

Town of Berwick



BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, June 20, 2017

6:30pm

Selectmen's Room
11 Sullivan Street
Berwick, ME 03901

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, Selectman Mark Pendergast and Selectman Joshua Plante.

Staff Members Present: Town Manager Stephen Eldridge and Town Clerk Patricia Murray.

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- June 6, 2017

Motion: Selectman Plante moved to accept the June 6, 2017 minutes as written. Selectman England seconded the motion.

The motion carried unanimously: 4-0 with Vice Chair Ganiere abstaining.

5. First Public Comment

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

6. Public Hearing

None.

7. Reports of Committees
 • **BCTV Committee**

Ms. Terri Wright, Coordinator, was present. Ms. Wright gave an update to the Board.

Since beginning of May, 14 shows have been taped/ of those, 8 have been completed and are up on the station. The following projects need completing.

Event	Date	Downloaded /Converted	Edited	Station	On-Demand	FB	Website Page
BPL Author Talk	5/3/17	X	X	X	X	X	X
Rec Master Plan	5/15/17	X	X	X	X	X	x
Envision Berwick River Walk Invasive Species / BPL Rosie the Dog	5/20/17	X					
NMS Spring Concert	5/22/17	X	X	X	X	X	X
Knowlton School Concert	5/23/17	X	X	X	X	X	x
NHS Spring Concert	5/24/17	X	X	X	X	X	X
Memorial Day Service	5/29/17	X	X	X	X	X	x
NHS Graduation	6/2/17	X	X	X	X	X	X
Legion Car Show	6/4/17	X	In Process				
Smoke Stack Removal	6/8/17	X					
MSAD Vote	6/8/17	X	X	X	X	X	X
Hackmatack Playhouse BHS	6/10/17	X					
BPL Author Talk	6/10/17	X					
Ross Bachelder Re-make	6/17/17	X					

The process for “Streaming” Channel 22 on our webpage has started and “On-Demand” videos directly from the webpage are now offered.

Google Analytics have been installed and can now track information such as videos watched “On-Demand”, and geographic regions.

Ms. Wright is attending Webinars to help her understand the Hypercaster and Connect sites. Today she attended a session for slide shows to learn how to put music behind them, add graphics, and insert weather station information.

Tonight, for the first time, the agenda was added to our broadcast prior to this meeting. For residents at home, this is helpful information.

A new videographer, Ryan Carr, has been hired. He helped tape the Legion Car Show and the Berwick Library Author talk.

Ms. Wright spoke to the Superintendent, Steve Connolly regarding taping School Board meetings again. Ryan Moore is interested in taking on this responsibility. He will be paid a little more for this task due to the fact that there is more involved with set up of the sound board, installation of microphones, and equipment. However, BCTV is securing a location in the HS to store the equipment. Our second part of this goal is to recruit others at the HS to help with this task. The Videos On Demand can be accessed by all 3 towns via computer. BCTV is hoping to find residents in each town to take a turn at taping School Board and School Budget meetings.

Ross Bachelder has begun a new program called “The Faces of Berwick” which is an interview show for residents interested in interviewing a local who has made a difference in the Town of Berwick. Ross interviewed Nick Zipp, and an interview with Theodore Stickney who will be 100 years old in November is being scheduled. BCTV seeks other residents who have someone they would like to interview to continue the series. You get to design, come up with the questions, and conduct the interview yourself. Call or email BCTV if interested.

Lisa Huestis has stepped in as Chair for the BCTV Committee and the Committee still seeks (2) more residents interested in joining our committee. Committee members – with the assistance of the Coordinator – review and approve budgetary items, make recommendations on the direction BCTV should take, and, if they chose, assist with operations of the station.

BCTV also seeks residents with video editing experience. They do not seek professionals, although that would be nice. We seek home editors looking to make a little extra money. We will pay \$30/video edited. Give the Coordinator a call at 207-715-0059.

