

## **North Berwick Board of Selectmen Minutes June 1, 2021**

### **NORTH BERWICK BOARD OF SELECTMEN MINUTES JUNE 1, 2021**

**Present:** Chairman Cowan, Selectman Hall, Selectman Johnson, Jr., Selectman Johnson, Sr., Selectman Galemmo

**Also Present:** Dwayne Morin

Chairman Cowan called the meeting to order at 6:30 pm.

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

#### **2. Review and Approve Minutes of May 18, 2021 & May 25, 2021**

Dwayne Morin stated that under the Other Business section on the May 18, 2021 minutes, he changed the person's name from Mr. Cote to Mr. Covey.

Selectman Galemmo motioned to approve the minutes of May 18, 2021 as amended and the May 25, 2021 as written. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

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

There was no public input at this time.

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

##### **A. COVID-19: Recovery Funding**

Dwayne stated that on page 21 of their packet, was some ideas on how to deal with the relaxation of the current rules per the CDC guidelines. He spoke with all of the staff to see what their thoughts were and came up with the ideas listed on this page. They are as follows:

1. Capacity Restrictions: All buildings and properties will once again be open to the Public with no capacity restrictions.
2. Masks: In keeping with the Maine and Federal CDC guidance, vaccinated individuals do not need to wear a mask or face covering unless they desire to do so. Non-vaccinated individuals are encouraged to wear a mask or face covering and the Town encourages all non-vaccinated individuals to become vaccinated.
3. Transfer Station: The Transfer Station will remain open for normal hours. The free house will be closed and all material will need to be placed in the DEMO container. Payments for Demo and Bags will be process through a payment window on the Recycling Building (Follow Signs).

Dwayne stated that Richard had some concerns regarding the free house. He feels that if they open it up it will be too busy. Chairman Cowan stated that she believes that a lot of people don't like the idea of simply tossing something away in a dumpster knowing that someone may be able to use it. She said that it is outdoors, and we don't close the door that goes into it. She feels that they should reopen it. Dwayne stated that they will remove the sentence from the Transfer Station section that reads, "The free house will be closed and all material will need to be placed in the DEMO container."

4. Recreation: The Community Center will remain closed through the summer months and not available for rentals as the Town will be utilizing the Center for the Summer Camp program. All other parks and playgrounds are open to the Public.

Dwayne stated that he is the one that is requesting that the Center be closed for the summer. With Kristie out, the Summer Camp staff can set up their stuff and not have to worry about taking it down every night for the 8 weeks. The Board agreed. Selectman Johnson, Jr. asked if they were going to adjust the size of the camp now that there were no restrictions. Dwayne said that there are still restrictions because kids are not vaccinated. He said that camps fall under a different regulation.

5. Town Office: The Town Office will be reopened. There will be no need to utilize the doorbell to enter the building. The Town will continue to keep 2 Work Stations opened. Plexiglass screens will remain in place at all workstations. Office hours will remain as Monday-Thursday 8 am to 4 pm and Friday 8 am to 1 pm for the summer months.

Please remember that it is possible to re-register vehicles and boats and get hunting and fishing licenses online. There are links on the Town website at <https://www.townofnorthberwick.org>. Please use these online services.

Selectman Hall asked if there were plans to return to 1:00 to 7:00 on Thursday nights. Dwayne stated that this would be the Selectmen's decision. The staff has asked to just maintain the current schedule for the summer months. He said that Thursday nights are usually not busy during the summer months anyway.

6. Burn Permits: Burn permits are available at no cost online at <http://www.wardensreport.com>.

7. Boards and Committees: All Board and Committee meetings are to resume as scheduled.

8. Mill Field Festival: Due to the restriction in place when the Festival committee was beginning the planning of the 2021 Festival and that the Town had heard from a few "big" vendors that they would not be attending this year. So, after weighing that and everything else that goes into a successful yearly festival such as: planning time, funds, volunteers, craft vendors, food vendors and then add in the Maine COVID 19 guidelines and protocols the North Berwick Board of Selectman decided to err on the side of caution and safety first. The Town will look to hold a Fall Festival after we have had the opportunity to see what restrictions will be in place as we move through the summer months. We very much look forward to the 2022 Mill Field Festival and all that it brings to our wonderful community! It will be needed more than ever.

The Board would like to definitely do something in the Fall like fireworks and a movie. Selectman Galemme said they could possibly get some food trucks to come in to participate.

Dwayne stated that the letter has a start date as June 7, 2021 for these new guidelines. He asked the Board if they wanted it done sooner. They stated that since it was for the following Monday, this date would work.

