



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, July 9, 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, Selectman Noah Cobb, and Selectman Kenneth Manning, Jr.,

Board Members Absent: Vice Chair Ed Ganiere and Selectman Mark Pendergast.

Staff Members Present: Town Manager Stephen Eldridge, Assessor Paul McKenney and Town Clerk Patricia Murray.

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- May 28, 2019

Tabled.

- June 18, 2019

Motion: Selectman Manning moved to accept the February 19, 2019 minutes as written. Selectman Cobb seconded the motion.

The motion carried: 3:0

5. First Public Comment

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

6. Public Hearing

None.

7. Reports of Committees

- **BCTV Committee**

No report. The Committee will be meeting next week.

- **Envision Berwick Committee**

No report. Chair Wright stated he would be attending EBC meetings.

Department Reports

None.

8. Appointments/Presentations/Other Guests

- Linda Corliss; MSAD 60 Board of Directors 3-year term

Ms. Corliss, Knox Lane, was present. She is a lifelong resident of Berwick. She has a strong belief in community engagement and citizen participation. She is a member of the Berwick Historical Society. She is employed in the human resource field. She did not run for the MSAD Board position because she was not aware of the process and inquired after the June election.

Motion: Selectman Cobb moved to appoint Linda Corliss to the MSAD 60 Board of Directors for a three-year term. Selectman Manning seconded the motion.

The motion carried: 3:0

- Andy Buckman; new sign update

Will be rescheduled.

- MMI; MS4 Stormwater Project on Moulton Street

Mr. Jason Ready and Mr. Peter Heil from Milone and MacBroom presented the following regarding the end of phase 1 for the Moulton Street MS4 project:

- **Review Alternative Concepts**
 - Project Objectives
 - o Improve stormwater infrastructure and road associated with Outfall 007
 - o Provide aesthetically pleasing, safe, and environmentally friendly stormwater solutions that reflect the parcel's planned use as open space and river access.
 - Stormwater Design
 - o Stormwater Assessment
 - DEP standards & MS4 requirements
 - Project stormwater overview (drainage pattern, area, impervious, etc.)
 - Stormwater treatment goals & BMPs
 - o Stormwater Design Concepts
 - Concept A. Focal Point System with level spreader outfall
 - Concept B. Modular Wetland System with level spreader outfall
 - Concept C. Modular Wetland System with rock cascade
 - o Stormwater treatment system options
 - Modular Wetland System (Approx. \$32,000)
 - FocalPoint System (Approx. \$33,000)
 - Great Falls Park objectives and integration of stormwater systems
- **Moulton Street Roadway Improvements**
 - Existing Conditions
 - o Pavement
 - o Soils
 - Area of Extents
 - Full Depth Reconstruction
 - o Width (standardize 18')
 - o Underdrains
 - o Shallow (6") roadside drainage swales (except along Park)
 - o Additional scope
- **Cost Estimates**
 - Initial conceptual full depth estimates
 - o Contingency for recent high bid prices
- **Schedule**
 - Construction funding
 - Phase II – Preliminary & Final Design
- **Other Items**

The Board agreed with the recommendation to use Concept A; Focal Point System. A workshop is scheduled for July 23, 2019 to discuss this project more fully.

9. Unfinished Business

None.

10. Town Manager Report

Town Manager Eldridge reported the following:

- 281 30-day tax lien notices were mailed out.
- Union negotiations are close to being finalized.
- Paving begins the third week of July on Wentworth and Logan with Pine Hill and Worster following in August.
- The employee parking lot will be restructured to gain 15 parking spots.
- A notice regarding the Hubbard Road bridge is posted on BCTV and the Town's website



Janet T. Mills
GOVERNOR

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Bruce A. Van Nieu
ACTING COMMISSIONER

July 2, 2019

Town of Berwick
11 Sullivan Street
Berwick, ME 03901

Subject: Hubbard Bridge #6221
Deck Replacement Project
WIN: 022282.00
Town of Berwick

To Stephen G. Eldridge, Town Manager:

The Maine Department of Transportation is currently working on the final design of a deck replacement project for Hubbard Bridge #6221, WIN: 022282.00 in the Town of Berwick. Advertisement of the subject project for competitive bids is scheduled for September 2019. Construction of this project is anticipated to be completed during the 2020 Construction season.

The project is further described as follows:

Bridge deck replacement project for Hubbard Bridge #6221 which carries Hubbard Road over the Little River in the Town of Berwick.

The work will be done in stages, maintaining one lane of alternating one way traffic controlled by temporary signals during construction.

We hereby request that you provide a copy of this notice to all municipal officials, employees and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites as a public meeting will not be held regarding this project unless specifically requested by the municipality.

Should you have any questions, concerns or other areas of interest, we would appreciate your comments and input. My contact information can be found below.

