



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, January 14, 2020

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 Ed Ganiere, Selectman Noah Cobb, Selectman Mark Pendergast and Selectman Kenneth Manning, Jr.

Board Members Absent: None

Staff Members Present: Town Manager Stephen Eldridge, Assessor Paul McKenney, Planning Technician James Bellissimo, Transfer Station Supervisor Neil Hokinson and Town Clerk Patricia Murray

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- December 17, 2019

Motion: Selectman Manning moved to accept the December 17, 2019, minutes as written. Selectman Pendergast seconded the motion.

The motion carried: 5:0

5. First Public Comment

Chair Wright opened the first public comment.

Mr. Neil Hokinson, Transfer Station Supervisor, reminded the public to obtain the 2020/2021 Blue Transfer Station Stickers. The green stickers are now expired. The stickers can be obtained at Town Hall; bring vehicle registration.

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

6. Public Hearing

None

7. Reports of Committees

- **BCTV Committee**

Ms. Terri Wright, BCTV Coordinator, presented analytics for January – December 2019.

The top 10 videos on our YouTube Channel:

	VIDEO TITLE	VIEWS
	TOTAL NUMBER OF VIEWS FOR ALL VIDEOS IN 2019 (TOTAL # IMPRESSIONS – 49,338)	4326
1	CAPT. JOEL BARNES PROCESSION 2019 03 03	659
2	BERWICK FIRE DEPT. - CAPTAIN JOEL BARNES ANNOUNCEMENT	440
3	YOU'RE A GOOD MAN CHARLIE BROWN	138
4	GREAT FALLS LISTENING SESSION II	131
5	MSAD 60 SCHOOL BOARD MEETING 12/19/2019	120
6	BERWICK FIRE STATION - WHY WE NEED TO BUILD	94
7	BPL - KKK IN MAINE	84
8	BOARD OF SELECTMEN 2019/02/26	74
9	ISLES IN THE MOON NHS 4/10/18	59
10	MSAD 60 BOARD 2019/03/14	56

TOP 10 PLAYLISTS YOUTUBE

Playlist title	Views
TOWN OF BERWICK, ME - BOARD OF SELECTMEN	148
THE BERWICK PUBLIC LIBRARY	101
TOWN OF BERWICK - PLANNING BOARD	81
TOWN OF BERWICK - DEPARTMENTS	53
MSAD 60 BOARD MEETINGS & SCHOOL EVENTS	45
LIVE STREAMS	10
THE BERWICK HISTORICAL SOCIETY	13
COMMUNITY MEDIA	22
BCTV - PSA'S	10
TOWN OF BERWICK - BOARD OF APPEALS	12
MSAD 60 SCHOOL EVENTS	8

YOUTUBE EXTERNAL ONLY TRAFFIC SOURCES

Source title	Watch time (hour)	Views
Total #	83.5396	954
Facebook	47.2496	408
Google Search	9.7712	118
berwickmaine.org	0.15	22
Gmail	0.9537	12
YouTube	0.2976	11
Yahoo Search	0.2932	9
bing.com	0.4613	7
m.facebook.com	1.0667	5
duckduckgo.com	0.8907	5
Facebook Messenger	0.4791	5

BCTV VIDEO ON DEMAND SITE

This is our VOD site offered through TelVue

Countries

Country	Sessions
United States	2913
United Kingdom	5
Canada	3
France	3
Philippines	3
Bermuda	2
Ukraine	2
India	1
Malaysia	1
Qatar	1
	2934

Traffic Source

Source / Medium	Sessions
(direct) / (none)	1425
m.facebook.com / referral	836
facebook.com / referral	295
cms2.revize.com / referral	237
msad60.org / referral	55
berwick.telvuera.com / referral	38
connect.telvue.com / referral	11
telvue.com / referral	10
l.facebook.com / referral	4
packedhousehistorytalks.com / referral	3

