

North Berwick Board of Selectmen's Minutes: December 3, 2013

**NORTH BERWICK BOARD OF SELECTMEN MINUTES
DECEMBER 3, 2013**

Present: Chairman Galemmo, Selectman Drew, Selectman Cowan, Selectman Danforth

Also Present: Dwayne Morin

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

Dwayne informed the Board that Selectman Folsom will not be present this evening due to an illness. Sue also will not be present for this evening due to an illness.

1. Pledge of Allegiance

2. Review and Approve Minutes of November 19, 2013

The minutes were not available for approval due to Sue Niehoff's illness.

3. Public Input

There is no public input at this time.

4. Unfinished Business:

A. Town Office: Update on acceptance of Credit Cards

Dwayne Morin informed the Board that we began accepting credit/debit cards on November 26, ahead of the scheduled January 1, 2014 date. Selectman Cowan asked how the transition went and Dwayne informed the Board that it did not go as smooth as was hoped primarily because the receipt printers that the town utilizes could not be configured to print out the credit/debit card receipt. After repeated tries, it was determined that we would have to use the copier to print out the receipts or purchase new receipt printers at a cost of \$200.00 each and then the concern

would be if the receipt printers would work with the TRIO software that the town utilizes. All the computers are tied to the copier so it is not that big an inconvenience. The credit/debit card receipt will be printed on an 8.5 x 11 sheet of paper and not a 3 inch receipt. Other than that glitch, everything else went well with the addition of the credit cards as a payment option.

The acceptance of credit/debit cards will increase the work load on the Deputy Treasurer as we reconcile the daily and monthly receipts, however, the software has numerous reports that will assist in this process.

B. Canoe Launch: Update on Progress

Dwayne stated that he has been in contact with Pratt's legal department and they have hired an attorney from Cleveland to perform the deed transfers. Due to the thanksgiving holiday there has not been much progress on the deed transfer. Dwayne is still hopeful to have the transfer completed in a few weeks.

C. Budget FY15: Discussion on the budget

Dwayne stated that budgets are starting to be submitted. The Library Trustees have submitted a budget request that is \$27,500.00 or 16.3% higher than last year and Dwayne has requested justification from the Trustees on the budget increases. Dwayne copied the Board on the email sent to the Trustees. Selectman Cowan asked what kind of justification was submitted for this large increase and Dwayne stated that there was little information other than a budget sheet, a few letters from citizens commending the library staff and requesting additional staff and that is why he requested additional information. The Board discussed the concerns related to the budget increase specifically that when the Trustees proposed the expansion project for the Board's approval the board asked questions as to whether operational costs would increase due to the expansion. Specifically the Board had asked whether the parking lot needed to be expanded; whether additional staff would be required due to the expansion; whether utility costs such as electricity and fuel would increase and whether general operation cost would increase. The Trustees told the board at that time that the parking lot did not need to be expanded, additional staff would not be needed, and they did not see the need for increased operational expenses. The Trustees architect answered that due to the use of high efficiency lighting and the insulating of the older section of the Library, he did not believe that utility costs would increase or increase very modestly. In less than one year after the construction, the Trustees are requesting an expanded parking lot (unknown cost at this time), an additional staff person (\$8,000.00 increase), increased operational costs (\$12,132.00 increase), increase electricity costs 3,900.00 increase) and increased fuel costs (\$1,800.00 increase). This is concerning to the Board and the Trustees will need to provide justification on these increased costs. The request budget would increase the town's tax rate by \$0.05 before considering the parking lot expansion and the budget will need to be scrutinized.

Dwayne stated that he has a meeting with the Trustees next Tuesday to discuss the parking lot expansion and he hopes to discuss the budget submissions as well.

