

**BOARD OF SELECTMEN/BOARD OF ASSESSORS
MEETING MINUTES
April 15, 2014**

I. ROLL CALL AND PLEDGE OF ALLEGIANCE

CALL TO ORDER: 6:32 p.m.

ROLL CALL: Chairman O'Connor, Selectman Crichton, Selectwoman Murphy, Selectman Ganiere (arrived at 9:07 p.m.)

Absent: Selectman Haley

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

II. APPROVAL & SIGNATURE OF MINUTES

Motion: It was moved by Selectwoman Murphy and seconded by Chairman O'Connor to approve the April 15, 2014 minutes as written.

The motion carried unanimously; 5 – 0.

III. REPORTS OF COMMITTEES

a. Recreation - Recreation Director Kim Taylor

1. Town clean-up week is scheduled for April 19 – April 27. Saturday April 26th is the date scheduled for the group/community clean-up.
2. The spring school vacation field trip is scheduled for and is \$38. The trip will include swimming, bowling and a movie.
3. The next Recreation Committee meeting will be May 8, 2014 at 6:30 p.m.
4. Camp Counselor applications are available.
5. Summer camp dates are July 7 – August 15th.

Selectman Crichton asked if the dates were later than usual. Ms. Taylor stated they were due to the fact the 4th of July fell a bit later. She was not aware of any conflicts with fall sports.

b. BCTV - None

c. Downtown Vision Committee (DVC) – Frank Underwood

Mr. Underwood introduced Paul and Pat Boisvert and Kevin Gray.

1. The DVC is still meeting and will meet with its subcommittees on April 16th.
2. The DVC submitted a letter to the Town Clerk for the Town Report.
3. The DVC plans to use some remaining funds for posters and continue with their community outreach and education.
4. Berwick Public Library Director Melissa Saggerer has stated that she will work with the DVC on giving a presentation that will be taped for BCTV.
5. The DVC has been working on drafting a packet for presenting to the BOS regarding the group's next steps. They are working with Planner John Stoll on drafting an implementation process and they are working on formulating committee sizes.
6. The DVC sub-committee Economic and Community Development are working on a gas-option study and an infrastructure study. The Outreach and Events Committee is also working on possible events.

Berwick Art Association (BAA) – Justin Bloom

Mr. Bloom updated the BOS on the planned mural to be painted on the Prime Tanning Building. The tentative dates are the two weekends at the end of July and the first weekend in August. On one of the dates, the citizens of Berwick will be invited to join and help.

d. Friends of the Riverfront Committee (FRC) Proposal for Demolition of Former Water Treatment Plant on Rochester Street & Potential for Installation of Public Boat Ramp – Dennis Dupuis

Mr. Dupuis also introduced co-chair Nichole Fecteau. Mr. Dupuis deferred to the Town Manager to review a proposal from Brown Industrial Group regarding the demolishing of the old water treatment plant.

The Town Manager explained that the committee solicited bids for a proposed boat ramp at the old water treatment site and received a bid for demolishing the building and placement of a sewer/water pipe. The proposal from Brown is much lower due to the fact that the company already has equipment on site for the Rochester Street work.

The Town Manager stated that there were different options to fund the project.

1. Use funds from the Towns Building Maintenance Reserve
2. Use Water Department CIP Funds for the extension of water service on Route 4.

At this time, Dave Sharples, Director of Planning & Community Development in Somersworth, New Hampshire stepped up to address the BOS. Mr. Sharples was there to represent the City of Somersworth's in its concern and objection to the location of the proposed boat ramp and the City's intake pipe for their drinking water.

Mr. Dupuis stated that the planned usage for the boat ramp was for non-motorized recreation such as kayaks and canoes only and this time of watercraft would fall within the guidelines for use of the river. The FRC is asking for funding for both the demolishing of the building and the installation of the dock system.

Mr. Underwood returned to the podium and stated that he had met with the owner of the adjacent property, Mr. Selig, and Mr. Selig's new asking price was \$24,999.

Chairman O'Connor asked the Town Manager if the BOS had not discussed and decided the matter of the adjacent property at an earlier BOS meeting. The Town Manager stated that they had.

Selectwoman Murphy voiced her concerns of the proximity to the intake pipe and the possibility of water contamination. Selectwoman Murphy also asked who would be responsible for policing.

Selectman Crichton asked Mr. Sharples who would be responsible for contamination at the new park planned by Somersworth.

Motion: It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to waive the parameters of the purchasing policy to allow the Town to accept the Brown Industrial Group bid for removal of the former Berwick Water District building and placement of a sewer line and have it funded by taking the amount of \$17,750 from the Building Maintenance Fund.

The motion carried unanimously; 3 – 0.

