

North Berwick Board of Selectmen Minutes January 10, 2017

**NORTH BERWICK BOARD OF SELECTMEN MINUTES
JANUARY 10, 2017**

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

Also Present: Dwayne Morin, Richard Anderson

Chairman Galemmo opened the meeting at 6:30 pm.

1. Pledge of Allegiance

3. Review and Approve Minutes of December 20, 2016

Selectman Hall stated that on Page 5 in the last sentence of the last paragraph, the word “seem” should be “see”.

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

4. Public Input:

There was no public input at this time.

2. Public Hearing – 6:35 PM – Liquor License for Johnson Seafood and Steak

Chairman Galemmo read the legal advertisement into the minutes.

Legal Advertisement
Town of North Berwick
Public Hearing
Liquor License for Johnson’s Seafood and Steak Restaurant
6:35 pm. January 10, 2017

The North Berwick Board of Selectmen, pursuant to Section 653 Title 28A, M.R.S.A., will hold a Public Hearing on Tuesday, January 10, 2017 at 6:35 p.m. at the Town of North Berwick Municipal Building Room 212 for the purposes of issuing a liquor license to Johnson’s Seafood and Steak Restaurant under sections 654 and 1051, Title 28A M.R.S.A.

All persons who are interested are encouraged to attend.

Dwayne stated that because the new owners are going on their 2nd year of owning the restaurant, we need to hold a Public Hearing pursuant to the law. Once they have owned it for 5 years,

Public Hearings are not necessary. He stated that they have had no issues with Johnson's in relation to their liquor license so he has no objection to the approval of this request.

Chairman Galemmo closed the Public Hearing at 6:36 pm.

Selectman Cowan motioned to approve the liquor license for Johnson's Seafood and Steak for another year. Selectman Hall seconded the motion. VOTE: 5-0

5. Unfinished Business:

B. Transfer Station: Oceanside Contract Update/Shared Truck with South Berwick

Dwayne stated that they have been negotiating with Oceanside Rubbish to haul our waste for about a month now. They have come to a negotiated agreement which is located on Page 32 of the Selectmen's packet. Dwayne stated that on Pages 30 & 31, it shows a breakdown of what the financial aspect of the contract will represent. He said that that on the first page of the hauling, it shows what we have basically spent on a yearly basis. We have been spending about \$35,000 per year to haul our waste. This does not include any capital costs. In 2006, we bought a truck which cost us about \$35,000 for our share of the truck. When you add that into it, it would add about another \$15.00 per ton for the hauling costs. Our yearly costs have been about \$35,000 and for the most part it has been increasing at about \$1,000 per year. Selectman Cowan asked what attributed to the cost increase. Dwayne stated that it was mostly due to the cost of the maintenance of the truck and the labor. Selectman Cowan asked if he anticipated that this would have continued to go up yearly. Dwayne said that he did anticipate the increase. However if they would have to buy another truck, the cost would go up substantially because we would now have an \$85,000 outlay of cash that we would need to spend. We would see a drastic increase in actual cost for our hauling. For the most part, we have been doing the hauling for about \$85.00 per hour. When you add the capital to it, we have been doing it for about \$100.00 per hour. Selectman Cowan asked when we were scheduled to purchase another truck and Dwayne said that it wasn't for another 3 years. The goal was to go 15 years and we made it to the 12th year.

Dwayne stated that they have been negotiating with Oceanside to find out what they could do for us in terms of privatizing our hauling so we don't have to go out and purchase a truck. He stated that the good news is that by entering into an agreement with Oceanside we would actually be saving some money. We would save about \$10,000 per year. Our Year 1 savings would be about \$8,700, Year 2 would be about \$8,300, Year 3 would be about \$8,000, Year 4 would be \$7,100 and Year 5 would be about \$6,300. He said that this would be actual cost outlay and it doesn't take into account what we would defer by not buying the truck. The truck that we would need to buy, our portion of the costs would be about \$85,000 per year. When you amortize this at over 15 years, the deferred costs comes out to about \$10,000 per year. Our savings on a yearly basis start at about \$20,000 and works its way down to about \$16,000 in Year 5. He said that one of the things that Oceanside offers that no one else offers in the area is that they can take our waste right to Wells. This way the hauls are short and it represents a cost savings. If we were to use another hauler, Oceanside would not accept our waste. They make no money on the waste. They make it on the haul.

