



BOARD OF SELECTMEN / BOARD OF ASSESSOR
Meeting Minutes
June 7, 2016
6:30pm

Call to Order

Chair Pro Tem Ganiere called the meeting to order at 6:30pm.

I. Roll Call and Pledge of Allegiance

Board Members Present: Selectman Edward Ganiere, Selectman Mark Pendergast and Selectman Joshua Plante

Staff Members Present: Town Manager Stephen Eldridge, Finance Director Maureen Finger, Planner John Stoll and Town Clerk Patricia Murray.

a. Town Report Dedication

Chair Pro Tem Ganiere announced that the 2015-2016 Town Report is dedicated to Judy Buckman.

II. MINUTES

a. Minutes from BOS regular meeting May 17, 2016

Motion: Selectman Plante moved to accept the minutes as written. Selectman Pendergast seconded the motion.
The motion carried unanimously: 3-0

III. FIRST PUBLIC COMMENT

None.

IV. PUBLIC HEARING

None.

V. REPORTS OF COMMITTEES

a. BCTV Committee

Town Manager Eldridge reported that the Committee has a meeting Thursday night and that a public hearing will be set for June 21st to discuss the ComCast franchise agreement which ends June 30, 2017. A consultant, Tony Vigue, has been hired and will be giving advice and guidance.

b. Envision Berwick Committee (EBC)

James Bellissimo and Pat Boisvert were present to speak to the Age-friendly Committee. The first kick-off meeting will include Peter Morelli, AARP and Paul Schumacher, Southern Maine Planning and Development Commission. Mr. Bellissimo urged anyone interested in participating to attend the kick-off meeting. EBC has informational packets for anyone wanting to join the Age-friendly Committee. Mr. Bellissimo got involved with this committee because of his studies at USM in the village to village network project. AARP suggests doing a village to village network community which allows aging people to stay in their homes and thrive in their community. The Committee was awarded a grant for \$8,000.00 for professional and technical assistance. He stated the need for an age-friendly community is due to a shift in demographics; Maine has the highest

median age in the country at 43.2 years. Mr. Bellissimo reported that EBC has a new email: envisionberwick@gmail.com and encouraged emailing with comments, questions or for more information.

Ms. Pat Boisvert reported that people 55 and older should expect to receive a survey in the mail. This survey will be used as the basis for the information regarding Berwick's need for an age-friendly community. She also stated committee members are needed for the Age-Friendly Committee. The Committee will be formed and will meet the fourth Thursday of every month at 4:45 pm. The first meeting will cover the grant application. The goal of the Committee is to produce an action plan of the eight domains of livability; outdoor spaces, buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information and community and health services. She stated interested parties can call her directly at 207-384-2307.

Mr. Frank Underwood spoke. He stated the ad for a brewery is going to run in the Beer Journal. The journal has a New England distribution. Berwick's pursuit of a brewery will be a featured article in the journal. He stated the target is a brewery but they are also focused on a small to medium sized grocery store. Mr. Underwood also stated Riverfront Day is Saturday from 10 - 2 and the car show is Sunday from 8 - 2.

Mr. Underwood stated EBC had a meeting with the Fund of Jupiter which he felt went well. He noted the Town Manager will report once more information is gathered. He also spoke of the two warrant articles pertaining to EBC on the warrant; Article 28 and 41.

Chair Pro Tem Ganiere thanked Mr. Bellissimo for his work on the Age Friendly Community grant. Mr. Bellissimo wrote the grant which was well written and his efforts allowed the Town to receive the grant money.

VI. APPOINTMENTS/PRESENTATIONS/OTHER GUESTS

None.

VII. UNFINISHED BUSINESS

a. Pay as You Throw Program/Recycling Committee

Town Manger Eldridge is continuing to collect data and talking to people about recycling and taking some of our waste. He stated he told Waste Management that we were not renewing the contract which ends June 30, 2017 and the contract will go out to bid. He will sit with the Recycling Committee for input on ways to improve recycling and decrease solid waste.

b. Paving Bids

Town Manager Eldridge reported paving bids were put out earlier this year and two bids were received from Pike Industries and Boulanger Paving. He noted Pike Industries did not meet the bid requirements. Mr. Eldridge recommends awarding the paving bid to Boulanger Paving. The project has a cap of \$350,000.00. Work includes Diamond Hill, Pond Road, Beech Hill Road and parts of Wentworth Road.

Motion: Selectman Plante moved to accept the bid from Boulanger Paving for the paving project as submitted. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3-0

c. Prime Demolition Bids

Town Planner John Stoll spoke to the Prime Demolition Bids. Three bids were received for the demolition of Lots 4, 5, and 6. The bids were: EnvironVantage for \$579,800, S&R Corporation for \$917,650, and Renaud/General Contracting Services for \$989,906.25. Mr. Stoll worked with EnvironVantage to value engineer the cost down to \$488,750 which is under budget and enough to complete the project. Mr. Stoll recommends accepting the bid from Environ Vantage. He stated he went through the bid line by line with the engineers who decided what was appropriate for the final bid proposal. The next grant round was received and some of these items can be addressed on the next cycle.

Motion: Selectman Pendergast moved to accept the bid from Environ Vantage for the Prime demolition project as submitted and presented by Mr. Stoll. Selectman Plante seconded the motion.

The motion carried unanimously: 3-0

Town Manager Eldridge stated construction will begin on June 27, 2016. A sign will be posted to notify the public.

