

# Town of Berwick



## BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

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Tuesday, April 4, 2017

6:30pm

Selectmen's Room  
11 Sullivan Street  
Berwick, ME 03901

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### 1. Call to Order

Chair Wright called the meeting to order at 6:30pm.

### 2. Roll Call

Board Members Present: Chair Thomas Wright, Vice Chair Edward Ganiere, Selectman Rebecca England, and Selectman Joshua Plante (6:34).

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

### 3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

### 4. Approval of Meeting Minutes

- March 7, 2017

**Motion:** Chair Wright moved to accept the March 7, 2017 minutes as written. Selectman England seconded the motion.

**The motion carried unanimously: 3-0**

- March 21, 2017

**Motion:** Selectman Ganiere moved to accept the March 21, 2017 minutes as written. Selectman England seconded the motion.

**The motion carried unanimously: 3-0**

## 5. First Public Comment

Chair Wright opened the first public comment.

Ms. Eleanor Murphy spoke. Last Wednesday the Police Department had a public forum on opium at the Library. Forty people attended. Ms. Murphy stated the new librarian, Sharon Kelly, is a great addition.

There being no further comments, Chair Wright closed the first public comment.

## 6. Public Hearing

- Issuance of \$1,125,000 General Obligation Bonds

Chair Wright opened the public hearing.

Chair Wright read the bond (see attached). The bond is for two fire trucks, auditorium window replacement and the tower clock repair/replacement. The bond article was passed at the 2016 Town Meeting Election.

Ms. Eleanor Murphy asked if the interest stays the same for the life of bond. Finance Director Maureen Finger replied that once the bond bank sells bond the rate will be stated in the amortization statement. The interest rate will be fixed but will depend on the bids. The bonds will be sold in mid-May at which time an amortization schedule will be available.

There being no further discussion, Chair Wright closed the public hearing.

**Motion:** Selectman Ganiere moved to adopt the issuance of the \$1,125,000 General Obligation Bonds and the Arbitrage and Use of Proceeds Policy. Selectman England seconded the motion.

**The motion carried unanimously: 4-0**

## 7. Reports of Committees

- **BCTV Committee**

Town Manager Eldridge reported that the programming schedule is now available on the BCTV website.

- **Envision Berwick**

Mr. Frank Underwood reported. Kristin Grant, who has worked with the Town during the Workforce Housing charrette process, is connected to the University of Maine Sea Grant program and in conjunction with the University of New Hampshire Cooperative Extension is presenting a Community Engagement Academy on Friday April 7, 2017. The program looks at strategies to engage people, develop leadership and develop community improvement. Three municipalities were chosen to be case studies; Dover and Portsmouth, NH and Berwick, ME. The next EBC meeting is on April 13, 2017. Mr. Underwood outlined a few items EBC is discussing; they have started to compile a list of projects for the USS Springfield crew, they will re-visit the Estabrook School, they will continue to work on design standards. He stated the Committee believes the Town Planner role needs to be addressed. Mr. Underwood also expressed an interest in members of EBC meeting with Mr. Kehaya, Fund of Jupiter. He noted that the EBC budget was cut in half and he would have expressed interest in Article 44 to have those funds go to EBC. He also reported several members' terms are up in June 2017. He also noted Town Manager Eldridge attended the last meeting and that was very helpful. Mr. Eldridge stated he would set up a workshop with the BOS and EBC.

## 8. Appointments/Presentations/Other Guests

- Appointment of Laura Simard to Envision Berwick Committee

Ms. Laura Simard was present. She moved to Berwick in 2013 from Rochester where she was a member of the Ambassador Chamber of Commerce Committee. She stated she enjoys meeting people and being a part of the community. She will bring energy and a different perspective.

**Motion:** Chair Wright moved to appoint Laura Simard to the Envision Berwick Committee. Selectman Ganiere seconded the motion.

**The motion carried unanimously: 4-0**

#### **9. Unfinished Business**

- Bid acceptance for Transfer Station Waste Disposal contract

Chair Wright reported that five bids from solid waste companies and one bid from a trucking firm were received. The BOS met in a workshop to review the bids. Town Manager Eldridge stated the bids were very competitive and Waste Management came in at the low end with a bid for a five year contract. He recommends awarding the bid to Waste Management. Town Manager Eldridge thanked the public for their recycling efforts.