Selectman Hall motioned to accept the updated COVID-19 guidelines as amended with an effective date of June 7, 2021. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

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

Dwayne stated that they are making really good progress. They are going to fine grade it tomorrow which will be done by Libby Scott. Once they get the base pavement down, they will still need to do all of the curbing and some side sloping. After that they will get the surface on it and install all of the signs. Chairman Cowan asked if we were going to do any plantings or seeding. Dwayne said that all of the exposed dirt will be hydroseeded. Dwayne said that the inspector was there today doing grade inspections and he is happy with how it looks. Selectman Johnson, Sr. asked if the State had to approve everything before we open it up. Dwayne said that they did not, and we can open it up whenever we feel it is ready. He said that they still will need to remove the pavement on the existing Linscott Road and barricade it.

**C. Budget FY22:** Town Meeting Review

Dwayne stated that next Tuesday is voting day. He hopes that everything passes.

**D. Land Trust:** Update on Bauneg Beg Mountain Project

Dwayne stated that they have submitted the application for the project and did receive confirmation from the State that they received it. He stated that there are still a few outstanding issues that they need to send to the State of which the Town Meeting vote is one of. As soon as the vote is passed, Chris will sign the certification and send it to the State.

**E. Proclamation:** Review and Sign Inclusion, Social Justice and Non-Discrimination Proclamation

Dwayne stated that he has updated the proclamation that Selectman Hall had put together, and the Board had reviewed and approved at a previous meeting. They just need to sign it.

**F. GIS:** Update on GIS Mapping Project

Dwayne said that they are working on the GIS project and have some good things that have come out of it. He showed them on the computer what the Tax Maps will look like. He said that they will look a little bit different from the current ones. The previous Tax Maps are 11x17. Dwayne said that they are actually 24x36, but we shrink them down to 11x17 and they have a

certain orientation to them. He said that the problem with the old Tax Maps is that each of them have a different direction. In order to go GIS, everything has to be oriented north. By doing this, it creates a square map instead of a rectangle map. One of the good things about this is that we had some Tax Maps that had lots that were split on to different Tax Maps but now it will all show on 1 map.

Selectman Johnson, Sr. said that when someone has land that is sold and changed, the lot numbers must change on the map. Dwayne stated that they did not. If a lot is divided, then they add a lot number. The original lot piece will stay at a certain number and if it gets divided, they add to that number. For example, if the property was on Lot 29 and they divided it, the additional lot would be called Lot 29-1. Dwayne said that previous assessors sometimes used letters to name the lot, but they should never have done that. He said that they have now changed everything so that it is all numbers such as 29-1 and not letters such as 29-A. This helps to let them know when it is a division or subdivision.

Dwayne stated that they sent him Planning Maps today that we use for Zoning, and he was not happy with them so they will need to redo it. They kept the same square configuration, so they are not easy to read when they print them out. The company will elongate them and situate them for an 8 ½ x 11 sheet. Dwayne stated that the maps will be updated once a year. We will send them a file and they will just update the site.

**Reminders: Next Board of Selectmen's Meeting – June 15, 2021 – 6:30 pm**  
**Town Meeting Referendum – June 8, 2021 – Elementary School**

**5. New Business:**

**A. Selectmen Schedule:** Review July Schedule with Board

Dwayne stated that the Board's July schedule currently shows meetings on July 6<sup>th</sup> and July 20<sup>th</sup>. He said that he will not be here for the July 6<sup>th</sup> one. He stated that they could have the meetings on July 13<sup>th</sup> and the 20<sup>th</sup> or just do one meeting on the 20<sup>th</sup>. He does not foresee anything that would require the 2 meetings. He stated that if an emergency came up, he could always schedule and emergency Board meeting.

Selectman Galemмо motioned to cancel the July 6<sup>th</sup> meeting for the Board of Selectmen. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**B. Flat Iron Park:** Request to Cut Back Bushes

Dwayne showed the Selectmen the Flat Iron Park area on the computer. He pointed out where the entrance was and said that there is a semi-circle around the horse fountain. The Lady Legionnaires Auxiliary came to him and said that they would like to cut the bushes. Dwayne told them that he has hired someone to come around and maintain them to make them look nice. He has a contract to come in once a year and does a little bit of cutting. The ladies said that nobody knows that the fountain is there, and they want to take a bunch of the bushes away so people can see it when they are driving in their car. They also said that nobody can see the

memorial bricks. Dwayne said that the whole idea behind the memorial bricks when the project started was that they would have a walkway coming in and the bricks would be inside of the circle. Unfortunately, they have been selling memorial bricks and the pathway is only up to the point where the bricks are that have been sold. It doesn't look good when you go in there because there is sand and weeds and people throw their cigarette butts and nips in there. He said that they have been cleaning that up.