Dwayne stated that it is a 5 year contract and is renewable for another 5 years in the year 2021. We have established set places that we are going to go. We will be going to Wells, EcoMaine in South Portland, Berwick Metal in Berwick, Harding Metal in Northwood, NH and to commercial paving in Scarborough. He stated that Scarborough may actually end up being Eliot depending on our best price regarding removal of shingles. Oceanside has given us set fees. Anytime that we go to Oceanside, it will be \$150.00. When we go to EcoMaine in South Portland it will be \$195.00. Going to Berwick Metal will cost \$150.00 and Harding Metal will be \$175.00. Anytime we go to Commercial Paving in Scarborough it will be \$175.00. Each one of these hauling fees will be increased on a yearly basis. The first 3 years, it will go up by \$2.50 per haul and in the last 2 years, it will add \$5.00 per haul. We do have a fuel surcharge that is included in the contract. If fuel goes above \$3.25 per gallon, we will have to pay a fuel surcharge. On Page 35, it explains about the surcharge. He stated that they based it on a mileage surcharge so they have agreed up front as to what the mileage is for the places that they are going to go. They have a formula to figure out a fuel surcharge. It will be whatever the current diesel price is minus \$3.25, divided by 4.5 mpg and this will equal our mileage surcharge. This number will then be multiplied by the miles of wherever they have hauled to. He stated that if they do a round trip where they grab our box, go and dump it and bring the box back that day, the charge will be \$150. If they hold the box at their Wells location, they will charge us \$125. Selectman Johnson, Sr. asked how many trips it would take to buy a box. Dwayne stated that at that rate, it would be about 3 ½ years to pay the box off. We get 15 to 20 years of life out of our boxes so it is definitely worth it. He stated that he has built it into the budget this year to get an additional box.

Dwayne stated that for our construction demo debris, we would be hauling mostly to Wells but we may be hauling shingles to Scarborough or to Eliot. For our disposal of our C&D and construction debris, Oceanside was not comfortable with giving us a price for the entire 5 years because they don't know what the market is going to be. This will be negotiated on a yearly basis. Under section C in the contract, for this ensuing year it will be \$70.00 per ton. Dwayne said that this was what they were offered by Turnkey this past year. ARC is charging \$85 per ton and Simpson in Sanford is charging \$70 per ton. Dwayne stated that Oceanside did not believe that it would increase more than \$1.50 in a year. He stated that they agreed to negotiate it on a yearly basis. However, if our C&D disposal rate goes over our Casella waste disposal rate, they will just take our waste as Casella waste instead as allowed in our Casella contract.

For our recycling materials we will haul to Wells, Berwick Metal, Harding Metal for our precious metals and to EcoMaine. When the haul to Wells and Berwick Metal, they will charge \$150.00 for round trip and \$125.00 for one way. When they go to Harding Metal, they will charge \$175.00 for round trip and \$195.00 for a round trip to EcoMaine. Those will go up \$2.50 per year for the first 2 years and \$5.00 for the last 2 years. Selectman Cowan asked if we had any flexibility if we wanted to change the locations that we haul the waste. Dwayne stated that under section F in the contract, it states, "Should the Town elect to send its Acceptable Waste to a disposal location not identified in this section, the Town and Contractor shall negotiate a Haul stated that Oceanside would keep track.

Dwayne stated that under the recyclable materials, because the recycling market is changing so rapidly, Oceanside did not want to get tied down to a price. They have agreed to take all of our recyclable materials for free and pay us for mixed paper/cardboard at the prevailing rate until

March of 2018. The current rate is \$50 per ton. Prior to March of 2018, we need to renegotiate this. Dwayne stated that once we are no longer making any money on our recyclables, it makes no sense for us to sort everything out. It is all contingent on what the recycling market will do. The national outlook, New England outlook and local outlook is that recycling materials are going to start being a pay situation. Right now, the EcoMaine towns are paying \$17.50 per ton to get rid of their recyclables and is going up next month to \$24.50 per ton. We are getting it for free because we are basically including it under Oceanside's contract. We are good for the next 15 to 18 months but after that we will need to be looking at what we will do overall. Selectman Johnson, Sr. stated that if it is really not worth much, what do they do with it? Dwayne said that they still recycle it. Right now, because EcoMaine takes materials from such a large area, they are able to get some deals that brings the \$70.00 per ton charge down to \$24.00 per ton. He said that in garbage, tonnage is key.

