

**North Berwick Board of Selectmen Minutes October 3, 2017**

**NORTH BERWICK BOARD OF SELECTMEN MINUTES  
OCTOBER 3, 2017**

**Present:** Chairman Hall, Selectman Galemmo, Selectman Cowan, Selectman Johnson, Sr., Selectman Johnson, Jr.

**Also Present:** Dwayne Morin, Annette Hume

Chairman Hall called the meeting to order at 6:30 pm.

**1. Pledge of Allegiance**

**3. Review and Approve Minutes of September 19, 2017**

Dwayne stated that he made a few small changes like changing “do” to “construct” under the Public Works section. He also changed the word “sequel” to “sql” under the FY2019 section. Chairman Hall stated that on Page 3, the 3<sup>rd</sup> sentence under the Public Works section needs to be corrected. It currently reads, “...they decided to look on how much it...”. It should read, “...they decided to look at how much it...”. Also under the Public Works section in the voting section, need to add the word “motion” to it. It should read, “Selectman Cowan motioned to approve...”.

Selectman Cowan motioned to approve the minutes of September 19, 2017 as amended. Selectman Galemmo seconded the motion. VOTE: 5-0

**5. Unfinished Business:**

**B. Road Projects:** Update on Projects for FY18

Dwayne stated that they are pretty much done with all of the road projects for the year. Buffum Road was finished last week. He thinks that once all the numbers are in for the road projects, we will be about \$40,000 under budget. He will look to see if we can do an extra road in the spring time. Selectman Cowan asked if he had one in mind. Dwayne stated that we had moved Quarry Road up to next year’s budget and was still trying to figure out how to pay for it. This extra money will help out. Selectman Cowan asked what the projected cost to do Quarry Road was and Dwayne stated that it would be about \$65,000. He said they have to do a lot of rebuilding at the end because it is falling apart.

## **2. Public Hearing – General Assistance Ordinance – 6:35 pm**

Chairman Hall read the Legal Notice into the minutes:

Notice of Public Hearing  
General Assistance Ordinance and Appendices  
October 3, 2017 6:35 P.M.

The North Berwick Board of Selectmen will be holding a Public Hearing on Tuesday, October 3, 2017 at 6:35 p.m. in the Municipal Building Room 212. The purpose of the Public Hearing is to seek input on the revised General Assistance Ordinance and Appendices proposed to replace the existing Ordinance and Appendices. The proposed Ordinance and Appendices were prepared pursuant to the Maine General Assistance Law (22 MRSA § 4305(4)).

The North Berwick Board of Selectmen encourages all interested residents to attend this Public Hearing.

Dwayne stated that every year the State publishes new General Assistance Supplemental Appendices and we have to adopt them in order to stay compliant with the State. Dwayne stated that the biggest change this year is that the new maximum assistance levels have increased. They have increased by \$12 per person. There has also been some increases in both the food and electric costs. Also both heated and unheated costs increased just a little bit.

Annette Hume asked if the Town was decreasing their amounts in the budget. Selectman Galemmo stated that they had decreased the amount that they allot to General Assistance in the Town Budget but this is because we never spent it. Dwayne stated that we spent \$6,800 last year. We used to raise \$10,000 and the State gives us 2/3 reimbursement. It was at \$20,000 but we reduced it to \$15,000 and he feels that this year they could even reduce it to \$10,000.

Chairman Hall closed the Public Hearing at 6:42 pm.

Selectman Galemmo motioned to approve the new State General Assistance Appendices for 2017-2018. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

## **6. New Business:**

### **A. Board Membership Application: Annette Hume**

Annette Hume stated that she was interested in joining the Planning Board and wants to run for the Budget Committee. She graduated in 2016 with her Master's in Public Administration. This is her first interest in Town politics and elections. Selectman Cowan asked her if she owns her own business. Annette Hume stated that she used to own a business. She owned a beauty salon on Route 4. She currently works as a Social Worker. She has worked a lot with the Town of Sanford/Springvale and has studied their Budget and numbers.

Selectman Cowan asked her what made her want to jump in to this town position. Ms. Hume stated that with her degree, she has an interest in public policy. She also lives in Town and has some concerns with some of the buildings that are around her home. There are some that are falling apart and she is interested in finding out what is going on with these properties. She is concerned with property values. She is concerned with some of these properties that have been abandoned and nothing is being done with them. Selectman Cowan said that one of the roles of the Planning Board is looking at business development in the town. She asked Ms. Hume what her interests for business development were within the town. Ms. Hume stated that she was definitely pro-business but again, she would like to see abandoned buildings get utilized.