Top 15 U.S. Locations

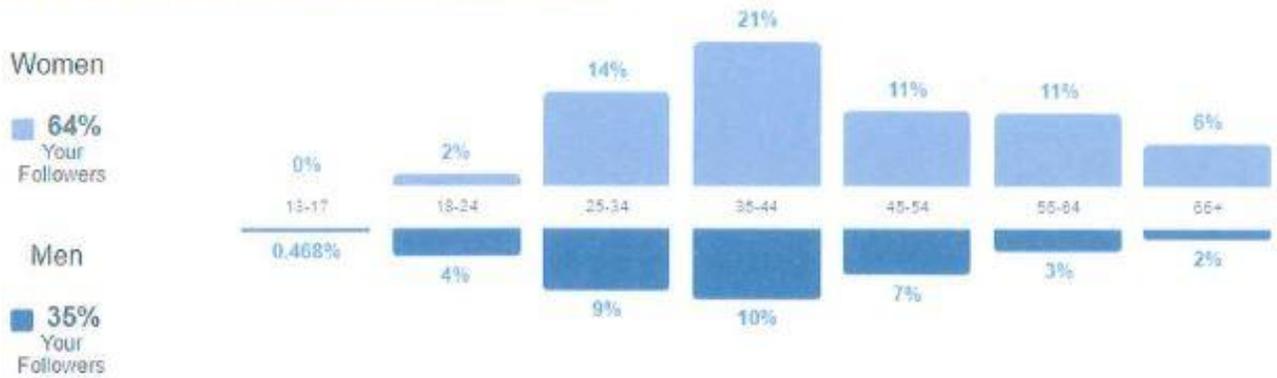
City	Sessions
Dover	1167
Berwick	577
North Berwick	89
New York	84
Boston	80
Sanford	56
Wells	51
Irvine	38
Durham	32
Portsmouth	32
York	26
Rochester	26
Barrington	25
Portland	19
Newton	18

Telvue Top 15 Videos and/or OnDemand Watching for 2019

Event Action	Sessions
BERWICK COMMUNITY TV LIVE STREAM (22 BEFORE ADDING 95)	522
BERWICK COMMUNITY TV CHANNEL 22 LIVE STREAM	443
GFC LISTENING SESSION 1 2019-11-06	187
BERWICK COMMUNITY TV GOVERNMENT LIVE STREAM	171
BILL VACHON INTERVIEW 2019-08-14	103
UPDATES FROM THE TOWN MANAGER'S DESK II	94
BERWICK FIRE DEPT. AWARDS FIRST RESPONDERS	72
BERWICK, SOMERSWORTH HOLIDAY PARADE 2019	67
BOARD OF SELECTMEN LIVE	45
EPISODE 1 - UPDATES 2019-07-29	44
BOARD OF SELECTMEN 2019-06-18	43
TOB-WATER DEPT 2019-09	41
NOBLE MIDDLE SCHOOL WAX MUSEUM 2019-11-14	38
PLANNING BOARD (LIVE)	37
LORDS & LADIES DANCE 2019	32

FACEBOOK

The people who follow your Page. This number is an estimate.



Countries where Followed

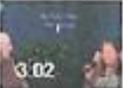
Country	Your Followers
United States of America	842
Mexico	4
Bangladesh	2
Argentina	1
Peru	1
Lebanon	1
Philippines	1
France	1
Colombia	1
Canada	1

Cities/Towns where Followed

City	Your Followers
Berwick, ME	358
Lebanon, ME	56
North Berwick, ME	42
Rochester, NH	34
Dover, NH	23
Somersworth, NH	21
South Berwick, ME	16
Sanford, ME	13
York, ME	8
Wells, ME	7

FACEBOOK TOP 10 VIDEOS FOR 2019

Top Videos > HIGHEST PERFORMING VIDEOS BY MINUTES VIEWED FROM 1/1 - 12/31

Video	Published	Minutes...	3s Video Views
 <p>8:40 Professional for Captain Joel Barnes</p>	<p>03/03/19 3:36 PM</p>	<p>70.2K</p>	<p>81.1K</p>
 <p>8:23 Berwick Suffers a Great Loss - March 1, 2019</p>	<p>03/01/19 7:49 PM</p>	<p>4.3K</p>	<p>4.4K</p>
 <p>01:21:11 Great Falls Construction - Listening Session 1</p>	<p>11/06/19 3:00 PM</p>	<p>2.8K</p>	<p>1.2K</p>
 <p>1:33 Demolition Begins at Estabrook</p>	<p>10/07/19 9:11 AM</p>	<p>2.4K</p>	<p>5.6K</p>
 <p>10:01 A Moment of Silence</p>	<p>03/08/19 4:02 PM</p>	<p>1.1K</p>	<p>639</p>
 <p>3:02 Envision Berwick - Concerts in The Square</p>	<p>08/19/19 12:31 PM</p>	<p>958</p>	<p>1.7K</p>
 <p>1:01 BERWICK SOMERSWORTH HOLIDAY PARADE 2019</p>	<p>11/03/19 9:51 AM</p>	<p>652</p>	<p>3.3K</p>
 <p>3:57 New England Fools Firefighter Training June 29, 2019</p>	<p>07/01/19 2:56 PM</p>	<p>639</p>	<p>1.4K</p>
 <p>0:50 Girl Scout Troop 659 Helps Berwick Firefighters Assoc. Toy Bank</p>	<p>11/27/19 5:12 PM</p>	<p>626</p>	<p>2.6K</p>
 <p>1:26 Berwick For A Lifetime</p>	<p>01/02/19 4:26 PM</p>	<p>571</p>	<p>1.6K</p>

