



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, May 14, 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 Mark Pendergast and Selectman Kenneth Manning, Jr.

Board Members Absent: Selectman Rebecca England

Staff Members Present: 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

- April 23, 2019

Motion: Vice Chair Ganiere moved to accept the April 23, 2019 minutes as written. Selectman Manning seconded the motion.

The motion carried: 4:0

5. First Public Comment

Chair Wright opened the first public comment.

Ms. Louisa Sheldon, 65 Sullivan Street, spoke. Ms. Sheldon attended the May 2, 2019 Planning Board meeting at which the 71 Sullivan Street property parking lot situation was discussed. She stated cars continue to park at the 71 Sullivan Street lot after the Planning Board deemed the cease of use until a Conditional Use Permit was obtained. There were 85 cars parked the past weekend. Ms. Sheldon emailed the Town Manager on May 4th and has not received a reply. Chair Wright stated he did not receive an email but was aware of it and will respond at the Planning Board meeting when the application is

discussed. Town Manager Eldridge stated he has informed the baseball committee to keep parking to 22 cars but there is no way to police that. He stated the use was allowed prior to the Town's ownership and a CUP and survey is being sought. James Bellissimo, Planning Technician, confirmed this item is not on the May 16, 2019 Planning Board agenda. Ms. Sheldon asked if anything is being done to restrict parking or to control drainage. Town Manager Eldridge replied that nothing is being done because the Town owns the property and parking is an allowable use. The site will be used for overflow parking for baseball and other youth programs.

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

6. Public Hearing

None.

7. Reports of Committees

• BCTV Committee

Town Manager Eldridge reported the following:

- BCTV has moved into the new space permanently. Remodeling is finished.
- A new Mac computer and accessories has been purchased to do editing.
- The new station is ready to be received and transmitted. Comcast will assign the channel number.
- Diamond Hill and Little River Road are now able to receive cable and internet.
- Terri Wright, BCTV Coordinator, has been elected Treasurer of the Community Television Association of Maine for a three-year term.
- BCTV will stream the citizenship awards dinner live on Saturday, May 18th at 7pm.

• Envision Berwick Committee

James Bellissimo, Chair, was present and reported the following:

- The summer concert series have dates set: August 3rd and August 24th from 5 – 8pm. Bands will be country western music and classic rock respectively.
- The Committee is working on a town-wide branding effort. Two concepts are being worked on. The Committee will present to the Board soon.

Department Reports

None.

8. Appointments/Presentations/Other Guests

• Appointments:

- Sandy Sokol – Recreation Commission – 3-year term

Ms. Sokol has been a resident since 2006. Her son, who is 13, has been active with the recreation programs since he was four. Ms. Sokol would like to do something for the Town.

Motion: Vice Chair Ganiere moved to appoint Sandy Sokol to the Recreation Commission for a three-year term. Selectman Pendergast seconded the motion.

The motion carried: 4:0

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- Dustin Price – Sewer District Board of Trustees – 1-year term

Mr. Price was not present. This appointment will replace John England's term which ends in 2020. Mr. England resigned from his appointment.

Motion: Vice Chair Ganiere moved to appoint Dustin Price to the Sewer District Board of Trustees for a one-year term. Selectman Manning seconded the motion.

The motion carried: 4:0

○ Jenifer McCabe - Deputy Code Enforcement Officer – without term
Ms. McCabe was present. Town Manager Eldridge stated Ms. McCabe had applied for the Code Enforcement Officer position and because he was excited about her energy, he created a part time position for her. She has since passed several tests. Dan Vincent, CEO, has been mentoring her. She is currently the permitting officer.

Motion: Vice Chair Ganiere moved to appoint Jenifer McCabe as the Deputy Code Enforcement Officer without term. Selectman Pendergast seconded the motion.