Lastly, BCTV wants to hear from you. We are looking for a format that works for all. Times when we should show governmental meetings and times for local events. When would you like to see movies shown or hear concerts? Let BCTV know.

- **Envision Berwick**

Pat Boisvert, Age Friendly Berwick Committee, and Sharon Kelly, Library Director, were present. The Age Friendly Berwick Committee is now known as Berwick for a Lifetime. They have received support from AARP in sending out a survey to a random group of residents aged 50 and over. The results showed transportation, communication and housing needs. On June 27 at 6pm there will be a community forum at the Library. Ms. Kelly extended an invitation to the BOS.

Chair Wright reported a small group of EBC members have been meeting regarding the public service parcel that the Town purchased. A community clean-up is tentatively scheduled for Saturday, July 22.

Ms. Boisvert noted there are several items that need to be removed from Prime Tanning. She stated volunteers are needed and anyone interested should contact James Bellissimo, Water Department/Planning Tech at jbellissimo@berwickmaine.org or 207-698-1101 ext. 124.

Chair Wright reported that the smokestack is down. There are a lot of whole bricks remaining. A decision needs to be made as to repurposing the bricks. Ideas should be passed on to the EBC.

8. Appointments/Presentations/Other Guests

- MSAD #60 School Board
 - Travis Doiron

- Denise Mallett

Mr. Travis Doiron was present. He stated the tax burden on Berwick is high and he would like to adjust that. He would look at the re-evaluation process. He feels his expertise with the fire service will be an asset assisting with the emergency plan. He has three children in the District.

Selectman Plante asked Mr. Doiron his thoughts on reducing costs. Mr. Doiron responded that he would look at the formula that they use and at any readjustments that have been done.

Motion: Chair Wright moved to appoint Travis Doiron to the MSAD #60 School Board until the November 2017 election. Selectman Pendergast seconded the motion.

The motion carried unanimously: 5-0

Ms. Denise Rochefort was present. She has resided in Berwick for 14 years. She has been involved in the schools. One child has just finished eighth grade and will move into the high school. Her daughter is now out of district but attended MSAD 60 through grade 9. She was involved in the Nellie Mae Grant process that the school went through. She was able to learn a lot about the budget process.

Selectman Plante asked what her top priority would be. Ms. Rochefort replied that a balanced budget is a top priority but she would seek to find a way to not overly impact one area over another, i.e. teachers, students, programs. She would also look for ways to improve school spirit throughout the District.

Motion: Selectman Ganiere moved to appoint Denise Mallett to the MSAD #60 School Board until the November 2017 election. Selectman England seconded the motion.

The motion passed: 5:0

9. Unfinished Business

- Board to make final recommendation for warrant article question for Special Town Meeting August 8, 2017

Town Manager Eldridge presented the draft warrant articles:

ARTICLE 1

To elect a Moderator to preside at said meeting.

ARTICLE 2

Shall the Town authorize:

- 1) the Board of Selectmen and Treasurer to raise a sum not to exceed \$200,000 for the purchase, renovation, and capital improvements for property located at Map/Lot U003-011, 71 Sullivan Street, Berwick, Maine ("Property"), and further authorize the Board of Selectmen to determine the manner such funds are raised, including, any combination of either use of Undesignated Fund Balance Reserves and or rural development loans (i.e., federal funds), grants, or the issuance of general obligation securities of the Town of Berwick, Maine, including temporary notes in anticipation of the sale thereof, and further authorize the Treasurer and Chairman of the Board of Selectmen the authority and discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption, current or advance refunding(s) of any said securities, and form(s) and other details of said securities, including execution and delivery of said securities against payment therefor and to provide for the sale thereof; and

2) the Town Manager and Board of Selectmen to negotiate, as part of the Town's purchase of the Property, and as part of the consideration therefore, full resolution of a pending land use action in *Town of Berwick v. Step Six Realty Trust, et al.*, Docket No. SPRDC-CV-2017-00009)?

