

North Berwick Board of Selectmen's Minutes: June 3, 2014

NORTH BERWICK BOARD OF SELECTMEN MINUTES JUNE 3, 2014

Present: Selectman Galemmo, Selectman Drew, Selectman Folsom

Absent: Chairman Danforth, Selectman Cowan

Also Present: Dwayne Morin

Vice Chairman Galemmo will be the acting Chairman for tonight.

Acting Chairman Galemmo opened the meeting at 6:30 pm.

1. Pledge of Allegiance

2. Review and Approve Minutes of May 20, 2014

Dwayne Morin stated that he had just found one issue. On Page 5 in the packet, in the 2nd full paragraph, the sentence currently reads, "They will tackle it by doing a top and limb and then he will hire a shearer...". It should read, "The will tackle it by doing the tops and limbs and the he will hire a shearer...".

Dwayne stated that they could not approve and sign the minutes tonight because they did not have a quorum because Selectman Drew was not at the last meeting and could not sign them.

3. Public Input

There is no public comment at this time.

4. Unfinished Business:

A. Canoe Launch: Update on Progress

Dwayne stated that there was nothing new to report. He has tried repeatedly to contact Pratt to find out where they stand and they keep telling him that they are working on it.

B. Roads: Update on Road Projects

Dwayne stated that Knights Pond Road, Wilmer Chase Road and Lynn Street are all done. They are currently working on Beech Ridge Road. They are starting the tree cutting today and are anticipating being done this by next Friday. Dwayne stated that they are tentatively scheduled for the 16th to start reclaiming the road. He stated that they will be working on this road for about two months.

Dwayne stated that they were able to go up to the library today and get it all grubbed out and get some gravel base down. They will go back on Thursday morning when the library is closed to finish it up. He still getting pricing on paving. The prices that he currently has are all over budget so they will probably have to scale back a little bit. They will probably just pave the old section and keep the new section as gravel for the time being.

C. Goals: Begin Discussion on Goals for Ensuing Year

Dwayne stated that he did not have anything new regarding the goals for right now.

Reminders: Next Board of Selectmen's Meeting – June 17, 2014 – 6:30 pm Municipal Building

5. New Business:

A. Personnel Policy: Proposed Updates and Amendments

Dwayne stated that he had included in the personnel policy was included in their packets and it starts on Page 12. He stated that there were a few changes that need to be made to the policy, which the Board discussed earlier in the year and Dwayne has a few that he would like to propose to the Board tonight. He stated that they need to give employee notification and a two week comment period so we need to start this process. He stated that the first item was on Page 23 and it has to do with the Code Enforcement Officer and his new hours. Dwayne read the following into the minutes:

6.1.b The Code Enforcement Office is only open for twenty-four (24) hours a week plus Planning Board and ZBA duties, those employees who work the CEO schedule shall be considered fulltime for the purposes of benefits. Vacation will be consistent with average hours worked and 5 days of vacation shall equal twenty-four (24) hours. **(Amended July 1, 2014)**

The next change is on Page 28 of the packet under Section 6.6 regarding the health insurance buy-out. Dwayne stated that we currently offer it to the police officers and we are now going to offer it to all of the employees. It reads:

Health Insurance Buy-out: Employees shall have the option of not participating in the Health Insurance coverage and will be compensated in two equal \$500.00 installments in July and January provided that the employee submits proof that they have health insurance coverage equal to or better than the town's provided coverage. Employees who opt back in to the Health Insurance coverage during the same fiscal year for any reason shall have to reimburse the Town for buy-out paid to date on a prorated basis. **(Amended Effective July 1, 2014)**

Dwayne stated that there was one thing that they offer to the Police Department and not to other employees that he would like to discuss. This is regarding the vacation buy-out. Dwayne wanted to know if the Board wanted to offer this to the other employees as well. He stated that for the Police Department, it is beneficial because of the 24 hour schedule that they work and the need to have someone on duty. For the other employees, if they don't use their vacation, they are allowed to carry up to two weeks forward so they carry this on the books anyway. If they were to pay it off, it would not be an additional cost to the Town. He stated that it will not cost the Town anything and it will also not save us anything. He said that it is just an added benefit for the employees. The Board agreed.

Dwayne stated that he will propose three changes to the Personnel Policy. They will be regarding the changes to the CEO hours, the Health Insurance Buy-out and the Vacation Buy-out. They will put these out to the employees for comment. They have 15 days to make any suggestions or comments. This will allow for these to become effective July 1, 2014.

B. Summer Schedule: Review Summer Selectmen Schedule

Dwayne has proposed a few changes due to holidays or vacations. For July, instead of meeting on July 1 that they move to July 8th and July 22nd. August will remain on track with August 5th and August 19th. In September, because of there being 5 weeks and the 2nd being the day after Labor Day, he proposed they meet on the September 9th and September 23rd. The rest of the year would remain on schedule.

