

## **NORTH BERWICK BOARD OF SELECTMEN MINUTES**

### **OCTOBER 15, 2013**

**Present:** Chairman Galemmo, Selectman Folsom, Selectman Cowan, Selectman Danforth

**Absent:** Selectman Drew

**Also Present:** Dwayne Morin

Chairman Galemmo opened the Board of Selectmen's Meeting at 6:30 pm.

#### **1. Pledge of Allegiance**

#### **2. Review and Approve Minutes of October 1, 2013**

Dwayne Morin stated that in the heading of the minutes it had 21013 instead of 2013.

Selectman Cowan stated that on Page 3 under C. York County in the first paragraph, in the sentence before last, the sentence states: "There was some questions...". It should read: "There were some questions...". Also on Page 4 under A. Roads, the seventh sentence should read: "He did state that there was still some items that needed to be done.". It should read: "He did state that there were still some items that needed to be done.". She also stated that on Page 5, under F. Hannaford, about half way down the paragraph, it states: "In order for the Selectman to spend money,...". It should read: "In order for the Selectmen to spend money,...".

Selectman Folsom motioned to accept the minutes from October 1, 2013 as amended. Selectman Cowan seconded the motion. VOTE: 4-0

#### **3. Public Input**

There is no public input at this time.

#### **4. Unfinished Business:**

##### **A. Roads: Update on Road Projects**

Dwayne stated that at the last meeting, he had stated that they had had a good budget run with the road projects. Unfortunately, when he was given the tonnage for Turkey Street, one of the packets was not delivered to him. He stated that at the last meeting, he had said that there would be about \$70,000 left but with the new figures it looks like it would be about \$46,000. He said that they would still be able to repair Hartford Lane and bring a balance forward into next year. He stated that they are almost done the Bond projects and there is still about \$25,000 to be spent. He would like to use this for Hartford Lane. He stated that all the bills are in now except for maybe some equipment time and possibly some additional material costs. There are still a number of driveways that need to be repaired. Selectman Cowan asked if they had looked at the area on Morrells Mills Road that has quite a drop off that Selectman Drew had mentioned at a previous meeting. Dwayne stated that he did go take a look at it and he said that there is some pavement underneath the shoulder. He said that as the cars drive, it just spreads it off. He said that there is nothing much that they can do to correct it other than keep putting material up against the sides.

##### **B. Area Selectmen Meetings: October 30, 2013 in Berwick**

Dwayne stated that the meeting was going to be on October 30<sup>th</sup> at 7:30 pm.

##### **C. Town Office: Acceptance of Credit Cards and Debit Cards**

Dwayne stated that they have narrowed it down to two vendors. The first vendor is Payport which is actually the State of Maine. They charge 2.50% with a \$1.00 minimum. He stated that there are two options relating to Payport. One is that we would do it through their web access and it would not be tied into our TRIO account. The staff would have to go onto their web access to enter the payment and then go into TRIO to enter it and then give the customer their receipt. The Town would have to purchase the scanners. They are \$85 apiece so Dwayne figures that we would need about 5 of them so it would be about \$500. He did state that they could go without the scanners but this would mean that the office staff would have to enter all the information from the credit card. The scanners would definitely make it easier and would avoid any keying errors.

Dwayne did state that there is a module that can be purchased to integrate Payport and TRIO programs. It is \$500 for the module and \$100 yearly for a maintenance fee and we would still have to buy the scanners so our out of pocket costs to start off would be about \$1,000.00. With TRIO, it would be integrated, so the reports would be easily reconciled. If we do not go with the TRIO module, then we would have to do something to be able to reconcile the cash, checks and credit cards. Dwayne stated that what other towns are doing is putting CC in the section that asks for a check number. When the reports are run at the end of the day, anything that has a CC on it, the staff knows is a credit card. It is just more of a manual process. He also stated that it takes two days to see the cash so he would set up a dummy account for them to dump the credit card money in so we could check it and make sure it balances with the figures from two days

prior. Once they balance, he would transfer the money out of the dummy account and put it in the general checking account. He stated that he still needs to check with Kennebunk Savings Bank because they have limits on how much activity can go from account to account before they start charging.

Selectman Cowan asked if this process would have a significant impact on the staff. Dwayne stated that it would take anywhere from 2 to 5 minutes longer per transaction.