**Motion:** Selectman Ganiere made a motion to accept the bid from Waste Management for the Transfer Station Waste Disposal five year contract as presented and to give contract signing authorization to the Town Manager. Selectman England seconded the motion.

**The motion carried unanimously: 4-0.**

#### **10. Town Manager Report**

- Public Works has done a great job conserving salt and plowing the roads this winter.
- The tower clocks are in and wired. The clocks are now illuminated at night. The trim work is scheduled to be completed soon and once that is done the staging will be removed and the project completed.

#### **11. Selectmen Communications**

- County Budget Committee Caucuses

Chair Wright read the notice regarding the caucuses being held April 12<sup>th</sup> to elect municipal and public representatives to membership on the County Budget Committee. There was no interest from the Board.

#### **12. Approval of Warrants**

<b>03-23-2017</b>	<b>A/P Warrant #1738</b>	<b>\$ 95,915.39</b>
<b>03-23-2017</b>	<b>Water Warrant #0738</b>	<b>\$ 5,212.28</b>
<b>03-30-2017</b>	<b>Payroll Warrant #1739</b>	<b>\$ 50,556.75</b>
<b>03-30-2017</b>	<b>A/P Warrant #1739</b>	<b>\$ 257,358.07</b>
<b>03-30-2017</b>	<b>Water Warrant #0739</b>	<b>\$ 8,146.67</b>
<b>04-06-2017</b>	<b>Payroll Warrant #1740</b>	<b>\$ 48,157.55</b>

**Motion:** Chair Wright made a motion to accept the Accounts Payable Warrants as presented. Selectman Ganiere seconded the motion.

**The motion carried unanimously: 4-0.**

#### **13. New Business**

- Set public Hearing Date for 2017 Town Warrant on April 18, 2017

Selectman Plante asked how much money was left resulting from the Town Planner resigning. Finance Director Maureen Finger stated that money will be used to pay Southern Maine Regional Planning for

their services to cover the Planning Department for the rest of this fiscal year. She estimates a \$13,000 savings in wages and benefits. Selectman Plante asked if any of that savings could be used to fund Envision Berwick Committee's budget which was cut by 50%. Chair Wright responded that the EBC operating budget was not cut but the matching grant money requested was not awarded to EBC. That money would be in the Town budget. Selectman Plante reiterated that EBC requested \$30,000 but was approved for \$15,000 and the Board could still give them more money. Chair Wright stated the warrant has been voted on and it is too late to change it. He also stated EBC was not the only line item to be cut, for example; the Highway Department and Coast Bus Service did not get all requests approved. Selectman Plante stated that they were not among the one that received an additional amount of money as voted on at the last BOS meeting. A special exemption was made, after a special meeting and after a 4-0 vote for the Manager recommended amount, to increase the Library budget by \$5,000 because of savings in the wage/benefit line item for the Planner. He stated he is trying to find the consistency. Chair Wright stated the Library was not awarded the money because of the savings on the Planner wages and benefits but because a citizen made an impassioned plea for the money. Selectman Plante stated one person can effect an entire budget that the entire town pays for and a committee member just made an impassioned request for more money for EBC. Chair Wright stated there were ample opportunities for them to request the money before the warrant was finalized. A discussion ensued regarding the vote for the increase in the Library funding and Selectman Plante noted he was the only Board member to stay consistent on the vote for the amount that was approved and recommended. Town Manager Eldridge clarified that any leftover money from this fiscal year will go into the undesignated fund balance and cannot be appropriated to FY18. He also clarified that Envision Berwick was asking for money for grants that have not been secured or applied for yet. During Budget Committee and Board meetings during the budget process, EBC was told if they had grants that required matching funds, the funding could go to vote at a Special Town Meeting if approved by the BOS. He stated he felt it was inappropriate to award funding for grants that may not happen in light of other departments reducing their requests to keep the budget in line. Selectman Plante asked if it was appropriate to increase the Library budget even though the Library has an agreement to raise money from private funding. Discussion ensued regarding the private funding and the original Board vote on the Library budget. Selectman Plante stated there is now a precedent set that impassioned pleas can result in an increase in a budget request. Chair Wright responded that this year is no different from prior years with pleas for additional funding being voted on by the Board of Selectmen. Selectman Plante reiterated that his point was to open a discussion to understand whether the opportunity was available to discuss any available funds and award them to Envision Berwick Committee.

