



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, August 21, 2018

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, Selectman Mark Pendergast and Selectman Kenneth Manning, Jr.

Board Members Absent: Vice Chair Edward Ganiere

Staff Members Present: Town Manager Stephen Eldridge, Transfer Station Supervisor Neil Hokinson, Assessor Paul McKenney, Chief Dennis Plante, Chief Tim Towne and Town Clerk Patricia Murray.

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- August 7, 2018

Tabled.

5. First Public Comment

Chair Wright opened the first public comment.

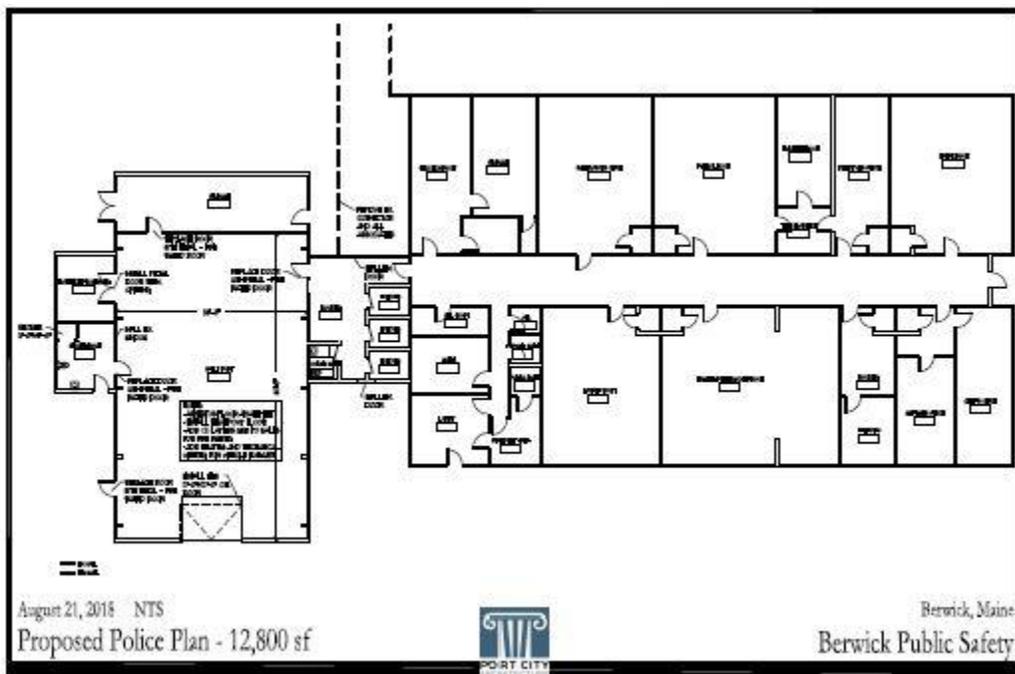
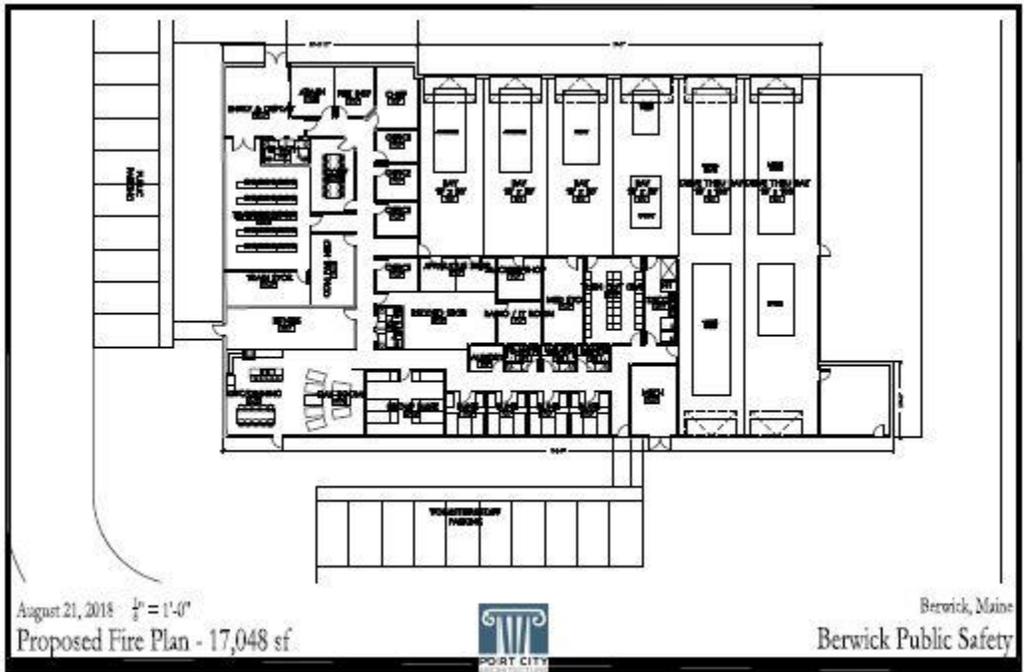
Transfer Station Supervisor Neil Hokinson reported the Hazardous Waste Day is Saturday, August 25th from 9am to 1pm at 2 Industrial Drive.

