

**North Berwick Board of Selectmen's Minutes: January 8, 2008**

**NORTH BERWICK BOARD OF SELECTMEN MINUTES JANUARY 8, 2008**

**Present:** Chairman Moulton, Selectman Whitten, Selectman Bourbon and Selectman Folsom.

**Also Present:** Craig Skelton, Kristie Bradbury (Auditor), Stephen Peasley, Martin Morrissey, Therese Morrissey, Kelli Bshara, Wendi Daudlin, Rachel Welch, Daniel Pelkey, Jesse Stuart, Lynnette Harriman, Leo Harriman, Rick Varney, James Moulton, Mike Dunn and Dwayne Morin.

**Absent:** Selectman Danforth

Chairman Moulton opened the Board of Selectmen Meeting at 6:30 p.m.

**1. Pledge of Allegiance**

**2. Review and Approve Minutes of December 18, 2007**

Selectman Whitten moved to accept the Minutes of December 18, 2007 as corrected, Selectman Bourbon seconded the motion. Vote, 4-0

**3. Public Hearing:** CDBG Canal Street Grant – 6:35 p.m.

Chairman Moulton opened the Public Hearing at 6:35 p.m.

A Public Hearing to discuss an application being submitted to the State of Maine CDBG program for a Public Infrastructure in support of LMI Affordable Housing Grant opened at 6:38.

Selectman Moulton read into the record the Public Hearing Notice for the Canal Street CDGB Grant application.

The Town of North Berwick will hold a Public Hearing on January 8, 2008 at 6:35 p.m. at the North Berwick Municipal Building in Room 212 to discuss an application being submitted to the State of Maine CDBG program for a Public Infrastructure in support of LMI Affordable Housing Grant. The purpose of the grant application is to make infrastructure improvements to Canal Street, including the installation of sidewalks and site lighting. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Dwayne G. Morin, Town Manager, P.O. Box 422 North Berwick, Maine 03906 at any time prior to the Public Hearing. TDD/TTY users may call 207-676-3353 or 711. If you are physically unable to access any of the Town's programs or services, please call Dwayne G. Morin at 207-676-3353 ext. 4, so that accommodations can be made.

Town Manager, Dwayne Morin, explained that the Town of North Berwick submitted a letter of intent to the State of Maine in December. The States review showed that the Town has met the requirements established by the CDBG program. Therefore, the Town is eligible to submit a Public Infrastructure program application for the public infrastructure.

The purpose of the grant application is to make infrastructure improvements to Canal Street, including sidewalks, site lighting, and road and drainage improvements. The engineer's cost estimate for Canal Street Reconstruction is \$209,714.00.

No questions or comments.

Chairman Moulton closed the Public Hearing at 6:38 p.m.

#### **4. Public Input:** No Public Input

#### **5. Unfinished Business:**

##### **A. Canal Street:** Grant Application Update

Canal Street Update completed in Public Hearing.

##### **B. Fiscal Year 09:** Discuss Budget Items, Budget Submission

Dwayne reviewed the budget with the Board.

The preliminary request from town departments is in at a 3 % increase.

Dwayne is just beginning to look into the budget for fiscal year 09.

In past years the library's request for funds has risen: 2007 at an 8% increase, 2008 a 12% increase and 2009 a 16% increase.

The cost of utilities will also be a concern to the budget projection, with the cost of fuel being so unpredictable.

Dwayne will bring to the Board his recommendation for the 09 budget and the warrant for the Annual Budget Meeting.

**Reminders:** Next Board of Selectmen's Meeting-January 22, 2007-6:30 p.m. Municipal Building

## **6. New Business:**

### **A. Audit FY07: (moved) Meeting Auditors to review Audit**

Kristie Bradbury from RHR Smith & Company came in to give the Board of Selectmen a presentation on the audited financial statements and other financial information.

Kristie Bradbury stated that the audit went really well, and she was impressed with the staff and that North Berwick is, financially, one of the healthiest municipalities in the area.

The report shows that the library went over budget. What the case was is the dollars were spent in one fiscal year, with the insurance reimbursement paid in the next fiscal year.

Dwayne presented Chief Peasley his 20-year pin.

Chief Peasley has finished his 6-month probation and is now our permanent Police Chief.

### **B. Police Department: Computer Software Update, Resignation of Officer Thompson**

The police department will transfer over to IMC software for communications.

The budgeted amount is \$55,000.00

The cost is \$62,850.00

The difference being \$7850.00

Four years ago, or so, \$15,000.00 was budgeted for police communications. The funds have been carried over from year to year.

The Board decided to use \$7850.00 of this \$15,000.00 to cover the balance.

Selectman Bourbon moved to approve \$8,000.00 from the communications funds towards expenditures for computer software, Selectman Whitten seconded a motion. Vote, 4-0

Chief Peasley informed the Board that Officer Thompson is resigning his position as of the 11<sup>th</sup> of January. Tonight is his last shift.

### **C. Police Department: Cruiser Bid Results**

The Town received 3 bids for the new police cruiser.

Selectman Bourbon stated as we are looking for ways to tighten the budget, is this a necessary expense. He asked Dwayne what we pay for repairs, and Dwayne told him that we spend about 8,000 for repairs.

Dwayne also stated that the town runs 4 cruisers with the number one car having with just under a 100,000 a year. By keeping our fleet in good condition we don't take the risk of having a vehicle down.

Selectman Bourbon would like to see if we could skip buying a car for a fiscal year completely.

Chief Peasley responded that we tried to skip a year back a while ago and we ran into problems. There is a need to purchase a new cage for this car. The cage is over 20 years old. The new vehicle has side impact bags and the cage needs to fit this equipment.

