



# Town of Berwick

## BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

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Tuesday, February 11, 2020

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 Noah Cobb and Selectman Mark Pendergast

Board Members Absent: Selectman Kenneth Manning, Jr.

Staff Members Present: Town Manager Stephen Eldridge, Recreation Director Kim Taylor, Planning Technician James Bellissimo, Transfer Station Supervisor Neil Hokinson, Fire Chief Dennis Plante and Town Clerk Patricia Murray

Chair Wright announced the passing of Brian Cincotta, a life-long resident and major force in Berwick. The Town's thoughts are with the Cincotta family.

### 3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

### 4. Approval of Meeting Minutes

- January 28, 2020

**Tabled**

### 5. First Public Comment

Chair Wright opened the first public comment. Mr. Frank Underwood, Keay Road, spoke. He asked that the calendar on the Town's website be updated with events. Mr. Underwood also asked if he and Mr. Dennis Dupuis can participate in the Recreation Master Plan presentation. The Board confirmed.

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

### 6. Public Hearing

None.

### 7. Reports of Committees

- **BCTV Committee**

None.

- **Envision Berwick Committee**

Planning Technician James Bellissimo reported the following:

- Next EBC Meeting is February 18, 2020 at 6pm.
- Bring Your Lawn Chairs to Sullivan Square concert series will be held August 1 and September 12, 2020. \$12,000 was raised between cash and in-kind services from the first concert series.
- They are planning on food trucks and activities for children and adults. Student musicians will be invited to perform.

### **Department Reports**

None.

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

- Presentations:

- Recreation Master Plan – Proposal for the June 9, 2020 Town Warrant

Rick Vandenberg, Chair, presented the proposed Recreation Master Plan. (attached) Mr. Dennis Dupuis spoke in support of the Master Plan and advocated for a full time Recreation Director. Mr. Frank Underwood spoke about proposed warrant articles he will present to the Town Manager tomorrow. He also spoke about the new fire station site as a possibility for some of the projects mentioned in the Master Plan.

- Proposed changes to the LUO for June 9, 2020 Town Warrant
- Proposed changes to the Marijuana Section of the LUO for June 9, 2020 Town Warrant
- Proposed Marijuana Licensing Ordinance (new) for June 9, 2020 Town Warrant
- Proposed Subdivision Regulations Amendment for June 9, 2020 Town Warrant
- Rezoning Request for 1 Lot at 20 Rochester Street from R1 to C/I and Village Overlay District for June 9, 2020 Town Warrant

James Bellissimo, Planning Technician, presented the changes to the LUO and new ordinances. (attached) The Board of Selectmen requested a workshop with the Planning Board to discuss putting a cap on marijuana establishments in Town.

### **9. Unfinished Business**

None.

### **10. Town Manager Report**

Town Manager Eldridge reported the following:

- Budgets will be presented tonight and on February 18<sup>th</sup> to the BOS.
- The Prime site is progressing. Great Falls Construction has hired an engineering firm. Rick Vandenberg noted his firm assisted Great Falls to obtain a revolving loan fund from SMPDC.
- The access road at the new fire station needs a name. Town Manager Eldridge will ask the Board for its decision at the next meeting.

### **11. Selectmen Communications**

None.

**12. Approval of Warrants**

02-06-2020	Payroll Warrant #2032	\$ 60,715.01
02-13-2020	A/P Warrant #2033	\$ 229,786.93
02-13-2020	Water A/P Warrant #033	\$ 5,355.31
02-13-2020	Payroll Warrant #2033	\$ 58,571.34

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

**The motion carried: 4:0**

**13. New Business**

- Posted Roads

Beginning around the end of February, the following roads will be posted for weights over 23,000 pounds. They will remain posted until further notice:

Pine Hill Rd – From Sullivan St to Messengers Bridge  
Little River Rd – From Messengers Bridge to North Berwick Town Line  
Long Swamp Rd – From Little River Rd to Lebanon Town Line  
Cranberry Meadow Rd – From Pine Hill Rd to Old Sanford Rd  
Old Sanford Rd – From Cranberry meadow Rd to North Berwick Town Line  
Diamond Hill Rd – From Old Sanford Rd to Little River Rd  
Wentworth Rd – From School St to Old Route 4  
Blackberry Hill Rd – From Berwick Rd to Portland St  
Guinea Rd – From Blackberry Hill Rd to School St  
Old Pine Hill Rd North – From School St to Pine Hill Rd

**Motion:** Vice Chair Ganiere made a motion to post the roads when appropriate as presented. Selectman Pendergast seconded the motion.

**The motion carried: 4:0**

- Personal Property Tax Write-Off
  - 6 School Street: \$1,285.44
  - 540 Route 4: \$2,341.38
  - 4 Coffin Road: \$3,917.55

Town Manager Eldridge explained the personal property taxes from 2010 through 2016 cannot be collected per the Town's Attorney because of the statute of limitations. The BOS directed the Town Manager to continue pursuing collections. Town Manager Eldridge will check with the Assessors.

- Set Polling Hours for the March 3, 2020 Presidential Primary and Special State Referendum Election (TC recommends 8am – 8pm)

**Motion:** Vice Chair Ganiere made a motion to set the polling hours for the March 3, 2020 Presidential Primary and Special State Referendum Election from 8am to 8pm as requested. Selectman Cobb seconded the motion.

**The motion carried: 4:0**

- Town Clerk Request to Close Customer Service on March 3, 2020 for Election Coverage

**Motion:** Vice Chair Ganiere made a motion to close Customer Service on March 3, 2020 for the Presidential Primary and Special State Referendum Election as requested. Selectman Pendergast seconded the motion.

**The motion carried: 4:0**

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

None.

**15. Abatements/Supplements**

None.

**16. Second Public Comment**

Chair Wright opened the second public comment. Transfer Station Supervisor Neil Hokinson notified the BOS that the telephones are still out of service since the tree fell on Route 236. He also asked the Board to approve an hour change; no demo materials will be accepted after 3:30. The Board approved the hours change to not accept any demolition materials after 3:30pm to allow the Transfer Station to close at 4:00pm.

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

**17. Executive Session**

None.

**18. Other Business/Non-Agenda Items**

Chair Wright reported that an additional \$120,000 is needed to install radiant floor heat at the new fire station equipment bay. This was an option on the original plans but is now an additional cost. The Board needs to figure out where to get the additional money. Town Manager Eldridge stated he is optimistic that savings will be seen as the project moves forward. He stated the additional money could come from the unassigned fund balance. This will be further discussed through the budget process.

**19. Adjournment**

The meeting adjourned at 7:44pm.

**BUDGET HEARINGS:** Town Manager Eldridge presented the following Department Proposed 2020-2021 Budgets:

- General Expense
- Town Administration
- Town Clerk/GA
- Town Hall
- Planning
- Miscellaneous
- Fire

**Respectfully submitted,**

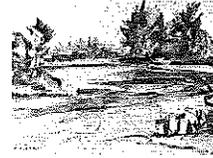
**Patricia Murray**  
**Town Clerk**

**The February 11, 2020 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s February 25, 2020 meeting.**

**On behalf of the Board**

# Berwick Recreation Master Planning Committee

*formed September 2016*



February 7, 2020

Mr. Stephen G. Eldridge, MPA  
Berwick Town Manager  
11 Sullivan Street  
Berwick, Maine 03901

Mr. Thomas Wright, Chairman  
Board of Selectmen  
11 Sullivan Street  
Berwick, Maine 03901

**RE: Recreation Master Plan, February 7, 2020**

Dear Mr. Eldridge, Chairman Wright & the Board of Selectmen:

The *ad hoc* Recreation Master Planning Committee (RMPC) has completed our work and is providing the attached Recreation Master Plan (RMP) for consideration as an appendix to the 1991 Comprehensive Plan. We understand that the people of Berwick must first vote to adopt the plan in June 2020 before it can be officially included as such. To this end, we have also drafted a proposed warrant article and provided it under a separate cover for your and the Board of Selectmen's consideration.

We understand that the Comprehensive Plan Committee (CPC) began meeting this past fall (2019) to begin the process of updating the Comprehensive Plan. The RMPC would like to encourage the CPC to adopt the RMP as a chapter of the new Comprehensive Plan when it is finished.

We consider this plan a 'living' document that must be routinely revisited/updated to meet the needs and wants of Berwick's residents and to stay relevant. Further, the RMP will not function as intended unless it is wholly supported by the Board of Selectmen, Town Recreation Department, Berwick's recreation groups, and Berwick's Residents.

The RMP must also be supported financially in order to ensure that tangible change occurs. This support does not have to significantly increase Berwick resident's tax burden. To help better ensure this, the RMPC requests the follow multi-pronged approach be employed:

1. Seek out and apply for grants and low interest loans that will help offset the cost of recommended capital recreation-related expenses.
2. Partner with Berwick's sports booster clubs and solicit their help with town recreation facilities. Ask them to provide Berwick with an annual stipend (amount to be determined in concert with these groups) from their revenues which will be used to make improvements that they will directly benefit from. We recommend that that provides a stipend maintains representation and voting rights on the Recreation Commission.
3. Fund recreation-related initiatives over the next few years with previously raised Berwick resident tax monies that have been shifted out of the Recreation Department and into the Undesignated Fund Balance (UFB) account. Additionally, use Recreation and Open Space impact fees account monies collected since 2017 along with portion of the Tax Increment Finance (TIF) funds (see attached February 7, 2020 supporting documents for added detail) to help fund projects in the CIP.

Mr. Stephen G. Eldridge, MPA

February 7, 2020

Page 2

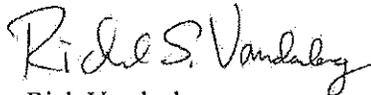
4. Make alterations to the way the Recreation Department is funded in such a way that will keep recreation allocated funds from being added to the UFB (see attached February 7, 2020 memorandum for added detail).
5. We recommend making the Recreation Director position full time to support the recommended changes outlined in RMP.

The Recreation Master Plan proposes a series of capital improvements. A Capital Improvement Plan (CIP) is included and is intentionally not prioritized because we thought it best for this to be done in concert with you and the Board of Selectmen. The projects outlined in the CIP would traditionally be managed by the Recreation Department; however, our Recreation Department is managed by part-time staff. We hope that you will agree after reviewing the RMP and the CIP that Berwick recreation should be overseen by a full-time position.

This plan was developed over the past 3 years by the following Berwick Residents who make up the RMPC: Ruth Bleau, Natalie Gould, Scott Richardson, Kim Taylor, and Penny Zust. However, this plan would not have been possible without the efforts of Town Planner, James Bellissimo, or Berwick residents Dennis Dupuis and Frank Underwood whose passion infused energy and passion into the process. Other groups including Envision Berwick, The Friends of the Berwick Riverfront, and the Recreation Commission also assisted the RMPC during the process and share in this success. Lastly, the RMPC would like to thank the numerous Berwick residents who took time out of their busy lives to help our committee by attending the 2017 Recreation Master Planning Summit or by responding to the 2016 Recreation Master Plan Survey. We hope that the plan reflects their wants/needs/opinions.

With the adoption of the Berwick Recreation Master Plan the RMPC will disband, but its members are eager to continue this work over the next several to positively change how recreation happens in Berwick. Please do not hesitate to reach out to me or any of the other members of the RMPC should you have questions or comments regarding the attached plan.

Sincerely Submitted,



Rick Vandenberg  
RMPC Chairman

Enclosures

cc: James Bellissimo, Berwick Town Planner  
Kimberly Taylor, Berwick Recreation Department  
Lisa Vargas, Berwick Finance Director  
*ad hoc* Recreation Master Planning Committee  
Envision Berwick  
Friends of the Berwick Riverfront

**EIGHT YEAR REVIEW SUMMARY OF RECREATION  
DEPARTMENT OPERATIONS AND FUNDING  
(FY 10/11 to FY 18/19)**

**SEPTEMBER 2019**

Supporters of the Recreation Master Planning Committee performed an eight (8) year look back at the recreational department including: annual budgets, program fees, and capital reserve accounts. The eight (8) year look back was performed by talking with Berwick Recreation Department staff and reviewing budgets and expenditures outlined in town reports. These interested parties also reviewed the newly formed Impact Fee policy, implemented in 2016, and balances of those accounts.

The remainder of this document includes the findings from this study followed by a recommendation for a specific action:

**RECREATION DEPARTMENT OPERATIONAL DETAILS**

Participants and Programs

	Discover (K-2) Summer (Ages 5-10)	Discovery (3-5)	Adventure (6-8) Adventure (Ages 11-14)	Totals
FY 11/12	111		58	169
FY 12/13	116		44	160
FY 13/14	??		38	38
FY 14/15	40	65	54	159
FY 15/16	40	65	54	159
FY 16/17	46	73	65	181
FY 17/18	37	83	66	186
FY 18/19	35	73	69	177
FY 19/20	TBD	TBD	TBD	TBD

Other Programs include:

- Noble Youth Wrestling
- Noble Youth Baseball
- Noble Squires Football
- Noble Cheerleading
- Berwick Youth Soccer
- Noble Travel Soccer
- Boys/Girls Youth Basketball
- Youth Lacrosse
- Youth Hockey

\*These programs are managed and funded through Booster groups

Fees

Fees are set annually.