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

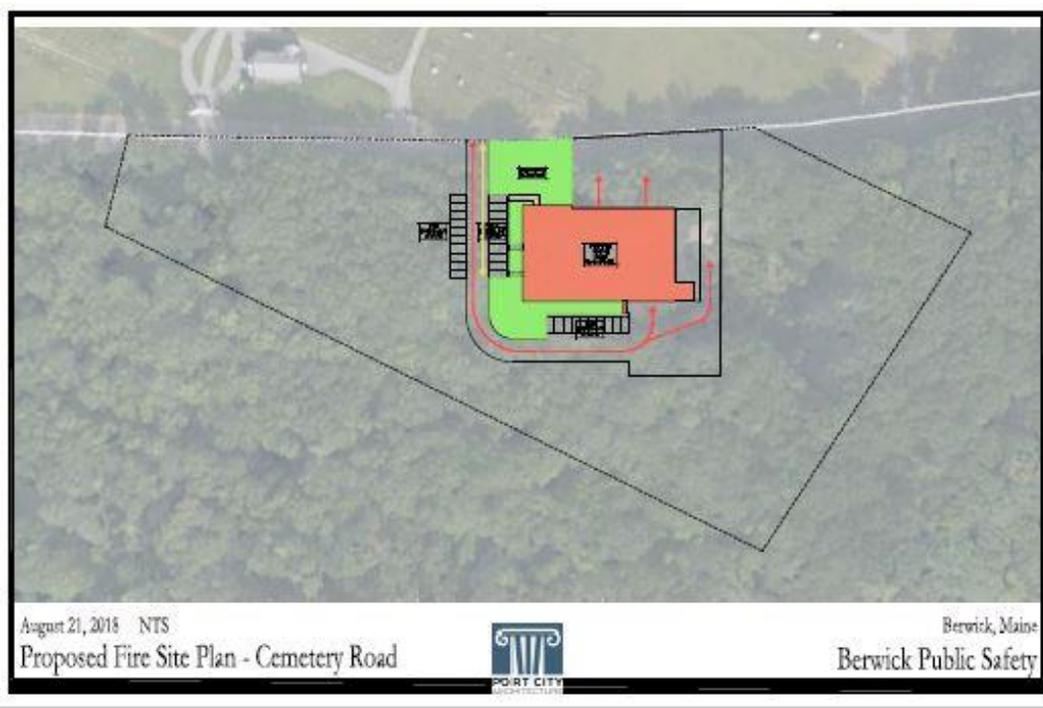
6. Public Hearing

- Port City Architecture, Proposed New Fire Station and Police Station Renovations

Chair Wright opened the public hearing. Mr. Andy Hyland, Port City Architecture, presented. The two sites for consideration are Estabrook School and Cemetery Road.



