

**North Berwick Board of Selectmen Minutes August 4, 2020**

**NORTH BERWICK BOARD OF SELECTMEN MINUTES  
AUGUST 4, 2020**

**Present:** Selectman Johnson, Sr., Selectman Glemmo, Selectman Johnson, Jr.,  
Selectman Hall

**Absent:** Chairman Cowan

**Also Present:** Dwayne Morin, Kristie Michaud

Vice Chairman Johnson, Sr. will be the Acting Chairman for tonight.

Acting Chairman Johnson, Sr. opened the meeting at 6:30 pm.

- 1. Pledge of Allegiance**
- 2. Review and Approve Minutes of July 21, 2020**

Dwayne stated that he corrected the name of the web design company mentioned under the Website section from Civics Plus to Civic Plus. Also, under the COVID-19 section, he changed Soccer Maine to Travel Soccer.

Selectman Glemmo motioned to approve the minutes of July 21, 2020 as amended. Selectman Hall seconded the motion. VOTE: 4-0

**3. Public Input**

There was no public input at this time.

**5. New Business:**

**A. Parks and Recreation:** Meeting with Director to Discuss Rec Opportunities During COVID 19

Dwayne stated that, at the last meeting, the Board had asked if Kristie could do something for the kids this fall. Starting on page 56 of their packet, is her proposal to start doing something. She is looking at doing 12 minicamps for 6 weeks with 15 kids per minicamp. They would do the younger kids in the morning and the older ones in the afternoon or early evening. Each one would revolve around a theme. Dwayne stated that they will look to hire an Assistant Camp Director to assist with the camps. This is so we have adult supervision throughout the camps. Dwayne stated that we have funds available. He stated that most of the revenue will be covered by the registrations. They will be charging \$25.00 per session per camper.

Selectman Johnson, Jr. asked if these would be on Saturdays. Kristie Michaud stated that they would be on Tuesdays and Thursdays. Acting Chairman Johnson, Sr. asked where they would be held. Kristie stated that they would be at the Community Center under the Pavilion. Dwayne said that their goal is to try and do it outside as much as possible unless the weather prohibits that. Selectman Galemme asked if they would still be able to do the social distancing. Kristie said that they would be. She stated that she chose the number to be 15 because they can fit 15 kids inside the Community Center at 6 feet apart. That way if the weather is bad, they can still have the camp.

Selectman Johnson, Jr. stated that the kids will appreciate it. Selectman Hall asked if she was hesitant about doing this. Kristie stated that she is a little bit nervous, but she feels that they have reviewed every part of the process thoroughly from the parent's point of view, kid's point of view and Director's point of view. She stated that it is like any other camp day. You have to adapt because things always pop up. She is sure that she has not covered everything, but she does believe the major things have been addressed to try and keep everyone safe. She stated that by having a day in between the camps would also help as well as being outside as much as possible.

Kristie stated that they are somewhat limited in what they can do. They can't do regular camp games because it involves a lot of touching and a lot of equipment. She sat down with the Camp Leader and Activities Coordinator and came up with a list of things that they were comfortable enough to run and keep the kids safe. Selectman Johnson, Jr. asked if they had a fogger that they can use to disinfect. Dwayne stated that they do not. He said that York County has one that they can use after hours. Dwayne said that they will supply all of the things that they need to clean as well as masks and gloves. Selectman Johnson, Jr. asked if the parent had to sign a waiver. Dwayne stated that there is one for the parents.

Kristie stated that by breaking it out into 2 sessions it will serve a couple purposes. It will allow them to have a break to be able to clean everything. She can serve more kids in the community by splitting the day. She is assuming that it will be a little bit stressful to get it going with all of the protocols that they have to have compared to a normal camp, but with the 2 people that she has as staff members it will work out fine.

Selectman Hall motioned to approve the 12-half day mini-camps with 15 kids per session for the Rec Department. Selectman Johnson, Jr. seconded the motion. VOTE: 4-0

Kristie had a couple of questions that she had not thought about putting in her proposal. If school starts September 2<sup>nd</sup>, she would have to cancel the September 3<sup>rd</sup> minicamp. If a decision hasn't been made by the School Board by the time they have sign-ups, should she just take the forms but not collect the money so they wouldn't have to worry about refunds. Selectman Hall believes that all of the York County Superintendents have pushed the start of school to September 8<sup>th</sup>, but the final decision will be made tonight. If they do, she will be all set. Kristie also stated that she had not thought about how much cleaning they would have to do be done afterwards. She might need a few extra hours in the budget for the 2 people to stay with her to clean. She stated that there is plenty of money in the budget to cover this. Dwayne said that they still have some money from the summer camp budget that they can use towards this. Kristie

stated that she will need to have a minimum of 10 campers per session to be able to cover the costs. She said that as she was researching over the last few days, people were commenting on different things that people were doing at camps in other areas. When kids are standing in the sun while waiting to have their temperature checked, it makes their temperature higher than it should be. She will figure out a way to tailor the line so that they are in the shade, so this won't be an issue. If someone does have a temperature, she will have them sit somewhere else for a bit and then retake it to make sure they get an accurate reading.