Chairman Galemmo stated that if we need to start paying for our recyclables, we will need to figure out how we pay for that. Dwayne stated that it would most probably be by using tax dollars. Chairman Galemmo stated that the bags pay for the waste to be hauled but they don't pay for the recyclables. Chairman Galemmo asked Dwayne if we were still doing well in regards to the deposits. Dwayne said that they were collecting about \$15,000 per year. Selectman Cowan asked if we do have to change things where we have to pay for recyclables, would we still be sorting? Dwayne said they would not be and we would be doing single sort. Selectman Cowan stated that if this happened we would need to provide education. Dwayne said that they would also need to add capital at the Transfer Station. Chairman Galemmo said that he thinks that the townspeople would catch on quickly. Richard Anderson has been asking some of the people what they would think about going to single sort. Nobody has been negative about it yet. People think it will be easier. Mr. Anderson feels that we get a lot more people recycling because it won't be hard.

Selectman Johnson, Jr. asked how many people would be needed to run the compactors if we go to single sort. Dwayne stated that they would probably go down to 3 employees. We would have 2 during the week with 1 on each compactor. On Saturdays, we would probably have to add a 3rd or probably a 4th, depending on the volume. Dwayne stated that from Richard's job perspective, the labor will go down because he will not have to worry about all of the sorting going on. All they will have to worry about is making sure that what is going in the recyclable compactor is actually recyclable. They will need to rip the bags open to see what is in the bags.

Chairman Galemmo stated that they could probably look into having a decent sized North Berwick recyclable bin. Dwayne stated that they have already looked into that. They can buy them for \$7.50 apiece. They would then need to decide what to sell them to the public for. Chairman Galemmo asked how big they were and Dwayne stated that they were 12 gallons.

Dwayne stated that if we go to single sort, they will need to do some capital improvements at the Transfer Station. We will need to move our current paper compactor and we would need to do some modifications to it. We would need to put a roof over it and create a slide for it. We would need to perform some modifications on the building because we can't ask employees to stand out in the freezing cold. If we go to single sort that compactor is going to be extremely busy so

someone will need to be there pushing a button all of the time. We would want to have that button in an enclosed room with glass.

Selectman Hall asked how many employees were currently working at the Transfer Station. Dwayne stated that they have 1 full time, 1 full time/part time and 3 part time. Regarding the part time, we have 1 employee that works 16 hours a week and 2 people that work 8 hours every other week. Selectman Hall asked if we go to single sort, would we need 3 full time or part time employees. Dwayne said that they would need 1 full time, 1 full time/part time and 1 person that would work about 8 hours a week. He stated that the 16 hour position would go away.

Selectman Johnson, Jr. motioned to accept the contract with Oceanside Rubbish for waste hauling and disposal and authorize Dwayne Morin to sign the contract. Selectman Cowan seconded. VOTE: 5-0

C. Zoning: Review Proposed Zoning Ordinance Changes and Marijuana Moratorium

Dwayne stated that the proposed Zoning Ordinance Changes and the Marijuana Moratorium information started on Page 39 of their packets. Chairman Galemme asked if these had been reviewed by our attorney yet. Dwayne said that the only one that is currently being reviewed by the attorney is the Marijuana Moratorium proposal. He stated that the Planning Board will be reviewing these at their meeting on Thursday so he wanted to at least give them something to work with. We will need to add a definition of what a domesticated chicken is. We will need to add to the Land Use Tables to read, "Agriculture: Domesticated Chickens – Yes in all zones except Shoreland Zones". Selectman Hall asked why it was not going to be allowed in the Shoreland Zone. Dwayne stated that we don't allow most animals in the Shoreland Zone because it can contaminate the water. He stated that they kept pretty much everything that they had previously talked about. It reads as follows:

A. Keeping of domesticated chickens

- a. Six (6) chickens shall be allowed per single-family property for each 40,000sq. ft. of lot size.
- b. In all multi-family complexes, chickens shall be allowed only with the written consent of all dwellers and property owner.
- c. On all lots having more than 40,000 sq. ft., each additional 40,000 sq. ft. grants permission to keep 6 additional chickens.
- d. All properties zoned Farm and Forest, do not have to meet the requirements listed above.
- e. Only female chickens are permitted. No male chickens (roosters) are permitted.