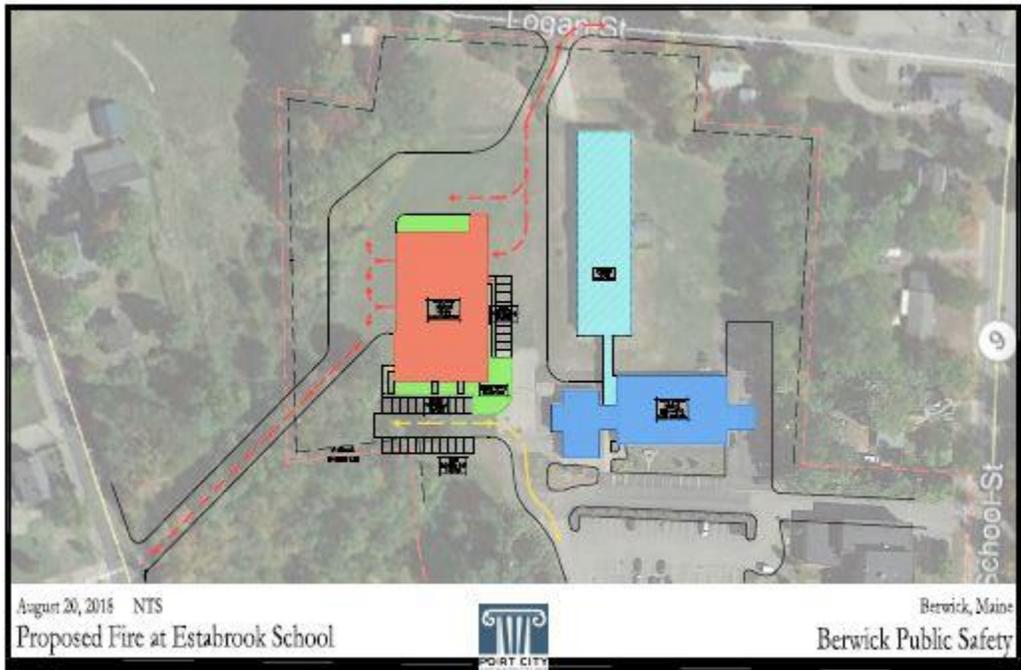
Cemetery Road Site:



Category Description	Cost Totals
"HARD COSTS"	
Construction	
Divisions 1-20	\$3,910,881
Other	\$20,000
Insurance & Bonds	\$96,000
CM Fee 3.5%	\$149,144
Estimating Contingency 2%	\$85,225
Total Fire Station	\$4,261,250
Police Renovation	<u>\$277,000</u>
Total Hard Costs	<u>\$4,538,250</u>
"SOFT COSTS"	
Pre-Construction Wetlands Delineation Report n/a	
Soils & Geotechnical Report	\$8,000
Subtotal Pre-Development Cost	\$8,000
Design / Engineering Architect & Engineering Fees 7.8%	\$353,984
Design Reimbursables 6%	\$21,239
Special Inspections	<u>\$7,000</u>
Subtotal Design/Engineering Cost	<u>\$382,223</u>
Impact / Permit Fees State Fire Marshal Permit Fee	\$2,500
Electrical Service Fee	<u>\$30,000</u>
Subtotal Impact/Permit Fees	<u>\$32,500</u>
Additional "Soft Costs" Systems	\$88,500
Equipment	\$252,000
Appliances	\$63,000
Furniture	<u>\$142,000</u>

Subtotal Additional "Soft Costs"	\$545,500
Project Contingency Held by Owner @ 8% of Soft costs	\$77,458
Total Soft Costs	\$1,045,680
"OTHER"	
Land Purchase	\$87,500
Water Line - 2,000ft @ \$95/LF	<u>\$190,000</u>
Total Other Costs	\$277,500
Project Total (Hard Costs + Soft Costs)	\$5,861,430

Estabrook School Site:



Category Description	Cost Totals
"HARD COSTS"	
Construction Divisions 1-20	\$3,910,881
Other	\$20,000
Insurance & Bonds	\$96,000
CM Fee 3.5%	\$149,144
Estimating Contingency 2%	\$85,225
Total Fire Station	\$4,256,250
Police Renovation	<u>\$277,000</u>
Total Hard Costs	\$4,533,250
"SOFT COSTS"	
Pre-Construction Wetlands Delineation Report	\$5,000
Soils & Geotechnical Report	<u>\$8,000</u>
Subtotal Pre-Development Cost	\$13,000

Design / Engineering Architect & Engineering Fees 7.8%	\$353,594
Design Reimbursables 6%	\$21,216
Special Inspections	<u>\$7,000</u>
Subtotal Design/Engineering Cost	\$381,809
Impact / Permit Fees State Fire Marshal Permit Fee	\$2,500
Electrical Service Fee	<u>\$30,000</u>
Subtotal Impact/Permit Fees	\$32,500
Additional "Soft Costs" Systems	\$88,500
Equipment	\$252,000
Appliances	\$63,000
Furniture	<u>\$142,000</u>
Subtotal Additional "Soft Costs"	\$545,500
Project Contingency Held by Owner @ 8% of Soft costs	\$77,825
Total Soft Costs	\$1,050,634
"OTHER"	
Building Demolition	\$77,500
Other Haz Material	\$45,000
Wetland's Mitigation	\$43,500
Access Road	\$175,000
Sewer	\$5,000
Water Line - 500ft @ \$95/LF	<u>\$47,500</u>
Total Other Costs	\$393,500
 Project Total (Hard Costs + Soft Costs)	 \$5,977,384

