



# Town of Berwick

## BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

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Tuesday, April 14, 2020

6:30pm

Via Zoom  
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 via Zoom: Chair Thomas Wright, Vice Chair Ed Ganiere, Selectman Noah Cobb, Selectman Kenneth Manning, Jr. and Selectman Mark Pendergast

Board Members Absent: None

Staff Members Present via Zoom: Town Manager Stephen Eldridge and Town Clerk Patricia Murray

### 3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

### 4. Approval of Meeting Minutes

- March 10, 2020

**Motion:** Vice Chair Ganiere moved to accept the March 10, 2020 minutes as written. Selectman Manning seconded the motion.

**The motion carried: 5:0**

### 5. First Public Comment

Chair Wright skipped this item since no protocol was discussed for comments using Zoom.

### 6. Public Hearing

None.

### 7. Reports of Committees

- BCTV Committee

None.

- Envision Berwick Committee

None.

**Department Reports**

None.

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

None.

**9. Unfinished Business**

None.

**10. Town Manager Report**

Town Manager Eldridge reported the following:

- Property tax payments have been steadily coming in. The Town Clerk’s office is working inputting the payments.
- The new fire station is moving forward. The interior walls are up. The concrete floor was poured.
- Work at Memorial Field will begin on April 15.
- The Teamsters contract is ready for signatures. Retro pay has been calculated and will go out this week.
- The Town is operating with a skeleton crew. Police and Fire are fully staffed. Public Works will be at 40 hours beginning the week of April 20<sup>th</sup>.
- The Board received budget reports through March.
- The Town, State and School Election has been moved From June 9, 2020 to July 14, 2020.
- The Summer Recreation program has been cancelled. Interviews for the Director position will begin at the end of this month through Zoom.
- The State will be decking the Hubbard Road bridge beginning June 1, 2020. Signs for detours will be out.
- 1 paving bid was received from Libby Scott. The contract is for a mid-September finish date.

**11. Selectmen Communications**

Chari Wright reported the following:

- Comcast will keep the Cartoon Network off the premium channels for now.

**12. Approval of Warrants**

<b>04-02-2020</b>	<b>Payroll Warrant #2040</b>	<b>\$ 56,378.34</b>
<b>04-09-2020</b>	<b>A/P Warrant #2041</b>	<b>\$ 278,216.09</b>
<b>04-09-2020</b>	<b>Payroll Warrant #2041</b>	<b>\$ 52,638.62</b>

**Motion:** Chair Wright made a motion to accept the Accounts Payable Warrants as presented and on the condition of the inspection of a majority of the Board of Selectmen. Vice Chair Ganiere seconded the motion.

**The motion carried: 5:0**

**13. New Business**

- Spirit of America Award

Town Manager Eldridge stated this will be the third year that Berwick has participated in this annual award. He asked the Board to consider a recipient.

- Smoking Policy

Town Manager Eldridge stated this is a revision of an existing policy. The edits include prohibiting smoking at the recreation fields and all Town owned property. Signs have been posted.

**Motion:** Selectman Pendergast made a motion to accept the Smoking and Tobacco Use Policy as presented. Vice Chair Ganiere seconded the motion.

**The motion carried: 5:0**

- Personal Use of Town Vehicles Policy

Town Manager Eldridge stated this is a revision of an existing policy. The edits include the Code Enforcement Officer vehicle.

**Motion:** Vice Chair Ganiere made a motion to accept the Personal Use of Town Vehicles Policy as presented. Selectman Pendergast seconded the motion.

**The motion carried: 5:0**

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

None.

#### **15. Abatements/Supplements**

None.

#### **16. Second Public Comment**

None.

#### **17. Executive Session**

None.

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

- Quitclaim Deed
  - 448 Portland Street Map R071 Lot 008-005

This property was in the repayment program and has paid all back taxes so the Town can quitclaim the property back to the previous owner.

**Motion:** Selectman Pendergast made a motion to accept the Quitclaim Deed for 448 Portland Street, Map R071 Lot 008-005. Vice Chair Ganiere seconded the motion.

**The motion carried: 5:0**

- June 9, 2020 Election changed to July 14, 2020

**Motion:** Selectman Pendergast made a motion to change the June 9, 2020 Town Meeting Election to July 14, 2020. Vice Chair Ganiere seconded the motion.

**The motion carried: 5:0**

- Selectman Pendergast asked Town Manager Eldridge to look into getting the sidewalks around Town Hall paved and the handicapped space painted. Town Manager Eldridge replied that Alpha 1 has assessed Town Hall and ADA compliance and has made recommendations.
- Chair Wright stated that the future with COVID 19 is unknown. The Town Manager along with the Finance Director, Deputy Finance Director and Town Clerk have been working on plans to operate during the pandemic. The 2020-2021 Fiscal Year budget

was voted on prior to the State of Emergency. If the budget passes at the July 14, 2020 election it does not mean the Town will expend all the money in the budget. Tax revenue has been coming in steadily but October, when 2021 tax bills go out, may be different. Chair Wright stated the Town will do everything possible to make sure residents do not lose their homes.

Town Manager Eldridge thanked all employees. All departments have adjusted to different schedules well.

Vice Chair Ganiere asked if Police and Fire have all PPEs that they need. Town Manager Eldridge stated some PPE equipment is on back-order. Masks are at a ninety-day wait. Town Manager Eldridge stated residents are following the social distancing guidelines. Selectman Pendergast stated we need to keep a positive outlook. Chair Wright stated it is a town wide effort. People are looking out for and assisting those in need.

## **19. Adjournment**

The meeting adjourned at 6:56pm.

**Respectfully submitted,**

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

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

**On behalf of the Board**

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