



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, February 19, 2019

6:30pm

Selectmen's Room
11 Sullivan Street
Berwick, ME 03901

1. Call to Order

Chair Wright called the meeting to order at 6:30pm.

2. Roll Call

Board Members Present: Chair Thomas Wright, Vice Chair Ed Ganiere, Selectman Rebecca England and Selectman Kenneth Manning, Jr.

Board Members Absent: Selectman Mark Pendergast.

Staff Members Present: Town Manager Stephen Eldridge, Finance Director Jack MacLeod, Recreation Director Kim Taylor, Police Chief Tim Towne, Sgt. Kevin Ledoux, Public Works Supervisor Robert Pershey, Transfer Station Supervisor Neil Hokinson and Town Clerk Patricia Murray.

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

Motion: Chair Wright made a motion to move the Budget Hearings before the regular agenda items. Vice Chair Ganiere seconded the motion.

The motion carried: 4:0

Budget Hearings:

Town Manager Eldridge and Finance Director MacLeod presented the following proposed budgets to the Board of Selectmen:

- Police (Chief Towne and Sgt. Ledoux present)
- Miscellaneous (postponed)
- Transfers
- Public Works (Supervisor Pershey present)
- Transfer Station (Supervisor Pershey and Supervisor Hokinson present)

- Recreation (Director Taylor present)

4. Approval of Meeting Minutes

- January 22, 2019

Motion: Vice Chair Ganiere moved to accept the January 22, 2019 minutes as written. Selectman Manning seconded the motion.

The motion carried: 3:0 with Selectman England abstaining

- January 8, 2019

Motion: Vice Chair Ganiere moved to accept the January 8, 2019 minutes as written. Selectman England seconded the motion.

The motion carried: 3:0 with Selectman Manning abstaining

5. First Public Comment

Chair Wright opened the first public comment.

Mr. Dennis Dupuis, Owner of Deb and Duke's, spoke. He asked that the Town think about paving Back Street near Deb and Duke's, Subway and Spence and Matthews. This would help with stormwater control. It could also potentially increase parking spaces.

Mr. Dupuis also asked the BOS to consider not demolishing the Estabrook School when constructing the new fire station.

Mr. Frank Underwood spoke. He spoke of the benefits of keeping the Estabrook School. He referred back to the Housing Partnership who is still interested in constructing a 62+ apartment complex.

Mr. Dupuis spoke of the benefits of economic development.

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

6. Public Hearing

None.

7. Reports of Committees

- **BCTV Committee**

No report.

- **Envision Berwick**

No report.

Department Reports

None.

8. Appointments/Presentations/Other Guests

None.

9. Unfinished Business

- Stormwater and Road Improvement Bids

Town Manager Eldridge presented the bid results that were compiled by Kristie L. Rabasca, P.E, Integrated Environmental Engineering, Inc., James Bellissimo, Planning Technician and Robert Pershey, Public Works Supervisor. The committee is recommending Milone and Macbroom.