**EIGHT YEAR REVIEW OF RECREATION DEPARTMENT OPERATIONS AND FUNDING**

**SEPTEMBER 2019**

**PAGE 2**

Family Discounts are offered for multiple family participants.  
Family Scholarships are also available.

For Annual Recreational Revenues- See Fees & Trips Fund Balance Tabulation

For Booster Revenues – See each programs Treasurer’s Report

**ANNUAL TOWN RECREATIONAL BUDGETS**

	<b>Budget</b>	<b>Transfer</b>	<b>Spent</b>	<b>Surplus</b>	<b>Cum</b>
FY11/12	\$102,462	\$17,500	\$99,022	\$3,440	\$3,440
FY 12/13	\$103,362	\$10,000	\$91,739	\$11,623	\$15,063
FY 13/14	\$105,538	\$20,000	\$91,445	\$14,093	\$29,156
FY 14/15	\$103,225	\$20,000	\$95,069	\$8,156	\$37,312
FY 15/16	\$105,079	\$20,000	\$97,873	\$7,206	\$44,518
FY 16/17	\$107,591	\$20,000	\$94,694	\$12,897	\$57,415
FY 17/18	\$111,865	\$20,000	\$75,312	\$36,553	\$93,968
FY 18/19	\$114,851	\$25,000	\$90,992	\$23,859	\$117,827
<b>TOTALS:</b>		<b><u>\$173,700</u></b>			<b><u>\$117,827</u></b>

Assumptions:

- Budget – Raised by taxes
- Transfer - From user Fees & Trips
- Surplus – Carried over to Undesignated Fund Balance
- TOTALS** – Funds available to Recreation Program

**FUND BALANCES: RECREATION ACCOUNTS (OPERATIONS) - FEES & TRIPS**

Annual Auditors Report – Schedule E from Revenues

	<u>FEES*</u>	<u>TRIPS</u>
FY 12/13	\$24,527	\$23,674
FY 13/14	\$23,541	\$28,137
FY 14/15	\$36,721	\$37,125
FY 15/16	\$55,432	\$40,831
FY 16/17	\$78,245	\$50,034
FY 17/18	\$96,860	\$50,207

**FUND BALANCES: As of June 30, 2017**



**EIGHT YEAR REVIEW OF RECREATION DEPARTMENT OPERATIONS AND FUNDING**  
**SEPTEMBER 2019**  
**PAGE 3**

**\$96,860\***

**\$50,207**

\* NET BALANCE after TRANSFERS – Funds Available to Recreation Program

**FUND BALANCE: RECREATION ACCOUNT (CAPITAL IMPROVEMENTS) – APPROPRIATIONS**

Town Reports (Acct 91919) and Annual Auditors Report – Schedule G

	<b><u>RAISED</u></b>	<b><u>SPENT</u></b>	<b><u>CUMULATIVE</u></b>
FY 11/12	\$ 6,633	\$ 0	\$ 6,633
FY 12/13	\$ 0	\$ 0	\$ 6,633
FY 13/14	\$3,150	\$ 4,938	\$ 4,613
FY 14/15	\$ 0	\$ 0	\$ 4,613
FY 15/16	\$ 0	\$ 270	\$ 4,343
FY 16/17	\$ 52,000 <sup>NOTE 1</sup>	\$ 22,772 <sup>NOTE 2</sup>	\$ 33,571
FY 16/17		\$ 1612 <sup>NOTE 3</sup>	\$ 31,959
FY 17/18	\$ 200,000 <sup>NOTE 4</sup>	\$199,129 <sup>NOTE 5</sup>	\$ 32,830

**FUND BALANCE: As of June 30, 2018**

**\$ 32,830**

Note 1 - Town Meeting approved Warrant Articles #24, #36, #41- See Report text

Note 2 - Town incurred costs - PSNH parcel purchase and Doran School Repairs

Note 3 - Town approved Warrant Article #44 to Transfer PSNH balance to MS4 Project

Note 4 - Special Town Meeting (August 8) vote approval to purchase 71 Sullivan Street

Note 5 - Town spent to purchase, demolish and perform certain property restorations

**FUND BALANCE; RECREATION IMPACT FEE ACCOUNT- COLLECTED FUNDS**

(Annual Auditors Report – Schedule E)

On February 7, 2017 the Board of Selectmen approved the implementation of Impact Fees on new Development. This will be an ongoing policy and funds will be added annually according to new Town-wide Development. These fees have a sunset provision in that they must be expended with ten (10) years of the date of first collection. If not used the funds must be returned to the Owner of record of the parcel the fees were collected on.

Per the Board of Selectmen the current policy for distribution of collected fees is:

Recreation - 50% Open Space – 50%

	Recreation	Open Space	Recreation	Open Space
	<b><u>ASSESSED</u></b>		<b><u>SPENT</u></b>	
FY 15/16	\$ 0	\$ 0	\$ 0	\$ 0
FY 16/17	\$13,750	\$13,750	\$ 0	\$ 0

**EIGHT YEAR REVIEW OF RECREATION DEPARTMENT OPERATIONS AND FUNDING**

**SEPTEMBER 2019**

**PAGE 4**

FY 17/18	\$33,950	\$33,950	\$2,489 <sup>NOTE1</sup>	\$ 0
FY 18/19	\$23,375	\$23,375	\$19,577.33 <sup>NOTE2</sup>	\$ 0

BALANCES As of FY 18/19: **Recreation \$49,008.88**      **Open Space \$71,075**

Note 1 – Great Falls Park Concepts- Cornelius Murphy, Consultant

Note 2 – Overage 71 Sullivan Street for Demolition/ Property Restoration

Should the Board of Selectmen impose changes to the current policy such redistribution would apply to new fees collected moving forward from the change.

**Recent discussions indicate: Recreation 50 %; Open Space 25%; Sidewalks 25%**

**FUND BALANCES: OTHER FUNDS EARMARKED IN RECREATION ACCOUNTS**

Annual Auditors Report – Schedule E

We have only looked at Fund Balances for the Riverfront, Farmer’s Market, Ice Rink and Community Center. These are separately identified accounts that are listed under the Recreation Department.

	<u>RIVERFRONT</u>	<u>FARMER’S MARKET</u>	<u>ICE RINK</u>	<u>COMMUNITY CENTER</u>
FY 14/15	\$ 4,088	\$ 0	\$ 0	\$ 0
FY 15/16	\$ 1,843	\$ 3,970	\$ 0	\$ 0
FY 16/17	\$ 3,238	\$ 1,953	\$ 350	\$ 1,583
FY 17/18	\$ 3,238	\$ 1,953	\$ 350	\$ 1,749
FY 18/19	\$ 6,964	\$ 1,961	\$ 350	\$ 1,749

These fund accounts have not been reviewed other than to know there are current balances in each account. These appear to be designated accounts for those uses only.

**OTHER – TAX INCREMENT FINANCE FUNDS**

In July 2017 the Maine DECD approved the Berwick Downtown Overlay District as a Tax Increment Finance (TIF) District. The TIF Fund is a newly established account to capture revenues generated over a twenty-year period. These funds are determined from a baseline property valuation of the 33.32 acres in the Village Overlay on April 1,2015. This baseline evaluation is \$13,203,300, The Town voted to capture 100% of the increased value. These generated tax funds will be applied to infrastructure. This could include offsite sidewalk projects serving the Recreational Fields and Greenway Amenities beneficial to the Recreation Programs.

Funds to date (through FY 17/18) **\$ 1,684**

This fund revised down from **\$ 4,478** due to drop in valuations in the Village Overlay



**SUMMARY OF FINDINGS & RECOMMENDATIONS**

This review has identified several hundred thousand dollars of excess Recreation Department funds in the Undesignated Fund Balance (UFB) and in other Town accounts (Town TIF and Impact fees). These funds could be used for Recreation-related capital projects identified in the Recreation Master Plan (RMP) but they would first need to be transferred back into Recreation Department. This transfer would likely warrant articles for Town-wide consideration. The following recommendation is made:

- **RECOMMENDATION** - Study the feasibility of transferring funds back to the Recreation Department from the UFB and using funds in other account for recreation projects. The study work should be performed by a group of stakeholders and town officials. Outputs from this work will be formal funding recommendations and warrant articles for the Board of Selectmen's consideration.

Moving forward the intent of the RMP is to guide the Town in providing more recreational opportunities to all ages. To meet this objective a financial plan needs to be developed and structured to allow revenues and fees to be redirected back into these programs or keep them from being directed out in the first place. Supporters of the RMPC have developed a written plan to provide an alternative on how the Recreation Department could be re-structured from a funding perspective in the future to better handle capital projects and avoid funds entering the UFB account. This document will be provided directly to the Town Manager under a separate cover. The RMPC believes that, once submitted, the specific funding alternative should be studied further to evaluate its merit.

**BERWICK**  
*Maine*



*Ruthmannart*

**RECREATION MASTER PLAN**  
*Adopted*  
*June 2020*



## **Berwick Recreation Master Plan 2020**

First draft submitted January 10, 2019 to Envision Berwick and Berwick Recreation Commission by committee members Ruth Bleau, Natalie Gould, Scott Richardson, John Stoll, Kim Taylor, Rick Vandenberg (chair), and Penny Zust.

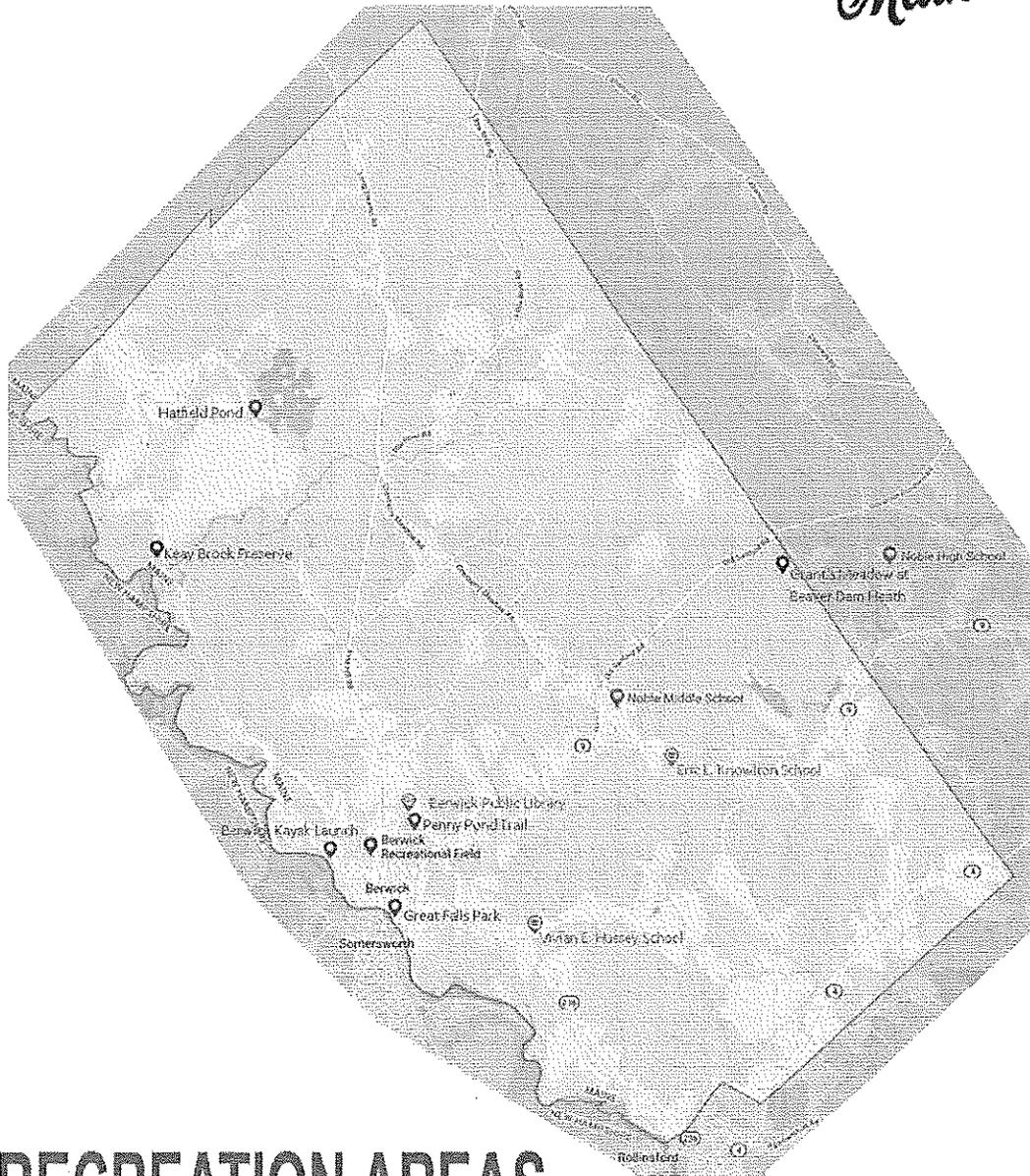
Second draft submitted March 12, 2019 to Board of Selectmen.

