



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, October 8, 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 Noah Cobb, Selectman Kenneth Manning, Jr., and Selectman Mark Pendergast

Board Members Absent: None

Staff Members Present: Town Manager Stephen Eldridge, Planning Technician James Bellissimo and Town Clerk Patricia Murray.

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- September 24, 2019

Motion: Selectman Manning moved to accept the September 24, 2019 minutes as written. Selectman Cobb seconded the motion.

The motion carried: 3:0 with Vice Chair Ganiere and Selectman Pendergast abstaining.

5. First Public Comment

Chair Wright opened the first public comment.

Ms. Terri Wright, BCTV Coordinator, reported that BCTV will be available for Trunk n Treat on October 30 from 5:30 to 7:00pm. Trick or treaters can go in the studio and be on TV.

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**

Mr. James Bellissimo, Chair, was present. Several members will be a part of the Comprehensive Plan Committee. EBC is still moving the park forward, planning the summer concert series and are working on a handful of other projects. The Comprehensive Plan Committee has openings for members.

Department Reports

None.

8. Appointments/Presentations/Other Guests

- James Bellissimo, Downtown Makeover

Mr. Bellissimo, Planning Technician, presented the following conceptual plan for the Board of Selectmen to consider for downtown Berwick. The plan is based on community and professional input and engagement. The full presentation can be viewed at

https://www.berwickmaine.org/community/berwick_community_tv/bctv_on-demand.php:

What's needed for the complete makeover:

- 13 +/- power poles along Sullivan Street put underground
- 1-2 speed tables
- Stamped pavement crosswalks
- 4 Flashing Beacons (RRFBs)
- ~ 3,000' of concrete sidewalks and granite curbing
- 50 +/- street trees
- 48 street lights
- 2 new traffic lights
- Optimized parking spaces
- Bus shelters
- Add 45+ on-street parking spaces
- Uniform benches
- Uniform trash receptacles
- Uniform signage
- Informational kiosks

How does all this get done?

- One step (one project) at a time.
- Grants
 - CDBG, KACTS, MaineDOT Bike/PED, DOT BPI, MPI
- Developer
 - Some will be part of their development
 - Private/public partnerships
- Town
 - TIF -> ~15 years ~\$10M (avg.) of value would = ~\$2.5M

Project	Cost	Funding Source	Timeline
Sullivan Street Underground Infrastructure	\$800,000 (est)	TIF	Before streetscaping/sidewalks
Replace 2 traffic lights	\$500,000	MPI KACTS	When funds are available and before KACTS 2023 Grant.
MS4 Outfall 7 & Great Falls Park	\$1,200,000	Bond?	2021 (Or as MS4 will permit)
3,000' of high priority sidewalks at 6' wide. Design & construction.	\$750,000	TIF CDBG ME Bike/PED	After infrastructure put underground along Sullivan. When funds are available for the remaining segments.
Lighting Trees, signage, receptacles, benches	\$205,000 TBD	KACTS TIF CDBG	During/after sidewalks are built.
Bridge/Saw Mill Hill/School Street - Intersection realignment	\$475,000 (est)	\$400,000 KACTS \$80,000 Town Match	KACTS 2023 Grant

9. Unfinished Business

None.

10. Town Manager Report

Town Manager Eldridge reported the following:

- Ground was broken at the new Fire Station. The Estabrook School has been demolished. Access road work has begun. Culverts will be in by October 15, 2019.
- Planning Board approval has been given for 71 Sullivan Street. Finding of Facts will be presented at the October 17, 2019 Planning Board meeting. Drainage work will begin after the 17th.
- The Town Hall Auditorium floor is finished.

- The Town Hall boiler is being serviced to try to get it through this winter. Pine State Heating will be maintaining every two weeks. There is no funding available but the Board may instruct Town Manager Eldridge to take money from Lena Clark Fund to replace the system if servicing is not feasible for the winter.
- The mediation with the Teamsters Union is ongoing. This should be settled by the end of the month.
- Negotiations with the Police Union has begun and is going well.
- Pine Hill should be paved by the end of the week.

11. Selectmen Communications

None.

12. Approval of Warrants

10-03-2019	A/P Warrant #2014	\$ 619,865.39
10-03-2019	Water A/P Warrant #014	\$ 14,543.44
10-03-2019	Payroll Warrant #2014	\$ 61,472.11
10-10-2019	Payroll Warrant #2015	\$ 54,960.23

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

The motion carried: 5:0

13. New Business

- Maine Revenue Service Proposed 2020 State Valuations

Town Manager Eldridge explained this is the annual notice of proposed state valuation for municipalities. These figures will be used for all computations required by law to be based on the state valuation i.e., school funding, revenue sharing. Assessor Karen Fortier reviewed the document and concurred with the figure of \$712,350,000.

No action is required for this item.

- Marijuana Licensing

Planning Technician James Bellissimo proposed a \$1,500 annual license fee for marijuana establishments. He also recommended a cap on licenses at 8. Discussion ensued on placing limits on types of businesses in Town. This item will be revisited for the June 2020 ballot.

- Senior Volunteer Program

Planning Technician James Bellissimo reported that Berwick for a Lifetime had their Age Friendly Action Plan certified by AARP and the Rural Health Organization. One action item in the plan is to establish a senior volunteer program. Hours are volunteered at Town Hall or affiliate Town Departments in exchange for property tax credit. The program would have guidelines and requirements that need to be met by volunteers. This item will be revisited.

- Purchasing Policy revisions

Town Manager Eldridge will send copies of the revised policy to the Board for action at the October 22, 2019 meeting.

- Impact Fee revisions

Town Manager Eldridge reported the process for making changes to the Impact Fee Schedule requires public hearing notices, a public hearing, etc. Planning Technician James Bellissimo noted the steps for developing impact fees. Discussion ensued regarding what impact fees can be used for. Mr. Bellissimo will schedule the public hearings.

- Set Polling Hours for November 5th State Referendum and Town Supplemental Warrant; Town Clerk recommends 8am to 8pm

Motion: Vice Chair Ganiere moved to set the polling hours from 8am to 8pm for the November 5, 2019 Supplemental Town Election. 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

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

17. Executive Session

None.

18. Other Business/Non-Agenda Items

- Planning Board Appointment: Michael LaRue

Chair Wright stated that Planning Board Member Niles Schore resigned from his appointment to the Planning Board, opening a full member position. Alternate Member Michael LaRue is seeking full member status.

Motion: Vice Chair Ganiere made a motion to appoint Michael LaRue as a full member of the Planning Board. Selectman Manning seconded the motion.

The motion carried: 5:0

19. Adjournment

The meeting adjourned at 7:25pm.

Respectfully submitted,

Patricia Murray
Town Clerk

The October 8, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s October 22, 2019 meeting.

On behalf of the Board