Selectman Galemmo explained that the Planning Board proposes Zoning Ordinance changes. These proposed changes are then voted on by the Selectmen and then go before the Town to vote on. The Planning Board also reviews applications for new construction and make sure that they adhere to our current Ordinances.

Dwayne explained to Ms. Hume that the only current opening on the Planning Board is as an alternate member. Basically, an alternate has the same rights as a full time member, however, they do not have voting status unless there are not enough full time members present. Ms. Hume would be a 2<sup>nd</sup> alternate member.

Selectman Galemmo motioned to approve Annette Hume as a second alternate position on the Planning Board. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Dwayne informed Ms. Hume that the next Planning Board meeting was on September 12, 2017. He told her that, prior to the meeting, she needs to see the Town Clerk and get sworn in and she will get a binder that has all of our Ordinances.

## **5. Unfinished Business:**

### **A. Parks and Rec: Update on Trail Project**

Dwayne stated that the Parks and Rec Committee approved the brochure of the trail map at the Community Center. Dwayne has provided the Selectmen with a copy. He is hoping to get it to print on Thursday. Digital Print will be printing them for us and we will print about 2,000 of them. He also ordered the plaque that will go on top of the holder and it should be in next week. The Parks and Rec will hold a little ribbon cutting ceremony with the Blaisdell family. Billy Wyman is making the signs for the woods loop. Dwayne stated that there are 5 of them. The only thing that they have left to do that is part of the project is that they will replace the front deck to the Community Center and the handicap ramp.

Dwayne stated that there is one last thing that they need to decide on. It is in regards to grooming the trail. We are currently renting a York Rake to groom the trail but we are looking to get our own. They are trying to decide whether to go with a York Rake or what is called a Box Rake. He stated that they are about the same price so it doesn't matter to him.

Dwayne stated that the Parks and Rec Committee have also agreed to allow bikes on the trail. This was a big discussion at the beginning of this project and it was originally thought to not allow them. Dwayne stated that they have been watching people use the trail for the past couple of weeks to see how the walkers and bikers interact and it seems to be working well so far. If any issues come up, they can readdress the issue.

**C. Public Works: Garage Addition**

Dwayne stated that they have ordered all the material and the good news is that the material came in at about \$4,000 less than what we budgeted. This will allow them to do a few other things like change some lights and some other minor repairs in the garage. The footings will be poured on Friday and the walls get poured on Monday. They will then back fill and get the slab poured and then the guys can start on the construction. He stated that the metal roofing is out 3 weeks and the trusses are scheduled to be delivered November 1<sup>st</sup>. Selectman Cowan asked what the size of the building was. Dwayne stated that it is 20 x 40. He stated that they had it surveyed today so they can obtain the building permit.

Dwayne stated that they will start winter sand next week after they back fill and are waiting for the slab to be poured. Selectman Johnson, Jr. asked if they had received the same price for the sand. Dwayne said that it was \$4.00 per yard which is the same as last year. He stated that they will need to buy more sand this year because we went through a lot of sand last year. He figures they will put up about 2,000 to 2,500 yards of sand this year. Dwayne stated that our salt price is down this year. They will try to get the salt up before the end of October.

**D. FY2019: Preliminary Budget Discussions**

Dwayne stated that he had nothing new to discuss right now. He did get the price of what it will cost to change over to sql server. It came in at \$2,700 which was less than originally anticipated.

Selectman Johnson, Jr. asked if the water would be going up this year. Dwayne said that it would go up but he never knows how much. The Water District always makes their decision after we have set our budget. Dwayne is currently speaking with them to try and find out what it will be so he can budget properly.

**E. Health Insurance: Changes to Health Insurance Coverage 1/1/18**

Dwayne stated that he has included a copy of the changes to the health insurance. He has spoken with the Police Department and they are interested in opening up the contract. On Page 12 is the memo that would go to our employees. He stated that he found that we had not put the HRA in our Personnel Policy. It had just been established by the Board of Selectmen. He stated that they can do 2 things. They do not have to actually include it in the Personnel Policy, because our policy states that it is at the discretion of the Board of Selectmen. The Board could just vote and not change the Personnel Policy. Selectman Cowan asked if there was any down side to not including it in the Policy. Dwayne stated that the only down side to changing the Personnel Policy is that every time we would need to change it at a later date, they would need to go through the whole process again instead of just a vote by the Board of Selectmen. He stated that

the way insurances are changing right now, he anticipates that they may have to change this again in the near future.