Final draft submitted February 7, 2020 for approval by Board of Selectmen.

**Contents**

Introduction .....1  
    A. Community Input .....1  
Berwick Recreation ..... 3  
    A. Current Status ..... 3  
    B. Needs Assessment.....4  
    C. Future Planning and Development.....4  
Athletics.....4  
    A. Inventory of Athletic Facilities.....4  
    B. Current Usage .....6  
    C. Future Planning and Development.....6  
Community Center.....7  
    A. Current Status .....7  
    B. Needs Assessment.....7  
    C. Future Planning and Development.....8  
Creative Culture .....9  
    A. Creative Inventory & Cultural Events .....9  
    B. Needs Assessment.....10  
    C. Future Planning and Development.....10  
Trails & Parks..... 11  
    A. Inventory of Trails & Parks.....12  
    B. Needs Assessment.....15  
    C. Future Planning and Development.....15  
Water Sports.....17  
    A. Existing Water Access .....17  
    B. Needs Assessment.....18  
    C. Future Planning and Development.....18  
Communication..... 20  
    A. Current Recreation Communications..... 20  
    B. Needs Assessment..... 20  
    C. Future Planning and Development..... 20  
Acknowledgments..... 21  
Appendix A — Survey Results ..... 22  
Appendix B — Capital Improvement Projects..... 24  
Appendix C — Summary of Recommendations ..... 25

# BERWICK *Maine*



## RECREATION AREAS

## Introduction

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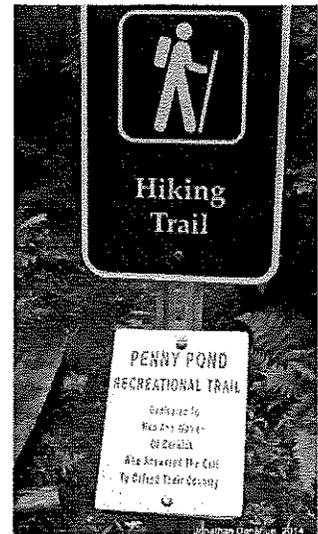
In 2016, Envision Berwick and the Berwick Recreation Commission formed a temporary subcommittee to explore the recreation needs and desires of townspeople and to articulate a vision for meeting them over the next 20 years. The Berwick Recreation Master Plan (Rec Plan), when approved, will fulfill that charge and become an addendum to the town's Comprehensive Plan.

Recreation includes a wide variety of activities that people pursue during their leisure time. By participating in these activities, people improve their physical health and mental well-being while improving quality of life in their community through shared activity.

Berwick residents have, for many years, put time and energy into improving recreational opportunities in town. From team sports to personal exploration, from arts and crafts to lectures, and from story time to parades, the community has broadly defined "recreation" and worked hard to build and maintain diverse programs.

In recent years, some prominent recreation-related projects have included a new canoe/kayak launch on the Salmon Falls River; new trails at Penny Pond, Keay Brook, and Brooks Farm; a new park at Great Falls, and the acquisition of a strategically located parcel on Sullivan Street.

These projects have enhanced civic engagement while providing tangible benefits to the community. With this momentum and a culture of volunteerism, recreational activities are being incorporated into transformative projects such as those at the Prime Tanning and Estabrook School sites.



1 Penny Pond Trail ead

The Recreation Master Planning Committee (Committee) has sought to develop a plan that provides for active<sup>1</sup> and passive<sup>2</sup> recreation in Berwick over at least two decades, first by evaluating and improving existing town resources, then by identifying new projects that meet the expressed desires of residents for a recreationally vibrant town.

### A. Community Input

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In fall 2016, the Committee surveyed Berwick residents about their involvement in recreation activities, their use of existing recreational facilities, and their expectations for recreation in Berwick's future. The survey was available online, at Town Hall, at the library, and by mail if

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<sup>1</sup> Active recreation includes indoor and outdoor organized sports that generally require administration, scheduling, programming, and often registration or a fee. Examples include youth sports, camping, road races, movie nights, and scouting.

<sup>2</sup> Passive recreation includes things that are generally self-generated, require no administration, and are unscheduled. Examples include walking, running, kayaking, snowshoeing, skating, and cross-country skiing.

requested. The Committee had an information table with surveys on Election Day 2016, mailed a promotional post card to all Berwick residents in December 2016, and encouraged responses through two outreach events at the Transfer Station in January 2017. Residents completed 450 surveys (Appendix A). The Committee determined that the demographics of respondents compared well to the town's recent census data.

In May 2017, the Committee held a Recreation Master Planning Summit to report survey results, solicit feedback, and refine goals. About 35 people participated through keypad polling and topical breakout groups.

The Committee found:

- Most respondents already participate in recreational activities in Berwick
- Many have never used, or are not aware of, some existing recreation facilities
- Activities with the greatest unmet demand are outdoor concerts, watching fireworks, hiking/walking, and swimming
- 95% favor a Community Center
- Most favor a wide variety of uses within the Community Center
- Most desire upgrades at Memorial Field, including better parking, permanent bathrooms, improved connectivity with downtown, improved security, expanded storage, and additional fields
- Half favor better access to MSAD60 recreation facilities
- Many favor more community events, intergenerational and family-oriented activities, and lectures and classes
- Many are concerned about maintenance, cleanliness, and security of current and future facilities

Strengthening recreation by addressing these views will require that the Town:

- dedicate adequate land, open space, facilities, and equipment to meet recreation needs
- commit to maintaining and improving its recreational facilities
- adequately staff and financially support the recreation department and its programs
- allow for a wide range of recreational activities

The sections that follow include a description of the Berwick Recreation Department, then Athletics, Community Center, Creative Culture, Trails & Parks, and Water Sports. A final section addresses Communication. Each section identifies existing conditions, current activities, engaged groups, and recommendations for improvement and growth.

## Berwick Recreation

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How the Recreation Master Plan will be implemented.

### A. Current Status

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#### Organization

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The **Recreation Department** director is responsible for maintaining town recreation facilities and for coordinating town recreation programs, events, and holiday activities. This is a part-time position.

The volunteer **Recreation Commission** advises the Recreation Director on policy, programs, budgeting, and Capital Improvement Plans. The commission generally meets monthly and its members assist with events.

The Noble school district (MSAD60; Berwick, North Berwick, Lebanon) **Athletic Department** oversees team sports for students, while **Noble Adult & Community Education** offers personal enrichment classes that frequently involve recreational activities.

Various activity and booster groups organize and run programs that involve many members of the community. These are listed in applicable sections below.

#### Funding

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Recreation Department operating funds are included in the town's annual budget. Over the past decade, the department budget has ranged between \$102,462 and \$132,342.

Town recreation programs are funded by participation fees held in special-fund accounts. In recent years, fee income has ranged between \$23,541 and \$96,860, while trip income has ranged from \$23,674 to \$50,207.

Additional accounts within the Recreation Department budget are designated for specific projects:

Friends of the Berwick Riverfront, Winter Farmer's Market, ice rink, and community center.



2 Satellite image of Memorial Field

For capital improvements or other dedicated purposes, recreation projects are occasionally placed on the Town Warrant. In recent years, for example, voters approved funding for purchases of the 71 Sullivan Street and Great Falls Park properties.

Impact fees on new development became effective in 2017. Revenues are divided equally between recreation and open space accounts.

Sidewalk fees, as described in the Land Use Ordinance, benefit recreation.

A Tax Incremental Finance (TIF) district was overlaid on the downtown village area in 2017. Revenues captured through this program may be used within the overlay district to improve infrastructure or to make aesthetic or functional improvements with recreational value.

Other sources of revenue for recreation have included, or could include, community and booster group fundraisers, state and federal grants, user or membership fees, private foundation grants, and bonding.

#### B. Needs Assessment

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The recreation survey and summit revealed that Berwick residents aspire to more and better recreation facilities and programs. The Recreation Department, as currently staffed and funded, will be able to accomplish few of the goals set out in this plan.

#### C. Future Planning and Development

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##### 5 Year Recommendations

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1. Ensure the apportioned annual contribution is applied to the Recreation Department fund balance.
2. Return funds generated by the Recreation Department and transferred to the general fund since 2010 to the Recreation Department budget.
3. Allow future unspent revenues and fees to be maintained in Recreation Department undesignated fund balance.
4. Establish cost-sharing agreements between the Recreation Department and various user and booster groups.
5. Develop and maintain a 10-year capital improvement plan (Appendix B).
6. Conduct a 5-year review of staffing levels relative to program needs.
7. Conduct a salary and benefits review of comparable recreation departments in Maine and New Hampshire.
8. Ensure Berwick's compensation package for recreation department staff is competitive.

##### 5 to 20 Year Recommendations

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None.

#### Athletics

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##### A. Inventory of Athletic Facilities

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The town and school district maintain Berwick's existing athletic facilities. One site, Noble High School, is located outside the town boundary.

Town Facility	Description
Memorial Field (popularly known as the "Rec Field")	<p>This 10-acre complex is located at the end of Sweetser Street. Facilities include:</p> <ul style="list-style-type: none"> <li>• Baseball Fields (3: rookie, minor, major)</li> <li>• Soccer Field</li> <li>• Multi-purpose Field (T-ball, football, field games, soccer)</li> <li>• Basketball Court</li> <li>• Playgrounds (2)</li> <li>• Fenced Handball Court</li> <li>• Pavilion</li> <li>• Concession Stand</li> <li>• Storage Areas</li> <li>• Parking</li> </ul>

MSAD60 Facilities	Description
Vivian E. Hussey School	<ul style="list-style-type: none"> <li>• Multi-purpose Field</li> <li>• Baseball Field</li> <li>• Playground</li> <li>• Gymnasium *</li> <li>• Cafeteria *</li> </ul>
Eric L. Knowlton School	<ul style="list-style-type: none"> <li>• Playground</li> <li>• Gymnasium *</li> <li>• Cafeteria *</li> <li>• Multipurpose Field</li> </ul>
Noble Middle School	<ul style="list-style-type: none"> <li>• Football Field</li> <li>• Walking Track</li> <li>• Baseball Field</li> <li>• Tennis Courts</li> <li>• Practice Field</li> <li>• Gymnasium *</li> <li>• Cafeteria *</li> </ul>
Noble High School (located in North Berwick)	<ul style="list-style-type: none"> <li>• Football Field</li> <li>• Track and Field Area</li> <li>• Baseball Field</li> <li>• Soccer Field</li> <li>• Practice Field</li> <li>• Cross-Country Running Trails</li> <li>• Gymnasium (2) *</li> <li>• Cafeteria *</li> <li>• Auditorium *</li> </ul>

\* available for rent

**B. Current Usage**

Most town-run activities and community-organized sports use Memorial Field, while school sports programs use MSAD60 facilities.

**Primary Users of Memorial Field**

Program	Season	Days/Week	Other Facilities Used
<b>Berwick Recreation Summer Day Camp</b>	June-August	5 days	Town Hall, Knights of Pythias Hall
<b>Berwick Youth Soccer</b>	August-October	1-2 days	Knowlton School
<b>Noble Travel Soccer</b>	August-October	1-2 days	North Berwick Recreation Fields
<b>Noble Youth Football &amp; Cheering</b>	August-November	4-5 days	Noble Middle School
<b>Noble Youth Baseball</b>	April-August	5-6 days	None

**Noble Athletics**

Details on the following school programs are available from the Noble Athletics Department.

Fall programs include Boys Varsity and JV Soccer, Girls Varsity and JV Soccer, Cheering, Golf, Cross Country, Field Hockey, and Football, JV Football, and First-year Football.

Winter programs include Boys Basketball, Girls Basketball, Cheering, Indoor Track, Ice Hockey, Wrestling, and Unified Basketball.

Spring programs include Baseball, Softball, Boys Lacrosse, Girls Lacrosse, and Outdoor Track.



3 Berwick Youth Soccer

**C. Future Planning and Development**

**General Recommendations**

- Create a pool of volunteers to assist with maintenance and monitoring of town athletics facilities.

**5 Year Recommendations**

*Memorial Field*

1. Develop a master plan for improvement and expansion of Memorial Field.
2. Pave and line parking areas to maximize their use.
3. Enhance lighting and improve video surveillance.

4. Repair and maintain buildings and dugouts.
5. Install permanent bathroom facilities.
6. Add horseshoe pits and boule sports (bocce, petanque, etc).

