

North Berwick Board of Selectmen Minutes May 19, 2015

NORTH BERWICK BOARD OF SELECTMEN MINUTES MAY 19, 2015

Present: Chairman Glemmo, Selectman Cowan, Selectman Folsom, Selectman Hall

Absent: Selectman Johnson, Jr.

Also Present: Dwayne Morin, Patti McKenna, Lorinda Hilton, Shirley Barto, Jeff Holshouser of NBFD, Bob Robbins of NBFD, Brian Gosselin of NBFD

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

- 1. Pledge of Allegiance**
- 2. Review and Approve Minutes of May 5, 2015**

Selectman Cowan motioned to accept the minutes of May 5, 2015. Selectman Folsom seconded the motion. VOTE: 4-0

- 3. Public Input**

There is no public input at this time.

5. New Business:

A. Code Enforcement Officer: Confirmation of New CEO

Dwayne Morin introduced the new Code Enforcement Officer, Patti McKenna to the Board. Her hiring is contingent on the Board's confirmation. Per our policy, all department heads have to be confirmed by the Board. Dwayne stated that they went through the interview process and she was the one that was chosen from the pool of applicants. Dwayne stated that he is bringing her forward for confirmation from the Board. Dwayne directed the Board to Page 36 in their packet for the Employment Agreement which outlines the agreement for the Code Enforcement Officer position. The starting salary is \$49,000 per year to start and going up to \$50,000 after completing a successful probationary period of 6 months. Vacation will be 5 days after 6 month probationary period and then 3 weeks after 1 year of employment. To get additional vacation, she would have to work the required number of years that are required beyond the three weeks of vacation.

Chairman Galemme stated that Ms. McKenna had the most years of experience of all of the applicants. Selectman Cowan asked Patti McKenna what interested her in our town. Ms. McKenna stated that she has been working in Lyman and it is about the same population as North Berwick. She stated that employee friendliness really drew her to the position. She looked at the track record of employees and feels that it speaks for itself.

Selectman Hall motioned to accept Patti McKenna to be the new Code Enforcement Officer. Selectman Cowan seconded the motion. VOTE: 4-0

Dwayne stated that she will be starting on 6/22 so this will give her a week to work with Larry Huntley.

B. William Hill Fire Association: Presentation of Donated Items to Fire Department

Dwayne stated that something that the Fire Association has been doing as part of their charge is purchasing equipment and donating them to the fire service. He stated that we have never had a formal presentation of what the Association has actually donated to the community. He also stated that it allows us to insure everything that they have given us. He hopes that this will be the first of many letters that they will present to the Board of Selectmen during the course of the next few years. Dwayne stated that they have done a great job providing support to the Fire Department and are a great asset to our community.

Jeff Holshouser stated that they did not know that they had to declare the items that they buy to the Town for insurance purposes. He said that they take pride in what they do as a Fire Association. They do a lot of fundraisers to buy the equipment without using tax payer money. The list that he is presenting tonight goes back to about 2009. He said that they have three different checking accounts that they draw money from. The list that they have provided shows what they have raised and what they have purchased from each account. He stated that they also built and financed the addition to the substation on Morrells Mills Road. They took out a loan and are paying that back as a Fire Association. They go to the cemeteries on Memorial Day and

put out flags and markers for all deceased past firefighters that have given the Town at least 10 years of service. There are approximately 85 of those in the area right now that they take care of. They also try and get the green reflector signs out to the town for safety reasons. It reduces the search when the firefighters are looking for a place that they need to go. Mr. Holshouser stated that on behalf of the William Hill Firefighters Association, they would like to gift these items to the town.

Selectman Folsom motioned to accept the gifts from the William Hill Firefighters Association. Selectman Cowan seconded the motion. VOTE: 4-0

Dwayne said that they will be buying the new pumper after July 1st so Brian Gosselin will be coming in on July 19th to go over all of the financial aspects for the Board to look at. The Board needs to make a decision as to if they are going to go with the bond or the lease purchase. Dwayne stated that the numbers that he has seen for the bond were not really good. They were about 3% which is about what we can get the lease purchase for. He will make sure that the numbers that he saw are correct. He said that the last series that they put out, which shows a range for 10 to 20 years, were running at about 5%. If we can do the lease purchase for less than that, then that would be the way to go. Selectman Cowan asked if there was a lock on the range. Dwayne said that whatever we do, it is automatically locked. The Maine Bond Bank bids our bonds so whatever the rate is when it comes in is the rate that we are locked at. He stated that the rate changes during the course of your term. For example, the current bond that they have started at 2%, went down to 1½% then went to 2½%. Once we sign it is a fixed rate. Dwayne stated that it is the same with a lease purchase.