Selectman Drew motioned to accept the amended schedule as proposed. Selectman Folsom seconded the motion. VOT: 3-0

6. Other Business:

Dwayne stated that the MMA was seeking ideas for the Legislative Agenda and he had mentioned at a previous meeting that he would put a few things together for the Board to review. The following are the proposed ideas:

1. **Revenue Sharing:** Protect current level of Revenue Sharing and seek to have it reinstated back to State Law requiring 5% of Sales Tax be reimbursed back to municipalities without any exceptions or transfers to the General Fund.

Dwayne stated that the Town is supposed to get 5% and the State has been raiding that over the past few years. He would like them to give this back to the municipalities.

2. Protect BETE program to ensure municipalities with high personal property are protected from loss of revenue essential to operate.

Dwayne stated that there is always discussion at the State level to change BETE. They had changed it but we got it reversed this past year. They wanted the town to perform appraisals for all personal property within our community if we were a high value town. They did get rid of that this year and he wants to make sure that it doesn't come back at a later date. He stated that our BETE numbers this year will probably be higher than our personal property number because of what is going on at Pratt and at Hussey. Next year, when we add Hannaford and Dollar General into the mix, we will have some personal property so to lose the BETE would be detrimental. He would like to have the State protect this. He stated that now that we cannot tax personal property, this is where our revenue will be coming from.

3. Protect BETR program to ensure companies are reimbursed at the level agreed to by the State and prohibit the transfer of BETR property to the BETE program.

Dwayne stated that the State had wanted to transfer the BETR program into the BETE program within the next four years. They realized that it wasn't going to save the State any money so they scrapped it this year. This would have been a loss of about \$185,000 for us.

4. Affordable Housing TIF: Amend the law to allow for Board of Selectmen to certify that the public purpose of the affordable housing district is being met and that the required housing affordability and other conditions of approval, including limitation on uses of tax increment financing revenues for approved development project costs, set forth in the Certificate of Approval issued by the Maine State Housing Authority for the District and the related Affordable Housing Development Program for being maintained instead of having the legislative body making the certification. 30-A MRSA 5250E.1.

Dwayne stated that this would allow the Board of Selectmen to certify instead of the legislative body. He stated that it is a simple fix. He will give this to Mark Eves to have him go forth with. Dwayne stated that it is a nuisance to go to Town Meeting every year when the Board of Selectmen would be able to do it.

Selectman Drew motioned to accept the ideas that Dwayne has proposed for the MMA Legislative Agenda. Selectman Folsom seconded the motion. VOTE: 3-0

Dwayne stated that he had composed a letter of recognition from the Board to the DARE graduates. It reads as follows:

The Town of North Berwick would like to congratulate you on successfully completing the Drug Abuse Resistance Education (D.A.R.E.) program at the North Berwick Elementary School. The decision making skills you learned in D.A.R.E. will help you to resist peer pressure and lead a

safe and healthy life free from violence, substance abuse and other dangerous behaviors. Congratulations.

It is signed by the Board of Selectmen and the Town Manager.

Selectman Drew asked if they should consider ordering the cedar for the park benches now since it is almost July 1st. Dwayne said that technically he cannot do that because once it is ordered it is encumbered. Dwayne stated that if they deliver after July 1st than he can probably order it now. He will check if this is possible.

Selectman Folsom asked if they were going to put up the flags for Flag Day. Dwayne stated that they would. He said that they always put them up and then take them back down after the holiday. Dwayne stated that he would like to put them on for Memorial Day and keep them up until after July 4th then put them back up for Labor Day and keep them up until Veterans Day. Many years ago, it was decided by a Town Meeting vote that this would not be done. Instead it needs to go up for each holiday and down right after the holiday is over.

7. Review and Approve Warrants and Correspondence:

Warrant:	May 27, 2014	- \$	0.00
Warrant:	June 3, 2014	- \$	63,903.55

Selectman Drew motioned to accept the Warrant for June 3, 2014 for the amount of \$63,903.55. Selectman Folsom seconded the motion. VOTE: 3-0

Dwayne stated that Pratt picked up their permit today to start on their expansion. Hannaford closed on the Wick property on 5/28. They should be coming in for their permits at any time. He also stated that Dollar General still has not picked up their permits. He also stated that there has been more building going on than in the past few years. Also, the Code Enforcement Officer has been dealing with some code violations. So far, everyone is cooperating fully.

Selectman Folsom stated that she went in to look at the plans for the proposed duplex project. She stated that it looked like they were set up as a T and she was not happy about that. Dwayne stated that it is actually like an S shape. He stated that the T's are the buildings not the roads. He also stated that by the time it is all finalized, the plan will look totally different. Dwayne stated that there are two other subdivisions that will be going before the board. There is one on Bauneg Beg Hill Road for 8 lots and one on Sunset Avenue behind Allard's.

8. Adjournment:

Selectman Drew motioned to adjourn the meeting at 7:14 pm. Selectman Folsom seconded the motion. VOTE: 3-0

Respectively submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Paul Danforth

Selectman: Charles Galemmo

Selectman: Elaine Folsom

Selectman: Gregg Drew

Selectman: Wendy Cowan