



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, November 21, 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, Selectman Rebecca England, and Selectman Joshua Plante.

Board Members Absent: Vice Chair Edward Ganiere and Selectman Mark Pendergast

Staff Members Present: Town Manager Stephen Eldridge, BCTV Coordinator Terri Wright and Town Clerk Patricia Murray.

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- November 8, 2017

Motion: Selectman England moved to accept the November 8, 2017 minutes as written. Chair Wright seconded the motion.

The motion carried unanimously: 3:0

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

Coordinator Terri Wright reported the following:

DEC 6TH INSTALLATION - Epson Corporation Powerlite 2245U LCD Projector - 1080p - HDTV - 16:10 Projector

- They discontinued this model and we are getting upgraded (for no additional cost) from 4200 lumens to 5000 lumens – more than enough for this room.
- Unit will be stationary but accessible via HDMI port attached to wall near Town Clerk's desk
- Remote operation
- A new screen that retracts into ceiling and will sit in front of the Town Seal

We are also installing:

- New speakers
- New amplifier

Negotiations:

Comcast recently contacted Tony Vigue and we believe we are very close to finalizing the contract. This will be a 15-year contract which includes expansion to Diamond Hill and Little River Road (last 2 roads in Berwick to receive cable), an increase in the franchise fee to the full 5%, a capital improvement grant and an additional Channel. The timeframe is still to be determined. We will program all governmental meetings and events on one channel and everything else will be on a separate station.

Banner / Sign:

The BCTV Committee talked about increasing our visibility in the community and how this might look. We thought a sign out front to let people know where the station is and perhaps a banner we could put up on Town voting days or other events.

Videos – From end of Sept. to end of Oct. – recorded, edited, and released 10 programs / created 4 public service announcements and 5 slides for Infovue

Google Analytics:

SEPT 2017

- Local Programming 55%
- 288 Hits on Streaming/OnDemand Station – most hits on Streaming

OCT 2017

- Locally Produced 68%
- 610 Hits on Streaming/OnDemand Station – Most popular Downtown Vision Presentation by Mark Kehaya

Recent Happenings

- Met with Pastor Smith at Methodist Church – will begin videotaping services on Sundays. I will edit and program to station as well as add to our On-Demand channel.
- Met one of the teachers from Sanford VoTech at the Farmer's Market. He took our information to share with students in the graphic arts program.
- Will meet with potential new volunteer on Saturday.

- Program Guide is now working correctly – It took many calls to Telvue but the last technician I spoke with noticed that something was not turned on at their end which allowed the Hypercaster and Infovue to communicate. He had to shut us down for 10 minutes – but when it came back – all was working.

Potential Class for Non-Profits & Community Organizations:

- BCTV wants to know if any of the Non-Profits and Community Organizations might be interested in a class on How to Create Your Own Public Service Announcement. This could be done through Adult Education
- This could be a win / win. BCTV would get new slides and material for the station and you would get your information out to our viewers. Let us help you create a simple slideshow to highlight your special event. Or, perhaps you want to do it all with video. We can help with that as well.
- Please let us know if you think this might benefit your organization. Contact Terri Wright, Coordinator, via email at BCTV Ch22@gmail.com or call the station 751-0059

Recruitment:

- BCTV seeks a resident good at creating PowerPoint slides. We need slides for town and road closures, meetings and events, and even holidays. It is asked that you use either Creative Commons or Public Domain graphics only - but are free to use your creativity on the set up and design. Give Terri Wright a call 207-751-0059 or email BCTVCh22@gmail.com.
- BCTV seeks video editors. I am getting behind again on editing and could really use some help. Right now, I have the Veterans Day Observance, a couple of speakers from the Library, a Historical Society event, and the Patriotic Concert at NHS.

- **Envision Berwick**

EBC's next meeting is Tuesday November 28, 2017 at 6:00pm with the Planning Board, Fund of Jupiter and the Board of Selectmen.

8. Appointments/Presentations/Other Guests

- Appointment of Derek White to Envision Berwick Committee for a two-year term

Mr. Derek White was present. He has been in Berwick for 23 years raising a family. He and his wife were very involved in youth sports. He is looking for ways to reengage his community activities and enjoys seeing the progress in Town. Mr. White holds two engineering degrees specializing in design, process and manufacture engineering. He works in the manufacturing operations management field. The Board thanked Mr. White for volunteering.

Motion: Chair Wright moved to appoint Derek White to the Envision Berwick Committee for a two-year term to expire June 30, 2019. Selectman England seconded the motion.

