

**BOARD OF SELECTMEN/BOARD OF ASSESSORS  
MEETING MINUTES  
June 3, 2014**

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

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

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

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

**II. SPECIAL WORKSHOP WITH DOWNTOWN VISION COMMITTEE**

**Former Downtown Vision Committee Members Present:**

Jessica Sheldon, Kevin Gray, Paul Boisvert, Pat Boisvert, Warren Clement

**Planning Board Members Present:**

John Higgins, Chairman

The Town Manager reviewed what the Downtown Vision Committee (DVC) had originally been tasked with and stated that at this point the DVC was looking at becoming an "implementation" committee.

Chairman O'Connor stated that he supported the new task of implementation, but felt it should include the overall implementation of the Comprehension Plan and not just the addendum which recently had passed.

The general discussion revolved around the formation of the new committee and the sub-committees and the structure for membership and reporting. The name chosen for the new committee was "Envision Berwick Committee."

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Wright that the current Board of Selectman re-task the former Downtown Vision Committee to be the new Envision Berwick Committee and assist in the implementing of the Berwick Comprehensive Plan. Membership will be up to eleven (11) people consisting of: 1 BOS member, 1 Planning Board member, 1 Recreation Committee member, the chairs of the various sub-committees, and two members of the public.

There was a short discussion to whether 11 would be enough to include a variety of interested individuals.

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Wright to amend the original motion to have "up to thirteen (13) members.

**The amended motion carried unanimously; 5 – 0.**

**The Town Manager will post for membership and the next meeting the former DVC members will present an organizational chart of the proposed committee and sub-committees.**

**III. APPROVAL & SIGNATURE OF MINUTES**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Wright to approve the May 20, 2014 minutes as submitted.

**The motion carried unanimously; 4 – 0. (Selectman Ganiere was absent from that meeting)**

**IV. REPORTS OF COMMITTEES**

**a. BCTV Committee**

The Town Manager announced that Terri Wright had been chosen as the Chair of the BCTV. The new BCTV Coordinator, Timothy Cremmens was introduced. Chairman O'Connor welcomed Mr. Cremmens on behalf of the BOS. Mr. Cremmens stated that BCTV would concentrate on the "uplifting and upbeat" side of the community news.

**b. Downtown Vision and & Friends of the Riverfront - none**

**c. Rec Committee Update**

**Kim Taylor, Recreation Director** – Ms. Taylor updated the BOS

1. On the Rec Department's new software
2. The Scholarship Yard Sale.
3. The last Rec Committee meeting for the summer will be on June 12<sup>th</sup>.
4. Discount tickets for the area summer attractions are available in the Town Office. This year, only cash or money order payments are being accepted for the discount tickets
5. The Rec Department website is [berwickrec.com](http://berwickrec.com).
6. Ms. Taylor attended training in Wells for "walking liaison."

Selectman Wright inquired as to how many children attended last year's summer camp. Ms. Taylor stated that there were 135 attendees.

**V. FIRST PUBLIC COMMENT - NONE**

**VI. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS**

**a. Appointment of Regionalization Sub-Committee Members**

Selectman Wright and Selectman Pendergast voiced their interest to be on this sub-committee.

**Motion:** it was moved by Chairman O'Connor and seconded by Selectman Ganiere to appoint Selectmen Wright and Pendergast to Regionalization Sub-committee for working on collaborative efforts.

**The motion carried unanimously; 5 – 0.**

At this point, the Town Manager suggested that the BOS make a priority list of items to work on. He also explained that the regionalization sub-committee would come up with possible ways to collaborate and then the Town Managers would research the suggestions and bring the information back to the group.

**VII. COMMUNICATIONS**

**a. EPA Site Specific Grant Request Denial for Prime Tanning Site**

The Town Manager explained that competitive grants like this one were definitely hard to get and the form of local town government make these grants even tougher to get.

**b. Town Hall HVAC/Geothermal RFP Update**

The Town Manager stated that since the BOS had decided to go with a Design/Build bid, there was a need to wait until after the June 10<sup>th</sup> referendum to know for sure what the amount of funding the Town will have to cap the bid.