*Estabrook Park*

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1. Ensure the Town retains sufficient open/green space as the site is developed.
2. Install lighting and security monitors.
3. Evaluate need for permanent bathroom facilities.

*MSAD60*

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1. Develop a Memorandum of Understanding between the Town and the School District to maximize efficient use of athletic facilities and relieve schedule conflicts.

5 to 20 Year Recommendations

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*Memorial Field*

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1. Update playgrounds.
2. Explore options for basketball court improvements (resurfacing, raising fence height, reformatting).
3. Explore options for handball court improvements.
4. Install walking/running circuit with exercise stations.
5. Purchase additional land using the open space account of impact fee fund to support future expansion of the fields

**Community Center**

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A. Current Status

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Berwick does not have a dedicated Community Center. Recreational activities normally suited to such a facility mostly occur at Berwick Public Library, Town Hall, and Noble High School (Adult & Community Education Center).

B. Needs Assessment

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The recreation survey revealed that 95 percent of respondents are in favor of a Community Center. To determine what recreational activities the Community Center should support, respondents ranked a preselected list of 17 activities and were permitted to write in alternate activities. This table shows the most and least favored activities:

Top 5 "Love It" Options	Top 5 "Like It" Options	Least "Liked" Options
Fitness Equipment	Art Facilities	Maker Space
Art Facilities	Function Room for Private Events	Shuffleboard
Function Room for Private	Fitness Equipment	Historical Museum

Events		
Yoga Studio	Meeting Space	Martial Arts
Meeting Space	Game Room	Head Start Program

Summit participants largely reinforced the polling, but also suggested having an indoor area available for summer campers during inclement weather. They recommended scheduling regular weekly activities, such as toddler time, arts and crafts, lectures, and movie screenings.

**C. Future Planning and Development**

Berwick residents have, for years, desired a Community Center for recreation. One goal of the Rec Plan is to establish a course of action to make that center a reality.

The Committee evaluated several potential sites for a future Community Center and judged 71 Sullivan Street to have the greatest potential. This property is owned by the town, is next to Memorial Field, and allows easy access to additional parking, Estabrook Park, downtown, and the proposed village greenway.



**4 Building Our Future**

In the course of planning, the Committee estimated that a 12,000-square-foot facility would accommodate all highly ranked activities, in part by incorporating a multipurpose room. A preliminary estimate of cost, at approximately \$150 per square foot, would be \$1.8 million.

**5 Year Recommendations**

1. Revitalize the Community Center planning committee.
2. Confirm the preferred location for the center.
3. Refine site and architectural plans.
4. Identify, prioritize, and obtain funding to support facility construction.
5. Begin construction.

**5 to 20 Year Recommendations**

1. Address requirements for facility operations, maintenance, and security.
2. Plan personnel needs, including permanent, contracted, and volunteer staff.
3. Institute fee structure for facility rentals and programs.

## Creative Culture

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A creative culture promotes or teaches people to think new ideas or make new things. Culture-based creativity nurtures innovation, challenges the conventional, promotes well-being, and stimulates and enriches social cohesion. While cultural activities and creative pursuits are often considered recreational, art and culture can also encourage sustainable development and creative industries, leading to economic growth.

### A. Creative Inventory & Cultural Events

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#### Creative Groups

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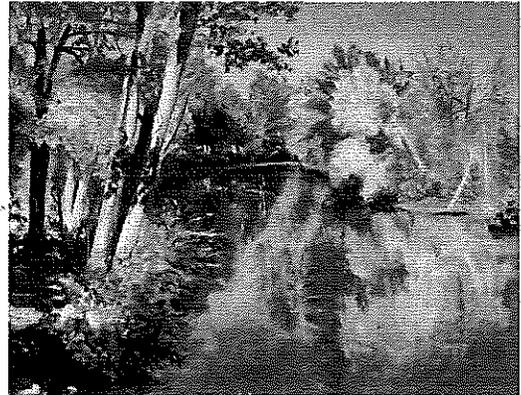
Several entities organize creative activities in Berwick:

**Berwick Art Association** is an informal network of artists who have produced community services, participatory events, and exhibits.

**Berwick Historical Society** preserves and promotes the stories, historical artifacts, and sites of the town. The society regularly invites speakers to present information detailing Berwick's past.

**Berwick Public Library** offers a variety of programs open to the community. The library regularly features musicians, performers, artists, authors, and other speakers. It hosts the BPL Book Discussion Group and a summer reading program. Among its weekly programs are Nifty Needleworkers, LEGO Club, Tales for Tots story time, and afternoon movies. The library is open four days and two evenings.

**Noble Adult & Community Education** organizes numerous personal enrichment classes in categories such as arts and crafts, exercise and outdoor fun, health and wellness, and home and family.



5 Rochester Street Pond- Brian Cincotta

#### Event Calendar

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Town-wide events spur creativity, community loyalty, and belonging. Berwick's recurring events include:

##### January

Berwick Winter Farmer's Market

##### February

Lords & Ladies Dance

Berwick Winter Farmer's Market

##### March

Berwick Winter Farmer's Market

**April**

Berwick Winter Farmer’s Market  
Earth Day Roadside Cleanup

**May**

Kayak Launch Opening Day  
Memorial Day Parade  
Plant Sale (Berwick Library Association)

**June**

Berwick Car Show (American Legion Charles S. Hatch Post #79)

**July**

Public Safety Family Fun Day (Berwick Volunteer Firefighters Association)  
Annual Charity Ride (Southern Maine ATV Club)

**August**

Seacoast Trail Rider Annual Event (18<sup>th</sup> year)  
Summer Concerts

**September**

Amy’s Run Walk  
Pumpkinman Triathlon

**October**

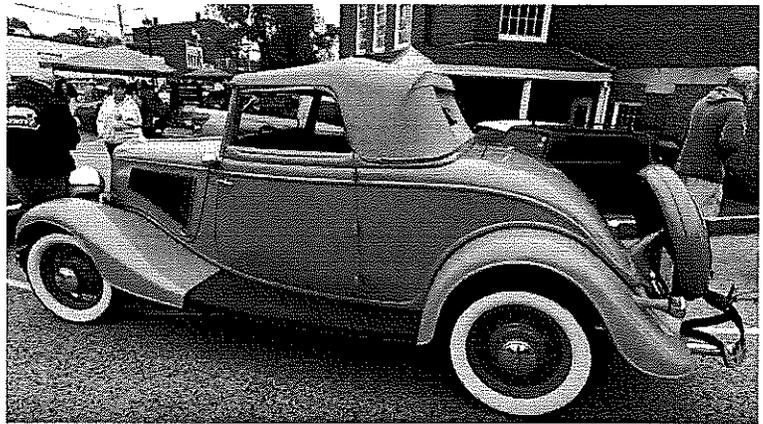
Trunk-n-Treat

**November**

Berwick Winter Farmer’s Market

**December**

Christmas Parade and Tree Lighting  
Ceremony  
Berwick Winter Farmer’s Market



6 Car Show 2019

**B. Needs Assessment**

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The recreation survey and summit indirectly polled residents on creative culture. First, arts and crafts programs were among the activities most desired in any future Community Center. Second, community events—specifically festivals, concerts, and fireworks—were highly popular ideas.

**C. Future Planning and Development**

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**General Recommendations**

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- Ensure town ordinances are supportive of creative culture.
- Promote and expand creative after-school programs.
- Support the library and other existing community organizations in their efforts to address creative culture needs.

- Advocate for downtown spaces for creative individuals and groups.

## 5 Year Recommendations

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### *Volunteer Opportunities*

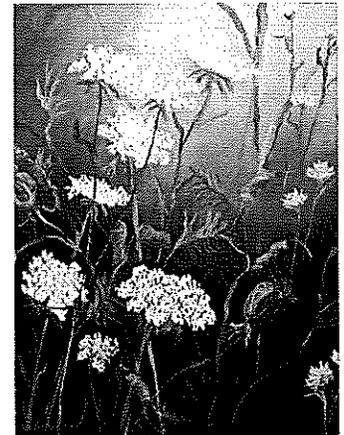
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1. Form a Creative Culture committee to promote and expand existing programs/events and to foster creative culture.
2. Maintain a Creative Culture committee under Envision Berwick.
3. Support champions willing to implement specific recommendations.
4. Develop a viable approach to managing creative culture volunteers.
5. Investigate fundraising potential and purpose for creative programs and cultural events.

### *Programming & Festivals*

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1. Create, develop, and promote regular pop-up art shows modeled on those in Biddeford, Portland, Dover, and Portsmouth.
2. Ensure town ordinances are amenable to the positive presence of creative people, such as street musicians, artists, and buskers.
3. Revive Berwick's Heritage Day festival or produce a new "destination" event.
4. Launch an outdoor concert series.



7 Wildflowers –Ruth Ann Bleau

### *Town Beautification*

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1. Install a low-maintenance native plant garden within the downtown green space.
2. Implement a public art program, including an interactive sculpture garden within the downtown green space.

## 5 to 20 Year Recommendations

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1. Ensure the long-term viability of popular programs and events.

## **Trails & Parks**

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Berwick residents want places to walk, hike, run, bicycle, skate, snowshoe, and cross-country ski. They enjoy going horseback riding, mountain biking, snowmobiling, and off-roading. They like to fish, hunt, picnic, play, and commune with nature.

The town encompasses about 38 square miles (24,230 acres) of land and water, but few formal parks and trails. While most land is rural and privately owned, many of the owners carry on Maine's long tradition of allowing responsible public use of their land. Increasingly in recent years, conservation organizations, landowners, and the town have been conserving properties, often to provide the public with dedicated places for recreation.

Town-level planning exercises over the past three decades, including comprehensive planning and the downtown visioning process, have highlighted the importance of including the

downtown area in recreation planning. The recreation survey and summit reinforced this message.

This section identifies existing parks and trails, describes the local organizations that enhance parks and trails, and presents recommendations distilled from community input.

#### A. Inventory of Trails & Parks

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While this section identifies particular trails and parks, the Committee understands that infrastructure such as sidewalks, bike paths, and roadways are vital for access to these sites and, often, support recreational activities such as walking and running.

#### Town of Berwick

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##### *Berwick Landing at Newichawannock*

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See “Water Sports.”

##### *Estabrook Park*

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This green space is adjacent to the Public Safety Complex. Short walking paths connect this park to downtown across Wilson Street and to Memorial Field via Sullivan Street.

##### *Great Falls Park*

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This 2.7-acre park provides riverfront access below the Great Falls dam on the Salmon Falls River. Bordered by Saw Mill Hill and Moulton Street, the property was obtained by the town following a successful referendum in 2017. The Great Falls Park Committee, a subgroup of Envision Berwick, has developed a plan to improve access to the park and provide for low-impact recreation activities.



**8 Great Falls Park - Perspective**

##### *Hatfield Pond (aka Murdock Lake)*

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The land surrounding Hatfield Pond is popular with all-terrain vehicle users. Most of the land surrounding the lake is in private ownership. In the 2017 survey, half the respondents indicated they use trails around Hatfield Pond, 10% of them frequently. Also see “Water Sports.”

##### *Hornes Mill Road*

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Two adjoining lots amounting to 12 acres at the end of Hornes Mill Road hold loosely defined trails.

##### *Memorial Field*

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See “Athletics.”

### *Penny Pond*

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This protected area of about 20 acres is surrounded by Sullivan Street, Old Pine Hill Road, Logan Street, and Dobson Road. It is accessed by parking at the library and walking a short distance down Sullivan Street to the marked trail opening. About a half mile of walking trails have been established, with split-log walkways through wet areas and interpretive signs along the path. The improved trail was dedicated in 2014.

Penny Pond itself is a small, shallow pool sometimes used for ice skating.

37% of respondents reported using the Penny Pond trail, most of them occasionally or seldom.

### *Great Works Regional Land Trust*

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Great Works has 16 public access properties with maintained trails and parking in its six-town service area. Berwick properties owned by the land trust are open to the public for hiking and low-impact recreation, but access to the sites varies. The organization regularly offers guided programs at certain Berwick properties.

We received 173 responses to the survey question “Which of these Great Works Regional Land Trust properties have you visited?” While the most popular site appeared to be Tuckahoe Preserve (57%), this preserve is relatively inaccessible and shares the Tuckahoe label with additional properties receiving significant use (e.g., Harvard Turf Farm; see below). More likely, Keay Brook Preserve (57%) would be the most visited site. It is fairly new, has a formal parking area, and is easy and appealing to hike. Grants Meadow (42%) was also well visited, but the recently established and softly publicized Brooks Farm Wildlife Preserve (17%) was poorly known.

### *Brooks Farm Wildlife Preserve*

---

This 90-acre parcel was conserved in 2014 and is accessible from School Street (Route 9) just west of Brooks Lane. Old access roads create a mile-long trail along hayfields that slope toward a forest before reaching Worster Brook. This preserve does not have a parking area.