Kristie stated that the rule is if a camper comes to be dropped off and has a fever, we see visual symptoms or answers some of the questions incorrectly, they will have to leave immediately. Also, if they develop any symptoms during the day, they also have to go home immediately. If this happens, will they get a refund. She has researched other places to see what they do, and most places do not do refunds because they have already taken a spot and supplies have purchased for them. She stated that if she has at least 15 kids and she keeps a list of other kids that wanted to come, they could refund the camper that is sick and have the other kid come in for the day. Dwayne stated that if they can fill the spot than they can refund the other person. Kristie also asked about what she can do if the camper comes in on the first day and have symptoms but she won't know if it is COVID or not, what can they do to have the kid come in another day. Dwayne stated that they would need to get a negative COVID test before coming back. Kristie stated that someone asked her if the staff was going to be tested prior to the camps. Dwayne said that as long as they are not symptomatic, they do not have to be tested. Kristie said that she hopes that no one will give them a hard time about wearing a mask. The kids as well as the parents that might stand in line with them have to wear one.

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

##### **A. Assessing: Discuss Value Adjustments for FY21, Review Draft Tax Rates**

Dwayne stated that they are about 99% done with the assessment review. He stated that they will need to set the tax rate at the next meeting. Starting on page 10 of their packet is what our assessment is looking like for this year. We did pick up another \$2 million in value once they finalized everything. He thinks that the tax rate will still need to be between \$11.85 and \$11.90. He is leaning toward the \$11.90 but he thinks they could make it work with the \$11.85. He is just concerned about some of the revenues that they budgeted for may not materialize. For example, he budgeted \$65,000 for Interest Income but he thinks they will be closer to \$10,000 because our interest got slashed as of April 1<sup>st</sup>. Our interest is tied to the Fed rate and the Fed rate is currently 0 but they are giving us .3. It was previously at 1.75. Right now, excise tax looks like it is still doing good. Selectman Hall is thinking that they should probably go with the \$11.90 because he feels that the next couple of years are a little uncertain.

Dwayne stated that they released the Revenue Sharing numbers today and it can be found on page 19 of their packet. He stated that he under budgeted the Revenue Sharing purposely this year. He budgeted \$174,000 and our new number is actually \$214,000. We are still going to collect more than what he budgeted. He stated that they were originally supposed to get \$269,000 so it is a \$55,000 decrease in what they had projected, but he budgeted using last year's

number of \$174,000. He did this as a way to keep the tax rate down. He believes these numbers will be changed again and he thinks that they will go downward not upward.

Selectman Hall stated that he likes to cut the mil rate, but he doesn't want to cut it just to have to raise it again later. Dwayne stated that, at \$11.90, people are still going to see their tax decrease or stay the same or be \$25.00 or less. The only people that are going to see increases are the ones that did improvements on their properties. It will also give us \$364,000 for an overlay. Selectman Galemme stated that he is anticipating that the School Budget will go up again next year so it will be good to have the extra overlay.

**B. COVID-19: Town Response to COVID-19**

Dwayne stated that everything is still going pretty good. There have been a few people that have come into the office and have not been happy about having to wear the masks, but they have done so.

**C. Linscott Road Intersection: Discussion on Progress**

Dwayne stated that, starting on page 20 of their packet is an update on the Linscott Road Intersection Project. Since the last meeting, they have signed the Purchase & Sales Agreement with the Weaver's. All of the deed work is pretty much all done. They are just waiting for the descriptions from our surveyors. The goal is to close on the Weaver property by the end of this week or beginning of next week. Once they close on the Weaver property, they will close on the State property so the town will own both properties at the same time. The modular home has been ordered. The Sanitary District has granted us a unit and CMP has established the account. He met with the contractor on the house location. This week, they are applying for the driveway permit and road opening permit for the sewer. After that, there will be a waiting period because they will need to wait for the modular home. After the guys are done working on Dillingham Road, they will start doing site work on the new property. They will dig the cellar hole, put the foundation in, do the driveway and do the lawn. This way, when they come with the house the contractors will have an easy time of it. The goal for the new home to be installed is at the end of September. They will close with the Weaver's in October, move them into the new home in October and then remove the old house in November. Dwayne stated that the Weaver's were concerned about one thing. In the Agreement there is a provision that states that if the cost exceeds \$180,000 it will be their responsibility to cover the difference. Dwayne believes that they will be fine with that number.