Dwayne stated that the build time for the pumper is 250 days. He said that we need to decide if we will pay for it up front and get a discount of about \$5,000.

4. Unfinished Business:

A. Canoe Launch: Update

Dwayne stated that the fence has been installed and the sign is in. The beam that the gangway will be attached to has been installed. He stated that they hope to get the gangway by the end of this month or sometime in June. They are also working on picnic tables. Dwayne said that after the Mill Field benches were done, we have a significant amount of cedar left. Gregg Drew told him that he would be willing to make the tops and benches if we bought metal frames. Dwayne said that the metal frames that would withstand people utilizing them for years and years are extremely costly. He stated that we can go out and buy wooden picnic benches for \$100 at Lowes. Dwayne said that they can just hold on to the cedar for other things. Selectman Folsom asked how many picnic tables they would have down there. Dwayne said that they would have 3 of them. They will have 1 down by the water and 2 by the parking lot.

B. Dispatch: Update on 14 Town Group, Police Server Issue

Dwayne stated that they had their 14 Town Group meeting last week. One of the things that they discussed was the lease payment for Acton. Acton had signed a \$400 per month lease which is a lot more than what it should have been. The group agreed that they were not going to pay that \$400 per month, but they agreed to pay \$100 per month toward that bill. He stated that Acton's Town Meeting had voted to sign that lease so it is their responsibility to pay that lease. He stated that we rent space on other towers and the highest that we pay is \$175 which includes backup power, plowing and the works. This is on a 280 foot tower and the Acton tower is only 100 feet. That is why the group felt that \$100 per month was a fair amount. He stated that they also don't want to set a precedent.

Dwayne said that they are still unsure if Hollis is going to be involved in our group. We have contacted them and told them that they have until 7/1 to make a decision. Dwayne stated that he spoke with their Selectmen and said that they were not aware that this was going on.

Dwayne stated that budgetary wise, it will cost us about \$4,000 per year. This is what we budgeted for next year. This year we had budgeted \$3,500 so we will overdraft that account by \$500.

Dwayne stated that our police server at dispatch has been acting up. It has been randomly shutting itself down and kicking us off. Our IT people need to go up there and take a look at it, but we need to schedule the time because we have to shut down the system. The IT people will go up and see if the server is salvageable or if we need to purchase a new server. A new server would cost about \$7,500. It is crucial because this is what houses our data and keeps the police on their system. He said that the current server is about 5 years old. Selectman Cowan asked if there was any warranty on it. Dwayne stated that the computers come with a 3 year warranty.

C. FEMA: Update on Blizzard Juno Reimbursement

Dwayne told the Board that the paperwork that he originally sent them that showed the amount that we would be getting from FEMA was incorrect. They figured the amounts out wrong. He said that they were originally getting \$27,000 but we will now be getting \$26,500. They had included our regular time employees, but they shouldn't have because this is not considered extra costs to the town. They work anyway so we are not allowed to claim that. Dwayne stated that the paperwork that we sent in was correct but our rep accidently included it in his paperwork. Dwayne did state that they were able to give us closer to what we spent in salt and sand. Selectman Cowan asked when we would receive these funds. Dwayne said it would probably take about 6 months for the federal funds and about 2 years for the state funds.

D. Selectmen: Goals for Ensuing Year

Chairman Galemmo said that he has been thinking more about the walking trail idea and he thought that it would be good to have walking and hiking trails for two purposes. One would be for healthy North Berwick and the other one would be historic walks. He said that they could probably use some of the grant money to put up a plaque at specific sites in town that would mention what its historical significance was on the town. Dwayne stated that they need to gather where all the trails are so they can have one central campaign to look at. He stated that he has already spoken with Parks and Rec Director and told her that the Board would like to meet with them. Dwayne said that we should also probably include Great Works Regional Land Trust and the Conservation Committee at these meetings.

E. Roads: Update of Spring Road Projects

Dwayne stated that they put the surface pavement on Beech Ridge Road yesterday. The workers are putting the shoulders down and this road should be done by next week. After Memorial Day, they will start on Fox Farm Hill Road, Hartford Lane and Linscott Hill Road. He stated that they will pave them all together. They have some ditching to do on Fox Farm and Linscott Hill and then they will remove the pavement off of Hartford Lane. Once they remove the pavement, they will want to get it paved rather quickly because they don't want to leave those heavy slopes open for any heavy rain. They are shooting for pavement in mid-June. It will only be 2 days' worth of paving. After July 1st, the first project they will be working on is Dyer Street. They will then pave Dyer Street, Lower Main Street and Pleasant Street in one fell swoop. This is how he packaged it to save some money. Dwayne stated that the paving bids are due in by May 29th, so the Board will review the paving bids on the first meeting in June.