### *Grant's Meadow at Beaver Dam Heath*

---

This 115-acre preserve on Diamond Hill Road, 0.3 miles south of Old Sanford Road, consists of upland forest adjacent to Beaver Dam Heath. A 3/4-mile loop trail winding through the upland forest is walkable all year. The heath itself is best traversed when the ground is frozen.

### *Newichwannock Woods*

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This 78-acre property between Route 236 and the Salmon Falls River, conserved in 2017, is accessible from Powerhouse Road. The site, which includes 1860 feet of river frontage, is to be managed as a sustainable woodlot focused on timber, wildlife habitat, natural resource and water quality protection, and low-impact recreation. A forestry/recreation plan and formal trails are planned.

### *Keay Brook Preserve*

---

This 86-acre property along Hubbard Road, preserved in 2015, features a loop trail about 1.25 miles long that incorporates the old Walnut Grove Road. Mostly wooded, the property also encompasses an open wetland where Keay Brook joins the Salmon Falls River. The loop trail is bisected by an interior trail.

### *Tuckahoe Preserve*

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This 143-acre property on Hubbard Road, about 3½ miles from Rochester Road, was conserved in 2003. The site is most accessible in winter when wetlands are frozen. The land trust envisions providing a parking area and trail for year-round recreation and connecting this parcel to the Keay Brook trail.

### *Other Great Works Properties*

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Four additional Berwick properties owned by Great Works are open for public use, but do not have marked trails or parking facilities. They are Deer Ridge, the Donahue Tract, White Tail Crossing, and Winslow Woods. The land trust holds conservation easements on another five properties in the town (Boisvert Farm, Carriage Runn, Lapierre Farm, Tibbetts Farm, Wright Farm) where access is controlled by the landowners.

### *New England Forestry Foundation*

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#### *Horace A. Hurd Memorial Forest*

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These 164 acres were conveyed to the New England Forestry Foundation in 1994. The tract straddles Route 9 (School Street), with most of the property and trails located south of the roadway. The property can be accessed via a very limited parking area along the road, about 0.7 miles northeast of Old Pine Hill Road. The forest is open for public use from dawn to dusk.

NEFF rules for the property include:

- Carry in, carry out (Leave No Trace).
- Dogs must be kept on marked trails, must not damage property or harass wildlife, and must be under control at all times. Owners are responsible for removing all pet waste.
- Hiking, snowshoeing, cross-country skiing and trail running are encouraged.
- Hunting and fishing are permitted.
- Biking is permitted.
- Horseback riding is permitted.
  
- Camping is prohibited.
- Fires are prohibited.
- All motorized vehicles are prohibited.
- Alcohol is prohibited.



9 Wooded Path - Brian Cincotta

NEFF anticipates harvesting timber on this property in or soon after 2020.

#### Private Lands

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Many landowners welcome responsible public use of their land and Maine law facilitates that use. But public access to private land is a privilege, not a right, and landowners may limit or forbid access by posting signs or painting purple “permission only” stripes at 100-foot intervals. State resource agencies recommend obtaining permission before using any private land for recreation.

#### *Harvard Turf Farm (formerly Tuckahoe Turf Farm)*

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This working farm maintains hundreds of acres of commercial turf bounded, in part, by Hubbard Road and Ridlon Road. Unless arranged in advance, users should follow these rules:

- Foot access only.
- Walk only on established roads.
- Do not interfere with farm vehicles or operations.

Users should park on the edge of the dirt driveway opposite the Hubbard Road entrance or along Ridlon Road.

#### Other Recreation Groups

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The Southern Maine ATV Club serves the towns of Berwick and Lebanon as a family-oriented club encouraging safe riding and good landowner relations. The club hosts riding events and safety training classes, and maintains trails located around Hatfield Pond.

Seacoast Trail Riders serves the town as a family-oriented club that hosts one annual motorcycle trail riding event in August of each year. The event attracts up to 140 riders from across New England and other parts of the country. The event includes 70 miles of track across predominantly privately-owned land in Berwick and other communities.

#### B. Needs Assessment

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The main feedback received through the recreation survey and summit was a desire for a map of trails and parks, their hours, and how to access them. Respondents agreed that connectivity between trails, sidewalks, and roads would be beneficial. They also expressed concern about security and cleanliness.

#### C. Future Planning and Development

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##### General Recommendations

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- Connect recreation sites through greenways, sidewalks, bike lanes, and roadways.
- Adopt and execute a sidewalk plan.
- Use pervious surfaces for new trails.
- Provide sufficient parking and appropriate lighting for new and existing parks and trails.
- Make reasonable accommodations for people with disabilities.

- Ensure funding is adequate for effective maintenance and management of existing parks and trails, while planning for the addition of new sites.

#### 5-Year Recommendations

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##### *Awareness (also see "Communication")*

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1. Produce a map, both print and online, showing public parks and trails and providing details on hours, distances, permitted activities, and facilities.
2. Extend online map with links to information about parks and trails in neighboring towns.
3. Promote trails and parks through online sites such as Maine Trail Finder and trails.com.
4. Install clear and consistent signage at all public parks and trails.

##### *Property Improvements*

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1. Create a phased landscape plan for Great Falls Park and begin implementation.
2. Identify dog-friendly properties and provide for their specific needs (e.g., pet-waste bags).
3. During downtown redevelopment, incorporate a central "Greenway" that provides a safe and attractive conduit to nearby recreation sites, such as Great Falls Park, Memorial Field, Berwick Landing, Estabrook Park, and Penny Pond.
4. Connect Memorial Field to Berwick Landing at Newichawannock by formalizing the existing trail.
5. Explore the potential for creating local "pocket parks" on scattered Town-owned parcels.
6. Coordinate with New England Forestry Foundation during harvest to enhance public access to Hurd Forest.

##### *Activities and Volunteer Opportunities*

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1. Empower volunteer stewards to patrol, track usage, and ensure maintenance of parks and trails (adopt-a-site program).
2. Recruit and train volunteers to monitor conditions at Hatfield Pond through the Maine Volunteer Lake Monitoring Program.
3. Encourage the establishment of a youth hiking/nature club.

#### 5 to 20 Year Recommendations

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1. Develop recommended routes for road races and wellness walks.
2. Establish a walking/running trail with a variety of fitness stations.
3. Extend trail network and improve connections between trails, parks, sidewalks, and roadways.
4. Establish "Story Walk" and other activities along trails.
5. Establish a designated area for fairy houses.
6. Deploy trail cameras where necessary for enhanced security.
7. Identify opportunities to acquire additional land using the open space account of impact fee fund to support future expansion trails and parks.

#### 20 Year Recommendations

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1. Connect Berwick trails to the Eastern Trail and East Coast Greenway.

## Water Sports

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Berwick residents enjoy public places for fishing, swimming, kayaking, canoeing, and boating. Some of these activities are supported by existing access points, but the town has no public pool, fountain, splash pad, or ice-skating rink.

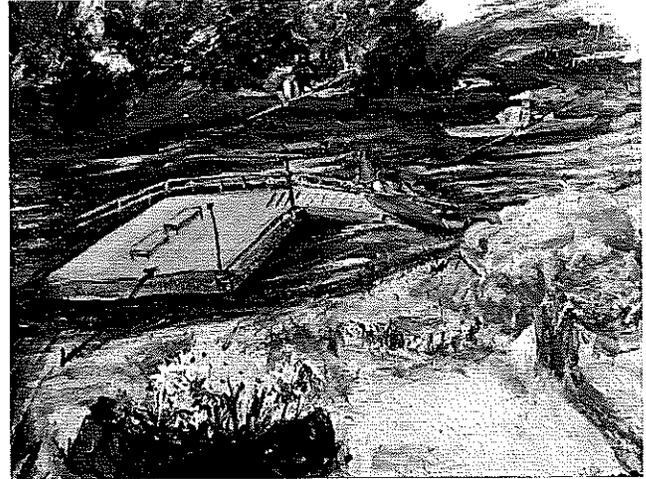
### A. Existing Water Access

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#### Berwick Landing at Newichawannock

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Berwick's first public launch, established in 2015, is open to non-motorized craft (canoes and kayaks) between mid-May and mid-October. The dock features a transfer bench and slide board for people with disabilities and roll-off ramps with side rails to make launching easy and dry for all paddlers. The launch site, at 111 Rochester Street, is managed by the Friends of the Berwick Riverfront on behalf of the Recreation Department. Several parking spaces are available at the launch and overflow parking is offered across the street at the Public Works facility.



10 Kayak Launch Site

Paddlers traveling upstream from the launch can explore more than 10 miles of river before reaching the Route 202 bridge in East Rochester. A more manageable goal for many paddlers is reaching Somersworth's Mast Dam Park, about 2 miles upstream.

Paddling downstream from the launch leads to downtown Berwick and the Great Falls Dam. Caution is advised in the vicinity of the dam, as a drop over the waterfall could be lethal. Returning upriver after reaching the Route 9 bridge is strongly recommended.

#### Hatfield Pond

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Hatfield Pond (also known as Murdock Lake) is a man-made impoundment of about 300 acres, ranging in depth from 2 to 13 feet, with six small islands rising above its surface. Fishing is the dominant use at Hatfield Pond, with populations of largemouth bass, chain pickerel, hornpout (bullhead), and other species present. A state fishing license is required.

The town owns a 2-acre parcel along Ridlon Road that permits access to the pond for launching small boats. The best suited watercraft are canoes, kayaks, and small boats with trolling motors. For land-based recreation around Hatfield Pond, see "Trails & Parks."

## Additional Water Access Points

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### *Little River*

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The Little River is a tributary of the Salmon Falls River originating in Lebanon. One prominent access is through a small town property immediately southeast of the bridge at the intersection of Cranberry Meadow, Pine Hill, Little River, and Long Swamp roads (at Messenger Bridge). A second access is next to a bridge near the intersection of Diamond Hill and Little River roads.

The Maine Department of Inland Fisheries and Wildlife stocks the Little River with brook trout and smallmouth bass.

### *Penny Pond*

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This small pond is sometimes shoveled for ice skating. See “Trails and Parks.”

### *Salmon Falls River*

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The Salmon Falls River, which forms Berwick’s western border with New Hampshire, is well suited for recreation. The river is wide and deep enough for paddle sports over much of its length, though river navigability varies depending on precipitation and time of year.

Swimming and fishing opportunities are plentiful along the river. The Maine Department of Inland Fisheries and Wildlife stocks the Salmon Falls with brook trout, rainbow trout, brown trout, and striped bass.

The Salmon Falls River is a drinking water source for both Berwick and Somersworth, which has led the Maine Rural Water Association to recommend that people avoid body contact with the water between the Eddy Bridge (state line at Rochester Street) and the Route 9 bridge. Treated wastewater is released into the river by both Berwick and Somersworth, so caution is advised when considering swimming immediately downstream of those outlets.

## B. Needs Assessment

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The recreation survey and summit revealed that most residents were aware of Hatfield Pond and the kayak launch as water-based recreation sites. People specifically requested a public pool, fountain, splash pad, and ice-skating rink. Several respondents believed more could be done to inform the community about water-based recreation offerings.

## C. Future Planning and Development

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### General Recommendations

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- Ensure public safety.
- Provide sufficient parking.
- Make reasonable accommodations for people with disabilities.

## 5-Year Recommendations

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### *Awareness (also see "Communication")*

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1. Produce and share a map showing water-based recreation locations with open hours, permitted activities, and available facilities.
2. Install clear and consistent signage at all water-based recreation sites.
3. Collect data on public fishing locations, specifications, and limitations.
4. Create an online guide to fishing locations, rules, and public access points.

### *Property Improvements*

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1. Improve access road and launch area at Hatfield Pond
2. Install public dock at Hatfield Pond.
3. Identify locations for select recreational facilities.
4. Install a splash pad.
5. Create a permanent ice-skating rink.

### *Activities and Volunteer Opportunities*

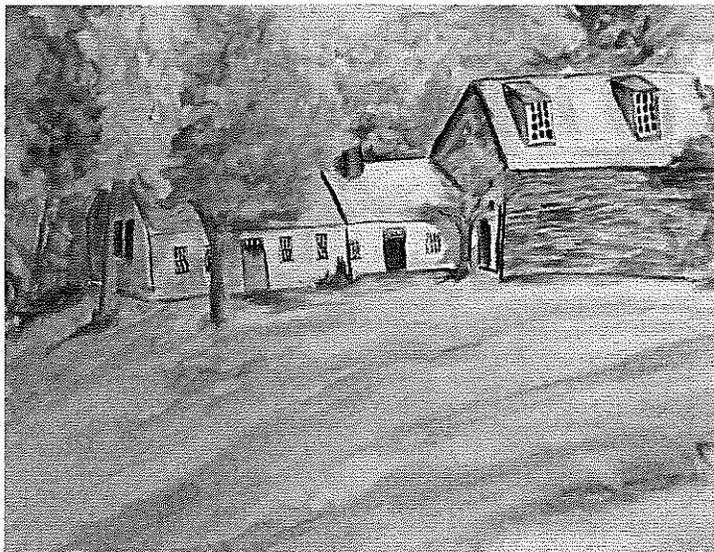
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1. Consider establishing a canoe and kayak rental system at Berwick Landing.
2. Recruit and train volunteers to monitor conditions at Hatfield Pond through the Maine Volunteer Lake Monitoring Program.
3. Investigate hosting a canoe/kayak race.
4. Investigate hosting a fishing derby.