**D. Website: Discuss on Progress**

Dwayne stated that they signed the contract with Civic Plus. He has the first meeting with them next Wednesday, August 12<sup>th</sup> to start the design. There was a slight increase in cost of \$250.00 per year. This was for the update that we will get every 4 years. This will change the cost from \$500.00 per year to \$750.00 per year. Selectman Hall asked when it will be online. Dwayne stated that, if everything goes well it will be up by the end of the year for sure. If everything goes really well, it will be ready in November. He stated that it will be Chris, Kristie, Dan Pelkey, and himself that will be the team to work on the site. The first meeting is to look at the

layout and what we are looking at doing. After that, we won't hear for a couple of weeks as they build the template. We will then meet with them to review the template and they will start taking our data. It is about a 6-week timeframe to transfer the data and populate the new website. When they hand it over to us, they are handing over a full website. Then we can start amending it.

Selectman Hall stated that he found it difficult to find the Zoning Ordinance book on the website. He said that it is towards the bottom of one of the sections. He was wondering if there was a way for them to move it to the top of the list. He has had a few people ask for it and has tried to show them where it is. Dwayne said that they should be able to do that.

**E. Surplus Equipment: Discuss Lower Minimum Price on Ford Truck**

Dwayne stated that they put the truck out to bid and he has received no bids for it. People told him that we set the minimum bid too high. We had set it at \$8,500.00. Dwayne recommended that they put it back out to bid for a minimum of \$5,000.00.

Selectman Galemme motioned to put the Ford Truck out to bid at a price of \$5,000.00. Selectman Hall seconded the motion.

Acting Chairman Johnson, Sr. asked what the truck was worth to us. Dwayne said that he spoke to Mike about that and right now, they have no place to put it. It is not really worth much. We currently have 5 trucks, and this would be our 6<sup>th</sup> one and we have no place to put it. Mike stated that they would also have to put new tires on it and maintain it. The tires alone cost \$4,000.00. Mike told him that we would never get our money back for it. Selectman Johnson, Jr. asked if people needed a Class A license to drive it. Dwayne said both a Class A and Class B can drive them.

VOTE: 4-0

Dwayne stated that they have received the new Police cruiser. It has been lettered and they are just waiting to have the electronics put in. This should happen within the next couple of weeks. They are going to hold on to the Impala right now because they need to send Robert Walsh up to the Academy as soon as it opens up again. Instead of having him use his personal car and paying him mileage, he can use the Impala to go back and forth. Once he is done with the Academy, they will look to get rid of the car.

Selectman Hall asked if we were hiring another patrolman. Dwayne said that they currently have an ad out for one. Selectman Johnson, Jr. asked if the new female officer would be interested in it. Dwayne stated that she is just starting her field training on Sunday. He said that they are looking to find a blue pin. Right now, they are not running the Academy and by law, we can only keep them on our payroll for one year. They need to get their blue pin within that one-year period. If we put her on and we run past a year, then we have wasted all of that time and effort.

**Reminders: Next Board of Selectmen's Meeting – August 18, 2020 – 6:30 pm**

## **6. Other Business:**

Selectman Galemme asked what was going to happen with the building on the corner that burned down. Dwayne stated that the owner had been renovating the house. He was using a heat gun to strip off the paint. Something happened with it and that is what caused the fire. They met with the owner the day after the fire and asked him what his plan was. He didn't have insurance on the building, so he is fully responsible. The owner told Dwayne that he wants to salvage the building. The Fire Chief and Code Enforcement Office went through the building and they don't believe that there is anything that can be salvaged. More than 50% of it was burned and the inside is pretty much gone. By law, we have to give the owner the opportunity to prove to us that it is salvageable so we gave him 7 days to get an engineer's report stating that it can be rebuilt. After the 7 days, if the engineer has not certified it. The owner stated that he doesn't believe that an engineer will sign off on it so he will not get one to review it. Dwayne stated that, even if he rebuilds, no insurance company is going to insure him without an engineer signing off on it. The owner said that he will take care of it within 30 days.

Selectman Hall asked if the owner was planning on rebuilding. Dwayne said that he is, and he has 1 year to start and 2 years to finish. Dwayne stated that he started taking it down, but he is currently doing it by hand. Dwayne told him that if progress is not being made, we might have to step in. It is a safety issue. Dwayne told him that if it is windy and something blows into the street and hits a car or a pedestrian, he would be 100% responsible for that. Selectman Galemme stated that it is a bad spot. He wondered why the owner didn't have insurance on it. Dwayne said that he couldn't get insurance because he had no windows and doors. He was starting to fix it up so he could get it insured.