Motion: It was moved by Selectman Crichton and Selectwoman Murphy to place Article #2 on the June 10, 2014 Special Town Meeting Ballot:
Shall the town vote to re-appropriate \$20,000 first appropriated to the Water Department's CIP account in 2006-07 for the purpose of extending water service to the Route 4 area to enable demolishing of the former Water Treatment Plant on Rochester Street abutting the Salmon Falls River and installing sewer infrastructure to that site?

Note: This structure is fully depreciated and has no foreseeable value to the Town at this time.

The motion carried unanimously; 3 – 0.

IV. FIRST PUBLIC COMMENT

Selectwoman Murphy announced the Berwick Public Library's Easter Bake Sale to be held April 18th and 19th.

Dennis Dupuis – Mr. Dupuis brought up the subject of the summer mowing and somehow not using the full-time Highway Department personnel to do this. Mr. Dupuis suggested that maybe the next budget round could include \$2,500 to \$3,000 to pay for someone else to mow.

Pat Boisvert – Ms. Boisvert spoke about the need for job shadowing and Internships both paid and unpaid. Contact at the high school is Rebecca Manning.

John Higgins – Mr. Higgins suggested hiring a contractor who hires students for mowing.

V. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

a. Opening/review of Bids for Reclamation and Pavement of Pine Hill Road

The Town Manager stated that there were no bids to open due to the fact the Town had withdrawn the bid request bending changes that were found after the fact. The consensus of the BOS was to resend the bids and in the bid request, address the concerns of Selectman Crichton regarding standards.

b. Opening of RFP Responses RE: Tax Map Updates

Chairman O'Connor opened the RFP's.

1. John Higgins, Professional Mapping Services \$5,127

2. Patricia Hill, CLI Technologies

Set-up \$2,500

Managing On-line Hosting Service \$1,800

Proposed total fixed costs \$4,850

3. Spatial Alternatives \$15,440

The bids will be given to Town Planner John Stoll and he will give his recommendation to the BOS for their May 6, 2014 meeting.

VI. PUBLIC HEARINGS

a. Proposed Removal of 3 School St. Parking Spaces Near Sullivan School Project

The Public Hearing Opened at 8 p.m.

The Town Manager explained why the Police Department was making the request.

There was no public comment.

The Hearing Closed at 8:04 p.m.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Crichton to accept the recommended removal of parking spaces on School Street.

The motion carried unanimously; 3 – 0.

b. Applications for Massage Establishment & Massage Therapist Licensure

The Public Hearing Opened at 8:05 p.m.

Barbara Endyke explained why she and Shirley Foster were adding massage to Ms. Foster's business.

The Hearing Closed at 8:09 p.m.

Motion: It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to approve Barbara Endyke's application for Massage Therapist License.

The motion carried unanimously; 3 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectwoman Murphy to approve Shirley Foster's application for Massage Establishment License.

The motion carried unanimously; 3 – 0.

c. MAY 2014 ANNUAL TOWN MEETING WARRANT

The Hearing Opened at 8:12 p.m.

Michael Wright – Mr. Wright was representing the Great Works Regional Land Trust (GWRLT). Mr. Wright stated that there was no explanation or "note" on the warrant article pertaining to their request for funds that explained the GWRLT's work. The Town Manager stated that in that instance, the consensus of the BOS was to not include a "note." Selectwoman Murphy stated that Mr. Wright should bring information to the polling area regarding the GWRLT. The Town Manager stated that the Town Clerk would verify whether this would be allowed.

The Hearing Closed at 8:19 p.m.

Chairman O'Connor read out loud articles 1 – 27.

Article #42

Selectwoman Murphy stated that Article #42 was very upsetting to her. She stated that many of the Town's residents on the Tax Club Payment Plan had a hard time dividing it into twelve monthly payments and by reducing to ten monthly payments it will be a hardship on many, especially the residents on fixed income.

Article #44

Selectwoman Murphy stated that she was against Article #44. She stated that this is giving the right to take money from one department to balance the budget of another and this changes the form of government to that of a "council" not a board of selectmen.

Motion: It was moved by Selectman Crichton and seconded by Selectwoman Murphy to table communications.

Selectwoman Murphy rescinded her second.

VII. COMMUNICATIONS

a. Department Updates - None

- b. **Town Manager’s Subpoena**
The Town Manager stated that this is not an instance of the Town being sued, and the Town’s attorney was in the process of having the subpoena quashed.
- c. **BCTV Coordinator Hiring Process**
The BCTV Committee has interviewed the perspective candidates and he will conduct “final” interviews with the top two candidates.
- d. **Meeting with MSAD 60 Superintendent about Refuse Disposal Tipping Fees**
The Town Manager stated that the biggest issue with this item is that no one wants to take on such a small contract. Sam Mathews will be working with the Town and MSAD 60 to design an equitable arrangement for the payment of fees.
- e. **SAFER Grant Application – Denied**
- f. **Town Hall Energy Upgrades Info**
The Efficiency Maine grant/program is for lighting and not for a major HVAC project.
- g. **Personnel Policy Update RE: Incorporation of Sick Time Transfer Permission**
The Town Manager stated that this was put on hold due to language.