Note: The Property will expand upon and enhance existing property of the Town and will be used for community related activities. Impact Fees are expected to be used to help pay down any loan or bond.

Purchase Price: \$155,000
Renovation: \$ 45,000 (legal and stabilization)
Total \$200,000

Town Manager Eldridge explained the \$200,000.00 will come out of the undesignated fund balance which will be reimbursed with impact fees. This step is to secure the building. Once the property is secured talks can begin as to how the Town would like to proceed. Mike Lassel, Lassel Architects, will be in Berwick on July 18th to talk with various committees about future use for the property. Mr. Eldridge reiterated the first priority is to purchase and secure the property if the voters approve the warrant.

Chair Wright stated that after discussing using the undesignated fund balance with Finance Director Maureen Finger, the Board feels this is the best way to go. There will be no interest and it will not directly impact the tax rate.

Motion: Selectman Ganiere moved to accept the 2017 Special Town Meeting Warrant as presented. Selectman England seconded the motion.

The motion passed: 4:1 with Selectman Plante opposing

- Spirit of America Nomination

Town Manager Eldridge stated this is a new nomination for Berwick but has been in the State for many years. This recognizes a group or individual who has contributed a lot to the community. A nomination will be chosen every year. The Board should submit their choice to the Town Manager.

- Smoking Policy

Town Manager Eldridge stated the Smoking Policy has been edited to reflect changes to specific areas designated to smoking which will not interfere with non-smokers or visitors. Town Hall's designated spot is the staff parking lot. Signs will be posted. Smoking is prohibited in any town vehicle or building. Selectman Plante asked for clarification on the designated smoking area at the recreation field; he was unsure if the smoking area was just outside the fence or down below the parking lot. Town Manager Eldridge will clarify with Recreation Director Kim Taylor. The policy will be updated to specify the area at the recreation field.

Motion: Selectman Plante moved to accept the revision of the Smoking and Tobacco Use Policy as presented. Selectman Ganiere seconded the motion.

The motion passed: 4:0

- Nepotism Policy

Chair Wright recused himself from the discussion since his wife is currently the Interim BCTV Coordinator.

Town Manager Eldridge stated the policy was revised because the existing policy ruled out a lot of people for potential employment. The current policy does not specify what type of relations are restricted. Town Manager Eldridge stated if a potential employee is not related to his/her direct supervisor they should be allowed to work for the Town as there would not be any preference shown. The current policy limits the hiring pool. All hiring of personnel goes through the Town Manager. The revised policy includes a waiver that enables the Town Manager to use discretion upon hiring.

Vice Chair Ganiere stated Nepotism is a very significant issue and he is glad the policy has been revised.

Selectman Plante asked what the standard for waivers is for the Nepotism Policy which is currently in place. Mr. Eldridge replied the policy contained no waivers. It is a blanket policy. Selectman Plante asked if there has been any trouble with hiring or if there is any department which caused the need to revise the policy. He asked if the operations of the Town are hindered in any way without the revised policy. Mr. Eldridge replied there is not a lot of hiring. Ads will be going out for the BCTV Director and a part-time administrative assistant in public works. The personnel policy is being revised to match the union contracts. He wants the policies to be uniform. Selectman Plante asked if it is anticipated to use the waiver in the revised Nepotism Policy in the coming weeks or months. Town Manager Eldridge replied that it is a possibility but he cannot project who will be applying for jobs. Mr. Eldridge explained the hiring process which includes a rating system and interview process.

Selectman Plante stated he will not support the revised policy as presented with the waiver. He doesn't believe there is a lack of people available to fill positions. He stated there has been no history of not filling positions with qualified people without a conflict of interest. Selectman England stated she appreciates Selectman Plante's comment but can see the issue being a problem with a small community; her place of employment hires relatives. Selectman Plante stated if a family member of the Board applies for a position and is hired, Town Manager Eldridge would ultimately be their supervisor; the Board of Selectman oversees the Town Manager which could create a conflict for the Town Manager. Selectman Plante sees the waiver process as a potential cloud. Selectman England stated it could be a disservice to the Town to not consider a relative of the Board for employment. Discussion ensued regarding the validity of the waiver in the revised policy.