The motion carried unanimously: 3:0

- Hershey Hirschkop, The Housing Partnership

Ms. Hirschkop, Senior Project Manager, and Mr. Marty Chapman, Executive Director, The Housing Partnership, were present. Mr. Chapman addressed the Board. He asked for clarification of the Board's stand on the gifting of the Estabrook School property to the Housing Authority for a senior housing

development. This was voted on and approved by Berwick voters at the November 8, 2016 Town Referendum election. The site was slated for the development of low income, senior housing or workforce housing in perpetuity. The Housing Partnership has invested a lot of time and money; they met several deadlines with the Planning Board for site plan review and for public financing. The Housing Partnership was awarded financing through the Federal Home Loan Bank. Maine Housing denied their request, which is typical for a first-time request. Mr. Chapman stated the option for obtaining a Purchase and Sales Agreement has expired. He asked if the Town was still interested in pursuing the project and noted the need for senior housing in Berwick. Chair Wright noted the warrant's reference to Exhibit G stated a January 17, 2017 deadline for a P&S and finalized financing. Chair Wright replied that there is still an interest in developing the site but the situation has changed with the Prime site moving forward. The Estabrook project is no longer necessary for a jumpstart for Prime development. The Town is also looking for a public safety building site and could possibly have the Police Department vacate their present building. Chair Wright suggested a conversation with the Town Manager after an appraisal of the site has been done. Mr. Chapman will contact Mr. Eldridge sometime after December 2017 and is open to re-negotiation.

Selectman Plante noted Mr. Chapman referred to senior housing, workforce housing and low income housing and asked what the plan was moving forward; are all these options available for development under the Housing Authority's approach. Mr. Chapman replied that workforce housing has become interchangeable for low income housing and is more of a general term. The funding sources the Housing Partnership uses is for low income housing which requires an income threshold. The approvals the Housing Partnership has for the Estabrook School site relates to and is limited to senior housing as opposed to family housing. Selectman Plante noted the Town's history with the School Street apartment building developed with promises of senior housing which is not senior housing. He spoke of plans for low income, workforce housing being developed at the Prime site. He does not want to have this mistake happen again. Mr. Chapman reiterated the requirements of their funding limit the development to senior housing. Discussion regarding other options for restrictions on development ensued including limiting residence to Berwick residents.

9. Unfinished Business

None.

10. Town Manager Report

- The Water Department is preparing to excavate the water pipe at 71 Sullivan Street.
- Town Manager Eldridge has spoken to Cross Excavation and William Renaud Trucking regarding the demolition bids received for 71 Sullivan Street. They will revisit the cost since both were over budget. This item will be on the agenda in December.
- The Christmas Parade is Saturday, December 2, 2017 at 2:30pm. It will start in Berwick and end in Somersworth.
- The Board of Selectmen have a meeting on Tuesday, November 28th at 6pm with Envision Berwick.
- Town Manager Eldridge is meeting with Department heads on November 29th to begin the FY2019 budget process. He will ask the Board for budget recommendations at one of the December meetings.
- The new fire trucks should be delivered in December.

11. Selectmen Communications

None.

12. Approval of Warrants

| | | |
|------------|-------------------------|--------------|
| 11-09-2017 | A/P Warrant #1819 | \$111,739.23 |
| 11-09-2017 | Water A/P Warrant #0819 | \$ 481.37 |
| 11-16-2017 | A/P Warrant #1820 | \$128,908.35 |
| 11-16-2017 | Water Warrant #0820 | \$ 678.13 |
| 11-16-2017 | Payroll Warrant #1820 | \$ 54,047.02 |
| 11-22-2017 | Payroll Warrant #1821 | \$ 46,724.38 |
| 11-22-2017 | A/P Warrant #1821 | \$ 60,204.65 |
| 11-22-2017 | Water Warrant #0821 | \$ 1,249.38 |

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

The motion carried unanimously: 3:0.

13. New Business

- Supplement (Third) to Agreement for Rehabilitation and Sale of Real Estate

Town Manager Eldridge reported this should be the final supplement and is for the oil spill clean up at the Prime tanning site. This is a 50-50 match grant from Southern Maine Planning and Development. The maximum amount is \$93,008.00. Mr. Kehaya, Fund of Jupiter, will match the grant disbursements. DEP must give final approval for the start of work. The closing for the transfer of ownership is tentatively set for January 24, 2018.

Motion: Chair Wright made a motion to accept and sign the Supplement (Third) to Agreement for Rehabilitation and Sale of Real Estate as presented. Selectman England seconded the motion.

The motion carried unanimously: 3:0.

14. Quitclaim Deeds and/or Installment Contracts

- Quitclaim Deed: 0 Jewell Lane, Map R054 Lot 008-B-002

Town Manager Eldridge reported this is the tax acquired property that was awarded by the Board to Joseph Patenaude. Mr. Patenaude has paid the bid amount.

Motion: Chair Wright made a motion to accept the quitclaim deed for 0 Jewell Lane, Map R054 Lot 008-B-002 as presented. Selectman England seconded the motion.

The motion carried unanimously: 3:0.

15. Abatements/Supplements

None.

16. Second Public Comment

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

17. Executive Session

None.

18. Other Business/Non-Agenda Items

Selectman Plante asked about the Award of Audit Services Bid for FYs 2018, 2019, 2020. Town Manager Eldridge stated RHR Smith will be present at the December 19th BOS meeting to present the FY17 audit at which time the Board can question the staff changes and their concern of switching audit firms every three years.

19. Adjournment

The meeting adjourned at 7:12pm.

Respectfully submitted,

**Patricia Murray
Town Clerk**

**The November 21, 2017 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s
December 5, 2017 Meeting.**

On behalf of the Board
