



Town of Berwick

BOARD OF SELECTMEN/BOARD OF ASSESSORS MINUTES

Tuesday, July 23, 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:

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

- May 28, 2019

Motion: Selectman Manning moved to accept the May 28, 2019 minutes as written. Selectman Pendergast seconded the motion.

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

- July 9, 2019

Motion: Selectman Manning moved to accept the July 9, 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.

Mr. Sean Goodwin, 65 Sullivan Street, spoke. He asked Selectman Pendergast if he received the email regarding 71 Sullivan Street parking lot. Selectman Pendergast acknowledged he did receive it but had not responded. Mr. Goodwin stated the last time he spoke at a BOS meeting he asked about an email to Chair Wright and Town Manager Eldridge from Planning Board Chair Dave Andreesen. He asked if the email was forwarded to other members of the BOS. Vice Chair Ganiere, Selectman Cobb and Selectman Manning confirmed they had not received the email. Mr. Goodwin handed out copies of the email and then read the contents of the email. The email, in reference to the Town's CUP application for 71 Sullivan Street, spoke of enforcing ordinances and cease and desist orders. Mr. Goodwin asked the Board of Selectmen what it is like to represent a town that does not enforce its own ordinances.

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

6. Public Hearing

None.

7. Reports of Committees

• BCTV Committee

Ms. Terri Wright, Coordinator, was present and reported the following:

- The studio is almost completed. The green screen is up. The first program, Updates from the Town Manager's Desk, has been recorded.
- Ms. Wright also interviewed the Fire and Police chiefs about their departments.
- The FCC vote regarding cable franchise fees will be August 1, 2019.
- BCTV is looking for editors. The position is a stipend position.

• Envision Berwick Committee

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

- The first downtown concert is on Saturday, August 3rd featuring the country rock band Texas Pete.
- Merchandise featuring the new Berwick brand will be available for sale at the concert.
- Sponsorships allowed for the event to break even.

Department Reports

None.

8. Appointments/Presentations/Other Guests

- Dave Andreesen, Proposed Changes to the LUO and Ordinances for the November 5th Ballot

The Planning Board will not propose any changes for the November 5th ballot per Planning Technician James Bellissimo.

9. Unfinished Business

- Estate of Emily Repp easement deed

The Town's attorney responded and the information has been sent to the buyer's attorney. Town Manager Eldridge will bring new information back to the Board once it is received.

10. Town Manager Report

Town Manager Eldridge reported the following:

- Road work will begin on Pine Hill Road and Worster Road. Public Works has replaced over 67 culverts.
- A heating engineer checked the system in Town Hall which has been shut down since March due to leaking pipes.
- Finance Director Jack MacLeod resigned; his last day was July 18, 2019. A new finance director has been hired. Lisa Vargas will start on Monday, July 29, 2019. Ms. Vargas has 20+ years' experience in municipal finance.
- The survey of 71 Sullivan Street has been completed. The CUP application will go to the Planning Board on August 15, 2019.
- James Bellissimo, Planning Technician, was awarded a \$500.00 education scholarship from the Maine Town and City Managers Association.

11. Selectmen Communications

Chair Wright reported the following:

- Comcast sent a letter explaining what to do if a cable line falls on a building.
- Xfinity on demand will no longer be available on TEVO devices.

12. Approval of Warrants

06-30-2019	A/P Warrant #1955	\$ 41,559.12
06-30-2019	Water A/P Warrant #0955	\$ 3,504.60
07-11-2019	A/P Warrant #2002	\$ 850,449.49
07-11-2019	Water A/P Warrant #002	\$ 5,717.88
07-11-2019	Payroll Warrant #2002	\$ 74,022.05
07-18-2019	A/P Warrant #2003	\$ 102,368.55
07-18-2019	Water A/P Warrant #003	\$ 86.90
07-18-2019	Payroll Warrant #2003	\$ 64,529.63

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

- MMA Annual Election

The yearly nomination process for Vice President and Executive Committee Members is due August 16, 2019. The Vice President position candidate is James Gardner, Jr. running unopposed. The three Executive Committee Members candidates are Jon Beekman, David Cyr and Ivan McPike. There are three openings.

Motion: Chair Wright made a motion to vote for the Vice President and Executive Committee Member candidates as listed on the ballot. Vice Chair Ganiere seconded the motion.

The motion carried: 5:0

- 2018 Commitment Correction

Town Manager Eldridge presented the following 2018 Commitment Correction to the Board as per the Assessor:

During the annual audit of Assessing Department by Maine Revenue Services, the auditor noted the following errors in the 2018 Commitment.

1. The TIF value for The Hope Center, 25 Saw Mill Hill Rd Map U001 Lot 14, reported as \$1,684.32 and should have been \$0.00. Because the assessed value was used rather than the taxable value for the Original TIF value for the Hope Center, a positive net change resulted in the TIF value. The Hope Center was an exempt property when the TIF was created. In 2017, it was not in use, and therefore, became a taxable property. After extensive renovations, the Hope Center applied for and was granted an exemption from taxation due to their charitable work for the community in 2018. With these changes, the assessed value increased for the Hope Center in 2018, however, due to their exempt property classification, their taxable value was \$0. This correction negates the increase in TIF value due to the Hope Center. The TIF financing amount of \$1,684.32 shifted to the overlay.
2. The Homestead Exemption Reimbursements were increased by one account. (\$20,000 homestead exemption x 0.625 homestead reimbursement = \$12,250 reimbursement value x 0.0176 mil rate = \$220 added to the overlay.)

As a result of these corrections, the overlay increased from \$103,739.26 to \$105,643.58, a difference of \$1904.32 (\$1684.32 + \$220).

The corrected commitment must be re-committed with the State.

Motion: Vice Chair Ganiere made a motion to accept and sign the 2018 Commitment Correction as presented. Selectman Manning 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.

Mr. Ken Raine, 7 Sidney Drive, spoke. He stated he received a letter regarding the re-assessment of his property. He asked if this was done by a drive-by. Town Manager Eldridge stated the assessors either drive-by or call to schedule a home visit if need be. The values are determined by recent sales comparables and adjustments are made based on the fair market value.

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

17. Executive Session

None.

18. Other Business/Non-Agenda Items

None.

19. Adjournment

The regular meeting adjourned at 6:59pm.

The Board entered a workshop regarding CIPs.

Respectfully submitted,

**Patricia Murray
Town Clerk**

The July 23, 2019 BOS Meeting Minutes – Signed as approved at the Board of Selectmen’s August 13, 2019 meeting.

On behalf of the Board