The motion carried: 4:0

- Presentation:
 - Steve Connolly; MSAD Proposed Budget Review
- Superintendent Steve Connolly presented the proposed 2020 Budget:

2019-2020 Proposed Budget Presentation to Town Councils

April-May, 2019

Thank you for opportunity to present to you this evening.
Booklet coming out in about a week.

(Handout)

1. Expenditures (top of page) would increase 2.27%
2. Revenue - flat (i.e., 18-19 FB use \$1,165,208; 19-20 FB use \$395,800 = decrease of \$769,408) versus GPA increase of \$730,332.
3. Local taxes required for proposed budget (bottom of page) 4.8% increase
4. (Flip page over) District Formula (different from numbers state provides municipalities)
 - a. Berwick Valuation - 34.54%
 - b. Student count - 44.52%
 - c. Average - 39.53% or a decrease of 0.14%
5. Local Revenue (taxes required for proposed budget) increase of \$389,235
6. Separate articles
 - a. Ad Ed - \$7,440 increase
 - b. School Nutrition - \$176 increase
7. DID YOU KNOW...
8. Changes - Positions added in the 2019-2020 budget:
 - a. NHS: g9 science, g9 math, **MP SW**, MP ed tech III
 - b. NMS: ELA
 - c. ELKS: 0.5 Lit Interventionist, **0.5 2nd Step Ed Tech III**, 0.2 GC
 - d. NBES: g1 teacher (from 2018-2019), **1.0 Behavior Intervention Coach (and 2nd Step)**
 - e. instructor)

- f. HUS:0.5 2nd Step Ed Tech III
 - g. LEB: 1.0 2nd Step Ed Tech III
 - h. MHA: Teaching Principal
 - i. Sp Ed: 0.5 IEP Coordinator, 1.0 elementary SW (NB, HUS, ELKS)
 - j. Excel: 0.1 NBES teacher
 - k. **Biggest changes?**
 - i. **Driven by student profiles (TIS, 2nd Step, Behavioral Interventionists)**
 - ii. MHA Teaching Principal (additional revenue offset)
 - iii. Bussing - 4 large + 2 small (subsidy in 20-21 for 2+1)
9. Progress - Literacy: Steady positive trend

a.

Literacy Proficiency	Spring '14	Spring '15	Spring '16
3rd	60.1%	65.6%	69.8%
4th	52.5%	68.9%	
	Spring '17	Spring '18	Spring '19
3rd	63.3%	65.1%	In process
4th	62.6	63.4	In process

- b. Transiency is a factor
 - c. Math - flat; Everyday Math for 20 years, run its course; Eureka Math (OER) two-year pilot, Engage NY
10. Hussey Elementary Future - Nov 2020 referendum?
- a. Portable in 2019-2020

- o Chris Gracela, Buxton Company

Mr. Gracela, Buxton Company, gave a presentation on what his company offers. Buxton can help reach economic development goals with insights that increase the effectiveness of retail recruitment, business retention, and tourism programs. Armed with this information, the commercial base can grow and enhance quality of life for residents. Buxton’s Retail Development Solution improves the efficiency and effectiveness of retail development efforts by giving unbiased, third-party analysis to guide the execution of retail strategies. Buxton takes the guesswork out of retail recruitment by identifying the right businesses for the community and provide insights that can inform town planning decisions. The research can be used to support redevelopment and downtown revitalization efforts, or attract businesses to a new development. This solution even includes resources for existing local businesses to bolster the community’s business retention rate.

Buxton’s Retail Development Solution draws on robust household datasets to define the types of consumers who live in the community and the existing state of the retail sector. Buxton matches the proposed retail site to 20 retailers and restaurants and provides marketing packages demonstrating why the site is a good fit for each prospective business. All of the analysis is deployed to the Buxton Analytics Platform, which allows communities to visualize data on their community, access relevant reports on demand, view contacts associated with matches, and track outreach activity. Mr. Buxton invited the Board to continue conversations in the near future.

9. Unfinished Business

None.

