



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, November 12, 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, Assessor Paul McKenney and Town Clerk Patricia Murray

3. Pledge of Allegiance

Chair Wright led the Pledge of Allegiance.

4. Approval of Meeting Minutes

- October 22, 2019

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

The motion carried: 5:0

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**

None.

- **Envision Berwick Committee**

Chair Wright noted the next Comprehensive Plan Steering Committee meeting is Thursday, November 14, 2019.

Town Manager Eldridge noted the Berwick Historical Society’s annual meeting is scheduled for Wednesday, November 20, 2019, in the Board of Selectmen’s Room. On Saturday, November 30, 2019, St. Andrew’s Day Scottish Festival will be held at the First Parish Federated Church. Proceeds will benefit Historical Societies of Berwick and North Berwick. The event is scheduled from 2pm to 4pm.

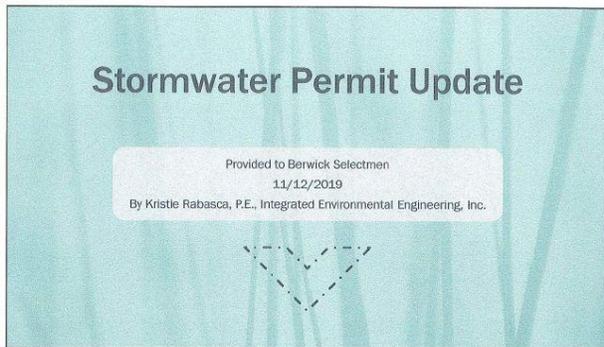
Department Reports

None.

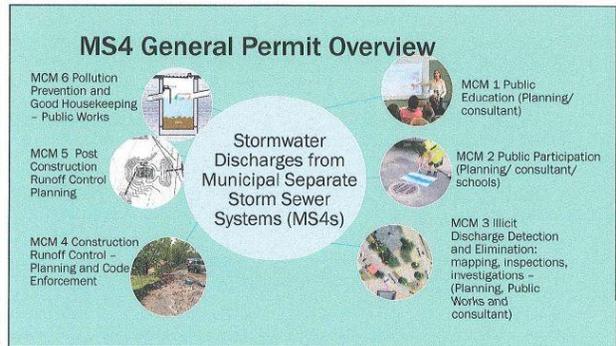
8. Appointments/Presentations/Other Guests

- Presentation
 - Kristie Rabasca: MS4 Project

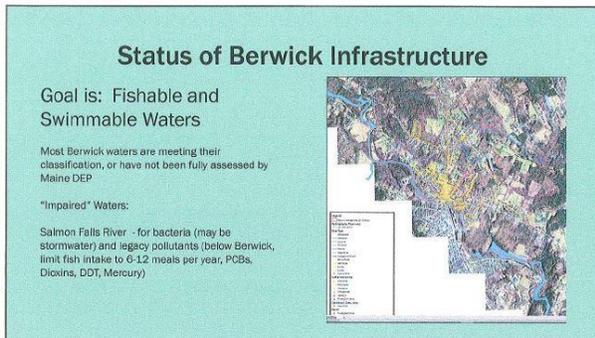
Ms. Kristie Rabasca, PE, Integrated Environmental Engineering, Inc. was present to update the Board on the status and requirements of the MS4 project.



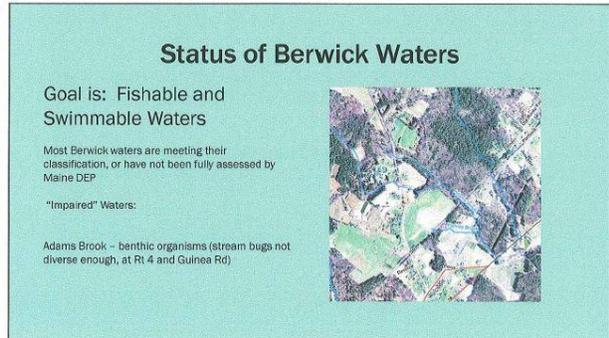
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Status of Permit

Permit Administratively Continued until 7/1/2021 (adding Permit Years 7 and 8)

Continue to discuss changes with Friends of Casco Bay and Conservation Law Foundation

- Impaired Waters – could be costly, but not if water quality stays good
- Illicit Discharge Work – will increase staff time and costs moderately

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Status of Stormwater Costs

Annual Staff Time – very difficult to estimate because of overlapping responsibilities, but has been increasing since 2003.

- Planning Outfall Inspections: 16 hours
- Public Works Catch basin inspections: 80-120 hours
- Public Works Oil and Stormwater Inspections: 80 hours
- Planning/Code Development Inspections and tracking: 80-120 hours
- Other General Program Time (meetings, contracts, public education coordination, annual reports) - 100 – 200 hours

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Status of Stormwater Costs

Annual Staff Time – very difficult to estimate because of overlapping responsibilities but has been increasing since 2003.

