

NORTH BERWICK SELECT BOARD MINUTES NOVEMBER 21, 2023

Present: Chairperson Galemmo, Selectperson Johnson, Jr., Selectperson Cowan,
Selectperson Johnson, Sr., Selectperson Hall

Also Present: Dwayne Morin, Rebecca Reed, Mark Reed, Jacqueline Weaver, Jean Emery,
Emery Brown, Pam Landrigan, Mary Nutter, Charlie Nutter, Jeanne Emerson,
Selena Roy, Rachel Pelky, Dan Pelky, Wendi Daudelin, Pat Roy, Robert Kearns,
Gisele Dolbec, Maurice Dolbec, Anne Carlsson, Mike Archambault, Josie
Chadbourne, Stephen Peasley

1. PLEDGE OF ALLEGIANCE

2. REVIEW AND APPROVE MINUTES OF NOVEMBER 7, 2023

N/A

3. PUBLIC INPUT

N/A

4. UNFINISHED BUSINESS:

A. COMMUNICATIONS TOWER: Update on Progress - Report

Dwayne indicated that they have moved forward with trying to obtain a business frequency to assist in our communication project. He also reached out to the three communities who we need to obtain Letters of Consent and they indicated they will be signing them and sending them back so we can use our current channel. We already received one of the letters and hoping to receive the other two next week. If everything goes right, by spring we will be up and running with Fire and Rescue. If Phase II gets approved at Town meeting, because we are buying the license now, we will preorder the radios and we should be able to have the PD up and running by July 1, 2024.

B. ROADS: Update on Road Projects

Dwayne stated that roads have been striped and the projects are complete until next spring and we are under budget.

C. BONDING: Approve SCBA Purchase Under Bond

Dwayne indicated that we have received the final bonding paperwork and the Board will need to approve the SCBA purchases under the bonding. The price came in well under the \$265,000.00 budget at \$226,363.00. The Fire Chief would like to utilize the remaining balance to purchase a fit test machine, and possibly a connection hose to utilize Pratt and Whitney's cascade system to fill our bottles or upgrade the system we obtained from the mutual aid service which we have yet to be able to bring online due to compressor issues. We are still researching pricing for the additional items and they will be brought to the board at a later meeting, possibly in December.

Selectperson Cowan motioned that the Board approve the purchase of the SCBA in the amount of \$226,363.00. Selectperson Johnson, Sr. seconded the motion. VOTE: 5-0

D. PLANNING BOARD: LD 2003 Updated Zoning Changes to Comply with Legislation

Dwayne indicated that after the last meeting, he has submitted all the paperwork to the Town's attorney and they are in the process of reviewing it and they are going to seek to do one question like he had mentioned. He stated the review will be done by December 14.

**Reminders: Next Select Board's Meeting – December 5, 2023 – 6:30 P.M.-
Room 212**

Dwayne asked that the January schedule be changed. The first scheduled meeting is January 2 and Dwayne will not be present. He suggested holding the meetings on the 9th and the 23rd.

Selectperson Hall motioned that the January schedule be changed to hold meetings on January 9 and January 23. Selectperson Johnson, Jr. seconded the motion. VOTE: 5-0

5. NEW BUSINESS:

A. FOOD PANTRY: Meeting with Food Pantry Representatives

Pam Landrigan was present to discuss the North Berwick Food Pantry. Pam is just finishing the first year as Director of the Food Pantry. She indicated she also works outside the Food Pantry. She stated that the Pantry's mission is anyone who needs food should be able to obtain food and it does not matter where their zip code is. She stated the Food Pantry started in a church basement and 10 years ago, Sue Austin helped the then leaders of the Pantry to acquire space at the Mary Hurd School. She indicated they operate out of two rooms in the school as well as a small office. The pantry operates for two hours once per week to meet the needs of people. She stated they open at 3:30 p.m. but the volunteers start their prep work at 2:30. Pam stated that pre-COVID, it was an in-person shopping experience where people could go in and select food. Once COVID hit, they then went to pre-packed bags where people had no choice and the bags

rotated every other week. Pam indicated that when she was appointed into leadership, she wanted to move to a choice model which would offer people dignity. In December of 2022, it went to that, was revised some and very efficient today. Pam provided the Board with a menu form and indicated that it is what a person is given on a clipboard and that order form changes each week. She indicated that one of the things that is unique to them is that they provide a meal kit each week because they believe that teaching someone how to prepare nutritious food at home is a great tool and promotes well-being. She indicated that once the patron fills out their order form, they check in and there is someone who checks their ID to ensure that their name and address match. They are then free to shop in the pantry's store which is the school's community room. The patron picks out what they want, the items are packed by volunteers and delivered to their car. The pantry store is where a patron can pick out breads, pastries, personal care items, produce, etc. and those items are staggered throughout those two hours. Pam stated that the motto on the North Berwick's seal is "the power to choose" and she stated that the Food Pantry gives a person the power to choose what to feed their family.