B. Enclosures – Chickens must be in an enclosed, secure facility (i.e. henhouse, coop, pen) at all times. At no time shall chickens be kept in dwellings including attached accessory structures. Facilities shall be designed, constructed, and located on the site in the rear of the property and shall not be located within ten (10) feet of the rear or side property line. Facilities shall be located on the site in a manner that will minimize the adverse effects upon the surrounding properties and shall provide safe and healthy living conditions of the chickens.

Among the factors that shall be considered are the relationship of the use to the topography, natural and planted horticultural screening, the direction and intensity of the prevailing winds, the relationship and location of residences and public facilities on nearby properties, and other similar factors.

C. Waste storage and removal – Provision shall be made for the storage and removal, or composting of chicken manure.

D. Odor and noise – All other relevant “good neighbor” performance standards in this Ordinance (such as for noise and odor) shall also be observed.

a. Odors from chickens, chicken manure, or other chicken-related substances should not be perceptible beyond their property boundaries.

b. Noise from chickens shall not be a disturbance to abutters.

The next change is regarding the Category 3 Survey as follows:

Currently reads:

6.1.7 For construction of a principal or accessory building, application for a building permit must include a plot plan showing the location of proposed and existing structures to assure that setback requirements are satisfied. A category 3 survey will be required from the applicant or contractor when the footing is inspected. No construction shall be placed upon the footing until the footing has been inspected.

Proposed to read:

6.1.7 For the construction of a principal or accessory building with a foundation, permit approval shall be granted in two parts: a foundation permit and a building permit. A foundation permit shall be issued by the Code Enforcement Officer upon approval of the building permit application and plans. Upon submission of a Category 3 survey to the Code Enforcement Officer showing compliance with the Zoning Ordinance setback requirements, the building permit shall be issued for the structure. Any construction, other than the foundation (footings, floor and walls), completed prior to submission of the Category 3 survey or building permit issuance shall be deemed in violation of this ordinance pursuant to Article 6.7 and subject to fines.

Dwayne stated that the next change is for the Subdivision Changes. The changes are in Articles 5.2, 6.3, 7.2 and 8.2 and are all identical. It is just to include a digital copy of their plans when they submit them.

Dwayne stated that there are 2 other things that they need to talk about. The first one is relating to building permits. In our Zoning Ordinance it states that for every building you need to have a permit. When the International Building Code was adopted the first time, in that Ordinance it said that any sheds or attached accessory structures that were 120 sf or less didn't require a permit. The whole idea behind this was so if someone was building a small shed, there was no sense in coming to get a permit because they can go within 10 feet of the lot lines. If they are in

violation, we just tell them to move it so it is no big deal to move it as long as it is not on a permanent foundation. For years, we have been telling people that anything within a 10 x 12 shed, they don't have to get a permit. The new MUBEC changes this to 200 sf and includes decks, stoops and any other structure. This is quite large. He spoke to the attorney on how to handle this. The 2 Ordinances do not conflict because it states that any that you build needs a permit in our Zoning Ordinance. We have just been saying for years that if it is 120 sf, you don't need a permit. The Attorney stated that the easiest way to handle this is to add a change to our Zoning Ordinance that says anything that is under 120 sf and is not on a foundation, does not need a building permit. The other way to do it is that we get permit for everything but will not charge for them for structures under 120 sf. Chairman Galemmo stated that the easiest thing to do would be to adjust the fee schedule because they could take care of that tonight. Selectman Hall said that he would like the Ordinance changed to reflect the change. Dwayne stated that they could do the fee schedule change tonight and then they can put something together for the people to vote on for the change in the Ordinance to make it a permanent change.