Dwayne also mentioned that he had met with the City of Sanford to discuss the dispatch contract between the Town and Sanford. Over the past 5 years, the dispatch costs for the Sanford Regional Dispatch center have increased greatly and due to contract obligations, the city of Sanford has had to cover the increased costs. Due to the higher than expected increase, the City of Sanford is looking to restructure the new contracts that expire in June 2014 by creating a regional dispatch center with an executive fiduciary board and a operations committee. In addition, costs will need to be redistributed to represent a fairer sharing of costs to the user communities. If this is unable to be completed, then Sanford will need to reconsider the regional dispatch center as they are financially unable to continue to face these large increases in cost caused by the users of the dispatch center. Dwayne stated that when Sanford originally agreed to accept the other York County Towns, they did so with the idea that the other user towns would share fairly in the costs. They were not looking to see savings on the backs on the other communities and were willing to place their \$650,000 budget into the mix. Over the past 5 years, Sanford costs have increased from \$650,000.00 to nearly \$900,000.00 while the user costs have increased at a significantly lower pace, in North Berwick's case from \$64,300.00 to \$77,300.00 Sanford is looking to partner with the communities to find cost savings and develop a formula that fairly represents the towns cost of the dispatch center. Some of the factors to be included would be population, valuation, usage and fixed costs. Sanford is willing to phase in the increase in costs to the user communities. Dwayne anticipates an increase in dispatch costs in the \$10,000.00 range for this year and additional increases in following years with the hope that operational changes can realize costs savings. Many operational changes that could be implemented currently are not allowed to be completed due to the contract structure with other communities and these would need to be changed. Dwayne will keep the Board apprised of the negotiations.

D. Boston Post Cane – Award the Cane to Harold “Mundy” Grant

With the passing of Brad Dutch, the Boston Post Cane needs to be awarded to the oldest living citizen in North Berwick. Chris Dudley Town Clerk, has determined that Harold Grant is the next recipient. We have been in contact with Mr. Grant's son to determine a place and time for the award presentation and it will be held on Monday December 9, 2013 at 2:00 pm at Mr. Grant's residence on High Street. Chairman Galemme will present the replica cane and certificate to Mr. Grant. All selectmen are invited to attend the ceremony and the Historical Society has also been invited along with local press.

Reminders: Next Board of Selectmen's Meeting – Dec. 17, 2013 – 6:30 pm Municipal Building

Boston Post Cane – Monday December 9, 2013 – 2:00 pm Mr. Grant's Residence

5. New Business:

A. Zoning Ordinance: Discussion on proposed changes to send to the Planning Board

Charlie would like the Board to consider sending a proposal to the Planning Board to have a requirement that any new or expanded commercial area development retain the architectural ingredients of New England villages, with particular attention to building materials, height

restrictions, and roof designs. This is included in the Comprehensive Plan and with the potential for more commercial development with the expansion of the Commercial II zone it may be prudent to propose these changes this year. Charlie drafted the proposed language in the Board's packet and Dwayne and Larry reviewed it and made a few suggested changes. The language is similar to other communities in Maine that have standards and we tried to use as much of that language as possible without placing too much restrictions on the developer. The intent was to implement Land Use Policy #1 Action #3 of the Town of North Berwick Comprehensive Plan adopted on April 4, 2009 which states "Explore the requirement to have any in-town development to retain the architectural ingredients of New England villages, with particular attention to building materials, height restrictions and roof designs center. (This "in-town area" includes the commercial, limited commercial (*now Commercial II*), the historical and affordable housing overlay districts, and those parts of Village A that are bounded by Madison Street, Rt. 4 and the commercial zone, and Rt. 9, both sides of Portland Street, the Great Works River and the industrial zone)."

In addition Charlie would like the Board to consider an amendment to the Sign ordinance that prohibits internally lit signs and substitute with externally lit signs to keep the New England Village feel of the town.

The Board went through each of the proposed changes.

- Under the general standards the Board decided that these requirements should apply to new buildings and existing commercial buildings that are renovated to increase square footage by 1000 square feet or more.
- Under the appearance section, the Board agreed to the language that requires the building to look like a New England Storefront utilizing traditional siding materials or contemporary materials that have the same visual characteristics but prohibit siding such as metal cladding, highly reflective or processed materials. Siding color should be neutral or pastel with no primary colors.
- Under the Building façade section, facades need to have features that modulate the façade walls in 30 foot increments to create variety and interest.
- Storefronts shall be designed to reflect traditional storefront design with standard for display windows that limit the windows to 60% of the storefront and not less than 20% as well as limiting size and configuration of the windows.
- Building Heights should be limited to no more than 2 stories and rooflines should be of a gabled or mansard design.
- Additional landscaping requirements should be included to prohibit chain link fences, the enclosure of dumpsters with fences or hedges and that all curbing be made of granite.
- The Board also concurred with the proposed change to the sign ordinance.