Pam stated that regarding demographics, they currently have residents spanning 18 communities and the majority of their patrons live in North Berwick, Sanford, Berwick and Lebanon. She indicated that as of November 13, they had 256 children, 22 Veterans and 93 Senior Citizens. She stated there is a total of 398 families listed in their database. She stated the Food Pantry sees on average between 15 and 25 new families every single week and in a typical week, they serve between 85 and 110 families. They have a cell phone, landline, email address and Facebook messenger for communication and often times during the week, receive contact from someone who is in a crisis situation where they have no food or money and need some immediate help. Pam indicated that they have been contacted by staff at the school with families who have needs and she embraces that connection between the Pantry and school and feels that is a benefit to being in the school.

Pam provided a chart of communities served and indicated that Berwick is 9%, Lebanon is 12%, North Berwick is 29%, Sanford is 28%, Springvale is 5% and Wells is 3%. She indicated there is a category of other which makes up 14% and that consists of Acton, Alfred, Biddeford, Buxton, Dover, Eliot, Kennebunk, Rochester, Rollinsford, Shapleigh, South Berwick and Somersworth.

Pam indicated that in February of 2023, they served 240 families in the month and in July of 2023, they served 359 families in the month and stated that they will far surpass that number in November. They are trying very hard to close the meal gap for families. Pam stated that Jean Emery has piloted a program where she delivers to residents at Simpson Meadows and would like to include Prescott Heights in this program to further close the meal gap.

Pam indicated that the Pantry obtains food from the USDA through The Food Assistance Program, Good Shepherd Food Bank, Hannaford Supermarkets (North Berwick, Wells and York), community donations and Spillers Farm. They are a zero-waste pantry, meaning that whatever they do not use on Monday, they do not toss, but give it away to local farmers for their animals. Food that is still useable can be donated to other pantries.

Regarding funding, Pam indicated that the Food Pantry is a donation funded agency. They do not have weekly donations or corporate partnerships and survive purely on donations. She stated that

it is a struggle and have applied for several grants. They have received some funding but still need more and are hoping to receive more. They do not have a steady stream of income at this time and basically break even every month and some months they take a loss.

Pam stated that the Food Pantry Board of Directors consist of a Director, President, Treasurer, Secretary, Funding Coordinator, Direct Appeal Coordinator, Website/Social Media/Community Outreach Coordinator and a Pantry Advisor. She indicated that they are one of the only pantry's that do not have a paid director. There needs to a full-time paid director going forward.

Pam stated that going forward, they would like to provide delivery to home bound individuals in the community, provide to patrons on snow days, potentially expand their daily operation to include a second day of opening and to find and maintain a consistent source of revenue to meet the growing needs of the community.

Dwayne inquired how the Pantry could maintain a consistent source of revenue. Pam used the example of Footprints Food Pantry in Kittery and stated they collect money for sports attendance, get support from the Shipyard and they have developed partnerships with other corporations. Pam indicated that one of the biggest issues for North Berwick's food pantry is the hours of operation. Selectperson Cowan asked if Pratt & Whitney was approached to offer help. Pam stated that Pratt has helped them with the Benevity Grant through Raytheon.

Pam stated there were 45 volunteers and they put in 4 days of work including weekends just to be able to open for 2 days and it is an unbelievable amount of work and without the volunteers it would not be possible.

Dwayne asked what the Food Pantry would need for an annual budget. Rebecca Reed stated that right now they are just breaking even and run an average in their checking account of about \$65,000.00. She stated their monthly operating expenses fluctuate greatly.

Selectperson Hall asked if they have looked into partnering with Second Chance Closet and Pam indicated they work together frequently. The patrons often times need clothing and Second Chance Closet provides that to them. Selectperson Hall asked what concerns the school has had now and in the past with the Food Pantry being inside the school. Pam felt that they have worked out a good relationship and feels that they have addressed issues that have been presented to them from Josie Chadbourne, Principal of the Mary Hurd School. Selectperson Hall asked if there was any way to get the students involved in some of the volunteering. Josie indicated that the students were not interested in that and that it can be intimidating to the students as it is a very busy process. Pam stated the Pantry is using the High Street door and that is also where the deliveries take place. Selectperson Hall asked if the police were aware of the extended line. Pam stated that the Chief appeared this week and had a visible presence in the event there were blocked driveways, etc. There have traffic issues and they are trying to correct those. Dwayne indicated that they are working with the police department to correct traffic issues and live parking issues. Josie stated there are often people on the property walking their dogs, people looking to use the restrooms and she feels random people on the property makes everyone a little uneasy. Josie indicated the safety aspect was the most significant piece as it relates to the Food Pantry.

Chairperson Galemmo stated he was happy to see any friction with the school has been resolved as the Food Pantry is a very important asset to our community. Selectperson Cowan stated she appreciates what they do for the community as well and thanked them for coming in.