Selectman Hall asked what the cost of each brick was. Dwayne said that it is being done by the Legion Auxiliary and he thinks that they cost about \$35.00 per brick. He told them that they need to do a bigger push for the bricks. Dwayne said that they could also go in and have it bricked out. When someone buys a brick, we pull out the old brick and put in a new one so at least it would be a completed area. Selectman Galemмо asked if the memorial bricks were just for veterans. Dwayne said that it was not. Chairman Cowan feels that they are not advertising it enough. She said that it should be on the website. Dwayne said that he used to include it in the Newsletter every year but after a while he was having a hard time to get contact information on who was in charge of the project.

Chairman Cowan stated that they need to define the project and determine how it will look before they push the advertising. Dwayne stated that if they actually put the bricks in place, they will know exactly how many bricks they can sell. Selectman Johnson, Sr. asked how they would go about having someone do a design and who would be responsible for paying for it. Dwayne said that they do have money in the Parks and Rec budget that they could use. He doesn't know how much it would cost. Chairman Cowan mentioned that he could reach out to Robert Thyng and see if he can give him an idea of how much it would cost.

Selectman Hall motioned to have Dwayne look into a local landscape contractor and get some pricing for the design and installation of a finished brick circle. Selectman Galemмо seconded the motion. VOTE: 5-0

Dwayne asked the Board if they wanted to cut the bushes right now. Chairman Cowan said that they may have to do the landscaping piece of it as well. Selectman Hall stated that the contractor that Dwayne will be reaching out to can also review the landscaping and let them know if they should make any changes.

Dwayne said that the Ladies Auxiliary also wanted a sign that said Flat Iron Park installed there. Dwayne stated that there already is a sign and it is on the back of the bench. He said that it is a small area, and he is not sure where they could put up a sign. Selectman Galemмо said that they should hold off on a decision about a sign until after they see a proposed design. The Board agreed.

#### **C. Code Enforcement Officer: Appointment of Matthew LeConte as CEO**

Dwayne stated that he would like to recommend Matthew LeConte to be the new CEO. He is currently the Deputy Code Enforcement Officer in the City of South Portland. He has been there for the past 11 years and was also with them for 4 years prior as well. He spoke with Mr. LeConte today after the interview. He said that the interview lasted about 2 ½ hours and the

good thing was that they got to see the type of person that he is. He thinks that he will fit in nicely. He has a very good resume in terms of experience with being a CEO. They offered him \$72,500 for a starting salary, going to \$75,000 after 6 months and then a yearly COLA increase. Dwayne said that they did increase the salary a bit. The budget for next year was \$71,585. He said that they will be saving money in other areas with him. He is single so there is a \$15,000 savings in medical benefits. Dwayne said that they are actually under budget for the entire CEO office.

Dwayne said that on page 26 of their packet is a copy of the employment offer that was given to Mr. LeConte. There are two conditions of employment that he has to pass before being officially employed. He has to complete a background check including fingerprint review which Dwayne does not anticipate will be a problem. He also needs confirmation by the Board of Selectmen. The letter also lists what his terms of employment are. On page 28 of the packet is Mr. LeConte's acceptance of the offer. The goal is for him to start on June 28<sup>th</sup>.

Selectman Galemмо motioned to appoint Matthew LeConte to be the new Code Enforcement Officer. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

## **6. Other Business:**

Selectman Johnson, Jr. asked if there was a problem with the fire hydrants at the fire yesterday. Dwayne said that Brian had not mentioned anything to him, and he hadn't heard anything about it from anyone else. Selectman Hall said that there was some talk on Facebook that there was no pressure at the hydrants, and they had to call in multiple tankers from multiple towns to assist. Selectman Hall stated that it may be a good idea to find out if there was an issue. Chairman Cowan agreed and said that it is not a good idea for the town to be placed in any kind of liability for not being able to provide water when needed. Selectman Hall asked if it would be the Town's liability or the Water District's liability. Dwayne stated that it would be the Water District's liability because they are the ones supplying the water to us. Selectman Hall asked if the water from the hydrants came from the same place that the rest of the town water comes from. Dwayne said that it is a junction off of the main line. Selectman Hall asked if they fill up the tankers from Bauneg Beg. Dwayne said that they fill those from the hydrants.

Selectman Hall stated that he did hear personally from someone about the fire. They said that it was a pretty significant fire and there was an issue with the water pressure. Dwayne said that he would check with Brian to see what happened.

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

Warrant:	May 25, 2021	- \$ 13,055.78
Warrant:	June 1, 2021	- \$ 82,828.37

Selectman Galemмо motioned to approve the Warrant of May 25, 2021 for the amount of \$13,055.78 and the Warrant of June 1, 2021 for the amount of \$82,828.37. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

**8. Adjournment:**

Selectman Galemmo motioned to adjourn the meeting at 7:34 pm. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

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.