

North Berwick Board of Selectmen Minutes October 4, 2016

**NORTH BERWICK BOARD OF SELECTMEN MINUTES
OCTOBER 4, 2016**

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

Also Present: Dwayne Morin

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

1. Pledge of Allegiance

2. Review and Approve Minutes of September 20, 2016

Dwayne Morin stated that he made a couple of changes. On Page 8, under the November Election section, the first sentence originally read, "Dwayne stated that Hannaford and Allard's had been getting signatures...". It now reads, "Dwayne stated that Hannaford and Allard's had been gathering signatures...". Also on Page 10, in the first sentence of the 2nd paragraph, it originally read, "Dwayne stated that it was the request of the soccer players to have...". It now reads, "Dwayne stated that it was the request of the soccer players parents to have...".

Selectman Cowan motioned to approve the minutes of September 20, 2016 as amended. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

3. Public Input

There was no public input at this time.

4. Unfinished Business:

A. Public Works: Update on Projects

Dwayne stated that they are slowly moving along on Diamond Hill Road. He said that they did have some good news. Where they stopped with the big gravel around Dan Wick's field to Beech Ridge Road, there is actually a good amount of gravel in that space. Now that they opened it up and ditched it, they are doing pretty good. They will only have to put 5 inches of material there. They have been putting 15 to 18 inches of material on the other section. Using less material should help with the budget for this project.

After they are done with Diamond Hill, they will button up for the winter. They will put up the sand and wait for the snow to fall.

B. Tax Rate FY17: Sign Commitment Papers

Dwayne stated that when they signed the commitment forms, they forgot to sign one page. The Board just needs to sign the additional page.

C. Public Works: Loader Update

Dwayne said that they took possession of the loader today. They still haven't closed on it though. They will be doing that on Friday. He stated that they still need to do a few things to it. They need to add the radio and get it striped. They also had to work on the connections. Dwayne stated that he believes that they already sold the old loader that was traded in.

D. Budget FY18: Discussion on Budget for FY18

Dwayne stated he was keeping it on the Agenda as an open item in case the Selectmen had anything they wanted to discuss.

Reminders: Next Board of Selectmen's Meeting – October 18, 2016 – 6:30 pm Municipal Building

5. New Business:

A. Committees: Review Committee Meeting Schedule with BOS

Dwayne stated that it is that time of year when the Selectmen start meeting with the different Committees. He stated that the Conservation Committee will be coming to the next meeting on October 18th. They have been working on plans for trail systems and on the Project Canopy Grant for the large piece of property on Maple Street. He stated that the grants need to be completed and they want to see if the Selectmen have any input to add. The Committee has also been working with the Great Works Land Trust to put together a really good project.

Dwayne stated that they will also need to meet with the Planning Board and with the Parks and Rec Committee. He stated that the Selectmen had actually mentioned that they would go to a Planning Board meeting the next time they decided to meet. Dwayne stated that they typically meet with the Planning Board at the latter part of November or beginning of December. He stated that because of the holidays in November and December, the Planning Board will only have one meeting for each of these months. The Selectmen decided to attend the December 8th Planning Board meeting.

They agreed to meet with the Parks and Rec Committee on November 15th.

B. November Election: Appoint Ballot Clerks

Dwayne stated that they needed to approve Ballot Clerks for the November 8th election.

Selectman Cowan motioned to approve the following people to be Ballot Clerks for the November 8th election:

Kathleen Pease, Democrat, Susan Caler, Democrat, Lynn Manley, Democrat, Julie Fernee, Democrat, Margaret Cheever, Democrat, Laura Eves, Democrat, Qiana Qualls, Democrat, Lorinda Hilton, Republican, Cynthia Matthews, Republican, Susan Linscott, Republican, Michael Johnson, Jr., Republican, Lynn DeWolfe, Republican, Gregg Drew, Republican, Patsy Bragdon, Republican, Susan Ouellette, Republican, Gretchen West, Unenrolled, Corinne Feehan, Unenrolled, Shirley Patstone, Unenrolled, Linda Pedersen, Unenrolled, Rebecca Carter, Unenrolled and Nancy Dennett, Unenrolled.

Selectman Johnson, Sr. seconded the motion. VOTE: 4-0 Abstain: 1

C. Code Enforcement Office: Updates

Dwayne stated that Roger is doing a great job. He has stated that he has definitely not been bored. He has been running around every day. Dwayne said that they have been very busy with signs. They have taken a lot of them down because they did not put them up per our Ordinance regulations. Dwayne said that they have called each of the candidates that were in violation and told them that they had a week to take down their signs. They need to be 8 feet within the traveled way and 5 feet from the sidewalk. If they weren't down, then we took them down and brought them here to the Town Office. They also told the candidates that they would hold them here at the office for a week and if they weren't picked up, they would be disposed of.

Dwayne stated that we had somebody that pulled a building permit and he started constructing before he had the building permit. Our CEO told the applicant that because he started building before getting the permit, our Ordinance states that we need to charge a double permit fee. The applicant came in to talk to Dwayne and asked him to waive the double fee. Dwayne told him that he was not allowed to waive it and neither was the CEO. The Board of Selectmen are the only ones that can waive the fee. Dwayne explained the situation to the Selectmen. Dwayne stated that when someone comes in to apply for a building permit, they have to give us all their plans including a site plan that shows where the house is going. When this applicant came in back in August, they didn't have their site plan, had no driveway permit and they had not applied for a growth permit. The home owner came in and was informed by the CEO that before he started building, he needed to provide the missing information and get his permit. The homeowner told his builder that he needed a site plan. Dwayne stated that the builder is from New Hampshire and a lot of New Hampshire towns require a foundation before getting a permit. They need to have a pinning of their foundation that shows the setbacks. We don't do that. When the builder was asked for the site plan, he said that he first had to put the footings in the ground. In our town, you can't do this. Both Dwayne and Roger feel that it was an honest mistake.

Selectman Johnson, Sr. motioned to waive the \$1200 fine. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

D. Newsletter: Review Draft Newsletter

Dwayne stated that he was able to get the newsletter done. Dwayne stated that he left a space because he thought that Selectman Cowan had mentioned that she wanted something to be added to the newsletter, but he could not remember what it was. She could not recall what it was either. Dwayne went through the newsletter and explained each section. He stated that the first page was just about the nuts and bolts of an election such as where to vote, where to register and how to mark a ballot. The second page is the Election Guide that lists all of the candidates that are running for office. The next section lists all of the Referendum Questions for both the State and the Town. This is then followed by the State explanations of their Referendums. This was followed by our Referendum Question explanations. This is then followed by the Annual Town Meeting Budget and Voting Results. It then goes into stating what was established for Tax Rate. The next pages are about welcoming the CEO, explanation of our Sign Regulations, updates on our Capital Improvements, our highway projects and our Impact Fee Projects. The last few pages show the upcoming Parks and Recreation Events and Neighborly Craft Fair. The last section explains the Winter Plowing Activities.

7. Review and Approve Warrants and Correspondence

Warrant:	September 27, 2016	- \$	0.00
Warrant:	October 4, 2016	- \$	102,475.16

Selectman Hall motioned to approve the Warrant of October 4, 2016 for the amount of \$102,475.16. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

6. Other Business – Executive Session – Poverty Abatement – Personnel

Selectman Cowan motioned to go into Executive Session at 7:16 pm, come out at 7:31 pm and adjourn the meeting at 7:32 pm. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Respectively Submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Charles Glemmo

Selectman: Wendy Cowan

Selectman: Michael Johnson, Jr.

Selectman: Jonathan Hall

Selectman: Michael Johnson, Sr.