Selectman Cowan asked if people would be able to pay by phone or email but Dwayne stated that they would only be accepting payment at the office, at least to start out with. He stated that Payport do offer ecommerce but they are currently very limited. The only thing that could be paid by ecommerce at this point would be personal property taxes. They have stated that they are exploring other opportunities but for now it is only the personal property taxes. Dwayne stated that some towns have gone out and bought programs from other vendors to do their ecommerce. Dwayne states that Waterboro purchased the TRIO program and integrated it with their system. He spoke with them to see how they liked it and they said that it worked great. However, Dwayne stated that if someone pays on something for their Parks and Rec program, they have a separate vendor to handle the ecommerce for it. Kennebunk did the same thing.

Dwayne stated that the other option is Municipay. They charge 2.45 % with a \$3.00 minimum. He stated that the reason they have the \$3 minimum is because they do not charge for the scanners. By having the higher minimum charge, it means that the users will be helping to pay for the use of the scanners. He stated that their reporting is a little bit better than Payport. He states that the office staff felt that Payport was more cumbersome regarding reporting and reconciliation. Municipay seemed to be a lot easier. He stated that the down side is that they will not interface with TRIO. TRIO has decided that they will only use one vendor and that vendor is Payport. Dwayne stated that Payport is a State of Maine governmental agency.

He stated that it would work the same way as it would with Payport. It would be web-based access. He stated that they could break it up into as many accounts as they would want. Municipay stated that they would deposit the funds in as many different accounts as the Town would want to set up. Payport has said that they would only deposit into one account. He stated that Municipay does provider ecommerce. Dwayne stated that whatever we set up in the Town office, we could put a link on the website and somebody could go in and process through that. He said that whatever ecommerce vendor we would set up they can work with. He stated that Municipay also offers the option to pay by echeck and they charge a flat charge of \$1.50.

Selectman Cowan asked which one the Town Clerks preferred. He states that right now they prefer Municipay but they would like to see how the TRIO module would work. Dwayne stated that he has tried to contact TRIO to set up a demo and he still has not been able to get an answer from them.

Chairman Galemme asked Dwayne what the startup cost would be for Municipay and Dwayne stated that it would not cost anything. Dwayne stated that he has talked to several towns about what they are doing. He said that some towns have signed up with Municipay and run it for a year and then later consider investing in TRIO and Payport. Dwayne stated that he doesn't see

them doing ecommerce right away anyway. He sees them doing a trial run with the Town Office programs to see how that works. If they find that they have a large percentage of people paying with credit cards, they can re-evaluate.

Selectman Cowan asked if there was a penalty if they decided to withdraw and Dwayne stated there was not. She also asked if Dwayne felt he needed more time to investigate things further before the Board made a decision and he stated that he did not. He said that he wanted to know what they thought especially about whether they wanted to spend the money or not. Dwayne did state that they did not have \$1,000 in their computer account at this time. The Board felt that Municipay might be the way to go because there was no financial investment, there was no contract to sign for a long term commitment and they had better options for ecommerce.

Selectman Danforth motioned to accept Municipay for payment by credit cards and debit cards. Selectman Cowan seconded the motion. VOTE: 4-0

Dwayne stated that he is looking to be up and running with this by the first of the year.

**D. Canoe Launch:** Update on Progress

Dwayne stated that the Pratt lawyers have decided that before they give the Town a piece of land, they want to do an environmental assessment first. They have hired a company for \$2,000 to perform the assessment and Dwayne stated that they did perform it last week. They are just waiting for the results.

**E. Hannaford:** Update on Planning Board Process

Dwayne stated that the Planning Board did approve the Hannaford application. He said that they did approve it with five conditions. There was originally about 28 conditions and most of these were added to the Plan already for approval. Selectman Cowan asked if Dwayne had talked to them about the possibility of our Town doing the sidewalk. Dwayne stated that they were not at that point yet. He states that if Hannaford comes back to the Town to ask for money to help with the sidewalk, he will discuss this option with them. Dwayne stated that the Planning Board was very thorough in reviewing all the comments and suggestions. Selectman Cowan asked if any of the abutters had spoken with Dwayne about the decision. He stated that they have asked for a copy of the Findings of Fact. Dwayne stated that he is waiting to receive a good digital copy of the plans from Deluca Hoffman and then they will be putting the plans and Finding of Facts on the web site.

**Reminders: Next Board of Selectmen's Meeting** – Nov. 5, 2013 – 6:30 pm Municipal Building

**Area Selectmen** – October 30, 2013 – 7:30 pm Berwick Municipal Building

**5. New Business:**

**A. Referendum Election: Ballot Clerk Appointments**

There is an election coming up on November 5, 2013. Chris Dudley has asked to appoint Sharon Litvinchyk, Lorinda Hilton, Cynthia Matthews and Kathleen Pease to be Ballot Clerks for the election.