Selectman Whitten made a motion to accept the bid from Miller Auto Dealership fro \$19,544.00. Selectman Bourbon seconded the motion. Vote, 4-0

#### **D. Commitment FY08: (moved) Abatements and Supplementals**

TWC Information Services  
Abatement #9: \$354.90

Craig Skelton explained that the State has taken over the taxation of 2-way communication.

Selectman Bourbon moved to approve the abatement of \$354.90, Selectman Whitten seconded a motion. Vote, 4-0

Richard Lovejoy  
Map 013, Lot 025-1  
Abatement #10: \$1,450.05

Craig Skelton explained that this lot is an un-buildable lot. If accepted this it will be noted in his tax file that it is a non buildable lot.

Selectmen Whitten moved to approve the abatement of \$1,450.05, Selectman Folsom seconded a motion. Vote, 4-0

Richard Lovejoy  
Map 013, Lot 025-2  
Abatement #11: \$658.35

Craig Skelton explained that this lot is Un-buildable lot. If accepted this will be noted in his tax file that it is a non-buildable lot.

Selectman Whitten moved to approve the abatement of \$658.35, Selectman Folsom seconded a motion. Vote, 4-0

Richard and Rita Genest  
 Map 8, Lot 35A  
 Supplemental: \$2791.80

Selectman Whitten moved to approve the supplemental of \$2791.80, Selectman Bourbon seconded a motion. Vote, 4-0

Craig Skelton explained that there are 72 parcels in the tree growth program. Every 19 years these parcels need to be re-certified. There are 40 properties that need re-certification, 19 properties have responded, 2 applications are in the works now. Property owners have 120 days from Oct 9<sup>th</sup> to respond with an application for re certification.

Craig provided the Board of Selectmen with the list of property owners with their land in the tree growth program along with the letter sent to the owners notifying them of this periodic inspection by a Licensed Professional Forester.

If the owners do not respond within the 120 days the Assessing Agents Office will assume the owners no longer wish the parcel to be classified as Tree Growth and Tree Growth penalty will be issued.

#### **E. EMA Director:** Discussion Regarding Filling of Vacated Position

With Larry Straffin gone we have need for an EMA director. The Fire chief is interested in becoming our director. When an emergency happens the chiefs are already busy. The Town Manager and the Chiefs of the town believe it would be better if we have a separate EMA director.

Mark Kelewae was the Deputy EMA director for Larry Straffin and does a great job.

The Board of Selectmen agreed that the Town Manger should ask Mark Kelewae if he would like the position.

#### **F. Winter Highway:** Snowblower Repair/Replacement, Cost to Date

Dwayne discussed with the Board that the budget was \$120,000 for winter highway cost. This winter we have expended more the 50% of our budget to date.

Snow blower died. It is 12 years old.

1. Replace parts \$5,800.00
2. Re-weld it \$4,400.00 Buy the gear box \$1,100.00
3. New one \$8,300.00
4. Demo model; 3 hours run time \$7,500.00

Dwayne recommended the Board of Selectmen use unanticipated funds for a new snowblower.

Selectman Folsom moved to approve \$7,500.00 from unanticipated funds for snowblower, Selectman Bourbon seconded a motion. Vote, 4-0

**G. Windmills:** Request from Selectman Bourbon

Selectman Bourbon had a resident inquire about placing windmills on his property and requested the topic be on the agenda.

Dwayne explained that windmills fall under our essential services and needs Planning Board review.

**H. Small Community Grant Program:** Grant Application

Dwayne explained that the State created a Small Community Grant Program through the Department of Environmental Protection for failing septic system if it has a negative impact on the surrounding environment.

A Grant Application has to come through the town and a report has to be filed.

Discussion on this issue will be held in Executive Session.

**7. Other Business:**

Selectman Moulton requested a few meetings back that Dwayne look into purchasing magnets for our residents stating emergency telephone numbers.

Dwayne showed the Board three suggestions: a 2 ½ by 2 ½ for about .32 cents each, a business card size for .15 cents each, or a 4 by 7 for .42 cents each.

The Board will review these suggestions and get back to Dwayne at a later meeting.

The furnace in the Municipal Building broke on Saturday; Dwayne received a call Monday morning. The motor on the burner is gone.

The furnace is not on our security system. Dwayne called Siemens to have the furnace placed within our security system. That will be established on Friday.

The furnace was fixed Monday morning.

**8. Executive Session – 1 MRSA 405(6)(f)**

Selectman Whiten move to go into Executive Session at 9:15 p.m.; Executive Session ended at 9:23 p.m., Selectman Bourbon seconded a motion. Vote, 4-0

Selectman Bourbon moved to approve failed septic system, Selectman Whitten seconded a motion. Vote, 4-0

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

Warrant: December 25, 2007 - \$3,002.95

Warrant: January 1, 2008 - \$30,111.86

Warrant: January 8, 2008 - \$11,056.09

Selectman Whitten moved to accept the Warrant for December 25, 2007 January 1, 2008 and January 8 2008, Selectman Folsom seconded a motion. Vote, 4-0

**8. Adjournment:**

Selectman Folsom moved to adjourn at 9:43 pm, Selectman Whitten seconded a motion.  
Vote, 4-0

Respectively Submitted:  
Anita Lambert, Stenographer

Original to Town Clerk

Chairman: Nancy Moulton

Vice-Chairman: Paul Danforth

Selectman: Anne Whitten

Selectman: Anthony Bourbon

Selectman: Elaine Folsom