VIII. APPROVAL OF ACCOUNTS PAYABLE WARRANTS

Town Warrant	1440	\$599,419.70
Water Warrant	1440	\$1,914.88
Town Warrant	1441	\$84,168.67
Payroll Warrant	1441	\$36,407.06
Water Warrant	1441	\$4,876.98

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

The motion carried unanimously; 3 – 0.

IX. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS - NONE

X. UNFINISHED BUSINESS

- a. **Options for Town Hall Marquee**
Motion: It was moved by Selectman Crichton and seconded by Selectwoman Murphy to table this item until the next budget season.
- b. **Roads Plan – Opportunity to Approve/Amend and or Authorized Additional RFP**
There was discussion of the “Roads Plan” submitted by the Town Manager for approval by the BOS. The Town Manager discussed combing certain roads together. The Highway Manager suggested combining Pine Hill and Long Swamp.
(Selectman Ganiere arrived at 9:07 p.m.)
Selectman Crichton restated his previous stance on hiring an engineer to ensure the roads were repaired in a way that would last several years.

Tammy Cole – Ms. Cole suggested that only a section of Long Swamp needs work in the immediate future.

Selectman Crichton recommended that Wilson and Sullivan Street be bid together after the construction in Town has been completed on the bridge and Rochester Street.

Motion: It was moved by Chairman O’Connor and seconded by Selectwoman Murphy to accept the “Roads Plan” as presented.

The motion carried on a vote of 3 – 1. (Crichton)

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to release an RFP for reclamation of Long Swamp Road.

The motion died with a vote of 2 – 2. (Crichton, Murphy against)

Tammy Cole - Ms. Cole suggested that Long Swamp Road have reclamation work on the first half mile and shim & overlay to the "S" curves.

Motion: It was moved by Selectman Ganiere and seconded by Chairman O'Connor to release an RFP that would include reclamation from Little River Road up to house #67.

The motion carried on a vote of 3 – 1. (Crichton)

The Town Manager stated that Jim Chandler of Boulanger Paving would look at the RFP for no-cost.

XI. NEW BUSINESS

a. CMP Pole Permit Request

Motion: It was moved by Selectman Crichton and seconded by Selectman Ganiere to accept the CMP Pole Permit Request.

The motion carried unanimously; 4 – 0.

b. Police Department Highway Safety Grant Applications Request

Motion: It was moved by Selectman Crichton and seconded by Selectman Ganiere to allow the Berwick Police Department to move forward on both grants and to continue to apply for grants with no continuing Town financial obligation.

The motion carried unanimously; 4 – 0.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Ganiere to accept funding for these two grants.

The motion carried unanimously; 4 – 0.

XII. ABATEMENTS/SUPPLEMENTALS - None

XIII. SECOND PUBLIC COMMENT - None

XIV. OTHER BUSINESS/NON-AGENDA ITEMS

a. Final Opportunity to Discuss & Finalize Potential Warrant for June Town Meeting

The BOS discussed this item earlier in the agenda and voted to place Article 2 on the June 10, 2014 Warrant.

Motion: It was moved by Chairman O'Connor and seconded by Selectman Crichton to approve the June 10, 2014 Town Meeting Warrant.

The motion carried unanimously; 4 - 0.

Selectwoman Murphy brought to their attention that there was no Town money in the Triumph account. The Town Manager stated that there are two accounts. One is a Town account.

The BOS signed the MSAD 60 warrant for the May 13, 2014 vote. The Berwick share of the MSAD proposed budget is \$6,429,927(\$30,230 increase). Added to the Municipal Budget decrease, the mil rate is projected to go down \$.24.

The Town Manager stated that some of the road contractors asked if there was any opposition to road closures except for local traffic during work and if there is a finish date for the Pine Hill project.

The BOS Consensus was no opposition to road closures and a finish date of September 1, 2014 for the Pine Hill project.

Chairman O'Connor stated that since there are no candidates running for the three year term available on the school board, Ryan McCabe is mounting a write-in campaign.

Motion: It was moved by Selectman Crichton and seconded by Selectwoman Murphy not to place an article on the June 10, 2014 Warrant to purchase the property next to the old Water Department Plant.

The motion carried unanimously; 4 – 0.

XV. POTENTIAL EXECUTIVE SESSIONS - None

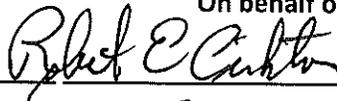
XVI. ADJOURNMENT

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

The motion carried unanimously; 4 – 0.

The meeting adjourned at 9:40 p.m.
The April 15, 2014 BOS Meeting Minutes
Signed as approved at the Board's May 6, 2014 Meeting

On behalf of the Board



Bryan O'Connor, Chairman, Berwick Board of Selectmen
Robert Crichton, Vice Chair