## 5 to 20 Year Recommendations

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1. Develop urban whitewater venue adjacent to Great Falls Park.
2. Examine feasibility of establishing an indoor pool facility.
3. Identify sustainable water-related capital facilities suited to a public park or plaza.



**11 Berwick Farmhouse**

## Communication

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The success of recreation programming in our community relies not only on the quality of the programming, but also the degree to which people participate and have meaningful and positive experiences with recreation facilities, programming, and events. This section provides a road map for a coherent and user-friendly communication strategy accessible to community members of all ages, incomes, and levels of technical savvy.

Effective communications will build awareness of recreation facilities and programming in and around the town, facilitate programming and event scheduling, provide facility rules and open hours, and engage the community in planning and implementing future opportunities.

### A. Current Recreation Communications

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Berwick's various recreation sites and programs are organized by different organizations, so communicating about opportunities is distributed among several entities. Digital outlets such as websites, social media, and email are frequently used, but flyers, mailers, signage, and newspaper articles also play a role. Some groups also use Berwick Community Television (BCTV).

Most town-sponsored recreation activities are promoted by the Recreation Department, which populates a section of the town website ([berwickmaine.org/rec](http://berwickmaine.org/rec)) with a calendar of programs and events, a listing of annual events, links to youth sports teams and other local clubs, and information on the summer camp program. The Recreation Department also maintains a website ([berwickrec.com](http://berwickrec.com)) that uses the MyRec software platform for program registration and payments. Both sites are managed by the recreation director with some assistance from the Recreation Commission.

### B. Needs Assessment

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The recreation survey and summit both revealed a strong need for improved and expanded communication surrounding recreation. Respondents said they were unaware of walking trails in town or did not know where to find information about recreation activities. Some expressed the need for more coordination in the scheduling of facilities such as Memorial Field.

### C. Future Planning and Development

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#### 5-Year Recommendations

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1. Adopt standard graphics for town-directed recreation sites and programs and ensure they complement those of other town departments.
2. Employ consistent messaging across communications platforms.
3. Use and make available additional signage, such as A-frames, banners, and sandwich boards, at Town Hall and other high visibility locations.
4. Enhance the web presence of the town's recreation department, including the town website, the MyRec website, and social media platforms including Facebook.

5. Develop an information kit to distribute to residents making transactions at Town Hall. Include information on town facilities and events, summer recreation program, trails, and other recreation opportunities.
6. Develop a periodic recreation newsletter for delivery online or in print. Make it available at local businesses, information kiosks, and town recreation facilities.
7. Develop a strategy for using email, BCTV, and YouTube to deliver information.
8. Develop a campaign to connect community members with the recreation web presence.
9. Improve coordination with MSAD60 athletics and enrichment programs and investigate sharing push technologies.
10. Post open hours, rules, and regulations for recreation sites online.
11. Post clear and consistent signage with open hours, rules, and regulations at gates, trailheads, and other appropriate locations.

#### 5 to 20 Year Recommendations

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1. Install interpretive signs at trailheads and other public facilities and venues.
2. Investigate using a programmable digital marquee in or near the town center.

#### 20 Year Recommendations

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1. Modify the communication strategy to take advantage of developments in communication technologies and trends.

### **Acknowledgments**

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We greatly appreciate the input provided by the community and thank all those who submitted surveys, attended the summit, and shared their opinions in other ways.

We thank Berwick Planner James Bellissimo for supporting our work and contributing to the preparation of the draft plan.

We thank Frank Underwood and Dennis Dupuis for reviewing the plan, sharing valuable input, and providing leadership and creativity on funding issues.

We thank Michael Wright, director of Great Works Regional Land Trust, and Chris Pryor, director of forest stewardship at the New England Forestry Foundation, for providing information about their organizations' properties.

We appreciate the background research done by the former Envision Berwick trails committee.

We appreciate the review and comments provided by the Recreation Department, Recreation Commission, Envision Berwick, and Friends of the Berwick Riverfront.

## Appendix A — Survey Results

Responses from Berwick Recreation Master Planning Survey, 2016.

About 6% of residents responded to the survey. About 2/3 had at least 1 child in the household; more than 10% had 3 or more. Less than 2% said they had no time for recreation. Almost half have at least several hours per week.

Interested in...	Do in Berwick	Do some-where else	Would in Berwick if	Not interested	Unmet Demand
Cheering	25	4	16	307	7%
Lacrosse	15	4	25	297	10%
Field Hockey	8	4	27	304	10%
Scouting	39	5	31	261	14%
Football	25	6	36	275	15%
Skateboarding	12	10	36	287	16%
Hockey (Adult)	0	4	50	284	19%
Hunting	51	26	25	252	20%
Baseball (Youth)	113	6	37	207	21%
Softball (Youth)	19	12	41	258	21%
Basketball (Adult)	13	9	48	254	22%
Soccer (Youth)	105	5	40	191	24%
Flag Football	17	5	58	264	24%
Pickleball	3	3	46	182	27%
Basketball (Youth)	86	9	48	200	29%
Hockey (Youth)	5	8	67	263	29%
Shuffleboard	0	6	70	265	29%
Baseball (Adult)	14	10	72	254	32%
Running	91	16	50	202	33%
Ultimate Frisbee	0	5	87	241	38%
Softball (Adult)	8	15	80	235	40%
Geocaching /Letterboxing	32	25	66	225	40%
ATV/Dirt Biking/Off-roading	41	26	77	236	44%
Volleyball	6	11	98	234	47%
Golf	13	40	72	230	49%
Biking (Road Bike)	67	17	97	187	61%
Horseback Riding	19	26	106	205	64%
Disc Golf	5	17	125	218	65%
Tennis	19	17	118	192	70%
Archery	21	19	134	203	75%

Biking (Mountain Bike)	35	25	125	180	83%
Gardening	164	13	92	105	100%
Fishing	81	65	87	145	105%
Bird Watching / Nature Viewing	93	29	125	140	110%
Painting / Art	25	24	161	157	118%
Photography	51	25	148	138	125%
Backpacking	14	94	124	151	144%
Cross-Country Skiing / Snowshoeing	78	40	149	116	163%
Ice Skating	41	42	176	123	177%
Camping	28	139	96	124	190%
Canoeing / Kayaking	118	76	108	95	194%
Sledding	55	55	170	99	227%
Swimming	18	80	208	76	379%
Walking	195	37	136	38	455%
Watching Fireworks	36	86	214	65	462%
Hiking	62	126	156	51	553%
Outdoor Concerts	13	81	261	35	977%

Community Center Opportunity	Love it	Like it	Neutral	No	Total	Likability Score
Maker Space	64	59	183	64	370	304
Shuffleboard	56	89	166	66	377	313
Historical Museum	77	110	132	63	382	357
Martial Arts	70	110	144	53	377	370
Head Start Program	113	99	121	61	394	404
Movie Theater	119	108	114	59	400	426
Toddler Play Space	109	138	114	33	394	490
Yoga Studio	151	114	110	32	407	535
Performance Stage	141	134	98	28	401	539
Kitchen	127	159	84	35	405	524
Dancing	135	147	91	29	402	538
Basketball/Volleyball	126	170	86	17	399	568
Game Room (card & board games)	128	178	85	15	406	586
Fitness Equipment	205	127	55	24	411	620
Meeting Space	146	173	77	12	408	611
Art Facilities	186	140	72	12	410	636

(painting/drawing/pottery)						
Function Room for Private Events	182	164	59	14	419	648

What changes would you like to see at Memorial Field?	Love it	Like it	Neutral	Don't like	Total	Likability
Softball field	67	79	194	14	340	446.5
Babe Ruth sized baseball field	73	84	188	17	345	460
Expanded storage for programs	70	106	173	11	349	472
Improved basketball court	82	123	150	4	355	498.5
Art center	119	104	121	34	344	515
Improved connections with downtown and other areas	122	135	119	6	376	565.5
Improved security	136	137	94	6	367	571.5
Improved playground equipment	138	147	89	2	374	585.5
Improved parking	177	80	119	6	376	593
Community center	194	124	60	16	378	634
Permanent bathrooms	217	118	57	5	392	668
Walking circuit	217	116	57	11	390	665

## Appendix B – Capital Improvement Projects

### Capital Improvement Project recommendations.

YR/ID	LOCATION	RECOMMENDED IMPROVEMENT	TIMING OF RECOMMENDATION	2019 NET PRESENT ESTIMATED COST	ESTIMATED ANNUAL MAINTENANCE COST (NET PRESENT VALUE) <sup>6</sup>	TOWN DEPARTMENT RESPONSIBLE FOR MAINTENANCE & OVERSIGHT
3	Creative Corridor	Install a low Maintenance Garden in Downtown	5 Yr	\$ 2,000	\$ 50	RECREATION
	Hartfield Pond	Install a Public Dock	5 Yr	\$ 5,000	\$ 125	RECREATION
	Trails & Parks	Install Trail Cameras for Security	5 Yr to 20 Yr	\$ 6,250	\$ 156	PUBLIC WORKS/RECREATION
3	Memorial Field	Upgrade dugouts	5 Yr	\$ 10,000	\$ 250	RECREATION
	Memorial Field	Add Horseback Ride and Soccer Sports Area	5 Yr	\$ 10,000	\$ 250	RECREATION
	Town Hall	Install Programmable Digital Marquee	5 Yr	\$ 15,000	\$ 375	PUBLIC WORKS
3	Memorial Field	Enhance Lighting	5 Yr	\$ 17,500	\$ 438	RECREATION
	Throughout Berwick	Install Recreation-based Signage throughout Berwick	5 Yr	\$ 25,000	\$ 625	PUBLIC WORKS
	Estabrook School/Park	Develop Available Grass Space for Public Use	5 Yr	\$ 25,000	\$ 625	RECREATION
3	Trails & Parks	Improve 3 miles of Existing Trail	5 Yr	\$ 25,000	\$ 625	RECREATION
	Memorial Field	Purchase Land Around Memorial Field for Future Recreation Ops.	5 Yr	\$ 35,000	\$ 875	RECREATION
	Memorial Field	Upgrade Playgrounds	5 Yr TO 20 Yr	\$ 50,000	\$ 1,250	RECREATION
3	Trails & Parks	Connect Memorial Field to Berwick (relief via Trail)	5 Yr	\$ 50,000	\$ 1,250	RECREATION
	Memorial Field	Install Walking/Running Circuit with Exercise Stations	5 Yr TO 20 Yr	\$ 75,000	\$ 1,875	RECREATION
	Memorial Field	Upgrade Existing Building/Pavilion	5 Yr	\$ 100,000	\$ 2,500	PUBLIC WORKS
4	Memorial Field	Install a Splash Pad/Skateboard Area	5 Yr	\$ 100,000	\$ 2,500	RECREATION/PUBLIC WORKS
	Estabrook School/Park	Install Permanent Bathroom Facilities	5 Yr	\$ 125,000	\$ 3,125	RECREATION
	To be Determined	Install a Permanent Outdoor Ice Skating Rink (50'x100')	5 Yr	\$ 125,000	\$ 3,125	PUBLIC WORKS/RECREATION
5	Memorial Field	Install Permanent Bathroom Facilities	5 Yr	\$ 155,000	\$ 3,875	RECREATION
6	71 Sullivan Street	Construct a 12,000-sq-ft Community Center	5 Yr	\$ 1,800,000	\$ 45,000	PUBLIC WORKS/RECREATION
Total Cost/yr				\$ 2,755,750	\$ 64,694	

**NOTES:**

- 1. BASED ON 2.5 % OF CAPITAL COST INCURRED YEARLY
- 2. WIR include private fund raising by Friends of the Berwick Newfuntun.
- 3. Includes clearing water & sewer assessment corridors
- 4. Secure abutting land via lot line adjustments. Prepare build-out concept plan. Costs \$10,000 (Plan) and \$25,000 (land)
- 5. Uncovered skating rink, budget per sq foot = \$25
- 6. Woman's & Men's room. Wheelchair access. Includes janitor closet and storage.
- 8. Complete an initial design study and prepare funding applications (Rustal Div. & Other); Cost \$15,000