Chairperson Galemmo invited Josie Chadborne to speak if she so desired. Josie indicated again that her concerns for the school were for the safety of the students there and co-existing together was somewhat of a challenge. She indicated the smells can be very strong at times and that is sometimes tough for the students. Sharing the space and co-existing in a way that guarantees the aspect of safety is her main concern. She stated they have struggled with propping doors open, doors being accidentally left unlocked, shopping carts being left in the hall, etc. and stated it is very hard to guarantee knowing who is in the building at all times. Josie stated that from an educational perspective it takes a lot of sacrifice on behalf of her employees and the students. She acknowledged that it is a great cause and important and the reality is that it has met the meshing of two very different worlds of a school and store. She is concerned about growth and stated they are maxed out with space as it is and does not know where to go from there. She also mentioned the dignity piece for the students is something that bothers her quite a bit as there is a very specific population of students who attend Mary Hurd Academy. She indicated that the delivery move to the back of the building was a big help. In regards to the dignity piece, Pam stated the pantry patrons are basically in the same shoes as students and feels that it is the same dignity component just in a different form. Josie acknowledged that but stated the students are legally required to attend school and felt it was similar but certainly not the same. Josie feels the students should feel safe at their school and maintain their dignity as well. The question was asked as to how many students attended the Mary Hurd Academy and Josie indicated that their enrollment right now was around 20 but they are looking to expand quite a bit.

B. POLICE: K-9 Introduction of Hutch

Chief Peasley introduced Hutch, who is almost 11 months old. In September Pat Roy started attending the K-9 Drug School with Hutch at the Police Academy. Hutch was there for 10 weeks. Pat, along with Lieutenant Dan Pelky put in extensive amounts of time working with Hutch and he passed the class and is now ready to receive his badge. Hutch is very friendly and they are planning to take him to the Elementary School and let the kids interact with him. Officer Roy stated that he appreciates the opportunity and it has been fun work working with Hutch. Chief Peasley indicated that Hutch lives with Pat and his family. Hutch participated in a short demonstration and then received his badge with his name on it.

C. ABATEMENTS AND SUPPLEMENTALS FY24: Review Abatements and Supplementals

Dwayne stated that Verna has prepared one abatement for this meeting and it is for Robert and Teresa Bell at 4 Nowell Street. They found that since 2006 they have been overcharged due to having more square footage on their home then was actually there and along with the condition of the home, Verna felt an abatement was warranted and recommending an abated value of \$39,900.00 for a tax abatement due them of \$428.92.

Selectperson Hall motioned that an abatement for 2024-8 on Account #434 be granted in the amount of \$428.92. VOTE: 5-0

D. SURPLUS EQUIPMENT 2023: Review Bids for Surplus Equipment

Dwayne indicated we received one bid for the Plow truck from Phillip Newton, Fall Road Tree Works, in the amount of \$15,175.00. He stated we did not receive any bids on the cruiser or the fire truck. Dwayne feels it would be advantageous to place the cruiser on Facebook marketplace to see if we can sell the vehicle. He indicated they will look to scrap the firetruck.

Selectperson Cowan motioned to accept the bid from Phillip Newton of Fall Road Tree Works in the amount of \$15,175.00 for the plow truck. Selectperson Johnson, Sr. seconded the motion. VOTE: 5-0

E. FIRE DEPARTMENT: Annual Bingo Permit

Dwayne indicated that it is that time of year to approve the Fire Department Bingo for the ensuing year.

Selectperson Hall motioned that the Fire Department be allowed to hold Bingo at the Community Center for the calendar year 2024. Selectperson Cowan seconded the motion. VOTE: 5-0

6. OTHER BUSINESS

Dwayne has received the final invoice on Oscar Houle's cleanup in the amount of \$19,303.89. He has put together the demand letter from the Town to Oscar pursuant to the judge's ruling and once the time frame for payment expires, they will move forward with placing a lien on the property or place a special tax on it. This will go out in the mail on Monday.

Chairperson Galemme inquired about the Town donating to the North Berwick Food Pantry. Dwayne indicated that they have never officially asked the Town to donate. Selectperson Cowan stated that she was not opposed to contributing to that cause. Selectperson Johnson, Jr. stated he has heard that more people would donate if it was limited to only residents of North Berwick. Dwayne stated that will most likely be one of the hurdles when it goes to town meeting.

7. REVIEW AND APPROVE WARRANTS AND CORRESPONDENCE:

Warrant:	November 8, 2023	- \$ 17,658.42
Warrant:	November 14, 2023	- \$ 10,002.36

Warrant: November 21, 2023 - \$ 715,184.00

Selectperson Hall motioned to approve the warrant for November 8, 2023 in the amount of \$17,658.42, the warrant for November 14, 2023 in the amount of \$10,002.36 and the warrant for November 21, 2023 in the amount of \$715,184.00. Selectperson Johnson, Jr. seconded the motion. VOTE: 5-0

8. ADJOURNMENT:

Selectperson Cowan motioned to adjourn the meeting at 8:32 pm. Selectperson Johnson, Sr. seconded the motion. VOTE: 5-0

Respectively Submitted,
Jennifer Berard, Stenographer

Original to Town Clerk

Chairperson: Charles Galemmo

Selectperson: Jonathan Hall

Selectperson: Michael Johnson, Jr.

Selectperson: Wendy Cowan

Selectperson: Michael Johnson, Sr.