10. Town Manager Report

Town Manager Eldridge reported the following:

- The Estabrook bids went out again. Three companies attended the mandatory meeting. The bid closes on May 23, 2019. Three bids are anticipated. The BOS will award the bid at the May 28, 2019 meeting.
- Paving bids are out. The bid closes on May 24, 2019. The BOS will award the bid at the May 28, 2019 meeting.
- Mr. Mark Kehaya will be in Berwick on May 15th and 16th. He will be meeting with contractors.
- James Bellissimo has put together a presentation for KACTS, Kittery Area Comprehensive Transportation System, for the 2022 grant program. The grant will cover traffic study implementation.
- MDOT submitted an updated report on the Ridlon Road bridge, Diamond Hill bridge and a culvert on Ridlon Road. Reports on the bridges show deterioration. The State has a 50/50 funding program for bridge replacement.
- The Town Hall heating system is in need of replacement. Pipes have been replaced as necessary and continue to leak. Pine Tree Services gave an estimate of \$70,000. Thermal Dynamics suggested an engineer review of the system.
- The auditors will be in the office this week for a preliminary review.
- The BOS has a meeting on June 11th which is election day. The Board will consider rescheduling the meeting.
- A workshop with the Board of Selectmen, Planning Board and Envision Berwick will be scheduled.

11. Selectmen Communications

No report.

12. Approval of Warrants

04-25-2019	A/P Warrant #1943	\$ 156,174.05
04-25-2019	Water A/P Warrant #0943	\$ 3,684.74
05-02-2019	A/P Warrant #1944	\$ 727,060.90
05-02-2019	Water A/P Warrant #0944	\$ 3,252.40
05-02-2019	Payroll Warrant #1943	\$ 56,198.26
05-09-2019	A/P Warrant #1945	\$ 116,182.16
05-09-2019	Water A/P Warrant #0945	\$ 5,953.99
05-09-2019	Payroll Warrant #1945	\$ 56,546.45
05-16-2019	Payroll Warrant #1946	\$ 51,796.21

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

- Lisa Huestis resignation letter from Sewer District Board of Trustees

Chair Wright read a resignation letter from Ms. Huestis who will not renew her seat on the Sewer District Board of Trustees. Her term ends in June of 2019.

- Impact Fees

Town Manager is seeking permission to take money from the Recreation Impact Fee fund to pay for the roof repair at the baseball field. Once all invoices are in, he will bring them to the Board with a total figure for approval.

- Bus Service Petition for Pine Hill Mobile Home Park

Ms. Andrea Ouimette presented a petition for Coast Bus to stop at the Pine Hill Mobile Home Park. Chair Wright is on the board of Directors and will discuss the request with Coast Bus.

14. Quitclaim Deeds and/or Installment Contracts

None.

15. Abatements/Supplements

- Ryan Michaels; 215 Long Swamp Road – Abatement Request

Mr. Ryan Michaels was present. He asked the Board to consider abating three years of property taxes for the assessing error on his property. The property erroneously included an in-law apartment which was assessed as living space. The error has been corrected and the assessed value was decreased \$11,000. The Board had granted an abatement in the amount of \$195.36 for the property on March 12, 2019 at the recommendation of the Assessor, Paul McKenney. This covered the 2018-2019 tax year. Mr. Michaels is requesting an abatement for prior years. Chair Wright noted the Board would like to hear from the Assessor before making a decision.

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)(C) – Acquisition of Real Estate Property

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

The motion carried unanimously: 4:0.

The Board entered into Executive Session at 8:20pm.

The Board adjourned its regular meeting at 8:20pm. Chair Wright noted no actions would be made during the Executive Session.

The Board exited Executive Session at 8:20pm.

18. Other Business/Non-Agenda Items

None.

19. Adjournment

The regular meeting adjourned at 8:35pm.

Respectfully submitted,

**Patricia Murray
Town Clerk**

The May 14, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s May 28, 2019 meeting.

On behalf of the Board
