



# Town of Berwick

## BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

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Tuesday, October 3, 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  
Selectman Mark Pendergast and Selectman Joshua Plante.

Board Members Absent: none

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

- September 19, 2017

**Motion:** Vice Chair Ganiere moved to accept the September 19, 2017 minutes as written. Selectman England seconded the motion.

**The motion carried: 3:0 with Selectmen Pendergast and Plante abstaining**

### 5. First Public Comment

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

Chair Wright thanked and commended the American Legion for recently hosting the appreciation/Recognition Dinner and the luncheon for the National Commander.

### 6. Public Hearing

None.

**7. Reports of Committees**

- **BCTV Committee**

Town Manager Eldridge reported there is one more scheduled meeting with Comcast regarding the franchise agreement. He is hopeful that all requests will be met. He thanked Tony Vigue for his guidance and work on this effort.

- **Envision Berwick**

James Bellissimo, Chair, submitted a report to Chair Wright. The Prime brick re-use project is moving forward. The concept is to use the bricks for a flowerbed and patio.

Mr. Kehaya, Funds of Jupiter, will present a conceptual/master plan for the Prime site on October 12, 2017 at 5:30 in the auditorium. The public is encouraged to attend. The presentation will be broadcast live on BCTV.

**8. Appointments/Presentations/Other Guests**

- Appointment to Envision Berwick
  - Edward Levasseur

Mr. Edward Levasseur was present. He stated he got involved with EBC during the park clean-up project. He has been following the progress of the Prime site. He would like to help strengthen ties between the two communities.

**Motion:** Selectman Pendergast moved to appoint Edward Levasseur as a member of the Envision Berwick Committee for a two-year term. Vice Chair Ganiere seconded the motion.

**The motion carried unanimously: 5:0**

**9. Unfinished Business**

None.

**10. Town Manager Report**

- Funding for the oil spill at the Prime Tanning site is still being pursued. Grant money for half of the project has been offered by Southern Maine Planning; Fund of Jupiter would pick up the remaining half. The project cost will be between \$45,000 and \$60,000. EnviroVantage is finishing the punch list.
- The closing on 71 Sullivan Street was Friday, September 29. The buildings are empty and Public Works has secured the buildings. Town Manager Eldridge is sending out bids for demolition. The Board of Selectmen will have to decide what to do with the buildings once the demolition bids come in.
- Port City Architects have site walks planned on Wednesday, October 4<sup>th</sup> to look at possible sites on Pine Hill Road, Cemetery Road and the Estabrook School for the Fire Station/Public Safety Building.

**11. Selectmen Communications**

None.

**12. Approval of Warrants**

<b>09-21-2017</b>	<b>A/P Warrant #1812</b>	<b>\$147,239.01</b>
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09-21-2017	Water A/P Warrant #0812	\$ 3,568.59
09-28-2017	A/P Warrant #1813	\$620,714.29
09-28-2017	Water Warrant #0813	\$ 7,299.23
09-28-2017	Payroll Warrant #1813	\$ 51,093.12
10-05-2017	Payroll Warrant #1814	\$ 46,159.90

**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

- Post Issuance Compliance Policy

Maureen Finger, Finance Director, recommends adopting this new policy. The policy is a result of a suggestion from the Town’s Bond Counsel. The IRS asks issuers of tax-exempt bonds or capital lease agreements if a policy covering post-issuance requirements has been adopted. The BOS will review the policy and consider at the October 17, 2017 meeting.

- Capital Acquisition Project vote

The following needs to be voted by the Board of Selectmen for the lease purchase of the Trackless Sidewalk Machine and the Western Star Plow Truck to comply with tax-exempt obligations requirements:

- 1) That a Capital Acquisition Project (the “Project”) consisting of the Lease of a 2017 MT Trackless Sidewalk Machine and Western Star 10-Wheeler Plow Truck, with associated attachments, is hereby approved; and
- 2) That the financing for the Project in the principal amount of \$345,790 is awarded to Androscoggin Bank at an interest rate of 3.14%; and
- 3) That the Town Manager/Treasurer and/or Clerk are each individually authorized to execute the Municipal Lease Purchase Agreement, and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require;
- 4) That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project.
- 5) That said Lease is hereby designated a “bank qualified tax-exempt obligation” of the Town for the 2017 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**Motion:** Chair Wright made a motion to accept (1)That a Capital Acquisition Project (the “Project”) consisting of the Lease of a 2017 MT Trackless Sidewalk Machine and Western Star 10-Wheeler Plow Truck, with associated attachments, is hereby approved; and (2)That the financing for the Project in the principal amount of \$345,790 is awarded to Androscoggin Bank at an interest rate of 3.14%; and (3)That the Town Manager/Treasurer and/or Clerk are each individually authorized to execute the Municipal Lease Purchase Agreement, and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require; (4)That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project. (5) That said Lease is hereby designated a “bank qualified tax-exempt obligation” of the Town for the 2017 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Vice Chair Ganiere seconded the motion.

**The motion carried unanimously: 5-0.**

- Stormwater Outfall Bids

Town Manager Eldridge stated that six contractors attended the pre-bid meeting; four submitted bids. Results are as follows:

BIDDER	LUMP SUM
Pratt and Sons, Inc.	\$ 111,482.00
Nelson Communications Services, Inc.	\$ 49,900.00
NM Curtis Earthworks, Inc.	\$ 88,500.00
SUR Construction, Inc.	\$ 99,545.00

Sevee and Meyer Engineers, Inc. reviewed the bids and, after confirming the low bid contained all necessary components for the project, recommend awarding the bid to Nelson Communications Services, Inc.

**Motion:** Selectman Ganiere made a motion to award the Stormwater Outfall bid to Nelson Communications Services, Inc. at \$49,900.00. Selectman Pendergast seconded the motion.

**The motion carried unanimously: 5-0.**

- BOS to Set Public Hearing Date for the November 7<sup>th</sup> Referendum Election  
Patricia Murray, Town Clerk requested the Public Hearing be set for October 17, 2017.

**Motion:** Selectman Ganiere made a motion to set the public hearing date of October 17, 2017 for the November 7<sup>th</sup> Referendum Election. Selectman England seconded the motion.

**The motion carried unanimously: 5-0.**

- BOS to Set Polling Hours for the November 7<sup>th</sup> Referendum Election  
Patricia Murray, Town Clerk, requested the Polling Hours for the November 7, 2017 Referendum Election be set from 8:00am top 8:00pm.

**Motion:** Selectman Ganiere made a motion to approve the Town Meeting polling hours from 8am to 8pm on November 7, 2017 Selectman England seconded the motion.

**The motion carried unanimously: 5-0.**

- Junk Yard Permit Renewal Application; Southern NH Hydroelectric Development Corp.  
Patricia Murray, Town Clerk stated this is the fourth and final application. The fee has been paid by Southern NH Hydroelectric Development Corp. and there are no changes since their last application.

**Motion:** Chair Wright moved to accept the Junk Yard application from Southern NH Hydroelectric Development Corp. as presented. Vice Chair Ganiere seconded the motion.

**The motion carried unanimously: 5:0**

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

None.

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

None.

Town Manager Eldridge reported that Karen Fortier will be working with Paul McKenney in the Assessing Office. Ms. Fortier and Mr. McKenney are with our contracted assessing firm MRI.

**16. Second Public Comment**

Chair Wright opened the second public comment. 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 6:58pm.

**Respectfully submitted,**

**Patricia Murray**  
**Town Clerk**

**The October 3, 2017 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s  
October 17, 2017 Meeting.**

**On behalf of the Board**

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