Selectman Galemmo motioned to approve the increase of the HRA amount to \$1,250 for single coverage and \$2,750 for family coverage effective January 1, 2018. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**F. Conservation Commission: Fogg Land Swap**

Dwayne stated that he met with the Fogg's yesterday and they signed the deeds for the transfer of land their land to us. Now the Selectmen have to sign our deeds. There are 2 deeds that need to be signed. The first deed we would sign tonight and the second one we would sign after November 7<sup>th</sup>. The second deeds will be signed after the vote is ratified in November.

Selectman Cowan motioned to approve the land swap with the Fogg family. Selectman Galemmo seconded the motion. VOTE: 5-0

**Reminders: Next Board of Selectmen's Meeting – Oct. 17, 2017 – 6:30 pm Municipal Building**

**6. New Business:**

**B. Commitment FY18: Maine Revenue Services Municipal Valuation Return**

Dwayne stated that they need to send a Municipal Valuation Return to the State. This is a funding mechanism that is used to get our reimbursements from the State for BETE, Homestead and Revenue Sharing. It just gives a synopsis of what our town is valued at. This year, our Town value is about \$502 million in land and buildings and \$72 million in machinery which is basically from Pratt, for a total of \$574 million. The BETE is at about \$156 million.

Selectman Cowan asked about the Farm Land section. It states that the number of parcels that are classified as Farmland are 7. She wondered how this number was figured out. Dwayne stated that it is the number of properties that have actually been registered as Farmland. It doesn't mean all farmland within the town. It is only those that have registered as such.

The Return also shows our exempt properties. There is about \$52 million that we do not tax. The majority of this is the school which is about \$39 million. The rest consists of things like churches, parsonages, veterans and blind exemptions. It then goes on to show how we value property, how we use it and talks about our increase in valuation last year. We had 20 new homes that we valued at \$4.6 million.

Selectman Galemmo motioned to sign the 2017 Municipal Valuation Return. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**C. November Election: Draft Newsletter**

Dwayne had a draft of the Newsletter was in the packet for the Selectmen to review. He stated that the first 5-7 pages are an election guide which lists the State's questions and the Town's questions. He then includes a synopsis of the Town Meeting and talks about the tax rate. It describes the Highway Projects and Impact Fee projects that were completed. He has a section that shows some of the upcoming events for the Parks and Rec Department. He also has a section regarding winter plowing and what is expected of the residents during snow storms.

Dwayne stated that he still has a section to fill and wanted some input from the Selectmen as to what they would like to put in. He had a couple of suggestions that he had come up with. One of them was to discuss the Marijuana Public Hearings and the other was regarding the SAD 60 Relocation. Chairman Hall feels that the Marijuana Public Hearings would be more pertinent. Dwayne stated that they had originally talked about doing a separate mailing regarding these Public Hearings. He mentioned that putting something in the Newsletter could be a primer to that mailing. He would mention that after the November election and the special session of the Legislature, the Town will start drafting rules and regulations regarding Recreational Marijuana. The Board will be holding Public Hearings to get input from people.

The Board agreed that information about Public Hearings for Recreation Marijuana should be included in the extra space. Dwayne stated that if they had any other changes to make to the newsletter to let him know soon.

**7. Other Business:**

Dwayne stated that they are redoing the sign in front of the building. They are removing SAD 60 from it. He showed the Board a picture of what it will look like. They will sleeve the posts in white so they don't have to worry about painting it anymore. They will add little LED lights to the posts. They are also adding an LED light for the flag pole.

Dwayne stated that the auditors will be here to do the audit on 10/23.

Selectman Cowan asked how the meeting with Hussey Seating went. Selectman Galemmo stated that it went well. Dwayne said that they are doing really well. Last year was the best year they ever had and this year looks like it will surpass last year. They are looking to expand and build a more state of the art facility.

**8. Review and Approve Warrants and Correspondence:**

Warrant:	September 26, 2017	- \$	0.00
Warrant:	October 3, 2017	- \$	79,807.36

Selectman Galemmo motioned to approve the Warrant of October 3, 2017 for the amount of \$79,807.36. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**9. Adjournment:**

Selectman Glemmo motioned to adjourn the meeting at 8:00 pm. Selectman Johnson, Sr. seconded the note. VOTE: 5-0

Respectively Submitted,  
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Jonathan Hall

Selectman: Wendy Cowan

Selectman: Michael Johnson, Jr.

Selectman: Charles Glemmo

Selectman: Michael Johnson, Sr.