VIII. COMMUNICATIONS

a. Letter from Town Manager to John McPhedran

Town Manager Eldridge stated he sent the result of the Board's vote to Mr. McPhedran approving the management of the invasive aquatic plant European Naiad in Northeast Pond through the application of Diquat dibromide, an aquatic herbicide. He reported that Somersworth, NH supported the request but has not heard about Lebanon.

b. York County Budget Committee Public Hearing

The budget Public Hearing was held June 1, 2016.

c. Senator Collins communication

Town Manager Eldridge read the letter from Senator Susan Collins congratulating Berwick on earning the Municipal Leadership Award for Workforce Housing Coalition of the Greater Seacoast.

IX. APPROVAL OF WARRANTS

05/19/2016	A/P Warrant #1647	\$101,598.94
05/19/2016	Water Warrant #0647	\$ 2,489.92
05/26/2016	Payroll Warrant 1648	\$ 51,962.96
05/26/2016	A/P Warrant #1648	\$ 53,696.95
05/26/2016	Water Warrant #0648	\$ 2,592.84
06/02/2016	Payroll Warrant #1649	\$ 45,881.33
06/02/2016	A/P Warrant #1649	\$657,082.61
06/02/2016	Water Warrant #0649	\$ 6,369.72
06/09/2016	Payroll Warrant #1650	\$ 48,800.06

Motion: Selectman Plante made a motion to accept the Accounts Payable Warrants as presented. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3 – 0.

X. NEW BUSINESS

a. Dispatch Contract

Town Manager Eldridge stated there have been conversations with Kittery, Eliot, South Berwick and Berwick regarding consolidation of a dispatch center. Mr. Eldridge was expecting a letter from Kittery with a proposal and contract but has not received that. Mr. Eldridge stated that with all the changes Kittery is going through, i.e., a new police chief and an interim town manager, he and the South Berwick Town Manager decided to postpone the consolidation until things stabilized in Kittery. The contract with South Berwick and Berwick is \$168,000 which is reduced from \$183,000. The Town budgeted less money for this line item because the consolidation with Kittery was taken into account when the 2016-2017 budget was proposed by the Town Manager and accepted by the Board. This is a two year contract with the stipulation that after a year and a half, the consolidation will be considered again. Mr. Eldridge thanked South Berwick for working with Berwick and for reducing our costs.

Motion: Selectman Plante made a motion to authorize the Town Manager to sign the Dispatch Contract. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3 – 0.

Selectman Pendergast noted that Somersworth, Rochester and Dover are looking into consolidation as published in today's newspaper. Town Manager Eldridge stated New Hampshire has just two dispatch centers and Maine has eighteen plus centers. Selectman Plante stated the legislature held meetings on the issue but they did not go well due to territory issues. Discussion ensued regarding county coverage.

Selectman Pendergast asked what the town gets for the money paid to the county. Mr. Eldridge replied the jail, the registry of deeds, the county court and police back up. Discussion ensued regarding the County Budget and the jail relocation.

b. Code Enforcement Contract

Town Manager Eldridge stated this is the contract with South Berwick which has served us well. There is a 3% increase to cover wage increases and insurance increases.

Motion: Selectman Plante made a motion to authorize the Town Manager to sign the Code Enforcement Contract. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3 – 0.

Selectman Pendergast asked for the IRS mileage rate. Finance Director Maureen Finger responded that it is currently .54.

c. Proposed Town Hall Hours

Town Manager Eldridge proposed new hours for Town Hall; Mondays and Thursdays from 8:30 – 6:00pm, Tuesdays and Thursdays 8:30 – 5:00 and Fridays 8:30 to 11:00 (staff will stay until 12:00 but will be closed to the public at 11:00 to allow time to do any reports and to use any comp time generated during the week.). The new hours will better serve the public. The new hours will be effective June 27, 2016.

Motion: Selectman Plante made a motion to accept the hours change for Town Hall as proposed. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3 – 0.

d. Year End Appropriation Transfers

Finance Director Maureen Finger explained that at last year's town meeting the voters approved allowing the Town Manager to come to the BOS in June to bring forward any potential budgets that may be over budget and areas of savings to cover any overages. She stated the Transfer Station budget will be over budget if money is not moved to cover the overage. The demo and wood disposal costs and hauling fees associated with that are higher than anticipated. Recycling is also at a higher cost than anticipated. She explained that there is money in the hydrant fund, the Town Clerk's budget under the insurance line item and the Public Works overtime budget.

Motion: Selectman Pendergast made a motion to allow the Town Manager to transfer funds to cover the overage in the Transfer Station's 2015-2016 budget as presented. Selectman Plante seconded the motion.

The motion carried unanimously: 3 – 0.

XI. QUITCLAIM DEEDS AND/OR INSTALLMENT CONTRACTS

- a. Map R059 Lot 004-00A: Quitclaim deed for payment in full of the 2014 tax lien that matured on February 16, 2016. Board approved accepting partial payments from the property owner without entering into a Land Purchase Installment Agreement.**

Motion: Selectman Plante made a motion to accept the quitclaim deed for Map R059 Lot 004-00A. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3 – 0.

- b. Map R052 Lot 001: Quitclaim deed to Bertha Knight for approved tax acquired property bid from 5/3/2016 meeting Off Beech Ridge Road (Owner Unknown)**

Motion: Selectman Plante made a motion to accept the quitclaim deed for Map R052 Lot 001. Selectman Pendergast seconded the motion.

The motion carried unanimously: 3 – 0.

XII. ABATEMENTS/SUPPLEMENTS

None

XIII. SECOND PUBLIC COMMENT

None

XIV. EXECUTIVE SESSION

None

XV. OTHER BUSINESS/NON-AGENDA ITEMS

None

XVI. ADJOURNMENT

The Meeting adjourned at 7:28pm

Respectfully submitted,

**Patricia Murray
Town Clerk**

The June 7, 2016 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s June 21, 2016 Meeting.

On behalf of the Board