Selectman Johnson, Sr. motioned to approve that there will be no permit fee for any one story detached accessory structure that is under 120 sf with no foundation. Selectman Cowan seconded the motion. VOTE: 5-0

The other issue that they need to review has to do with something that came up this week regarding signs. The issue is with signs that are hung in windows. He has contacted our attorney to address the sign windows in our Ordinance. She stated that our Ordinance doesn't really address sign windows. It talks about signs being on outdoor services not on indoor services. This is involving a lot of the businesses in town. Roger is starting to enforce the Sign Ordinance and is finding that some of them do not have permits for their signs or have too much signage that is over the 50 sf requirement. As Roger has gone around to the businesses the question about signs in the windows came up. Most of the businesses have signs in the windows that are put up on the inside but face outside. The attorney is recommending that we put a change in the Sign Ordinance that states that no more than a certain percent of the windows can be covered in signs. She mentioned that we might not want more than 10% of the window to be covered in signs. Chairman Galemmo stated that they would have to consider the glass on the doors as well. Selectman Cowan asked what the nature of the complaints were. Dwayne stated that it was mostly from abutters of some of the stores that complained that there were too many signs in the windows.

The Board decided to table this and discuss it at the next meeting. They want to go and take a look around town to see what each of the current businesses have in their windows.

The next issue to discuss is in regards to medical marijuana. Dwayne stated that he has provided the Board with a copy of a model of a moratorium that was put out by MMA. It is very comprehensive. Our attorney is currently reviewing it. The one thing that Dwayne spoke to the attorney about was the timing. If we were to approve this in April and it would be good for 180 days which would put us into the beginning of October. If our goal is to put something before the November election, it would be more than 180 days. Selectman Hall asked if we were restricted to 180 days or less. Dwayne stated that there are some exceptions. Once a moratorium is passed, the Selectmen can, under their own volition extend it for another 180 days. It has to

meet certain requirements but we would meet them. Dwayne stated that, in terms of being transparent with everybody regarding putting a moratorium in place, our goal is to have rules and regulations for the November election.

Dwayne stated that there is also a lot going on in the Legislature. They are talking about putting a moratorium on it. If they put a moratorium than our moratorium will be of no use. Dwayne stated that he would like them to just read through it and see what they think. He has also given it to the Planning Board for them to review.

Reminders: Next Board of Selectmen's Meeting – Jan. 24, 2017 – 6:30 pm Municipal Building

6. New Business:

A. William Hill Fire Protection: Equipment Donation to Fire Department

Dwayne stated that the William Hill Firefighters Association just purchased some additional equipment for the Fire Department. They purchased a Backpack Vacuum for the Sub Station and 5 sets of collapsible safety cones to put around trucks when we have issues. These new ones also flash. The total of the equipment is about \$1,500.00 and they want to donate it to the town.

Selectman Johnson, Jr. motioned to accept the equipment donation from the William Hill Firefighters Association. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

B. York County: Rehab and Detox Center

Dwayne just wanted to let them know that there will be a Public Hearing on January 18, 2017 at the EMA training and conference center in the Government Building in Alfred. This is to discuss the new proposed Recovery and Detox Center for York County. He said that if they have the chance to go, he would encourage it. This could have a significant impact on our town with the County tax. Dwayne stated that he is in favor of the proposal but is not in favor of the funding source. He said that the whole idea of creating rehabilitation and a detox center has the ability to potentially save us money in the long run in terms of people in jail. If we can get them clean then they won't be back in jail for doing something because they were dirty. There are a lot of things that could come out of it.

Selectman Hall asked if Dwayne would be more in favor of a State funding model instead of a County one. Dwayne said that he would be more in favor of State funding. The problem with County fund is that it rests solely on the towns. It will cost \$1.6 million per year. The State has no plans of getting involved in this at all. Dwayne said that there are some that are being done through private funding like the one that we have here in town. Dwayne stated that they are seeking State funding but he is not counting on them getting much or any. He said that if it is all done through County funding our County tax would go up \$30,000. Our County tax is currently about \$300,000. Dwayne stated that he believes that the towns should share in the cost. He said that the Jail Committee that he is on has been working on this. Selectman Cowan stated that they

would really need to know if the State will contribute anything before we could just definitely agree to anything.