Review of Design Bids 2018/2019 Berwick Stormwater Improvements					
	Sevee & Maher	Dubois and King	CES Engineers	Milone & Macbroom	Gorrill Palmer
Qualifications of firm and project team (25 points max)	25 Points Dan Diffin (PM), Jeff Read (PE), Nick Thompson and Survey by Doucette All good quals.	25 Points Guy Rouelle (PM), Michael Hildenbrand (PE) All good quals.	20 Points Project Team: Chip Haskell PM, John Kuchinski Eng. (no roads projects on resume), Jeff Teunisen survey	25 Points Jason Ready (PM), Michael Gagnon (PE), Charles Teale (PE) Regina Leonard(Land. Arch), Survey by Owen Haskell	23 Points Will Haskell Prindpal, Jim Attianese (min. road projects), Owen Chaplin (PE, good road projects), Titcomb Survey
Prev. Project Experience (25 points max)	23 Points Relevant projects in Maine. Prior history with firm showed some construction oversight issues not addressed in a timely manner (seeding and fallen tree removal).	20 Points No relevent stormwater/roads projects in Maine (only NH and VT).	25 Points Projects: Relevant projects in Maine. Excellent reputation.	25 Points Relevant projects in Maine. Excellent relationship on current project.	25 Points Relevant projects in Maine. No current relationship with firm, but excellent reputation.
Understanding of required project work /responsiveness to schedule (25 points max)	17 Points No evaluation of pavement vs full road reconstruction. Good overview of park concepts but no mention of lighting. Unclear if opinion of cost included for 2 preliminary concepts (to be presented at meeting with GFP and Town).Unclear if presentation to Select Board is included. Assumed 8 const inspections.	20 Points Good eval of pavement vs full road reconstruction. Good understanding of Park Concepts (lighting, sidewalks, etc). Good inclusion of opinions of probable cost with preliminary concepts. No permitting assumed for Shoreland Zoning or NRPA. Assumed construction oversight was 4 weeks at 40 hours per week and 4 weeks at 24 hrs/week	15 Points No evaluation of pavement vs. full road reconstruction. No cost estimate for 2 preliminary concepts (to be presented at meeting with GFP and Town). Unsure if presentation to Selectboard is included. Did not specify what type of permitting they anticipate. Assumed Const. oversight is for 10 site visits.	25 Points Excellent Good eval of pavement vs full road reconstruction. Acknowledgement of importance of Park aspects (lighting, sidewalks, etc). Inclusion of abutters in meetings. Included opinion of cost in preliminary concepts. Included all meetings in estimate and assumed Shoreland Zone and NRPA Permits. Includes Right of Way Survey. Const. oversight assumes 12 site visits.	20 Points - Did not have consideration for full road reconstruction. Did not emphasize connection to park, lighting, sidewalks, etc or Firm will provide prelim opinion of cost for prelim. Designs - Assumes town shoreland zone and DEP NRPA., will attend Select board meeting. Assumed 10 const. visits. Noted that time frames might be tight from prelim design to final and bids.
Price (25 points max)	Points 25 (low bid) Phase 1 - \$12,200 Phase 2 - \$16,000 Phase 3 - \$ 8,600 Optional Boundary Plan \$2,300	Points 21 Phase 1 - \$13,700 Phase 2 - \$12,200 Phase 3 - \$22,600 Total = \$48,500	Points 23 Phase 1 - \$13,700 Phase 2 - \$12,200 Phase 3 - \$22,600 Total = \$45,000	Points 19 Phase 1 - \$15,700 Phase 2 - \$18,300 Phase 3 - \$19,000 Total = \$53,000	Points 19 Phase 1 - \$19,250 Phase 2 - \$18,100 Phase 3 - \$13,300 Reimb. Ex. \$1,300 Total = \$52,450
Acknowledgement of response to questions.	Confirmed they received answers.	Confirmed they received answers.	Firm did not specifically confirm they received answers to questions.	Confirmed they received answers.	Confirmed they received answers.
Total Points	90	86	83	94	87

Motion: Vice Chair Ganiere moved to accept the bid from Milone and Macbroom for the 2018-2019 Stormwater Improvements as presented. Selectman England seconded the motion.

The motion carried: 4:0

10. Town Manager Report

Town Manager Eldridge reported the following:

- Mr. John England submitted a resignation letter from his position on the Sewer Board of Directors.

Motion: Vice Chair Ganiere moved to accept Mr. John England's resignation from the Sewer Board of Directors. Selectman Manning seconded the motion.

The motion carried: 3:0 with Selectman England recused.

- Carol and Clifton Locke would like to give the Town an easement deed for property between their lots on Morse Street. The area contains water lines which would give the Town easier access. Town Manager Eldridge will send the deed to legal for review.
- The MS4 report from DEP was positive.
- The traffic study of the downtown area was sent to Mr. Mark Kehaya. Town Manager Eldridge has not received a response.
- Mr. Eldridge has been speaking to contractors who may be interested purchasing Prime Tanning from Fund of Jupiter.

11. Selectmen Communications

None.

12. Approval of Warrants

01-24-2019	A/P Warrant #1930	\$ 123,355.12
01-24-2019	Water A/P Warrant #0930	\$ 438.36
01-24-2019	Payroll Warrant #1930	\$ 54,984.40
01-31-2019	A/P Warrant #1931	\$ 706,688.18
01-31-2019	Water A/P Warrant #0931	\$ 133,220.82
01-31-2019	Payroll Warrant #1931	\$ 60,520.36
02-07-2019	A/P Warrant #1932	\$ 157,583.13
02-07-2019	Water A/P Warrant #0932	\$ 5,197.03
02-07-2019	Payroll Warrant #1932	\$ 54,178.55
02-14-2019	A/P Warrant #1933	\$ 116,669.76
02-14-2019	Water A/P Warrant #0933	\$ 41,862.98
02-14-2019	Payroll Warrant #1933	\$ 56,463.65

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

The motion carried: 4:0

13. New Business

- Spirit of America Award

Town Manager Eldridge asked the Board for nominations for the Spirit of America Award by the end of the month. The annual award honors volunteers.

