the Planning Board were present to express their views on whether the Town's current needs required a full-time Planner.

**Paul Boisvert** – Mr. Boisvert wished to go on record that he supports a full-time Planner position. Using a contracted, part-time planner in the past did not work.

**Judy Burgess** – Ms. Burgess went over the history of the Planning Department. She stated that it was of great importance for the Town to have a full-time Planner.

Chairman O'Connor stated that the BOS had not discussed ending the position. Ms. Burgess stated that her concern was that the Budget Committee's recommendation was to cut the position.

**John Higgins** – Mr. Higgins inquired as to whether the current Planner has reconsidered or been given the opportunity to reconsider his resignation. The Town Manager stated that he had not. Mr. Higgins stated that he felt the Planning Budget as submitted was too low and that the BOS should question it. Mr. Higgins felt that were other areas of the budget that seemed inflated.

There was a discussion of the assessments, valuations and the school district budget.

**VI. COMMUNICATIONS**

a. **Department Updates – No discussion**

b. **Town Hall Boiler Repair**

The Town Manager stated that the Town Clerk and Highway Foreman had informed him of a leak in the boiler system located in the boiler room. The Town Manager discussed the problem with Tyler Nodden of the Water Department and it was determined that it was beyond the scope of Town employees to repair. The Town Clerk requested quotes and scheduled the repair. Due to the boiler/heating system needing to be shut down for the repair, it was determined to go with a Saturday date. The repair was done on February 1<sup>st</sup>. During the repair, it was discovered that the Electric Hot Water Heater is leaking and needs to be replaced/repaired.

c. **HVAC Update**

The Town Manager explained the MoU (Memorandum of Understanding) in their agenda packets with AEC and stated that he was still looking for a contact within the Efficiency Made Easy program. The Town Manager is still awaiting the copies of the HVAC study.

d. **Budget Committee Update**

The Town Manager went over the list of budgets the Budget Committee has reviewed and made its recommendations on. The next four budgets are scheduled for review on January 5<sup>th</sup>. The Town Manager stated that due to the fact the initial Budget Committee meeting was scheduled later in the process than originally hoped, he would like to be able to begin the BOS budget reviews while finishing up with the Budget Committee. The BOS consensus was that would be fine.

- e. **Update RE: Potential to Permit Parking on Route 236 Near Cumberland Farms**  
The Town Manager and Police Chief looked into this issue and were told that the Town controls parking and would therefore be the agency to allow or disallow parking on Route 236. The Town Manager suggested that this could be included in a parking study to be part of a future grant.
- f. **Summary of Meeting with Mark Kehaya of Fund of Jupiter RE: Future of Prime Tanning**  
The Town Manager and Frank Underwood both gave their impressions of the meeting and answered questions. Mr. Underwood stated that the Town's vision of what it wants to happen and Mr. Kehaya's business plans for the property may differ in some areas, but both the Town Manager and Mr. Underwood felt that Mr. Kehaya may work with the Town. Mr. Kehaya mentioned the wish to create approximately 200 jobs in the long-term but in the short-term attempt to make "business incubator" space available for new businesses. Mr. Boisvert asked if Mr. Kehaya used the term "partner" and was told no. The Town Manager brought up Tax Increment Financing (TIF) and Judy Burgess stated that North Berwick used TIF with Pratt & Whitney. Mr. Underwood stated that Mr. Kehaya understood the property's assets.

**VII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS**

TW	1430	\$162,691.74
WW	1430	\$625.26
TW	1431	\$32,013.35
PR	1431	\$36,514.76
WW	1431	\$4,325.63
PR	1432	\$38,165.87

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

The motion carried unanimously; 4 – 0.

**VIII. UNFINISHED BUSINESS**

- a. **Board's Opportunity to Announce Position on MRI Study Recommendation II-5-3.**  
Chairman O'Connor read the BOS position on this recommendation.

**IX. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS - None**

**X. NEW BUSINESS**

- a. **Manager's Request for Creation of a Safety Officer Stipend**  
The Town Manager asked that no action be taken on this item.
- b. **Revenue Sharing update & Suggested Resolution to Support LR 2721**  
The Town Manager recommended that the BOS take a stance in support of LR 2721.  
Motion: It was moved by Selectman Ganiere and seconded by Selectwoman Murphy to authorize the Town Manager to prepare a letter professing the BOS stance on LR 2721 and to send copies of the letter to the Governor, Speaker of the House, Senate

President, and the Democratic and Republican leadership in the State Senate and State House of Representatives, as well as Berwick's elected representatives in the State Senate and State House of Representatives.

The motion carried unanimously; 4 – 0.

**XI. ABATEMENT/SUPPLIMENTALS - NONE**

**XI. SECOND PUBLIC COMMENT - NONE**

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

Selectman Crichton asked about a copy of the HVAC evaluation and also brought up the subject of Berwick no longer having a Town Engineer.

Selectwoman Murphy asked whether the Town charges for permits and other items in Planning is up to par. The Town Manager stated that they are.

Judy Burgess stated that once you get rid of a position, it is hard if not impossible to get it back.

Chairman O'Connor asked that Mr. Pilgrim be appointed to a spot on the Buildings Committee. The Town Manager asked Selectman Crichton what the scope of the original committee had been regarding what buildings. Selectman Crichton stated that the committee had looked at every building. The Town Manager asked if a CIP Committee would be more beneficial than a Buildings Committee. Chairman O'Connor stated that they should start small and go from there.

**XIII. POTENTIAL EXECUTIVE SESSIONS - NONE**

**XIV. ADJOURNMENT**

Motion: It was moved by Selectman Ganiere and seconded by Chairman O'Connor to adjourn.

The motion carried unanimously; 4 – 0.

The meeting was adjourned at 9:16 p.m.

---

The February 4, 2014 BOS Meeting Minutes

Signed as approved at the Board's February 25, 2014 Meeting

On behalf of the Board



Bryan O'Connor, Chairman, Berwick Board of Selectmen