Reminders: Next Board of Selectmen's Meeting – June 2, 2015 – 6:30 pm Municipal Building

Chairman Galemmo asked when the parade was. Dwayne stated that it was this coming Monday, May 25th at 9:00. He said that they should meet at the American Legion at 8:45 am.

Dwayne also mentioned to the Board that the DARE graduation is this coming Friday at 10:00 am. Chief Peasley would like one of the Selectman to say a few words to the DARE graduates. He stated that all of the Selectman are invited.

5. New Business:

C. Kerry Briggs: Tax Acquired Property Sale

Dwayne stated that back in January, we met with Kerry Briggs regarding the property off of Bauneg Beg Hill Road. It was a leftover parcel when we negotiated with Doug Evans to obtain the third hill. A strip of land was actually retained by Mr. Evans stating that he would give it to the Briggs but he never did. Mr. Evan's then failed to pay taxes on it so the Town took the property by taxes. At the January meeting, the Board voted to sell the piece of property so we sent a letter to Mr. Evans allowing him right of redemption. We have never heard back from him so the property is now up for sale. The Board had said that they would sell it to Mr. Briggs because it really was supposed to be their property. It is an unbuildable piece of property so we cannot go and sell it out on the open market. The whole idea of the piece of land was to create a buffer between the Briggs' house and the Town property. The Briggs have offered \$2,000 for it. If the Board accepts than we would go ahead and create the deeds. Selectman Hall asked how much was owed in back taxes when we took it over. Dwayne said that it was about \$1,500. He said that it built up to \$5,000 because it has been seven years since we took it. Selectman Hall asked how we came up with \$2000 for the sale price. Dwayne stated that this is the offer which was made by the Briggs. Dwayne stated that there are some title issues with the property because of the tax acquired nature of the property. The Briggs are going to have to go get title arrangements on the piece of property. Dwayne said that it is actually a strip that is about 75 feet wide by 620 feet long.

Selectman Cowan asked Dwayne when they will get the list of property that they acquired this year. Dwayne said that they have not acquired any new property.

Selectman Folsom motioned to accept the sale of the property to Kerry Briggs for a price of \$2,000. Selectman Cowan seconded the motion. VOTE: 4-0

Dwayne said that the will have a deed for the Board to sign at the next meeting.

D. Parks and Recreation: Bloodborne Policy

Dwayne stated that every year the insurance company comes down and picks either a department or building to review. Over a 5 year period, they review all of our buildings to make sure that everything is in good working order. The other thing that they do as a service to us is review our operations and make sure that we do not have any labor concerns. The insurance adjuster who works for MMA used to work for Maine Labor so he is very knowledgeable about labor operations. Dwayne stated that for the most part, we usually pretty much pass or have very little problems. We had an issue this year. We do have a bloodborne policy for Parks and Recreation which is basically to call Rescue if they have an issue. The adjuster said that he is going to recommend that we put in a full bloodborne pathogen policy for our Parks and Rec. Dwayne objected to this. He said that in 2008, we had a major review by the Maine Department of Labor. They were here for a week and literally went through us with a fine tooth comb. There was about 150 things that we had to rectify in order for us to be consistent with State and Federal Law. One of those was the bloodborne policy and one was for the Parks and Recreation. At that

time, Maine Labor actually recommended to not create a bloodborne policy because the policy would affect summer camp. We hire kids to run the summer camp. By law, anybody under 18, we are not allowed to subject them to blood. Wage and Hour Division, which handles summer camps, says that they cannot treat people with cuts or scrapes. Also, if you do allow them to treat people, you have to offer them Hepatitis B shots. The Hepatitis B shots are a series of shots that take 6 months to do. We hire the kids for 6 weeks. This would cost about \$650. We had actually written a full bloodborne policy, but Maine Labor came to us and said that they would recommend against this. They said that we should just write our bloodborne policy saying that if there is any blood, we call the ambulance. Dwayne said that in the 10 years that they have been running the camp, we have not had any issues. We have had 3 broken legs but no blood. Dwayne said that we send our kids through first aid which include blood issues. He said that the reason we send them to first aid training is so they can recognize other issues such as broken legs, back injuries or other injuries. We show them what not to do in each situation. The insurance adjuster felt that we were sending a mixed message to our kids. Dwayne called the Department of Labor and the gentleman said that he agreed with the policy now in place. However, he said it may not be a bad idea to do a modified bloodborne pathogen policy where the adults that we hire for summer camp and our Parks and Rec Director become able to treat scrapes and bruises. He stated that if somebody gets a scrape, the leaders would be able to bring them over, clean up the scrape and put a band-aid on it without calling Rescue. Dwayne stated that the Bloodborne Pathogen Policy that he is presenting to the Board tonight basically states this. It states that we will recognize that our Parks and Recreation Supervisor, our Summer Camp Leader and our Activity Director will fall under a bloodborne pathogen policy. They will go through bloodborne pathogen training to allow them to treat a camper. The gentleman at the Department of Labor thought that this was a good idea because it allows us to treat a child more rapidly than waiting for Rescue. He stated that the policy is long because we have made our policies across all of our departments the exact same.