TABLE 2 BERWICK RECREATION IMPORTANT NON-CAPITAL IMPROVEMENTS				
LOCATION	RECOMMENDED PROJECT	TIMING OF RECOMMENDATION	2019 NET PRESENT ESTIMATED COST	RESPONSIBLE FOR MAINTENANCE & OVERSIGHT
Creative Culture	Promote Regular Pop-up Art Show in Berwick	3 Yr	\$ 2,500	RECREATION
Trails & Parks	Produce Printed Recreational Opportunities Map	5 Yr	\$ 4,500	RECREATION
Trails & Parks	Annually Promote Berwick's Trails & Parks	3 Yr	\$ 2,500	RECREATION
Trails & Parks	Develop on-line Recreational Opportunities Map	3 Yr	\$ 6,500	RECREATION
Creative Culture	Promote and Run Annually an Outdoor Music Festival	3 Yr	\$ 4,500	RECREATION
Memorial Field	Master Plan Improvements and Expansion of Memorial Field	5 Yr	\$ 12,000	RECREATION
<b>Total Costs</b>			<b>\$ 32,500</b>	

### Appendix C — Summary of Recommendations

Berwick Recreation Master Plan Summary of Recommendations	
<b>Berwick Recreation</b>	
<b>5 Year Recommendations</b>	
<ol style="list-style-type: none"> <li>9. Ensure the apportioned annual contribution is applied to the Recreation Department fund balance. (Town Administration)</li> <li>10. Return funds generated by the Recreation Department and transferred to the general fund since 2010 to the Recreation Department budget. (Town Administration)</li> <li>11. Allow future unspent revenues and fees to be maintained in Recreation Department undesignated fund balance. (Town Administration)</li> <li>12. Establish cost-sharing agreements between the Recreation Department and various user and booster groups. (Recreation Department)</li> <li>13. Develop and maintain a 10-year capital improvement plan. (Recreation Department)</li> <li>14. Conduct a 5-year review of staffing levels relative to program needs. (Town Administration)</li> <li>15. Conduct a salary and benefits review of comparable recreation departments in Maine and New Hampshire. (Town Administration)</li> <li>16. Ensure Berwick's compensation package for recreation department staff is competitive. (Town Administration)</li> </ol>	
<b>Athletics</b>	
<b>General Recommendations</b>	
<ol style="list-style-type: none"> <li>1. Create a pool of volunteers to assist with maintenance and monitoring of town athletics facilities. (Recreation Commission)</li> </ol>	
<b>5 Year Recommendations</b>	
<b>Memorial Field</b>	
<ol style="list-style-type: none"> <li>7. Develop a master plan for improvement and expansion of Memorial Field. (Recreation Commission)</li> <li>8. Pave and line parking areas to maximize their use. (Town Administration)</li> <li>9. Enhance lighting and improve video surveillance. (Town Administration)</li> </ol>	

10. Repair and maintain buildings and dugouts. (Town Administration)
11. Install permanent bathroom facilities. (Town Administration)
12. Add horseshoe pits and boule sports (bocce, petanque, etc). (Town Administration)

**Estabrook Park**

4. Ensure the Town retains sufficient open/green space as the site is developed. (Town Administration)
5. Install lighting and security monitors. (Town Administration)
6. Evaluate need for permanent bathroom facilities. (Recreation Department)

**MSAD 60**

2. Develop a Memorandum of Understanding between the Town and the School District to maximize efficient use of athletic facilities and relieve schedule conflicts. (Recreation Commission)

**5 to 20 year Recommendations**

**Memorial Field**

6. Update playgrounds. (Town Administration)
7. Explore options for basketball court improvements (resurfacing, raising fence height, reformatting). (Recreation Commission)
8. Explore options for handball court improvements. (Recreation Commission)
9. Install walking/running circuit with exercise stations. (Town Administration)
10. Purchase additional land using the open space account of impact fee fund to support future expansion of the fields. (Town Administration)

**Community Center**

**5 Year Recommendations**

6. Revitalize the Community Center planning committee. (Envision Berwick)
7. Confirm the preferred location for the center. (Town Administration)
8. Refine site and architectural plans. (Town Administration)
9. Identify, prioritize, and obtain funding to support facility construction. (Town Administration)
10. Begin construction. (Town Administration)

**5 to 20 Year Recommendations**

1. Address requirements for facility operations, maintenance, and security. (Town Administration)
2. Plan personnel needs, including permanent, contracted, and volunteer staff. (Town Administration)
3. Institute fee structure for facility rentals and programs. (Recreation Department)

**Creative Culture**

**General Recommendations**

1. Ensure town ordinances are supportive of creative culture. (Envision Berwick)
2. Promote and expand creative after-school programs. (Recreation Department)

3. Support the library and other existing community organizations in their efforts to address creative culture needs. (Envision Berwick)
4. Advocate for downtown spaces for creative individuals and groups. (Envision Berwick)

### **5 Year Recommendations**

#### **Volunteer Opportunities**

1. Form a Creative Culture committee to promote and expand existing programs/events and to foster creative culture. (Envision Berwick)
2. Maintain a Creative Culture committee under Envision Berwick. (Envision Berwick)
3. Support champions willing to implement specific recommendations. (Envision Berwick)
4. Develop a viable approach to managing creative culture volunteers. (Envision Berwick)
5. Investigate fundraising potential and purpose for creative programs and cultural events. (Recreation Department)

#### **Programming & Festivals**

1. Create, develop, and promote regular pop-up art shows modeled on those in Biddeford, Portland, Dover, and Portsmouth. (Envision Berwick)
2. Ensure town ordinances are amenable to the positive presence of creative people, such as street musicians, artists, and buskers. (Envision Berwick)
3. Revive Berwick's Heritage Day festival or produce a new "destination" event. (Recreation Commission)
4. Launch an outdoor concert series. (Envision Berwick)

#### **Town Beautification**

1. Install a low-maintenance native plant garden within the downtown green space. (Town Administration)
2. Implement a public art program, including an interactive sculpture garden within the downtown green space. (Town Administration)

### **5 to 20 Year Recommendations**

2. Ensure the long-term viability of popular programs and events. (Recreation Commission)

### **Trails & Parks**

#### **General Recommendations**

1. Connect recreation sites through greenways, sidewalks, bicycle lanes, and roadways. (Town Administration)
2. Use pervious surfaces for new trails. (Town Administration)
3. Provide sufficient parking and appropriate lighting for new and existing parks and trails. (Town Administration)
4. Make reasonable accommodations for people with disabilities. (Town Administration)
5. Ensure funding is adequate for effective maintenance and management of existing parks and trails, while planning for the addition of new sites. (Town Administration)

### **5 Year Recommendations**

#### **Awareness**

5. Produce a map, both print and online, showing public parks and trails and providing details on hours, distances, permitted activities, and facilities. (Recreation Department)
6. Extend online map with links to information about parks and trails in neighboring towns. (Recreation Department)
7. Promote trails and parks through online sites such as Maine Trail Finder and trails.com. (Recreation Department)
8. Install clear and consistent signage at all public parks and trails. (Recreation Department)

#### **Property Improvements**

7. Adopt and execute a sidewalk plan. (Town Administration)
8. Create a phased landscape plan for Great Falls Park and begin implementation. (Envision Berwick)
9. Identify dog-friendly properties and provide for their specific needs (e.g., pet-waste bags). (Recreation Department)
10. During downtown redevelopment, incorporate a central “Greenway” that provides a safe and attractive conduit to nearby recreation sites, such as Great Falls Park, Memorial Field, Berwick Landing, Estabrook Park, and Penny Pond. (Town Administration)
11. Connect Memorial Field to Berwick Landing at Newichawannock by formalizing the existing trail. (Town Administration)
12. Explore the potential for creating local “pocket parks” on scattered Town-owned parcels. (Recreation Department)
13. Coordinate with New England Forestry Foundation during harvest to enhance public access to Hurd Forest. (Town Administration)

#### **Activities and Volunteer Opportunities**

4. Empower volunteer stewards to patrol, track usage, and ensure maintenance of parks and trails (adopt-a-site program). (Recreation Department)
5. Recruit and train volunteers to monitor conditions at Hatfield Pond through the Maine Volunteer Lake Monitoring Program. (Envision Berwick)
6. Encourage the establishment of a youth hiking/nature club. (Recreation Department)

#### **5 to 20 Year Recommendations**

8. Develop recommended routes for road races and wellness walks. (Recreation Department)
9. Establish a walking/running trail with a variety of fitness stations. (Recreation Department)
10. Extend trail network and improve connections between trails, parks, sidewalks, and roadways. (Town Administration)
11. Establish “Story Walk” and other activities along trails. (Recreation Department)
12. Establish a designated area for fairy houses. (Recreation Department)
13. Deploy trail cameras where necessary for enhanced security. (Town Administration)
14. Identify opportunities to acquire additional land using the open space account of impact fee fund to support future expansion trails and parks. (Recreation Commission)

#### **20 Year Recommendations**

2. Connect Berwick trails to the Eastern Trail and East Coast Greenway. (Recreation Commission)

## Water Sports

### General Recommendations

1. Ensure public safety. (Town Administration)
2. Provide sufficient parking. (Town Administration)
3. Make reasonable accommodations for people with disabilities. (Town Administration)

### 5 Year Recommendations

#### Awareness

5. Produce and share a map showing water-based recreation locations with open hours, permitted activities, and available facilities. (Recreation Department)
6. Install clear and consistent signage at all water-based recreation sites. (Town Administration)
7. Collect data on public fishing locations, specifications, and limitations. (Recreation Commission)
8. Create an online guide to fishing locations, rules, and public access points. (Recreation Department)

#### Property Improvements

6. Improve access road and launch area at Hatfield Pond. (Town Administration)
7. Install public dock at Hatfield Pond. (Envision Berwick)
8. Identify locations for select recreational facilities. (Recreation Department)
9. Install a splash pad. (Town Administration)
10. Create a permanent ice-skating rink. (Town Administration)

#### Activities and Volunteer Opportunities

5. Consider establishing a canoe and kayak rental system at Berwick Landing. (Recreation Department)
6. Recruit and train volunteers to monitor conditions at Hatfield Pond through the Maine Volunteer Lake Monitoring Program. (Recreation Department)
7. Investigate hosting a canoe/kayak race. (Recreation Department)
8. Investigate hosting a fishing derby. (Recreation Department)

### 5 to 20 Year Recommendations

4. Develop urban whitewater venue adjacent to Great Falls Park. (Recreation Department)
5. Examine feasibility of establishing an indoor pool facility. (Recreation Commission)
6. Identify sustainable water-related capital facilities suited to a public park or plaza. (Recreation Commission)

## Communication

### 5 Year Recommendations

12. Adopt standard graphics for town-directed recreation sites and programs and ensure they complement those of other town departments. (Recreation Department)
13. Employ consistent messaging across communications platforms. (Recreation Department)

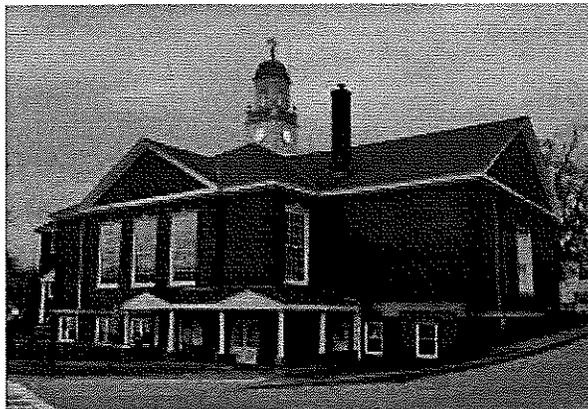
- Department)
14. Use and make available additional signage, such as A-frames, banners, and sandwich boards, at Town Hall and other high visibility locations. (Recreation Department)
  15. Enhance the web presence of the town's recreation department, including the town website, the MyRec website, and social media platforms including Facebook. (Recreation Commission)
  16. Develop an information kit to distribute to residents making transactions at Town Hall. Include information on town facilities and events, summer recreation program, trails, and other recreation opportunities. (Recreation Department)
  17. Develop a periodic recreation newsletter for delivery online or in print. Make it available at local businesses, information kiosks, and town recreation facilities. (Recreation Department)
  18. Develop a strategy for using email, BCTV, and YouTube to deliver information. (Recreation Commission)
  19. Develop a campaign to connect community members with the recreation web presence. (Recreation Commission)
  20. Improve coordination with MSAD60 athletics and enrichment programs and investigate sharing push technologies. (Recreation Commission)
  21. Post open hours, rules, and regulations for recreation sites online. (Recreation Department)
  22. Post clear and consistent signage with open hours, rules, and regulations at gates, trailheads, and other appropriate locations. (Town Administration)

#### **5 to 20 Year Recommendations**

3. Install interpretive signs at trailheads and other public facilities and venues. (Town Administration)
4. Investigate using a programmable digital marquee in or near the town center. (Recreation Commission)

#### **20 Year Recommendations**

2. Modify the communication strategy to take advantage of developments in communication technologies and trends. (Recreation Commission)



**12 Berwick Town Hall**

## Land Use Ordinance Amendment

1. 6.3 Dimension Requirement Notes:
  10. All uses within the Village Overlay District are exempt from dimensional **and density** requirements of the underlying District, except the 25' setback requirement from the river, and subject to the requirements established in Section 6.4.
2. Removing Timber Harvesting for State consistency

### Q. — Timber Harvesting

(1) In a Resource Protection District abutting a great pond, timber harvesting shall be limited to the following:

(a) Within the strip of land extending 75 feet inland from the normal high-water line in a shoreland area zoned for resource protection abutting a great pond there shall be no timber harvesting except to remove safety hazards.