- Will need to add inspections for new Fire Station infrastructure

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Status of Stormwater Costs

Consulting costs - Increased since 2003 as permit became more complicated. Decreases with staff continuity. ~\$24,000 = FY2019 = FY2020 >FY2021

Capital costs for new infrastructure – Increasing as technology improves to protect water quality from adverse impacts from development. Outfall 7 Project Design at \$113,000. Moulton Street Full road Reconstruction included.

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Status of Stormwater Infrastructure

For Reference:

In the Urbanized Area, the Town has:

- 14 outfalls
- 175 catch basins/drain manholes
- 3.4 miles of storm drain pipe
- 3.5 miles of ditches
- 183 culverts

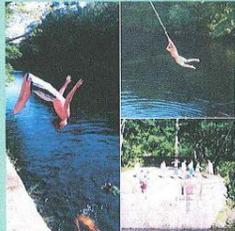
This is the regulated infrastructure – there is much more outside the Urbanized Area.

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Take away messages

Though the Stormwater Program seems costly at first:

1. Protecting water quality is much less expensive than correcting an impairment.
2. The Stormwater Program promotes timely maintenance (avoid deferred maintenance, which is more expensive).



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9. Unfinished Business

- Purchasing Policy revisions

Town Manager stated changes to the policy include:

- **Purchasing Agent: The Town Manager, or ~~Town Manager's designee.~~ Finance Director in the Town Manager's absence.**
- **Field Purchases:** a purchase of supplies, in small quantities and with a total purchase price of less **than \$5,000.00**, needed for day-to-day operations of a municipal department; said purchase to be made by the department head or a designated representative.
- A department head must submit a written request, known as a **“purchase requisition”**, to the Purchasing Agent, prior to the commitment of funds for said purchase, when the total purchase price for goods and / or services being purchased is between \$5,000.00 and \$10,000.00. Purchase requisitions may be signed by the department head only. Purchase requisitions are then converted to purchase orders prior to making said purchase:

- All purchases totaling **\$10,001.00**, or more, shall be made through the formal bid process.
- **Oral quotes will not be accepted. All quotes must be received on paper or electronically and signed.** The department head or Purchasing Agent shall keep a record of the quotation, to include the name of the person from whom the quote was received, the date and time the quote was received, and the quoted price.

Motion: Vice Chair Ganiere moved to accept the revisions to the Purchasing Policy as presented. Selectman Cobb seconded the motion.

The motion carried: 5:0

10. Town Manager Report

Town Manager Eldridge reported the following:

- The auditors are here for the week.
- The Fire Station Committee held a meeting today. There is a new project manager and a new superintendent on site. The project is on budget.
- Paving is complete.
- The Town met with the Water Department and Sewer Department regarding water issues. Water Department upgrade recommendations will be forthcoming.
- The heating pipes at Town Hall are being replaced. The system will be converted to water.
- Prime Update: Great Falls Construction owns the rest of the site. The first resident meeting with Great Falls was held on November 12, 2019. It was attended by roughly 100 people. Fund of Jupiter will retain ownership of the blue sort building.

Selectman Cobb asked if any work would be done on the 71 Sullivan Street parking lot. Town Manager Eldridge responded that there will be no work until Spring.

11. Selectmen Communications

Chair Wright reported the following:

- Comcast is offering reduced rates for low-income residents who qualify. They can be contacted through their website.

12. Approval of Warrants

10-31-2019	Payroll Warrant #2018	\$ 59,158.47
11-07-2019	A/P Warrant #2019	\$ 222,654.05
11-07-2019	Water A/P Warrant #019	\$ 11,749.89
11-07-2019	Payroll Warrant #2019	\$ 52,968.16

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

The motion carried: 5:0

13. New Business

- Approval of 2018-2019 Budget Transfers

Finance Director Lisa Vargas explained four accounts were overspent and requested the following budget transfers:

- Town Administration is over \$26,517.00. This can be covered by General Government.

- Assessing is over \$5,690.00. This can be covered by Planning.
- Town Hall is over \$13,296.00. This can be covered by Planning.
- Police Department is over \$5,944. This can be covered by Fire Department.

Town Manager Eldridge explained the overage in Administration is due to the Town Manager's contract changing in August after the budget was approved and the Deputy Finance Director receiving a stipend during the time when a Finance Director was being sought. The overage in the Police Department is due to a payroll issue. The overage in Assessing is due to the revaluation which created extra expenses. The Town Hall overage is due to repairs to the heating system.

Motion: Vice Chair Ganiere moved to transfer funds in the amount of \$26,517.00 from General Government to Administration. Selectman Pendergast seconded the motion.

The motion carried: 5:0

Motion: Vice Chair Ganiere moved to transfer funds in the amount of \$5,690.00 from Planning to Assessing. Selectman Pendergast seconded the motion.

The motion carried: 5:0

Motion: Vice Chair Ganiere moved to transfer funds in the amount of \$13,296.00 from Planning to Town Hall. Selectman Pendergast seconded the motion.

The motion carried: 5:0

Motion: Vice Chair Ganiere moved to transfer funds in the amount of \$5,944.00 from Fire Department to Police Department. Selectman Pendergast seconded the motion.