Several unidentified audience members spoke during the presentation. Discussions regarding flat roofs, roof height, ledge at the Estabrook site, location of new building at Estabrook, the road width on Cemetery Road and construction costs ensued.

Fire Chief Dennis Plante spoke. He reported that numerous studies were conducted regarding call areas, call times, etc. It was concluded that the best site would have been Pine Hill Road, but the available land was not conducive to a fire station. By moving to the Cemetery Road site, response times would improve within a five-mile area and the coverage area would increase. Ridlon Road improvements would assist with access. Chief Plante stated the bottom line is the Town needs a new fire station. The Cemetery Road location came up based on statistics. He stated Cemetery Road is capable of handling the fire equipment.

Town Manager Eldridge stated Cemetery Road is slated for maintenance next year if the budget is accepted.

Unidentified speaker stated insurance savings near Cemetery Road will cause loss of savings for other people. Chief Plante replied that most insurance rates are based on ISO ratings. The coverage area from downtown to Cemetery Road would not be too different. Having 24/7 shift coverage at the station and quickened response time will also help with insurance costs. An unidentified speaker stated Hubbard Road access needs to be addressed and stated he supports the Estabrook School location.

Chair Wright explained the process of locating potential sites for the new Fire Department. He supports the Cemetery Road location.

Unidentified speaker who stated he lives on Cemetery Road spoke to the cost of purchasing land at Cemetery Road versus building at Estabrook. He is concerned for pedestrians, bikers, dog walkers etc. on Cemetery Road which is a quiet area.

Unidentified speaker asked if the Estabrook School would need to be demolished if the site was chosen. Chair Wright replied it would need to come down. Discussion regarding selling the Estabrook School for assisted living housing ensued. Unidentified speaker stated it makes more sense to keep the Fire and Police Stations near each other. He gave suggestions for relocating the proposed building so that the access would be easier than cutting new access on the side street.

Unidentified speaker asked about the Fire Station informational postcards the Town mailed and why PO Boxes didn't receive them. Town Manager Eldridge will look into that. The speaker asked how secure the Police would be if the Estabrook School was sold for apartments. She stated the combination Fire/Police Station at the Estabrook site makes the most sense as they can share features such as the gym.

Discussion regarding housing at the Estabrook site ensued.

Mr. Perry Ellsworth, South Berwick Town Manager, spoke. South Berwick recently built a police station. He spoke to cost and need of the station.

Chair Wright spoke further about location.

Unidentified speaker stated she manned the informal survey available at the June election. She stated most people supported the Estabrook site.

Location discussion continued.

Police Chief Tim Towne spoke. He stated PD's call center is localized to the downtown area within a half mile radius from the department. Statistically the Police Department is where it should be. Chief Town noted the Fire Department needs a fire station. The Police Department is functioning with what they have now. The proposed additions to the Police Department would be excellent but they are not necessary.

An unidentified speaker asked if the warrant article could have the choice of locations for the voters to choose.

Speaker, self-identified as Judy, spoke. She has concerns if the station were located on Cemetery Road about fire alarms going off during funerals. She asked if a funeral procession would have to pull over for fire trucks. She suggested a traffic light for emergency vehicles at the downtown area. She reiterated putting a choice on the ballot.

Unidentified speaker noted there seems to be a rush to get this on the ballot. She suggested putting the item on the ballot as a non-binding question. Discussion regarding non-binding vs. binding ballot questions, increase of construction costs if this question does not go on the November ballot, the informal survey taken at the June election ensued.

Chair Wright closed the public hearing.

7. Reports of Committees

- **BCTV Committee**

No report.

- **Envision Berwick**

The Great Falls Park kick off meeting was held Saturday, August 18, 2018. They will continue to work on the plans for the park.

8. Appointments/Presentations/Other Guests

None.