Motion: Selectman England moved to accept the revisions to the Nepotism Policy as presented. Selectman Pendergast seconded the motion.

The motion passed: 3:1 with Selectman Plante opposing and Chair Wight recused

10. Town Manager Report

- July 4th falls on a Tuesday therefore there will be no Board of Selectmen meeting until July 18th. There will be no make-up meeting scheduled. Next meeting is July 18, 2017 at 6:30pm.
- Town Manager Eldridge asked staff if they would be willing to take Monday, July 3rd as a vacation/comp day. All were in agreement. He asked the Board to approve Town Offices being closed on Monday July 3, 2017.

Motion: Chair Wright moved to close the Town Offices on July 3, 2017 as recommended by the Town Manager. Selectman England seconded the motion.

The motion passed: 5:0

- The MS4 drawings are completed. Town Manager Eldridge will be reviewing. This will go out to bid in the next few weeks.

- Franchise agreement negotiations with ComCast are scheduled for July 11, 2017 at 10am with Tony Vigue.
- Prime Update: Mr. Kehaya, Fund of Jupiter (FOJ), was here last Monday –meeting with contractors and potential clients. The final rendition of the site plan is close to being ready for public view. Mr. Kehaya will meet with EBC and the Planning Board on July 6, 2017. Chair Wright stated he is pleased with the site plans that he has seen. There will be plenty of greenspace. Town Manager Eldridge stated Mr. Kehaya is speaking with a grocery store, restaurant, medical offices and a pharmacist about space at Prime.
- The Water Department is working on getting the new baffling system set up. This will help to remove manganese. This will be complete in the next few weeks. The State will then inspect the system.

11. Selectmen Communications

- Public Hearing on Proposed FY 2018 York County Budget

The Public Hearing for the Proposed FY 2018 York County Budget is scheduled for June 21, 2017 at 6:30pm in Alfred.

12. Approval of Warrants

06-08-2017	A/P Warrant #1749	\$ 69,916.99
06-08-2017	Water Warrant #0749	\$ 4,052.31
06-15-2017	Payroll Warrant #1750	\$ 45,343.87
06-15-2017	A/P Warrant #1750	\$ 112,515.70
06-15-2017	Water Warrant #0750	\$ 3,232.40
06-22-2017	Payroll Warrant #1751	\$ 61,838.51

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

The motion carried unanimously: 5-0.

13. New Business

None.

14. Quitclaim Deeds and/or Installment Contracts

- Quitclaim Deed for Map R007 Lot 001-A-004

Motion: Selectman Ganiere moved to accept the Quitclaim Deed for MapR007 Lot 001-A-004 as written. Selectman England seconded the motion.

The motion passed: 5:0

15. Abatements/Supplements

None.

16. Second Public Comment

Chair Wright opened the second public comment.

Ms. Eleanor Murphy spoke. She asked when the town meeting for the purchase of 71 Sullivan Street was. Chair Wright replied August 8, 2017. She stated closing on July 3rd is a great idea and asked that signs be posted. She also stated the Nepotism Policy has not be revised since its inception in 2013.

Selectman Pendergast asked Ms. Murphy if she would be interested in being interviewed by BCTV.

Mr. Ken Raines spoke. He asked where the clean up on July 22nd was. Chair Wright replied that it is along the riverfront near Moulton Street. The hours will be determined.

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

17. Executive Session

None.

18. Other Business/Non-Agenda Items

None.

19. Adjournment

The meeting adjourned at 7:28pm.

Respectfully submitted,

Patricia Murray
Town Clerk

The June 20, 2017 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s July 18, 2017 Meeting.

On behalf of the Board