(b) — Beyond the 75 foot strip referred to in Section 14.15(P)(1)(a) above, timber harvesting is permitted in accordance with paragraph 2 below except that in no case shall the average residual basal area of trees over 4 ½ inches in diameter at 4 1/2 feet above ground level be reduced to less than 30 square feet per acre.

(2) — Except in areas as described in Section 14.15(P)(1) above, timber harvesting shall conform with the following provisions:

(a) — Selective cutting of no more than forty (40) percent of the total volume of trees four (4) inches or more in diameter measured at 4 1/2 feet above ground level on any lot in any ten (10) year period is permitted. In addition:

(i) — Within one hundred (100) feet, horizontal distance, of the normal high-water line of a great pond classified GPA or a river flowing to a great pond classified GPA, and within seventy-five (75) feet, horizontal distance, of the normal high-water line of other water bodies, tributary streams, or the upland edge of a wetland, there shall be no clearcut openings and a well-distributed stand of trees and other vegetation, including existing ground cover, shall be maintained.

(ii) — At distances greater than one hundred (100) feet, horizontal distance, of a great pond classified GPA or a river flowing to a great pond classified GPA, and greater than seventy-five (75) feet, horizontal distance, of the normal high-water line of other water bodies or the upland edge of a wetland, harvesting operations shall not create single clearcut openings greater than ten thousand (10,000) square feet in the forest canopy. Where such openings exceed five thousand (5000) square feet they shall be at least one hundred (100) feet, horizontal distance, apart. Such clearcut openings shall be included in the calculation of total volume removal. Volume may be considered to be equivalent to basal area.

~~(b) — No accumulation of slash shall be left within fifty (50) feet, horizontal distance, of the normal high-water line of a water body. In all other areas slash shall either be removed or disposed of in such a manner that it lies on the ground and no part thereof extends more than four (4) feet above the ground. Any debris that falls below the normal high-water line of a water body or tributary stream shall be removed.~~

~~(c) — Timber harvesting equipment shall not use stream channels as travel routes except when:~~

~~(i) — Surface waters are frozen; and~~

~~(ii) — The activity will not result in any ground disturbance.~~

~~(d) — All crossings of flowing water shall require a bridge or culvert, except in areas with low banks and channel beds which are composed of gravel, rock or similar hard surface which would not be eroded or otherwise damaged.~~

~~(e) — Skid trail approaches to water crossings shall be located and designed so as to prevent water runoff from directly entering the water body or tributary stream. Upon completion of timber harvesting, temporary bridges and culverts shall be removed and areas of exposed soil revegetated.~~

~~(f) — Except for water crossings, skid trails and other sites where the operation of machinery used in timber harvesting results in the exposure of mineral soil shall be located such that an unscarified strip of vegetation of at least seventy-five (75) feet, horizontal distance, in width for slopes up to ten (10) percent shall be retained between the exposed mineral soil and the normal high-water line of a water body or upland edge of a wetland. For each ten (10) percent increase in slope, the unscarified strip shall be increased by twenty (20) feet, horizontal distance. The provisions of this paragraph apply only to a face sloping toward the water body or wetland, provided, however, that no portion of such exposed mineral soil on a back face shall be closer than twenty-five (25) feet, horizontal distance, from the normal high-water line of a water body or upland edge of a wetland.~~

### 3. Updating Owner Occupied Apartment to Accessory Dwelling Unit (ADU)

~~**Owner Occupied Apartment:** A separate dwelling located within and subordinate to a single-family dwelling, and where the principal dwelling unit or apartment is occupied by a person who has a possessory interest in the real estate.~~

~~**Accessory Dwelling Unit (ADU):** An apartment created by converting part of a single-family dwelling or accessory building into a separate dwelling unit. See Section 8.13 for Performance Standards.~~

	R1	R2	R3	C/I	RC/I	AP	LR	SC/I	RP	SP
Owner-Occupied Apartment	P	P	P	P	C*	C*	C*	<u>P</u> *	X	X
<u>Accessory Dwelling Unit</u>										

**8.13 — Owner-Occupied Apartments. Accessory Dwelling Units (ADUs)**

The Code Enforcement Officer may approve the addition of one dwelling unit to an existing single family dwelling and which must comply with the following standards:

1. The existing dwelling unit must have a minimum of 1,200 gross square footage of living area to be considered for an accessory apartment. The accessory apartment shall not exceed 30 percent of the total living area of the building.

2. "Owner-occupied" means that either the principal dwelling unit or the accessory apartment is occupied by a person who has a possessory interest in the real estate, who bears all or part of the economic risk of decline in value of the real estate and who receives all or part of the remuneration, if any, derived from the lease or rental of the other dwelling unit.

3. A single family dwelling as contained in this section means the building proposed for conversion and any accessory building attached. Only one accessory apartment shall be permitted per lot. An owner-occupied apartment, however, shall not be allowed in a single family dwelling within an approved subdivision that contains a note or condition on the plan recorded in the York County Registry of Deeds that specifically allows only single family residential uses.

4. There will be no external expansion of the structure, except for stairwells and elevators.

5. The dimensional standards found in Section 6.3 are waived with the exception of the standards for lot coverage, which can not be increased above set standards or that which is existing at the time of the proposed conversion, whichever is greater.

6. Any request for an accessory apartment shall conform to all provisions of the Maine State Plumbing Code and no dwelling that is served by an on-site wastewater disposal system shall be modified to create an accessory apartment until a site evaluation has been conducted by a licensed soil evaluator which demonstrates that a new system can be installed to meet the disposal needs of the dwelling units or the existing system has adequate capacity for the proposed use.

7. This provision shall not prohibit the conversion of a single family dwelling to a multiplex dwelling or the conversion of a duplex dwelling to a multiplex dwelling so long as said conversion complies with all district and zoning standards, including but not limited to dimensional requirements.

8. Upon approval by the Planning Board, the owner of the accessory apartment shall record within his/her deed at the York County Registry of Deeds that such dwelling shall be and is to remain "owner-occupied" even upon future transactions.

**The following standards must be met in order to create and maintain an accessory apartment:**



9. **Parking Space:** An area of 200 square feet, ~~exclusive of drivers or aisles~~ for the parking of vehicles.

10. **7.21 Access to Lots.**

No permit shall be issued to erect any structure on a lot without frontage on a public way unless an access road meeting the following criteria has been constructed within a deeded right of way a minimum of 50 feet in width. The access road shall be constructed to a minimum width of 12 feet if serving one dwelling unit, and 15 feet if serving two dwelling units. The access road shall contain a minimum depth of 15 inches of bank-run gravel and have drainage ditches and culverts at all appropriate points. ~~Such an access road shall serve no more than two dwelling units, except as noted below.~~ **Any access road serving three or four dwelling units shall meet all standards except Minimum Standard #15 of the Town of Berwick Road Construction Standards.** Any access road serving five or more dwelling units shall meet all road design and construction standards of the Town of Berwick Road Construction Standards. **All inspections to ensure compliance will be hired by the Town of Berwick at the expense of the entity building the access road.**

If the development is located in the R2, R3 or AP Zone, dead end streets shall remain private until connectivity to other streets may occur except if the road is part of a subdivision approved before the year 2019 and is still considered active by the Planning Department. If the street is connected to another street making it a through way with a second means of egress to a public way and built to town standards it may be petitioned to become a public way.

11. Reduce RC/I setback to 40'?

## Subdivision Amendment

6.3.C. Final Plan. The subdivision plan for a Minor Subdivision shall consist of ~~reproducible, stable-based transparencies~~— two plans on 20 pound white paper, one to be recorded at the Registry of Deeds, the other to be filed at the municipal office, and three copies of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch. The ~~reproducible transparencies~~ plans shall be embossed with the dated seal and signature of the individual(s) responsible for preparation of the plan. Plans for subdivisions containing more than one hundred acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read.

### 8.2 Submissions.

The final plan shall consist of one or more maps or drawings drawn to a scale of not more than one hundred feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than two hundred feet to the inch provided all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size, and shall have a margin of two inches outside of the border line on the left side for binding and a one inch margin outside the border along the remaining sides. Space shall be reserved on the plan for endorsement by the Board. ~~Two reproducible, stable-based transparencies~~, Two 20 pound white paper, one to be recorded at the Registry of Deeds, the other to be filed at the municipal office, and three copies of the plan shall be submitted.



## Town of Berwick Marijuana License Application

**License Type(s):** \$2,500 for each license on your site

- Medical Marijuana Dispensary/Storefront
- Medical Marijuana Production Facility
- Adult Use Marijuana Storefront
- Adult Use Marijuana Production Facility
- Other Marijuana Establishment

**Total:** \_\_\_\_\_

### Applicant Information

Name:

Address:

Phone:

E-mail:

### Business Information

Name:

Phone:

Location:

I certify that I have met all requirements established in Section 8.25 in the Berwick Land Use Ordinance. I further acknowledge that if there are any outstanding complaints verified by the Berwick Code Enforcement Officer it could further delay an issuance in a license or renewal and could result in penalty or fine assessed against me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

## 8.25 Adult Use & Medical Marijuana

Adult Use & Marijuana Production Facilities and Dispensaries/Medical Marijuana Storefronts cannot be within 1,000 feet of+:

- Any school – as measured from the nearest property line of the land used for the school to the nearest portion of the proposed business’s building, via straight line measurement.
  - Drug or Alcohol Treatment Facilities – as measured form the nearest property line of the land used for the treatment facility to the nearest portion of the proposed business’s building, via straight line measurement.
  - Child Care Centers – as measured from the nearest property line of the land used for child care purposes to the nearest portion of the proposed business’s building, via straight line measurement.
  - Other Marijuana Production Facilities & Medical Marijuana Storefronts – as measured from the nearest portion of the exiting or pending center or store’s building to the nearest portion of the proposed business’s building, via straight line measurement.
- +Existing Marijuana Production Facility structures permitted before Marijuana was defined in the Berwick Land Use Ordinance are subject to 500’ setbacks from schools only.

### 8.25.4. Odor Control

All Marijuana Production Facilities and Dispensaries/Storefronts must submit an odor control plan with the conditional use application.

A. Odor Control Plans shall consist of the following:

1. Specific Odor-emitting activity(ies) – This section should describe the odor emitting activities or processes (e.g., cultivation) that take place at the facility, the source(s) (e.g., budding plants) of those odors, and the location(s) from which they are emitted (e.g., flowering room)
2. Odor Mitigation Practices – For each odor-emitting source/process outlined in Section 1 of the odor control plan, specify the administrative and engineering controls the facility implements or will implement to control odors.
  - The best control technology for marijuana cultivation facilities is carbon filtration

#### 8.25.5. Security

A. All growing of medical marijuana within a commercial production facility shall occur inside and only within a completely enclosed structure. This does not apply to home growing of medical marijuana.

B. Prior to granting approval, the Planning and/or Code Enforcement Department shall receive a written statement from the Berwick Chief of Police or designee that ~~security measures are acceptable and also consistent with State requirements.~~ the Department has reviewed the measures and if they have any recommendations.

#### 8.25.6 Performance Standards

A. Signage and advertising. All signage and advertising for any facility responsible for the cultivation, manufacturing, sale or distribution of marijuana shall comply with all applicable provisions of the Land Use Ordinances.

~~B. Cultivation. If marijuana and/or products containing marijuana are sold on the same site, the cultivation area shall be no greater than 50% of the total floor area of the building.~~

C. Consumption.

- Pursuant Maine LR 2395 section 1501 subsection 2, marijuana in the Town of Berwick may only be consumed in a private residence or on private property. Such private property must not generally be accessible to the public and the consumption of marijuana or marijuana products must be explicitly permitted by the property owner. All other consumption limitations in Maine LR 2395 Section 1501 Subsection 2 shall apply in the Town of Berwick.

D. Visibility of activities. All activities of dispensaries, cultivation facilities, processing facilities and marijuana establishments shall be conducted indoors.

#### 8.25.7 Permits

A. The number of Conditional Use permits granted in each zone as of June 9, 2020 shall be the limit of permits granted in each zone. The number of Conditional Use permits in each zone shall be tracked and monitored by the Town of Berwick Community Development & Planning Office.