The final changes being recommended are as follows:

5.2.20 Construction Standards for Commercial Use Buildings

The purpose of this section is to maintain the small New England village character of the town. The requirements of this section are in addition to those requirements in other sections of this ordinance. This section is to cover the construction of new structures and expansion of existing structures intended for commercial use within the commercial districts (e.g. Commercial, Commercial II, Village Center, Village A and Village B Zones). Existing commercial use buildings will be required to meet the standards of this section if they are renovated to increase square footage by One thousand (1000) square feet or more.

Professional offices may comply with this section by meeting the standards of this section or building to resemble a New England home consistent in appearance with neighboring residences. All other commercial use buildings must comply with the following sections.

- A. Exterior Appearance - The exterior appearance of commercial use buildings shall be made to look like a New England Storefront.
 - 1. Exterior walls shall be of traditional siding materials such as clapboard siding, wood shingles, red brick or red brick veneer. Contemporary materials that have the same visual characteristics (e.g. cement plank clapboards or vinyl siding) are acceptable if attention is paid to detailing (e.g., corners, trim at openings, changes in material). Metal cladding, highly reflective or processed materials (e.g., metal or plastic panels, brushed aluminum, bronzed glass, concrete block, T-1-11, untreated plywood, etc.) is not permitted.
 - 2. Siding color shall be neutral or pastel, no primary colors are permitted.
- B. Buildings with facades that exceed fifty (50) feet in width shall include features that modulate the façade walls in increments of thirty (30) feet or less, in order to create variety and interest along the public way. These features may include:
 - 1. Recess and/or project portions of the façade, for the entire height of the building, up to two feet from the build-to line.
 - 2. In combination with #1, increase or decrease the height of portions of the facade.
 - 3. If appropriate for the building use(s), recess storefronts or entrances from the overall front of the building.
 - 4. Provide canopies or awnings at sidewalk level.
 - 5. Use different but compatible materials on different portions of the façade; for example, alternate wood clapboard and wood shingles.

6. Use different but harmonious colors on different portions of the façade.
 7. Use a small number of different details and/or door and window arrangements, shapes and/or sizes along the façade.
 8. Use horizontal or vertical trim bands to relieve long facades.
 9. Use a minimal number of these features judiciously so that a larger building shall present a human-scaled appearance while remaining a unified design composition. The intent of this standard is to encourage buildings with architectural relief and interest.
- C. Commercial facades shall be designed to reflect a traditional storefront design using the following design standards for display windows;
1. Storefronts of commercial facades shall have display windows comprising not more than sixty (60%) percent of the storefront surface area nor less than twenty (20%) percent. Facades shall be designed to avoid large areas of blank wall space.
 2. Windows shall be vertical in orientation, or square.
 3. Display windows shall have bulkheads extending from grade to between twelve (12") and twenty-four (24") inches above grade, and the glass shall extend from the top of the bulkhead to no more than eight (8) feet above grade.
 4. Mirrored or reflective glazing materials are prohibited.
 5. All windows shall be detailed with sills, frames, trim and other architectural features appropriate to traditional storefront design.
- D. Building Height, Roofs and Rooflines - Commercial use buildings shall not be more than two (2) stories in height, with the exception of such height required to provide for a roofline. In no case shall a building exceed thirty-five (35) feet in height pursuant to section 4.2.f.
1. Rooflines shall be of a gabled or mansard design. This roofline may be a facade used to hide roof-top equipment or a traditional roof. Gabled roofs shall be no less than a 5/12 pitch.
 2. Any equipment mounted on a roof shall be hidden from public view with a parapet designed to resemble a gabled or mansard roof.
 3. Roof colors shall include neutral shades such as earth tones, greys and black. Bright or primary colors are prohibited.
- E. Additional Landscaping Requirements - The following landscaping requirements are mandatory for commercial use buildings;
1. Chain link fences are prohibited.