**Motion:** Selectman Ganiere made a motion to set the Public Hearing Date for the 2017 Town Warrant on April 18, 2017. Selectman England seconded the motion.

**The motion carried unanimously: 4-0.**

- 2017 American Legion Car Show request for funds

Mr. Andy Buckman from the American Legion spoke. He reported that the Citizenship Supper is scheduled for September 23, 2017. All balloting has been closed but nominations for Citizen or Business of the Year is extended until May 1, 2017.

Mr. Buckman requested permission to fly the POW/MIA Flag at the Lord's Cemetery. He checked Federal and State regulations and found that it is the Town's decision because it is Town property. The Legion will be responsible for upkeep and flag purchases.

**Motion:** Chair Wright made a motion to approve the flying of the POW/MIA flag at the Lord's Cemetery. Selectmen Ganiere seconded the motion.

**The motion carried unanimously: 4-0.**

Mr. Buckman requested a donation from the Town for the 2017 Car Show which is scheduled for June 4th. The Town typically donates \$200.00 annually for the purchase of dash plaques. Mr. Buckman indicated the money would be used to purchase t-shirts that advertise the car show this year.

**Motion:** Selectman Ganiere made a motion to approve a \$200.00 donation from the contingency fund to the American Legion for the 2017 Car Show. Selectmen England seconded the motion.

**The motion carried unanimously: 4-0.**

#### **14. Quitclaim Deeds and/or Installment Contracts**

- Land Purchase Installment Contract Map/Lot R015-002-003-000

Finance Director Finger explained that the former owner was interested in repurchasing the single family home property that was recently foreclosed on. They have requested the repurchase on a payment plan. They have made a down payment.

**Motion:** Selectman Ganiere made a motion to accept the Land Purchase Installment Contract Map/Lot R015-002-003-000 as presented. Selectman England seconded the motion.

**The motion carried unanimously: 4-0.**

#### **15. Abatements/Supplements**

- Abatement Application Map/Lot R017-022

Finance Director Finger explained that the Assessing Agent requested the abatement on the parcel which was tax acquired by the Town and sold to the current property owner. The lot is unbuildable so the owner is requesting a change in the assessment to reflect that.

**Motion:** Selectman Ganiere made a motion to accept the Abatement Application Map/Lot R017-022 as presented. Selectman England seconded the motion.

**The motion carried unanimously: 4-0.**

#### **16. Second Public Comment**

Chair Wright opened the second public comment.

Ms. Tammy Cole spoke. She inquired, given the acceptance of the new Waste Management contract with less expensive fees, how the budget will be affected. She asked if the Transfer Station budget would be adjusted or if any remaining monies would go into the undesignated fund at the end of the 2018 fiscal year. Town Manager Eldridge replied that solid waste costs are unknown from year to year due to tonnage. Any savings could be used for other items or returned to the undesignated fund. Ms. Cole asked if tax payers would see a change in that line item if the trend continues to decrease for waste management costs. The BOS confirmed. Chair Wright also noted resident recycling would also have an effect on the final cost.

Ms. Eleanor Murphy spoke. She stated in the past any department that had a shortage of funds during the year, would come to the Board and request funding. Special Town Meetings were scheduled.

There being no further comments, Chair Wright closed the second public comment.

#### **17. Executive Session**

None.

**18. Other Business/Non-Agenda Items**

Town Manager Eldridge reported that the next agenda will include a request to authorize a bid for parcels that have been foreclosed on. He has received a request from Habitat for Humanity to purchase a foreclosed parcel.

**19. Adjournment**

The meeting adjourned at 7:30pm.

**Respectfully submitted,**

**Patricia Murray  
Town Clerk**

**The April 4, 2017 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s April 18, 2017 Meeting.**

**On behalf of the Board**

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