Selectman Hall asked if he will be able to build the same exact size building. Dwayne said that he could. He is allowed 2 units. Selectman Galemme asked how long he had to take the building down. Dwayne said that, by this Thursday, he is supposed to give us a plan of what he is going to do. We will review the plan and if it is not something that we think is safe then he would need to provide us with a new plan. If not, it would come before the Board to have us remove it and bill the owner. It is about a 2-week process. He will have a deadline to complete it or the town will step in.

Dwayne stated that, at the last meeting, there were some residents that were concerned about the traffic and speeding on Burma Road. He stated that they had just happened to run the radar down there for 3 days. The night that the residents were here, we had set up a speed trap at Pratt. They found that the average speed on that road was 12 mph. When looking at the 11:00 pm to 12:00 am hour, there were 55 cars that went down that road. Acting Chairman Johnson, Sr. stated that the person at the last meeting lives off of Prospect Street and was concerned about the Pratt traffic on Route 9. Dwayne stated that they did have the speed trap there. Dan Pelkey sat in the unmarked cruiser at the entrance and John Koelker and Pat Roy were at the other sides. They would radio the other to stop someone if needed. Dwayne said that they had nobody. He did say that the radar was set up on Burma Road as well. The fastest car was going 42 mph and was between the hours of 6:00 and 7:00 at night but the average speed overall was 12 mph.

Selectman Hall asked Dwayne if there have been any concerns regarding the two 6-unit building project. Dwayne said that he has heard some concerns. Selectman Hall asked what happened at the Planning Board meeting and Dwayne told him the meeting was this Thursday. Acting Chairman Johnson, Sr. stated that they had done a lot of filling in that area before. Dwayne stated that the Law is that you can actually fill in wells. Acting Chairman Johnson, Sr. asked if they were going to review the drainage issues. Dwayne stated that they would. He said that we are so new into the project and haven't gotten to that point yet.

Dwayne stated that the 2 buildings will be right behind the Town Hall. One of the issues is that we are at capacity on drainage. They are going to have to show us that they are not going to create any more drainage than what is currently coming out of that field. They will need to create some sort of retention pond for the extra water. They can use the wetlands and create a bigger wetland basin because they are very low value wetlands. Acting Chairman Johnson, Sr. asked if they had filled the area in with some construction materials at some point. Dwayne stated that, back when they rebuilt Route 9 in the 1980's, Bruce Littlefield had the contract to haul away the debris. He hauled all of the debris to this site. From 1983 to 1996, there was big piles of asphalt and dirt just sitting there. When he came to town and was hired as the Town Manager, the Board of Selectmen wanted him to do 3 things. One was to have better communications with Pratt. The second was to get the money from Joe Putnam because he owed us a lot of money. The last thing was to get the pavement removed from the site. He went to Bruce Littlefield and told him that he had to do something with the site, and he said he wasn't going to do anything. When our attorneys contacted him about it, he did take care of it. He hired a company to come and remove the asphalt and brought it down to Pike. Then they flattened it out and grassed it over. Dwayne stated that there is probably still some buried asphalt there.

Selectman Hall asked what the people's concerns were. Dwayne said that they have heard several concerns. They don't like that people will be able to look into their houses because they are 2 story buildings. They are concerned about their back lawns because a lot of them are using part of the area as their back lawns and they won't be able to utilize it anymore. They are concerned about traffic and think that it will increase traffic tremendously on Burma Road and in the general area. Dwayne stated that the property was up for sale for many years and the person that bought the property has the right to do what they want to do as long as they meet the rules and regulations. He is planning on building one of the buildings this year and the other one next year. Selectman Galemme asked if they were going to be luxury apartments. Dwayne stated that they will be garden style apartments. They will look like the ones that were done on Route 9. They will be higher end apartments that will run about \$1,800 to \$2,000 per month. Dwayne stated that there will be a parking lot in one section but the majority of it will still be a field.

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

Warrant:	July 28, 2020	- \$ 14,829.42
Warrant:	August 4, 2020	- \$ 85,420.95

Selectman Galemme motioned to approve the Warrant of July 28, 2020 for the amount of \$14,829.42 and the Warrant of August 4, 2020 for the amount of \$85,420.95. Selectman Hall seconded the motion. VOTE: 4-0

**8. Adjournment:**

Selectman Galemmo motioned to adjourn the meeting at 8:06 pm. Selectman Hall seconded the motion. VOTE: 4-0

Respectively Submitted,  
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Wendy Cowan

Selectman: Jonathan Hall

Selectman: Michael Johnson, Jr.

Selectman: Charles Galemmo

Selectman: Michael Johnson, Sr.