9. Unfinished Business

- Impact Fees
 - Will Renaud Excavation

Chair Wright stated the excavation work at 71 Sullivan Street included two additional invoices for waterline excavation at \$4,200.00 and site preparation; asphalt removal, grading and parking lot preparation at \$11,500.00. He stated the money will come from recreation impact fees.

Motion: Selectman Pendergast made a motion to pay two invoices from Will Renaud Excavation in the amounts of \$4,200.00 and \$11,500.00 using funds from recreation impact fees. Selectman England seconded the motion.

The motion carried: 4:0

Chair Wright proposed moving the BOS meetings from the first and third Tuesday of the month to the second and fourth Tuesday of the month.

Motion: Chair Wright made a motion to change the meeting time of the Board of Selectmen meetings to the second and fourth Tuesday of each month starting October 9m 2018. The start time will remain at 6:30pm. Selectman Manning seconded the motion.

The motion carried: 4:0

10. Town Manager Report

Town Manager Eldridge reported the following:

- He and Chief Plante met with the York County EMA Director to discuss Smart 911. Smart911 is a free service that allows individuals and families to sign up online to provide key information to 9-1-1 call takers during an emergency. Smart911 allows citizens to create a Safety Profile at www.smart911.com for their household that includes any information they want 9-1-1 and response teams to have in the event of an emergency. When a citizen makes an emergency call, their Safety Profile is automatically displayed to the 9-1-1 call taker, allowing them to send the right response teams to the right location with the right information.
- The closing at Prime should be scheduled next week.
- He met with DOT regarding Route 4. According to statistics most accidents on Route 4 are caused by driver error. DOT is working on putting in turning lanes. Town Manager Eldridge will follow up and report updates.

- Paving will be complete by next week; Diamond Hill Road is done; Pond Road and Beech Ridge Road will be next.
- Town Manager Eldridge thanked the public for their patience during the computer outages in Customer Service.

11. Selectmen Communications

Chair Wright reported the following:

- Fundraiser/Silent Auction for Rollinsford, NH police officer Shawn DePasquale who has been diagnosed with stage 4 colon cancer. The fundraiser is Friday, August 24th from 6pm to 11pm.

12. Approval of Warrants

08-09-2018	A/P Warrant #1906	\$ 417,469.81
08-09-2018	Water A/P Warrant #0906	\$ 42,457.80
08-16-2018	Payroll Warrant #1907	\$ 61,174.15
08-16-2018	A/P Warrant #1907	\$ 93,609.33
08-16-2018	Water A/P Warrant #0907	\$ 7,229.04
08-23-2018	Payroll Warrant #1908	\$ 52,383.51

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

The motion carried: 4:0

13. New Business

- Set Tax Rate and Accept Tax Commitment

Assessor Paul McKenney presented the Tax Commitment Calculation and Assessors' Certification of Assessment

2018-19 MUNICIPAL TAX RATE CALCULATION FORM 08-08-18

1	LOCAL TAXABLE REAL ESTATE VALUATION	\$645,206,100		
2	LOCAL TAXABLE PERSONAL PROPERTY VALUATION	53,673,409		
3	TOTAL TAXABLE VALUATION	\$645,879,509		
4A	TOTAL OF ALL HOMESTEAD EXEMPT VALUATION	\$27,829,200		
4B	HOMESTEAD EXEMPT REIMBURSEMENT VALUE	\$17,393,250		
5A	TOTAL OF ALL BETE EXEMPT VALUATION	\$3,078,866		
5B	THE STATUTORY STANDARD REIMBURSEMENT IS 50%	\$1,539,433		
6	TOTAL VALUATION BASE		\$667,812,192	
ASSESSMENTS				
7	COUNTY TAX	\$327,821		
8	MUNICIPAL APPROPRIATION	\$6,010,725		
9	TIF FINANCING PLAN AMOUNT	\$1,684		
10	SCHOOL/EDUCATION APPROPRIATIONS	\$7,680,220		
11	TOTAL APPROPRIATIONS		\$14,020,450	
ALLOWABLE DEDUCTIONS				
12	STATE MUNICIPAL REVENUE SHARING	\$400,000		
13	OTHER REVENUES	\$1,970,695		
14	TOTAL DEDUCTIONS		\$2,370,695	
15	NET TO BE RAISED BY LOCAL PROPERTY TAX RATE	\$11,649,755		
16	MAXIMUM ALLOWABLE TAX	\$11,649,755	1.05	\$12,232,243
17	MINIMUM TAX RATE	\$11,649,755	\$867,812,192	\$0.017445
18	MAXIMUM TAX RATE	\$12,232,243	\$667,812,192	\$0.018317
19	TAX FOR COMMITMENT	\$648,879,509	\$0.01760	\$11,420,279
20	MAXIMUM OVERLAY	\$11,649,755	0.05	\$582,488
21	HOMESTEAD REIMBURSEMENT	\$17,393,250	\$0.01760	\$306,121.20
22	BETE REIMBURSEMENT	\$1,539,433	\$0.01760	\$27,094
23	OVERLAY	\$11,753,495	\$11,649,755	\$103,739