**c. Planning Board Resignations (2)**

The Town Manager stated that Mr. Ream and Mr. Galfetti had resigned their respective positions on the Planning Board. One was a regular member and the other an alternate. This leaves the Planning Board with enough members to vote on decisions. The two

positions have already been advertised and the Town Manager will bring the candidates' applications to the BOS at the next meeting.

d. **Waste Management Contract Term Clarification**

The current contract with Waste Management runs through 2017 and does not include any clause for early termination.

VIII. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS**

AP Warrant	1447	\$69,354.67
Water Warrant	1447	\$879.16
Payroll Warrant	1448	\$38,299.36
AP Warrant	1448	\$31,096.74
Water Warrant	1448	\$3,690.85
Payroll Warrant	1449	\$38,916.66

**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; 5 – 0.**

IX. **QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS**

a. **Installment contracts with Kim Dalzell, Homeward Construction & Winward Builders (13)**

The Town Manager stated that there had been an \$11,000 down-payment for the thirteen properties.

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-004-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-005-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-006-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-007-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-008-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-009-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-0012-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-011-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-010-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-013-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-014-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-015-000.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to approve the installment contract for R022-005-016-000.

**The motion carried unanimously; 5 – 0.**

**b. Review of Tax Foreclosed Properties**

The Town Manager gave a brief overview of the Maine Tax Lien/Foreclosure process. He explained that two properties had been fully researched and could be put up for sale. Three properties had not been completely processes, and therefore should have the process started over. The other properties had not been title searched as of yet.

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Wright to move forward with listing the "Brake" and "Court" properties.

**The motion carried unanimously; 5 – 0.**

**The consensus of the BOS was to move forward with the title search for the remaining qualified properties and to have the Town Manager provide more information on the two properties with residences that are paying "when they can."**

**X. UNFINISHED BUSINESS**

**a. Public Bid Opening: Long Swamp Rd. Reclamation & Paving RFP**

The Town received two bids:

FR Carroll, Inc	\$138,479.75
Boulangier Paving	\$123,092

**Motion:** It was moved by Selectman Ganiere and seconded by Selectman Pendergast to accept the Boulangier Paving bid.

**After discussion the motion and second were retracted.**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to table awarding the bid until the bids are reviewed by Civil Consultants.

**The motion carried unanimously; 5 – 0.**

**b. Sam Mathews Haul Volume for Waste at Berwick-Based MSAD 60 Schools**

The Town Manager explained that this is the end of the year and that poses a problem with gathering further information.

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Pendergast to have the Town Manager work with Superintendent Connolly to have MSAD 60 reimburse the Town base on the numbers provided by Superintendent Connolly until October 1, 2014.

**The motion was defeated 2 – 3. (O'Connor, Ganiere, Wright)**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Wright to allow the Town Manager to negotiate/work with Superintendent Connolly based on the current estimates.

**The motion carried on a vote of 4 – 0. (Crichton Abstained)**

**XI. NEW BUSINESS**

**a. Review of Time Clock Use Policy for Hourly Town Employees**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to do away with Time Clocks.

**The motion failed on a vote of 2 – 3. (O'Connor, Wright, Pendergast)**

There was discussion on whether to completely do away with the time clocks or to make exceptions for employee use of the time clocks,

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Wright to continue the use of Time Clocks but to exclude the Recreation Director, School Resource Officer and the On-Call Firefighters from the current policy.

**The motion carried with a vote of 3 – 2. (Crichton, Ganiere)**

The Town Manager stated that this Policy may belong on the list of Goals and Objectives for reviewing.

**b. Annual Review & Renewal of Disbursement Policies**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Pendergast to renew the Municipal Officers' Policy on Disbursement of Municipal Educational Costs.

**The motion carried on a vote of 4 – 0. (Ganiere temporarily left the room)**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Pendergast to renew the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Wright to renew the Policy on Treasurer's Disbursement Warrants for State Fees.

**The motion carried unanimously; 5 – 0.**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Ganiere to renew the Policy on General Treasurer's Disbursements.

**The motion carried unanimously; 5 – 0.**

**c. Consideration of Re-Execution of Dispatch Agreement with South Berwick**

**Motion:** It was moved by Selectman Ganiere and seconded by Selectman Wright to renew the Dispatch Agreement with South Berwick.