Sincerely,

Devan Eaton, P.E.
Project Manager
Maine Department of Transportation
Bridge Program
207-624-3458
devan.eaton@maine.gov

THE MAINE DEPARTMENT OF TRANSPORTATION IS AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
PHONE: (207) 824-3000 TTY: Use Relay 711 FAX: (207) 824-3001

11. Selectmen Communications

No report.

12. Approval of Warrants

06-20-2019	A/P Warrant #1951	\$ 168,851.08
06-20-2019	Water A/P Warrant #0951	\$ 224.06
06-20-2019	Payroll Warrant #19451	\$ 63,380.07
06-27-2019	A/P Warrant #1952	\$ 58,935.19
06-27-2019	Water A/P Warrant #0952	\$ 2,711.09
06-27-2019	Payroll Warrant #1952	\$ 59,212.83
06-28-2019	A/P Warrant #1953	\$ 17,548.42
06-30-2019	A/P Warrant #0954	\$ 120,431.03
06-30-2019	Water A/P Warrant #0953	\$ 49.16
07-03-2019	A/P Warrant #2001	\$ 97,866.09
07-03-2019	Payroll Warrant #2001	\$ 73,078.84

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

The motion carried: 3:0

13. New Business

- Paul McKenney, Assessor; preliminary values

Assessor McKenney presented the following:

- The revaluation has been worked on for the last 8 – 10 months.
- All qualified sales from April 1, 2017 to March 31, 2019 were measured.
- As a result of the revaluation, the overall value is going up \$76,785,400.00 which is approximately 11%. This is based on the 293 sales that occurred during the timeframe.
- Increases break down as follows: residential 8%, manufactured homes 2%, condominiums 14%, vacant land 17%, and commercial 24%.
- He gave note to homeowners to not apply the new value to the current tax rate as the tax rate will be adjusted to the Town’s new value at tax commitment time.
- The median assessment to sale ratio (assessment compared to market value) is 97.9 – 98. Which falls within the guidelines of the International Association of Assessing of 90 – 110.
- The coefficient of dispersion is at 8.23 for the two-year period and 7.93 for the one-year period. This also falls within the guidelines which is lower than 20.
- The price related differential guideline is between .98 and 1.03, Berwick is at 1.
- Preliminary notices are being mailed this week.
- This is a state mandated process which happens every 10 years or when the assessment to sales ratio falls below 70%.

- Informal hearings will take place on Monday, July 29 and August 5 from 9 – 4 and Wednesday, July 31 and August 7 from 8:20 – 6. Phone hearings are also available.

Detailed information will be available on the Town's website or at vgsi.com/berwickme

Assessor McKenney asked the Board for permission to continue the process and acceptance of the values. Chair Wright stated the numbers seem to be within the guidelines and he advised Assessor McKenney to continue with the process.

- Elise Weeks; brand

Ms. Weeks presented a new brand to the Board of Selectmen at the June 18, 2019 workshop.

Motion: Chair Wright made a motion to accept the proposed brand as presented at the June 18, 2019 workshop. Selectman Cobb seconded the motion.

The motion carried: 3:0

- Estate of Emily Repp easement deed

Tabled until a response from legal is received.

- Impact Fees

The Board is considering adding Infrastructure to the impact fees which are currently recreation and open space. More information will be presented at the July 23, 2019 BOS meeting.

- Conditional Use Application fee

Changes to the CUP application include:

- Application review from \$200.00 to \$500.00
- Site Plan review from \$500.00 to \$1000.00
- Site plan review over 20 hours will be billed at \$80.00 per hour.
- Strike noticing and mailing costs (these are now included in the application fee)

Motion: Selectman Manning made a motion to accept the changes to the Conditional Use Permit/Site Plan Review application. Selectman Cobb seconded the motion.

The motion carried: 3:0

14. Quitclaim Deeds and/or Installment Contracts

None.

15. Abatements/Supplements

None.

16. Second Public Comment

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

17. Executive Session

- Title 1 §405(6)(A) – Discussion of Personnel

Motion: Chair Wright made a motion to enter into Executive Session per MSRA Title 1 §405(6)(A) – Discussion of Personnel. Selectmen Manning seconded the motion.

The motion carried: 3:0.

The Board entered into Executive Session at 7:48pm.

Chair Wright noted no actions would be made during the Executive Session.

18. Other Business/Non-Agenda Items

Chair Wright noted he and Town Manger Eldridge met with Affinity Lighting again. The cost to replace all street lights in Town is approximately \$90,000-110,000.00. The electricity savings would be approximately \$30,000 per year. The company will also look at the Town buildings for replacement of lighting. This is slated for the November ballot.

19. Adjournment

The regular meeting adjourned at 7:48pm. Executive Session adjourned at 8:01pm.

Respectfully submitted,

**Patricia Murray
Town Clerk**

The July 9, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s July 23, 2019 meeting.

On behalf of the Board