	2017-2018	2018-2019	\$ CHANGE	% CHANGE
LOCAL TAXABLE REAL ESTATE	\$628,175,836	\$645,206,100	\$17,030,264	2.71%
LOCAL TAXABLE PERSONAL PROPERTY	\$3,621,339	\$3,673,409	\$52,070	1.44%
TOTAL TAXABLE VALUATION	\$631,797,175	\$648,879,509	\$17,082,334	2.70%
TOTAL OF ALL HOMESTEAD EXEMPTION VALUE	\$27,670,100	\$27,829,200	\$159,100	0.57%
HOMESTEAD REIMBURSEMENT VALUE	\$13,835,050	\$17,393,250	\$3,558,200	25.72%
BETE EXEMPTION	\$3,085,831	\$3,078,866	-\$6,965	-0.23%
BETE REIMBURSEMENT	\$1,542,916	\$1,539,433	-\$3,483	-0.23%
TOTAL VALUATION BASE	\$647,175,141	\$667,812,192	\$20,637,051	3.19%
APPROPRIATIONS				
COUNTY TAX	\$359,843	\$327,821	-\$32,022	-8.90%
MUNICIPAL APPROPRIATION	\$6,075,950	\$6,010,725	-\$65,225	-1.07%
TIF FINANCING PLAN AMOUNT	\$0	\$1,684	\$1,684	0.00%
SCHOOL/EDUCATION APPROPRIATIONS	\$7,275,022	\$7,680,220	\$405,198	5.57%
TOTAL APPROPRIATIONS	\$13,710,815	\$14,020,450	\$309,635	2.26%
ALLOWABLE DEDUCTIONS				
STATE MUNICIPAL REVENUE SHARING	\$390,000	\$400,000	\$10,000	2.56%
OTHER REVENUES	\$2,284,608	\$1,970,695	-\$313,913	-13.74%
TOTAL DEDUCTIONS	\$2,674,608	\$2,370,695	-\$303,913	-11.36%
NET TO BE RAISED BY LOCAL PROPERTY TAX RATE	\$11,036,207	\$11,649,755	\$613,548	5.56%
TAX RATE OVERLAY				
TAX RATE	\$17.15	\$17.60	\$0.45	2.62%
OVERLAY	\$62,847	\$103,739	\$40,892	65.07%
TAXES ON A \$250,000 ASSESSMENT	\$4,288	\$4,400	2.62%	

