



# Town of Berwick

## BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

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Tuesday, December 19, 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 Mark Pendergast.

Board Members Absent: Selectman Joshua Plante

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

### 3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

### 4. Approval of Meeting Minutes

- December 5, 2017

**Motion:** Vice Chair Ganiere moved to accept the December 5, 2017 minutes as written. Selectman Pendergast seconded the motion.

**The motion carried: 4:0**

### 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**

No report.

- **Envision Berwick**
  - Presentation

Chair James Bellissimo presented a PowerPoint slideshow to clarify some misconceptions regarding the LUO and mixed-use allowances at the Prime Tanning site. Key highlights included:

- The Town's Comprehensive Plan was adopted utilizing the Berwick Downtown Vision Report and Implementation Plan, the Berwick Downtown Vision Plan among others.
- Mixed-Use is mentioned eight times in the Berwick Downtown Vision Plan.
- Workforce Housing means rents ranging from \$575 per month for a studio apartment to \$1040 per month for a three-bedroom apartment.
- It can be expected that with mixed one and two-bedroom units, only about 10% would have children.
- To address comments about there being no plan for the site; the Meriturn Plan, the Gamble Plan, and several community concepts were shown. EBC took as many elements as possible from the Vision Plan, associated documents and concept plans, and codified them into language in the Land Use Ordinance.
- The only change for residential requirements to the latest LUO was the elimination of "The first floor residential use is entirely made up of workforce housing or elderly housing".
- Traffic improvements will be part of the plan for the development of the Prime site.
- Impact fees will be collected for all new residential housing.

Lengthy discussion regarding the increase of children to the school system as a result of development at Prime ensued. Chair Bellissimo and Ms. Serena Galleshaw, EBC member, responded to the Boards' concerns. Mr. Paul Boisvert, Planning Board, clarified development at the property across from the Hussey School and other areas in Town.

#### 8. Appointments/Presentations/Other Guests

- Ron Smith, RHR Smith and Company; FY17 Audit Results

Mr. Ron Smith, RHR Smith and Company, was present to discuss the June 31, 2017 audit results. He gave the Town of Berwick an average rating for financial health. The operating budget is approximately 13 million dollars. Standards like to see 30, 60 and 90 days of surplus for the operating budget. Last year there was 3.2 million dollars of surplus. In FY2017 about half a million was used in tax relief and various projects. At the end of the year there was 2 million of undesignated, unassigned surplus which represents about 60 days of the operating budget. Last year there was about 2.3 million in surplus which is again at 60 days. The Town's financial health is about a "B".

The full audit is on the Town's website [http://www.berwickmaine.org/vertical/sites/%7BF8989633-A21B-4E16-9C5C-F6FA24E87BCC%7D/uploads/Berwick\\_17fs\\_-\\_final\\_r.pdf](http://www.berwickmaine.org/vertical/sites/%7BF8989633-A21B-4E16-9C5C-F6FA24E87BCC%7D/uploads/Berwick_17fs_-_final_r.pdf) and is attached to the official minutes.

#### 9. Unfinished Business

- Estabrook Appraisal Funding from Contingency Fund

Town Assessor Paul McKenney will be appraising the property.

**10. Town Manager Report**

- 71 Sullivan Street demolition is complete.
- The oil spill cleanup at Prime should be done by Friday December 22<sup>nd</sup>.
- The tentative date for the Transfer of Ownership of the Prime site from the Town to the Fund of Jupiter is January 24, 2018.
- The FY19 Budget process has started. The Budget Committee will sit in on the BOS Budget meetings.
- MSAD 60 has a restriction of a 3% budget increase for the upcoming year.

**11. Selectmen Communications**

- FY19 Budget Schedule

Town Manager Eldridge presented the FY19 Budget Schedule.

January 12<sup>th</sup>: Department Budgets due to Finance

January 24-25: Department Heads Review Budgets with Town Manager and Finance Director

BOS Review:

January 30: General Expense  
 Town Administration  
 Town Clerk/GA  
 Town Hall  
 Recreation

February 6: Planning  
 Assessing  
 Fire  
 Miscellaneous  
 Transfers

February 13: Police  
 BCTV  
 Public Works  
 Transfer Station  
 Water

February 20: Final Review  
 Public Hearing

March 20: Warrant finalized and signed

**12. Approval of Warrants**

<b>12-07-2017</b>	<b>A/P Warrant #1823</b>	<b>\$763,947.77</b>
<b>12-07-2017</b>	<b>Water A/P Warrant #0823</b>	<b>\$ 1,472.99</b>
<b>12-14-2017</b>	<b>Payroll Warrant #1824</b>	<b>\$ 52,912.49</b>
<b>12-14-2017</b>	<b>A/P Warrant #1824</b>	<b>\$103,367.05</b>
<b>12-14-2014</b>	<b>Water A/P Warrant #0824</b>	<b>\$ 3,609.70</b>
<b>12-21-2017</b>	<b>Payroll Warrant #1825</b>	<b>\$ 53,343.41</b>

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

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

**13. New Business**

Chair Wright noted that the BOS needs to sit with the Planning Board to discuss lot size requirements and growth.

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

None.

**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**

Town Hall will be closed Friday, December 22 and Monday December 25, 2017 for the Christmas holiday. The Transfer Station will be closed on Sunday, December 24. Town Hall and the Transfer Station will be open on Tuesday, December 26.

**19. Adjournment**

The meeting adjourned at 7:37pm.

**Respectfully submitted,**

**Patricia Murray  
Town Clerk**

**The December 19, 2017 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s  
January 2, 2018 Meeting.**

**On behalf of the Board**

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