Selectman Folsom motioned to accept Sharon Litvinchyk, Lorinda Hilton, Cynthia Matthews and Kathleen Pease as the Ballot Clerks for the November election. Selectman Cowan seconded the motion. VOTE: 4-0

**B. Surplus Equipment: Sale of Cruiser**

Dwayne stated that with the purchase of a new cruiser, there is an old cruiser that can be put up for surplus sale. Typically in the past, they have kept the old cruisers and have been parting them out. However, the parts on the 2006 Impala do not match up with the new version of the Impala so there is no need to keep it. He has put together a surplus equipment sale for the cruiser with a minimum bid of \$500. He said that it is being sold "as is where is".

Selectman Folsom motioned to put the cruiser for bid with a minimum bid of \$500. Selectman Danforth seconded the motion. VOTE: 4-0

**C. Fire Department: Annual Meeting with Squad**

Dwayne stated that the Fire Department thought that the Selectmen were going to meet with them at their October meeting, however, they had never contacted Dwayne to set it up. They would like to have the Selectmen come to their November 6<sup>th</sup> meeting at 6:30 pm at the Fire Station.

Dwayne also mentioned that Engine 2 had an accident where the door came down on the truck and did damage to the door and the truck. It did do about \$1,000 worth of damage to the lights on the truck.

**D. General Assistance: Adopt Amendment to Appendices B**

Dwayne stated that the Board needed to adopt one more Appendice that they did not adopt with the other ones they did earlier this year. This one is for food maximums. The food maximum have actually gone down. It used to be \$200 for a single person up to \$1,202 for a family of 8. It is now \$189 for a single person up to \$1,137 for a family of 8.

Selectman Folsom motioned to accept Appendice B of the General Assistance Ordinance. Selectman Danforth seconded the motion. VOTE: 4-0

**E. Newsletter: Draft Election Newsletter**

Dwayne stated that he has included a draft of the newsletter for the November election that will be going out to print on Friday. He has included the state stuff so people can see what the questions are, what the Attorney General puts in for explanations and what the Treasurer's Statement is so people can see what the impact will be on state. He also included the Town Meeting results, the election results and an article on our tax rate just to show that we did not increase it and a chart to show how our taxes are being paid. There is also a section regarding the capital improvements, Park and Recreation News so people can see what is coming up such as the Halloween Howler and Tree Lighting. The Chief of Police did an article regarding Texting and Driving. Dwayne stated that there have been many accidents regarding distracted driving. He also included a section regarding Volunteer opportunities. He did state that hopefully tonight, all of the boards will be full but he included it anyway because it is always good to have people in the wings. Dwayne also included a section regarding the Hannaford Supermarkets receiving the Planning Board's approval. He will also be including a section on the acceptance of debit/credit cards in the Town Office.

Selectman Folsom stated that he should probably include something regarding how well we handled the train accident. She stated that the people at their Emergency Response training did state that they were going to use it for National training. Selectman Cowan stated that they did emphasize this situation quite a bit.

**F. ZBA: Membership Application from Tim Kezar**

Dwayne stated that Tim Kezar has filled out an application to be a Zoning Board of Appeals member. Dwayne asked if the Board wanted to have him come in before accepting his application. Selectman Cowan stated that since he had been on the Planning Board in the past she did not see a reason why he should come in. Dwayne stated that his term would run until 2015.

Selectman Cowan motioned to accept the application for Tim Kezar to become a Zoning Board of Appeals member. Selectman Folsom seconded the motion. VOTE: 4-0

**6. Other Business – Executive Session – Personnel**

Dwayne stated that they would have to go into Executive Session at the end of the meeting.

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

Warrant: October 8, 2013	- \$ 0.00
Warrant: October 15, 2013	- \$ 1,288,306.28

Selectman Cowan motioned to accept the Warrant for October 15, 2013 for the amount of \$1,288,306.28. Selectman Danforth seconded the motion. VOTE: 4-0

**8. Adjournment:**

Selectman Folsom motioned for the Board to go into Executive Session from 7:30 to 8:00 pm.  
Selectman Cowan seconded the motion. VOTE: 4-0

Selectman Folsom motioned to adjourn the meeting at 8:00 pm. Selectman Danforth seconded the motion. VOTE: 4-0

Respectively submitted:  
Susan Niehoff, Stenographer

Original to Town clerk

Chairman: Charles Galemmo

Selectman: Paul Danforth

Selectman: Elaine Folsom

Selectman: Gregg Drew

Selectman: Wendy Cowan