- Chief Towne recipient of the Maine Association of Police David W. Pickering Award

Chair Wright read the following:

On Saturday, January 26, 2019, Maine Association of Police held its 20th Annual Awards Banquet at the Portland Elks Club. Chief Timothy Towne of the Berwick Police Department had the distinct honor of being selected as this year's recipient of the Maine Association of Police David W. Pickering Award. This award is presented to the chief who has shown outstanding support for and made contributions to, the Maine Association of Police.

It was noted that Chief Towne started his career in 1993 as a reserve officer with the Berwick Police Department. He then rose through the agency ranks becoming a detective, sergeant, captain, and Chief of Police. Chief Towne makes sure that his officers have the tools for the trade to do their job along with the proper training for the challenges they will face. He has covered patrol shifts so his officers could attend to family personal matters. Chief Towne has made it his mission to keep his officers safe and that they are treated fairly and with respect.

Chief Towne was presented the award by last year's recipient Chief Michael Morrill of Yarmouth Police Department.

The Board congratulated Chief Towne.

- Posted Roads

Beginning around 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 for weights over 23,000 pounds as presented. Selectman England seconded the motion

The motion carried: 4:0

- Award 2018-2019 Town Report printing bid

Town Clerk Murray reported one bid was received for the printing of the annual town report. The bid is from The Snowman Group for \$1,676.98. Ms. Murray requested the BOS award the bid to The Snowman Group.

Motion: Vice Chair Ganiere made a motion to accept the bid from The Snowman Group for \$1,676.98 for the printing of the 2018-2019 Annual Town Report as presented. Selectman Manning seconded the motion

The motion carried: 4:0

- Request for Additional Funds for American Legion Citizen of the Year Dinner from Contingency Fund

Mr. Paul Haberzettl, Finance Director, from the American Legion was present. The Legion is requesting an additional \$1,000.00 from the Town's contingency for the Citizen of the Year Dinner. Traditionally the students in the culinary arts program at Noble High School supplied the meal. The program has moved to Sanford and is not an option because of the distance. They will be looking at local catering companies.

Motion: Selectman England made a motion to take \$1,000.00 from the Town's Contingency Fund for the purpose of funding the Citizen of the Year Dinner. Chair Wright seconded the motion.

The motion carried: 2:0 with Vice Chair Ganiere and Selectman Manning abstaining.

14. Quitclaim Deeds and/or Installment Contracts

- 196 Little River Road

Town Manager Eldridge reported that this property was foreclosed on and efforts were made to collect back taxes to no avail. The previous owner's ex-husband is willing to pay all back and current taxes. The property has gone through the Tax Acquired Bid process with no bids received.

Motion: Vice Chair Ganiere made a motion to accept payment for back taxes and current taxes on 196 Little River Road and to quitclaim deed the property back to the previous owner, Katie M. Grassi. Selectman Manning seconded the motion.

The motion carried: 3:1 with Chair Wright opposing.

15. Abatements/Supplements

None.

16. Second Public Comment

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

17. Executive Session

- Title 1 §405(6)(D) - Discussion of Labor Contract

Motion: Chair Wright made a motion to enter into Executive Session per MSRA Title 1 §405(6)(d) - Discussion of Labor Contracts. Selectmen England seconded the motion.

The motion carried unanimously: 4:0

The Board entered into Executive Session at 8:21pm.

The Board resumed its regular meeting at 9:05pm. Chair Wright noted no actions were made during the Executive Session.

18. Other Business/Non-Agenda Items

Vice Chair Ganiere stated a lot of effort has gone into Prime Tanning with no return from Fund of Jupiter. He feels the Town needs to stop doing the legwork. He would like to see some good faith on Mr. Kehaya's part.

19. Adjournment

The meeting adjourned at 9:07pm.

Respectfully submitted,

**Patricia Murray
Town Clerk**

**The February 19, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen's
February 26, 2019 Meeting.**

On behalf of the Board