The motion carried: 5:0

- Town Street Light Replacement (LED)

Town Manager Eldridge reported there were two bids received for this lease purchase project that was approved by the voters at the November 5, 2019, election; Tenco at \$148,499 and Affinity at \$96,426. Town Manager Eldridge recommends awarding the bid to Affinity for \$96,426.00.

Motion: Vice Chair Ganiere moved to award the Town Street Light Replacement bid to Affinity for \$96,426.00. Selectman Pendergast seconded the motion.

The motion carried: 5:0

- December 24, 2019 BOS Meeting; cancel or reschedule

The regularly scheduled second December BOS Meeting falls on December 24, 2019, which is Christmas Eve.

Motion: Vice Chair Ganiere moved to cancel the December 24, 2019, BOS Meeting. Selectman Pendergast seconded the motion.

The motion carried: 5:0

- Change to Cost Recovery Fee Schedule; Addition of Harvest Timber fee \$100.00

After discussion, the Board decided to table this item until more information is obtained.

14. Quitclaim Deeds and/or Installment Contracts

- Quitclaim Deed
 - 2 Moose Lane, Map R034, Lot 020-000-000

This account was in a repayment agreement with the Town and has been paid.

Motion: Vice Chair Ganiere moved to accept the quitclaim deed for 2 Moose Lane, Map R034 Lot 020-000-000. Selectman Pendergast seconded the motion.

The motion carried: 5:0

15. Abatements/Supplements

- ABATEMENTS

- 2019-1: 4 Riverbend Drive Map 033 Lot 42-2

Mr. Paul McKenney, Assessor, stated this request is due to a design flaw which has access to the only bathroom through the master bedroom. The design does not meet market expectations. The assessing staff recommends an acceptance of the abatement request in the amount of \$59.60 reducing the assessed value by \$3,400.00.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$59.60 for 4 Riverbend Drive Map 033 Lot 42-2 as presented. Selectman Cobb seconded the motion.

The motion carried: 5:0.

- 2019-5: 354 Hubbard Road Map R011 Lot 5-5

Mr. Paul McKenney, Assessor, stated this request is due to discrepancies on the property card including building features and land adjustment for wetlands. After inspection, corrections were made to the property card. The assessing staff recommends an acceptance of the abatement request in the amount of \$191.08 reducing the assessed value by \$10,900.00.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$191.08 for 354 Hubbard Road Map R011 Lot 5-5 as presented. Selectman Pendergast seconded the motion.

The motion carried: 5:0.

- 2019-6: 426-428 Hubbard Road Map R01 Lot 21

Mr. Paul McKenney, Assessor, stated this request is due to the poor condition of a dwelling; there are two dwellings on the parcel. One dwelling has mold growth, deferred maintenance and no heat source. The assessing staff recommends an acceptance of the abatement request in the amount of \$113.95 reducing the assessed value by \$6,500.00.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$113.95 for 426-428 Hubbard Road Map R01 Lot 21 as presented. Selectman Pendergast seconded the motion.

The motion carried: 5:0.

- 2019-8: 4 Dana Drive

Mr. Paul McKenney, Assessor, stated this request is due to erroneously taxing personal property owned or used by hospitals which are exempt from taxation pursuant to 36 MRS §652. The assessing staff recommends an acceptance of the abatement request in the amount of \$109.28 reducing the assessed value to \$0.00.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$109.28 for 4 Dana Drive as presented. Selectman Manning seconded the motion.

The motion carried: 5:0.

- 2019-9: 1 Riverbend Drive Map R033 Lot 42-8

Mr. Paul McKenney, Assessor, stated this request is due to a discrepancy in the land assessment. The property was assessed at 2.43 acres when it should be 1.43 acres. The assessing staff recommends an acceptance of the abatement request in the amount of \$1,355.07 reducing the assessed value by \$77,300.

Motion: Vice Chair Ganiere made a motion to accept the abatement in the amount of \$1,355.07 for 1 Riverbend Drive Map 033 Lot 42-8 as presented. Selectman Pendergast seconded the motion.

The motion carried: 5:0.

- SUPPLEMENTS

- 2019-1: 19 Little Harbor Road/138 Wentworth Road

Mr. Paul McKenney, Assessor, stated this request is due to the personal property account being classified as inactive and being omitted from the Commitment. The assessing staff recommends an acceptance of the supplemental tax bill request in the amount of \$391.80.

Motion: Vice Chair Ganiere made a motion to accept the supplemental tax bill in the amount of \$391.80 for 19 Little Harbor Road/138 Wentworth Road as presented. Selectman Pendergast seconded the motion.

The motion carried: 5:0.

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. Vice Chair Ganiere seconded the motion.

The motion carried unanimously: 5:0

The Board entered into Executive Session at 7:40pm.

The Board resumed its regular meeting at 8:07pm. Chair Wright noted no actions were made during the Executive Session.

18. Other Business/Non-Agenda Items

None.

19. Adjournment

The meeting adjourned at 8:08pm.

Respectfully submitted,

**Patricia Murray
Town Clerk**

**The November 12, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s
November 26, 2019 meeting.**

On behalf of the Board
