

# **NORTH BERWICK BOARD OF SELECTMEN MINUTES**

## **NOVEMBER 15, 2022**

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

**Also Present:** Dwayne Morin

Chairman Galemmo opened the meeting at 6:30 pm.

**1. PLEDGE OF ALLEGIANCE**

**2. REVIEW AND APPROVE MINUTES OF NOVEMBER 1, 2022**

Selectman Cowan motioned to approve the minutes of November 1, 2022, as written. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

**3. PUBLIC INPUT N/A**

**4. UNFINISHED BUSINESS:**

**A. COMMUNICATION TOWER: Update on Project**

Dwayne indicated that the Town has received one quote for the foundation for the Communication Tower. Dwayne stated he did review the quote with Southern Maine Communications, and they believe that this is a good price for the project. He did indicate that it was below the budget price which is a good thing.

Selectman Cowan motioned to accept the bid from Morse Foundations, Inc. as stated. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

**B. BUDGET FY24: Budget Considerations**

Dwayne indicated again that he is keeping budget considerations open on the agenda as a standing item through budget season for open discussion. Dwayne did provide to the Board a print out of the current CPI report. He stated that typically we utilize this report to establish wage increases for our staff. Currently, the CPI is 8.2% for the year and will result in significant labor cost increases in the coming year.

**C. PHONE SYSTEM: Update on New System**

Dwayne stated that he has ordered the phone systems after signing the contracts. He stated that he has been going back and forth with our insurance company and indicated that we probably will not get a large amount from the insurance company because they will only pay to repair what we have and not replace. He stated he will know more next week. He indicated they cannot really fix what they have because the police department cannot go four days without a phone system.

**Reminders: Next Board of Selectman's Meeting – December 6, 2022 - 6:30 P.M.  
Labor Committee – November 29, 2022 – 6:30 P.M. – Room 212**

Dwayne indicated that he has reached out to our legislative delegation to see if they could meet with the Board. He stated that they could not attend the next meeting. Dwayne indicated that cloture date looks like it is going to be December 15. If we wait until the second meeting in December, we will be past cloture date. He inquired about having an additional meeting at the beginning of December to meet with our delegation or does the Board want him to pursue having them at least submitting a bill so we will have a bill title in for cloture date and meet another time. Selectman Cowan stated she is not opposed to meeting but if it is something that Dwayne feels he can do easily by submitting a bill, she would opt for that route. Dwayne stated his goal would be for them to sponsor a bill as a placeholder and Selectman Cowan felt that makes sense. Dwayne stated he would get a bill out and invite them to the second meeting in December.

**5. NEW BUSINESS:**

**A. ELEMENTARY SCHOOL: RESPONSE TO LETTERS FROM BOARD REGARDING LITTERING.**

Chairman Galemmo drafted a letter to the children who sent the Board letters concerning littering.

Selectman Hall motioned that the Board sign the letter written by Chairman Galemmo written to Mrs. Reed's class. Selectman Cowan seconded the motion. VOTE: 5-0

**B. LITTERING ORDINANCE: REVIEW DRAFT ORDINANCE LANGUAGE**

Dwayne has provided a draft littering ordinance for the Board to consider. Dwayne indicated he utilized Berwick's Ordinance as a model, and it also follows state laws as well.

Selectman Hall motioned that the Board move forward with the littering ordinance process. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**C. WILLIAM HILL FIREFIGHTERS ASSOCIATION: SIGN BINGO LETTER FOR 2023**

Dwayne stated that The Firefighter's Association is once again requesting a blanket letter from the Board for their Bingo activities for 2023. Dwayne provided their application to the State along with a draft letter for the Board's consideration.

Selectman Hall motioned that the Board accept the application for the William Hill Firefighters Association to hold their bi-monthly bingo for the year 2023. Selectman Cowan seconded the motion. VOTE: 5-0

**D. PERSONNEL POLICY: REVIEW CHANGE TO HOLIDAY SECTION OF POLICY**

Dwayne stated that he has now drafted an amendment to the personnel policy regarding the Holiday section of the policy that he believes is a win-win for the town and that will allow the town to keep the office open, while still affording the staff the time off offered under the policy. Dwayne explained that the premise is that any holiday that falls on a Friday or Saturday will grant the staff with a day's vacation so that the office remains open on Thursday of that week. The same goes for offices/facilities that are typically closed on a Monday such as the Transfer Station, where the employees will be granted a vacation day. Dwayne further explained that if the Holiday falls on a Sunday, offices will be closed on Monday to match up with all other government, business and banking institutions policies. He summarized by stating we would not close the office/facility unless it is typical for other organizations.

Dwayne also indicated that one area that needs clarification and discussion is the day after Thanksgiving. The Town staff was granted this day due to the fact that we gave up Patriot's Day. With the new schedule, Dwayne inquired if we should simply keep it listed as a Holiday, as it effects more than just Town Office staff, and the town office staff would get a "banked vacation day for later or should we reinstate Patriot's Day or just change it to a personal day. Of course with the policy affecting many different departments, the Board may just want to leave it as it is, however, Dwayne wanted to at least raise the issue as it has been mentioned to him by staff members.

Selectman Hall motioned that the Board accept the amendment to the personnel policy as written. Selectman Cowan seconded the motion. VOTE: 5-0

**6. OTHER BUSINESS: N/A**

**7. REVIEW AND APPROVE WARRANTS AND CORRESPONDENCE:**

Warrant:	November 8, 2022	- \$ 19,798.59
Warrant:	November 15, 2022	- \$ 665,019.27

Selectman Hall motioned to approve the Warrant of November 8, 2022, for the amount of \$19,798.59 and the Warrant of November 15, 2022, for the amount of \$665,019.27. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**8. EXECUTIVE SESSION**

Selectman Johnson, Sr. motioned to go into executive session at 7:11 p.m. Selectman Cowan seconded the motion. VOTE: 5-0

**9. Adjournment:**

Selectman Johnson, Sr. motioned to adjourn the meeting at 7:25 pm. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Respectively Submitted,  
Jennifer Berard, Stenographer

Original to Town Clerk

Chairman: Charles Galemmo

Selectman: Jonathan Hall

Selectman: Michael Johnson, Jr.

Selectman: Wendy Cowan

Selectman: Michael Johnson, Sr.