2. All ground level equipment and trash dumpsters shall be enclosed and hidden from view with fences or hedges.
3. All curbing associated with the development shall be made of granite in keeping with the curbing maintained by the Town of North Berwick.

Intent: The intent of these proposed changes are to implement Land Use Policy #1 Action #3 of the Town of North Berwick Comprehensive Plan adopted on April 4, 2009 which states "Explore the requirement to have any in-town development to retain the architectural ingredients of New England villages, with particular attention to building materials, height restrictions and roof designs center. (This "in-town area" includes the commercial, limited commercial (*now Commercial II*), the historical and affordable housing overlay districts, and those parts of Village A that are bounded by Madison Street, Rt. 4 and the commercial zone, and Rt. 9, both sides of Portland Street, the Great Works River and the industrial zone)."

5.2.6 Signs and Billboards

Currently reads:

5.2.6 Signs and Billboards

9. Steady white light shall be required on signs to be illuminated. Plastic signs which are internally lit shall be allowed. When signs are to be externally illuminated, they may be any color. No sign shall be permitted to produce a strong, dazzling light or reflection of that light beyond its lot lines onto adjacent properties, or onto any town way so as to impair the vision of the driver of any vehicle upon that town way. All such activities shall comply with applicable Federal and State regulations.

Proposed to read:

5.2.6 Signs and Billboards

9. Steady white light shall be required on signs to be illuminated. ~~Plastic signs which are internally lit shall be allowed~~ are prohibited. When signs are to be externally illuminated, they may be any color. No sign shall be permitted to produce a strong, dazzling light or reflection of that light beyond its lot lines onto adjacent properties, or onto any town way so as to impair the vision of the driver of any vehicle upon that town way. All such activities shall comply with applicable Federal and State regulations.

Intent: To minimize the effect of internally lit signs on abutting properties, reduce glare and distractions to drivers and to comply with having commercial establishments have architectural ingredients of a New England Village pursuant to the Town's adopted Comprehensive Plan.

Selectman Danforth made the motion to send the proposed changes to the Planning Board for inclusion on the ballot for the Annual Town Meeting. The motion was seconded by Selectman Cowan. Vote 4-0 in favor.

B. Firefighter's Association: Approval for Bingo for ensuing year

Dwayne stated the William Hill Firefighters Association is once again seeking approval to conduct BINGO in the Town of North Berwick for the ensuing year.

Selectman Danforth motioned to grant approval to the Firefighters Association to operate Bingo in North Berwick for 2014 and sign a letter indicating such approval. Selectman Cowan seconded the motion. VOTE: 4-0 in favor.

6. Other Business – Executive Session – Personnel

Selectman Drew motioned for the Board to go into Executive Session at 8:00 pm to discuss personnel issues. The motion was seconded by Selectman Danforth. Vote: 4-0 in favor.

Selectman Drew motioned for the Board to come out of Executive Session at 8:15 pm. The motion was seconded by Selectman Danforth. Vote: 4-0 in favor.

7. Review and Approve Warrants and Correspondence:

Warrant: November 26, 2013	-	\$ 27,561.96
Warrant: December 3, 2013	-	\$ 36,954.65

Selectman Cowan motioned to accept the Warrant for November 26, 2013 for the amount of \$27,561.96 and the Warrant for December 3, 2013 for the amount of \$36,954.65. Selectman Danforth seconded the motion. VOTE: 4-0 in favor

8. Adjournment:

Selectman Drew motioned to adjourn the meeting at 8:16 pm. Selectman Cowan seconded the motion. VOTE: 4-0

Respectively submitted:
Dwayne Morin, Town Manager

Original to Town Clerk

Chairman: Charles Galemmo

Selectman: Paul Danforth

Selectman: Elaine Folsom

Selectman: Gregg Drew

Selectman: Wendy Cowan