- **Envision Berwick Committee**

James Bellissimo, Planning Technician, reported that EBC will resume its regular meeting schedule soon. The Comprehensive Plan Survey has about 430 responses. The Committee is compiling results. Several people indicated an interest in volunteering and will meet with the EBC. Plans for the 2nd concert series are underway. Tentative dates are August 1st and September 12th.

Department Reports

None

8. Appointments/Presentations/Other Guests

- James Bellissimo, Planning Technician. Brownfield Presentation

Mr. Bellissimo presented a summary of the 2019 Brownfield Conference he attended. The presentation, which can be viewed at

https://docs.google.com/presentation/d/1UABTW6_ISu8X5YUifBz1OSBo7l_7YA09AtAkm3ds4Zw/edit#slide=id.g6cf18af30c_0_0 included Brownfield success stories and ideas for Berwick.

Success stories include Camden, NJ's transformation of the Harrison Avenue Landfill into Cramer Hill Waterfront Park, and Carson, CA's transformation of a landfill into a golf course.

Ideas for Berwick include:

- Outdoor Movie Nights
- Ice Skating Rink
- Downtown Greenway/Green Spine
- Great Falls Park
- Splash pad
- Creative Reuse of Prime artifacts
- Artist murals
- Downtown dog park
- Sculptures
- Live/work spaces
- Makers spaces
- Outdoor amphitheater
- Central gathering areas (gazebo, seating, etc.)

9. Unfinished Business

None

10. Town Manager Report

Town Manager Eldridge reported the following:

- It is the six-month period for FY 2019-2020. Revenue sharing is ahead of schedule. Excise tax collection is up.
- Work at the Blue Sort Building is almost finished. The building will be transferred to Fund of Jupiter once work is complete.
- The new Fire Station construction is progressing, although some budget numbers have increased. This will be further discussed with the architect.
- The Water Department and Sewer District will be meeting to discuss changes and improvements for manganese and by-product elimination. Steve Parkinson, from MRI, has been contracted to oversee the Water Department while Chris Weisman, Chief Operator, is out. Mr. Parkinson will participate at the meeting.
- Department budgets are due and are being submitted to the Town Manager.
- The Teamsters Union contract is still pending and is expected to be available for approval at the January 28th BOS meeting.
- Non-union employee wage increases will be discussed in Executive Session and the Town Manager will ask for direction from the BOS. He suggests 3%.

11. Selectmen Communications

Chair Wright received the annual report from the Piscataqua Region Estuaries Partnership. He will review.

12. Approval of Warrants

12 -19-2019	Payroll Warrant #2025	\$ 97,101.57
12-26-2019	Payroll Warrant #2026	\$ 60,402.73
01-02-2020	Payroll Warrant #2027	\$ 58,335.00
01-09-2020	A/P Warrant #2028	\$ 566,259.95
01-09-2020	Water A/P Warrant #028	\$ 16,037.88
01-09-2020	Payroll Warrant #2028	\$ 68,109.84
01-16-2020	A/P Warrant #2029	\$ 893,426.13
01-16-2020	Payroll Warrant #2029	\$ 55,924.46

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

The motion carried: 5:0

13. New Business

- Personal Property Tax Write Off

The following recommendations were presented by the Town Manager as per the Finance Director and Town Attorney:

Sent to Attorney - UCC Filing (Corporation in good-standing)					
691 P	BERWICK FAMILY HEALTH CENTER	2012	372.09	18.26	353.83
691 P	BERWICK FAMILY HEALTH CENTER	2013	401.63	0.00	401.63
691 P	BERWICK FAMILY HEALTH CENTER	2014	421.31	0.00	421.31
691 P	BERWICK FAMILY HEALTH CENTER	2015	180.59	0.00	180.59
Sent to Attorney - UCC Filing					
530 P	DAIRY DELITE	2011	16.19	0.00	16.19
530 P	DAIRY DELITE	2012	495.11	0.00	495.11
530 P	DAIRY DELITE	2013	529.73	0.00	529.73
530 P	DAIRY DELITE	2014	555.70	0.00	555.70
530 P	DANIEL WHITE	2015	226.19	0.00	226.19
530 P	DANIEL WHITE	2016	229.81	0.00	229.81
530 P	DANIEL WHITE	2017	236.86	0.00	236.86
530 P	DANIEL WHITE	2018	241.80	0.00	241.80
530 P	DANIEL WHITE	2019	248.14	0.00	248.14
530 P	DANIEL WHITE	2020	247.16	0.00	247.16
Sent to Attorney - UCC Filing					
345 P	LITTLE HARBOR WINDOWS	2011	7,380.20	4,583.07	2,797.13
345 P	LITTLE HARBOR WINDOWS	2012	6,282.71	0.00	6,282.71
345 P	LITTLE HARBOR WINDOWS	2013	6,722.06	0.00	6,722.06
345 P	LITTLE HARBOR WINDOWS	2014	7,051.57	0.00	7,051.57
345 P	LITTLE HARBOR WINDOWS INC	2015	4,479.44	304.13	4,175.31
345 P	LITTLE HARBOR WINDOWS INC	2016	2,011.16	0.00	2,011.16
345 P	LITTLE HARBOR WINDOWS INC	2017	5,176.84	0.00	5,176.84
345 P	LITTLE HARBOR WINDOWS INC	2018	5,204.32	0.00	5,204.32
345 P	LITTLE HARBOR WINDOWS INC	2019	5,340.88	0.00	5,340.88
345 P	LITTLE HARBOR WINDOWS INC	2020	5,319.64	0.00	5,319.64
Steve sent to S.W. Cole					
716 P	GREAT WORKS TEST BORING	2010	363.64	0.00	363.64
716 P	GREAT WORKS TEST BORING	2011	372.36	0.00	372.36

716 P GREAT WORKS TEST BORING	2012	416.00	0.00	416.00
716 P GREAT WORKS TEST BORING	2013	445.09	0.00	445.09
716 P GREAT WORKS TEST BORING	2014	466.91	0.00	466.91
716 P GREAT WORKS TEST BORING	2016	189.86	0.00	189.86
716 P GREAT WORKS TEST BORING	2017	195.27	0.00	195.27
716 P GREAT WORKS TEST BORING	2018	196.33	0.00	196.33
716 P GREAT WORKS TEST BORING	2019	201.48	0.00	201.48
716 P GREAT WORKS TEST BORING	2020	200.68	0.00	200.68
711 P GREG PARSHLEY	2015	100.06	0.00	100.06
711 P GREG PARSHLEY	2016	95.24	0.00	95.24
Steve sent to Corporation Attorney				
711 P PARSHLEY STEEL FABRICATORS	2009	144.04	0.00	144.04
711 P PARSHLEY STEEL FABRICATORS	2010	200.29	0.00	200.29
711 P PARSHLEY STEEL FABRICATORS	2011	205.09	0.00	205.09
711 P PARSHLEY STEEL FABRICATORS	2012	229.13	0.00	229.13
711 P PARSHLEY STEEL FABRICATORS	2013	245.15	0.00	245.15
711 P PARSHLEY STEEL FABRICATORS	2014	257.17	0.00	257.17
Attorney recommends write-off - under \$200 - not worth expense of trying to collect				
689 P BERWICK GENERAL STORE & DELI	2015	82.19	0.00	82.19
Attorney recommends write-off - Business permanently closed in 2014, 6 year Limitations Statute				
75 P BRACKETT & SHAW INC	2015	89.72	0.00	89.72
75 P BRACKETT & SHAW INC	2016	91.57	0.00	91.57
75 P BRACKETT & SHAW, INC.	2006	145.47	0.00	145.47
75 P BRACKETT & SHAW, INC.	2007	90.72	0.00	90.72
75 P BRACKETT & SHAW, INC.	2008	93.46	0.00	93.46
75 P BRACKETT & SHAW, INC.	2013	117.61	0.00	117.61
75 P BRACKETT & SHAW, INC.	2014	93.81	0.00	93.81
Attorney recommends write-off - under \$200 - not worth expense of trying to collect				
813 P DANIEL DOUCETTE	2016	7.19	0.00	7.19
Attorney recommends write-off - under \$200 and 6 year Limitations Statute - not worth trying to collect				
807 P DAY BREAK DINER	2014	60.77	0.00	60.77
Attorney recommends write-off - under \$200 - not worth expense of trying to collect				
225 P DAY GARY	2016	18.99	0.00	18.99
Attorney recommends write-off - 6 year Limitations Statute - not worth trying to collect				
723 P DAY, CHARLES T.	2010	202.50	0.00	202.50
723 P DAYS IN THE SUN	2011	251.01	0.00	251.01
723 P DAYS IN THE SUN	2012	280.42	0.00	280.42
723 P DAYS IN THE SUN	2013	300.03	0.00	300.03
723 P DAYS IN THE SUN	2014	314.74	0.00	314.74
723 P KRISTEN BARBOUR	2015	163.93	0.00	163.93
Attorney recommends write-off - under \$200 - not worth expense of trying to collect				
807 P DUDLEY BRAD	2015	37.76	0.00	37.76
Attorney recommends write-off - under \$200 - not worth expense of trying to collect				
700 P WILSON ST. AUTO & TRUCK SALES	2016	129.89	0.00	129.89