**The first and second were amended to include:** and authorize the Town Manager to sign.

**The amended motion carried unanimously; 5 – 0.**

**d. COPS Application Potential**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Ganiere to recommend not going forward with the COPS application.

**The motion carried unanimously; 5 – 0.**

**e. Request to Selectively Lift Hiring Freeze to Fill Reserve Police Officer Position**

**Motion:** It was moved by Chairman O'Connor and seconded by Selectman Pendergast to remove the hiring freeze to fill the Reserve Police Officer Position.

**The motion carried unanimously; 5 – 0.**

**XII. Abatements/Supplementals**

**a. Thomas & Gale Fournier – 56 Buttonwood Drive**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Pendergast to not approve the abatement request for R031-001-064-000.

**The motion failed on a vote of 1 – 4. (O'Connor, Ganiere, Wright, Pendergast)**

Selectman Pendergast stated that he worried that approving this abatement would open a "Pandora's Box." Selectman O'Connor stated that it appeared to be a mistake made by the Assessing Office. Selectman Pendergast asked the Town Manager to explain what the abatement was for. The Town Manager explained that a portion of the home appears to have been "double assessed."

**Motion:** It was moved by Selectman Ganiere and seconded by Chairman O'Connor to approve the abatement as requested for three (3) years.

**The motion carried on a vote of 4 – 1. (Crichton)**

### **XIII. Second Public Comment**

**Selectman Pendergast –** Mr. Pendergast used the Second Public Comment Period to speak on a variety of items starting with his short amount of time as Selectman has been quite interesting.

1. Officer Pelkey and Detective Russell did an excellent and professional job in the handling of his daughter's accident.
2. Do to the nature of some of the posts on the Berwick Community Facebook Page; Selectman Pendergast would like to see a disclaimer that the Town does not maintain that page.
3. The amount of the school budget needs to be addressed. Selectman Pendergast stated that \$36,000,000.00 is a lot of money to spend for a school and district to receive bad grades from the State.

The Town Manager stated that he would contact the Facebook page's administrator regarding the disclaimer. Chairman O'Connor suggested some way for websites and social media pages to be "sanctioned" by the Town.

Selectman Wright stated that when BCTV videotaped School Board meetings – no one attended (no audience). Selectman Wright stated that he felt Superintendent Connolly was addressing a lot of the issues that gave the schools and district lower grades on the report.

Consensus of the BOS was to instruct the Town Manager to invite Berwick's three School Board members to a future BOS meeting.

### **XIV. Other Business/Non-Agenda Items –None**

The Town Manager reiterated his previous statement about it being time for the current BOS to work on this year's priorities and goals.

Chairman O'Connor stated that at least 2 or possibly 3 BOS members cannot attend the second meeting in June.

The consensus of the BOS was to cancel the June 17<sup>th</sup> meeting.

#### **TRIO Contract**

**Motion:** It was moved by Selectman Crichton and seconded by Selectman Pendergast to approve the Harris Computer/TRIO Contract.

**The motion carried unanimously; 5 – 0.**

The BOS signed the previously approved contract with CAI and the Personal Policy Amendment.

**Town Manager**

1. The Town Manager put forth his proposal for forming a Capital Improvements Committee. He has the Planning Board and one member of the public.
2. Blinking traffic lights overnight during off- hours actually save money on the electric cost and having to stop at a red light and wait when there is little or no traffic.
3. The Town Manager updated the BOS on the cost and repair of the Back Hoe.

**XV. Potential Executive Session – None**

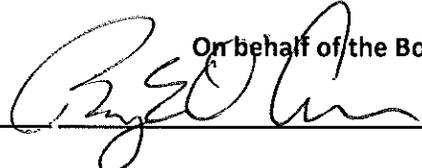
**XVI. Adjournment**

**Motion:** It was moved by Selectman Ganiere and seconded by Selectman Wright to adjourn.  
The motion carried unanimously; 5 – 0.

The meeting adjourned at 10:43 p.m.

The June 3, 2014 BOS Meeting Minutes  
Signed as approved at the Board's June 24, 2014 Meeting

On behalf of the Board



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Bryan O'Connor, Chairman, Berwick Board of Selectmen