MULTI YEAR COMPARISON

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
LOCAL TAXABLE REAL ESTATE	\$815,832,855	\$818,261,754	\$822,325,208	\$822,066,517	\$628,175,836	\$645,206,100
LOCAL TAXABLE PERSONAL PROPERTY	\$6,107,561	\$4,475,481	\$4,290,345	\$3,834,237	\$3,621,339	\$3,673,409
TOTAL TAXABLE VALUATION	\$821,940,416	\$822,737,235	\$826,615,551	\$825,900,754	\$631,797,175	\$648,879,509
TOTAL OF ALL HOMESTEAD EXEMPTION VALUE	\$15,435,000	\$15,562,800	\$15,041,100	\$21,818,900	\$27,670,100	\$27,829,200
HOMESTEAD REIMBURSEMENT VALUE	\$7,794,950	\$7,781,400	\$7,520,700	\$10,809,460	\$13,835,050	\$17,393,250
BETE EXEMPTION	\$5,131,080	\$2,378,127	\$3,263,144	\$3,015,290	\$3,085,831	\$3,078,866
BETE REIMBURSEMENT	\$2,565,540	\$1,189,064	\$1,631,572	\$1,507,646	\$1,542,916	\$1,539,433
TOTAL VALUATION BASE	\$632,300,706	\$631,807,699	\$635,767,823	\$638,217,849	\$647,175,141	\$667,812,192
APPROPRIATIONS						
COUNTY TAX	\$351,890	\$357,113	\$351,555	\$355,948	\$359,843	\$327,821
MUNICIPAL APPROPRIATION	\$5,060,288	\$5,060,095	\$5,759,476	\$5,853,494	\$6,075,950	\$6,010,725
TIF FINANCING PLAN AMOUNT	\$0	\$0	\$0	\$0	\$0	\$1,684
SCHOOL/EDUCATION APPROPRIATIONS	\$6,399,697	\$6,430,003	\$6,896,283	\$6,970,843	\$7,275,022	\$7,680,220
TOTAL APPROPRIATIONS	\$11,811,875	\$11,847,211	\$12,807,314	\$13,190,285	\$13,710,815	\$14,020,450
ALLOWABLE DEDUCTIONS						
STATE MUNICIPAL REVENUE SHARING	\$433,800	\$344,636	\$369,636	\$385,000	\$390,000	\$400,000
OTHER REVENUES	\$1,266,200	\$1,643,063	\$2,154,474	\$2,133,209	\$2,284,608	\$1,970,695
TOTAL DEDUCTIONS	\$1,700,000	\$1,887,699	\$2,524,110	\$2,518,209	\$2,674,608	\$2,370,695
NET TO BE RAISED BY LOCAL PROPERTY TAX RATE	\$10,111,875	\$9,959,512	\$10,283,204	\$10,672,076	\$11,036,207	\$11,649,755
TAX RATE OVERLAY						
TAX RATE	\$16.05	\$15.90	\$16.30	\$16.80	\$17.15	\$17.60
OVERLAY	\$36,551	\$86,230	\$79,737	\$62,847	\$62,847	\$103,739
TAXES ON A \$250,000 ASSESSMENT	\$4,013	\$3,975	\$4,075	\$4,200	\$4,288	\$4,400

MUNICIPAL TAX ASSESSMENT WARRANT

State of Maine Municipality Berwick

County YORK

To **STEPHEN G. ELDRIDGE**, Tax Collector

In the name of the State of Maine you are hereby required to collect of each person named in the list herewith committed to you the amount set down on said list as payable by that person.

Assessments:

1. County Tax	327,821.00	
2. Municipal Appropriation	6,010,725.00	
3. TIF Financing Plan Amount	1,684.32	
4. Local Educational Appropriation	7,680,220.00	
5. Overlay (Not to Exceed 5% of "Net To Be Raised" (see tax rate calculation #16)	103,739.26	
6. Total Assessments		14,124,189.58

Deductions:

7. State Municipal Revenue Sharing	400,000.00	
8. Homestead Reimbursement	306,121.20	
9. BETE Reimbursement	27,094.02	
10. Other Revenue	1,970,695.00	
11. Total Deductions		2,703,910.22
12. <u>Net Assessment for Commitment</u>		11,420,279.36

Motion: Selectman England made a motion to set the Tax Rate at \$17.60 and to accept the Tax Commitment as presented. Selectman Pendergast seconded the motion.

The motion carried unanimously: 4:0

- Proposed Fire Station Location/Police Department Renovations

The Board discussed the Estabrook School and Cemetery Road sites. They also discussed having the choice of the sites on the ballot in November. Town Manger Eldridge noted the September 4, 2018 deadline for the BOS to approve the warrant.

Motion: Selectman Pendergast made a motion to place both Cemetery Road and Estabrook School as options on the ballot and a separate article for the bond at \$6,000,000. Selectman England seconded the motion.

The motion carried unanimously: 4:0

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

None.

15. **Abatements/Supplements**

- Supplement: Map 99 Lot 97

Assessor McKenney explained this supplement is due to an incorrect valuation. The CMP owned parcel is based on a declaration of value submitted by the owner. The assessing database incorrectly scanned the amount. The supplement makes up the difference.

Motion: Selectman Pendergast made a motion to accept the supplement for Map 99 Lot 97 as presented. Selectman England seconded the motion.

The motion carried: 4:0.

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

19. Adjournment

The meeting adjourned at 8:55pm.

Respectfully submitted,

**Patricia Murray
Town Clerk**

**The August 21, 2018 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s
September 4, 2018 Meeting.**

On behalf of the Board