Motion: Chair Wright made a motion to accept the Personal Property Write-Offs as presented. Selectman Cobb seconded the motion.

The motion carried: 5:0

- Personal Use of Town Vehicles Policy Revision

Town Manager Eldridge stated this revision is due to the Code Enforcement Officer (CEO) using a Town vehicle. The vehicle was transferred from the Police Department. The CEO is required to be available during off-duty hours and the Town provides a marked vehicle for use by the CEO. Mr. Eldridge is working on revising the policy and will present when finished.

14. Quitclaim Deeds and/or Installment Contracts

None

15. Abatements/Supplements

Assessor Paul McKenney was present and presented the following for Board consideration:

- Abatements:
 - Map R042 Lot 34, 110 Old Sanford Road

The subject property is used and owned by the Berwick Sportsman Association. It was misclassified during the revaluation as a taxable property when, in fact, it is an exempt property as a benevolent and charitable institution pursuant to 36 MRS §652(1) paragraph A, B, and C.

Therefore, it is recommended that an abatement be granted in the amount of \$1,595.23.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$1,595.23 for Map R042 Lot 34, 110 Old Sanford Road as presented. Selectman Cobb seconded the motion.

The motion carried: 5:0.

- Map 045 Lot 39-A-2, 58 Knox Lane

The subject property is an oversized 2-garage with a 2-bedroom apartment in the 2nd floor. The property owner noted some errors on the property card. After an inspection, it was confirmed that a portion of the garage had been mislabeled as living space, the bathroom count had an extra bath, and the heating, grade and flooring had been incorrect. The abatement is the result of these corrections.

Therefore, it is recommended that an abatement be granted in the amount of \$1,044.79.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$1,044.79 for Map 045 Lot 39-A-2, 58 Knox Lane as presented. Selectman Manning seconded the motion.

The motion carried: 5:0.

- Map U004 Lot 52, 15 Rochester Street

The subject property is a 3-family unit that was only inspected from the street during the revaluation as exterior repairs were in progress. After a full inspection, corrections were made to the property card including lowering the grade and condition, and changes to the finished living area and porch. The abatement is the result of these corrections.

Therefore, it is recommended that an abatement be granted in the amount of \$1,097.38.

Motion: Selectman Manning made a motion to accept the abatement in the amount of \$1,097.38 for Map U004 Lot 52, 15 Rochester Street as presented. Selectman Pendergast seconded the motion.

The motion carried: 5:0.

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

- Title 1 §405(6)(D) – Discussion of Labor Contract
- Title 1 §405(6)(C) – Acquisition of Real Estate Property

Motion: Chair Wright made a motion to enter into Executive Session per MSRA Title 1 §405(6)(C) – Acquisition of Real Estate Property and Title 1 §405(6)(d) - Discussion of Labor Contracts. Vice Chair Ganiere seconded the motion.

The motion carried: 5:0

The Board entered into Executive Session at 7:21pm.

The Board resumed its regular meeting at 7:52pm.

Motion: Selectman Cobb made a motion to set the non-union employee COLA wage increase at 3% for FY 2020/2021. Vice Chair Ganiere seconded the motion.

The motion carried: 3:0 with Chair Wright and Selectmen Manning recusing.

18. Other Business/Non-Agenda Items

None.

19. Adjournment

The meeting adjourned at 7:55pm.

Respectfully submitted,

Patricia Murray
Town Clerk

The January 14, 2020 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s January 28, 2020 meeting.

On behalf of the Board