Selectman Hall asked if the training was considered paid regular salary. Dwayne said it was and the training included an hour long training video followed by a test.

E. General Assistance: Revised Ordinance

Dwayne stated that we just finished our State audit for our General Assistance program. He said that every year we are audited and every 3-5 years they actually come into our facility and look at how we do everything. This year was an on-site audit where they look at our filing system and look at how we go through General Assistance. Again, we passed with no problems. He said that one thing the auditor noticed is that we have been adopting Appendices every year but we have never adopted the revised Ordinance. We are still working on the 1990 Ordinance instead of the 2013 Ordinance. Dwayne said that there is not a whole lot of difference. The auditor recommended that we adopt the new Ordinance. Dwayne stated that they will hold a Public Hearing at the beginning of the next Selectmen meeting and then the Board can adopt it. Dwayne said that the biggest change in the new Ordinance is with people doing job searches. If they don't do job searches, we can prohibit them from getting assistance. We can do that for 120 days. In the old Ordinance, it was 90 days. Selectman Cowan asked if they have to document their searches. Dwayne said that they have to bring in job searches and we actually call to make sure that they have done it. They usually do 4 weeks' worth of forms and they have to do 3 job

searches per week. He said that they have had individuals fill out their forms and when we verify the information, we find that they did not actually do those searches listed.

6. Other

Business:

Dwayne stated that there was a letter from Chief Peasley in their packet. The Chief tries to send one quarterly to keep the Selectmen updated of activities and issues involving the Police Department. The first item is that the Police Department has received about \$12,000 in grants. The first is the Drive Sober grant which will allow us to put out extra patrol basically for DUI's. This is from Memorial Day through Labor Day and are typically on Fridays and Saturdays. It allows us to put an extra officer on during different times of the year to look for drunk drivers. The second grant is the Click It or Ticket grant. This is to make sure that people are wearing their seatbelts. This will allow extra patrol officers at designated times and will run from May 18 through May 31.

Chief Peasley also wanted to let the Board know about some upcoming events. One of them is DARE graduation. It will be held on May 22, 2015 at 10:00 am. On June 2, 2015 the Police Department will be participating in the Special Olympic Torch Run. Dwayne stated that our Police Department is pretty involved in the Special Olympics program. He said that a couple of weeks ago, some of our officers helped out at the Special Olympics games in Kittery. Selectman Cowan asked if there was any media coverage of any of this. Dwayne stated that Foster's does cover the Torch Run.

Dwayne said that on June 5, 2015 it will be the Bike to School day. He stated that we get a grant from the Bike Coalition. He said that the first year that they started they had a couple of kids and last year they had over 130 people that showed up. They all meet at the gazebo at the Mill Field and bike up to the school. They send a police cruiser ahead to clear the way for the kids. He said that a lot of parents also come and ride with the kids. Dwayne said that every student receives a tee shirt.

Selectman Hall asked who the parade organizer was. Dwayne said that it was the Legion. Selectman Hall asked why it was a 9:00 am start time. Dwayne said that it is because the Legion members that participate in the parade also do the one in Berwick. The school bands also participate in both. Selectman Hall stated that there may be a bigger turnout if it started at 10:00 am. Dwayne said that we usually have a pretty good turnout especially when the weather is nice.

7. Review and Approve Warrants and Correspondence:

Warrant:	May 12, 2015	- \$ 21,416.76
Warrant:	May 19, 2015	- \$ 474,417.23

Selectman Cowan motioned to approve the Warrant of May 12, 2015 for the amount of \$21,416.76 and the Warrant of May 19, 2015 for the amount of \$474,417.23. Selectman Folsom seconded the motion. VOTE: 4-0

8. Adjournment:

Selectman Folsom motioned to adjourn the meeting at 7:30 pm. Selectman Cowan seconded the motion. VOTE: 4-0

Respectively submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Charles Galemmo

Selectman: Wendy Cowan

Selectman: Elaine Folsom

Selectman: Michael Johnson, Jr.

Selectman: Jonathan Hall