



# Town of Berwick

## BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

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Tuesday, January 22, 2019

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

Board Members Absent: Selectman Rebecca England.

Staff Members Present: Town Manager Stephen Eldridge, Finance Director Jack MacLeod, Planning Technician James Bellissimo and Town Clerk Patricia Murray.

### 3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

### 4. Approval of Meeting Minutes

- December 11, 2018

**Motion:** Vice Chair Ganiere moved to accept the December 11, 2018 minutes as written. Selectman Manning seconded the motion.

**The motion carried: 3:0 with Selectman Pendergast abstaining**

- January 8, 2019

Tabled.

### 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**

Mr. James Bellissimo reported the following:

- A sub-committee of EBC is looking into hosting a summer concert series at Town Hall for four Saturdays in August. The events would be 6:30 – 8pm. They would propose closing Rochester and Sullivan Streets for the events. The band would be performing from the steps at Town Hall. Beer and food trucks would be invited. Mr. Bellissimo asked the BOS for feedback. The BOS suggested a longer time frame such as 5 – 9pm. EBC has budget funds and they would also tap sponsorships.
- EBC is looking at updating the Town seal and logo. The Board suggested having a contest. Mr. Bellissimo noted there is a resident who specializes in branding in Berwick.

**Department Reports**

Town Manager Eldridge thanked the Public Works Department for their work during the recent ice/snow storm.

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

None.

**9. Unfinished Business**

- Foreclosed Property Bid: 196 Little River Road

Town Manager Eldridge informed the Board no bids were received. The Board directed Mr. Eldridge to contact a real estate agent for listing. Town Manager Eldridge stated he will follow the Town’s Policy.

**10. Town Manager Report**

Town Manager Eldridge reported the following:

- There have been questions regarding the plowing at the Prime Tanning parking lot which the Town owns and plows for public parking.
- The ATV which went out for bid in May, 2018 has been given to the Fire Department for their use.

**11. Selectmen Communications**

Chair Wright reported the following:

- The International Package Star India will be eliminated from Comcast.
- Comcast sent a Municipal Emergency Reporting Procedure reminder.

**12. Approval of Warrants**

<b>01-10-2019</b>	<b>A/P Warrant #1928</b>	<b>\$ 120,562.61</b>
<b>01-10-2019</b>	<b>Water A/P Warrant #0928</b>	<b>\$ 4,205.34</b>
<b>01-17-2019</b>	<b>A/P Warrant #1929</b>	<b>\$ 62,521.88</b>
<b>01-17-2019</b>	<b>Water A/P Warrant #0929</b>	<b>\$ 4,538.56</b>
<b>01-17-2019</b>	<b>Payroll Warrant #1929</b>	<b>\$ 57,380.87</b>

**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

- Jessica Feenstra, Abandoned Section of Route 4 (Discontinued to Maintenance)

Ms. Feenstra, 513 Portland St and 5 Schoffs Lane, was present. Concerning the 513 Portland Street property, Ms. Feenstra stated the Post Office will not deliver mail because that section of Old Route 4 is not plowed. She spoke to the Town Manager who explained that section of road has been discontinued to maintenance by the Town. The property owners can plow that section. Ms. Feenstra stated she has plowed the road and would like to take over and own the abandoned road. Town Manager Eldridge stated according to State Law an offer to all abutters would need to be extended if the Town wanted to transfer the ownership of the road. Discussion of other discontinued to maintenance roads ensued. Town Manager Eldridge will check with legal regarding transferring the road to the abutters. Discussion regarding parked vehicles on the neighbor's yard ensued. Town Manager Eldridge will speak to the CEO.

- Vacancy on MMA Property and Casualty Pool Board of Directors

Town Manager Eldridge received a notice from MMA regarding an opening on the Property and Casualty Pool Board of Directors. None of the Board members were interested in the vacancy.

- Stormwater and Road Improvement Bids

Town Manager Eldridge, James Bellissimo and Kristie Rabasca will be reviewing the five bids that were received and will bring recommendation to the Board.

Aside: Selectman Pendergast asked what was happening with Route 4 and making it safer for motorists. In six years, there have been eight fatalities on Route 4. He noted the State put out temporary boards but nothing else. Town Manager Eldridge replied that signs have been installed. James Bellissimo stated a vision process should be done on Route 4. Chair Wright stated the State would not consider this. The Town would have to pay for any improvements since the accidents are driver error. Chair Wright stated the State did make some improvements by eliminating some passing zones, installing signage, putting in turning lanes, etc. Town Manager Eldridge will contact DOT.

- Fire Station project General Contractor/Construction Manager award

Town Manager Eldridge stated four bids were returned. The Committee interviewed two firms; Landry and French Construction and PM Construction. The Committee recommends Landry and French Construction. Chair Wright noted that the four bidders all met the minimum qualifications.

**Motion:** Vice Chair Ganiere made a motion to award the Construction Management position for the Fire Station to Landry and French Construction as presented. Selectman Manning seconded the motion.

**The motion carried: 3:0 with Selectman Pendergast recused.**

### 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**

None.

**19. Adjournment**

The meeting adjourned at 7:27pm.

Budget Hearings:

Town Manager Eldridge presented the following proposed budgets to the Board of Selectmen:

- General Expense
- Town Administration
- Town Clerk/GA
- Town Hall
- Planning
- Assessing

**Respectfully submitted,**

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

**The January 22, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s  
February 12, 2019 Meeting.**

**On behalf of the Board**

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