C. Project Canopy: Grant Application

Dwayne stated that they are working on the Project Canopy Grant and it needs to be turned in by next Wednesday. He met with the Conservation and Agricultural Commission and the Great Works Land Trust to narrow everything down. They are now working on budget numbers. They are looking at a planning grant from Project Canopy. It won't let us do any trail construction. However, he does have a call into the State because he found something that might give us an open door. He hopes to hear back from them tomorrow. They will be doing a Forest Management Plan on the property, site development on the property, educational brochures, interpretative signs and educational signs. The idea is to create this as a model showcase so that other landowners can see that this is how you manage property. On top of that, we will have the trails and development which will provide for a health living styles. This would be the first phase. The second phase will be going to the Day Foundation to seek money to complete trails, putting bridges across the river, building parking lots, and other things along those lines. This will be a great thing for our community.

5. Unfinished Business:

A. Budget FY18: Discussion on Budget for FY18

Dwayne stated that all of the preliminary budgets have been submitted. He stated that the sheets that are in the packet do not include any salary because the Board typically set the salaries at the next meeting. He would like to discuss with them what their thought process is regarding the salaries.

The Police Department is pretty much where they were at last year with the exception of the things that we knew that were going up which are Health insurance and retirement. There is a slight increase in Training of \$300. Computer is up \$300. Uniforms are up \$1,200 because we are increasing uniform allotments for the officers. The big numbers that are up are with the Insurance which is up by about \$9,000 and Retirement that is up about \$5,000. We can't control these numbers. Their budget should be at about 3% increase. The price of the cruiser came down by about \$3,000. This is because we are using some of our existing equipment like the light bars.

Under Protection, the Street lights are a major decrease because of our new electrical contract. Dwayne signed a 4 year deal on our streetlights. We are down to \$.045 per kilowatt so this is a significant reduction. It will be a reduction of almost \$9,000. It looks like he will be able to maintain the same numbers when it comes to Dispatch. Last year, we put money in but we actually over budgeted because the CPI didn't turn out to be as high as we thought it was going to be. The CPI last year was negative so we actually just continue to pay but we had built in a 2% increase last year. The CPI looks like it is going to be .9 this year but he will know better on January 18th when the CPI is released. Regarding the Hydrant Rental, we know that our hydrant

rates will be increasing at about 1 ½% in the next couple of years. This is reflected in this budget.

Dwayne stated that Public Works is a flat budget for the most part with the exception of some of our equipment. We are going to look at putting some money away for the next wheeler and meeting some other obligations. There is also an increase in Salaries. Dwayne stated that this is one of the salaries that he wants to go above and beyond the cost of living increase. He has it scheduled at about a 5% increase which is a \$1.00 an hour increase. Dwayne stated that we are on the lower end of the pay scale. We currently pay \$19 per hour and he wants to bring it up to \$20 per hour. Selectman Cowan asked what the hourly rates were in some of the other towns. Dwayne stated that they were \$20 to \$22 per hour. He said that he has done some things to offset this increase. We used to budget \$18,000 for overtime but he has decreased it to \$12,000 and may even decrease it more than that. All of our overtime is really on snow plowing and it really should be under Winter Highway and not under our Public Works. Public Works should come in at about a 1% to 2% increase.

Under Winter Public Works, Dwayne budgeted \$100,000 last year. His goal is always to start off with \$150,000 in the kitty. He is not sure what this winter is going to bring. Right now, we are tracking normal. As of today, we have spent only \$35,000 all winter long.

Dwayne stated that the Transfer Station will be our “golden child” this year. We are going to see reductions at the Transfer Station level mainly because of the new contract that we just signed with Oceanside Rubbish. He is looking at 2 Capital Improvement projects at the Transfer Station. One is to buy a new container and the other is to replace our waste oil furnace. He stated that our waste oil furnace is 14 years old. Dwayne said that we have to clean this every month and with the old technology, it is a whole bunch of tubes that you need to slide out. It is a very filthy job. With the new waste oil furnaces, you open it up and there is something that you can attach a hose to it and clean it all out without ever having to get your hands dirty. It is also more efficient because they have figured out how to make the waste oil burning process more efficient. The cost to replace the furnace is about \$6,500 which includes the installation costs. Dwayne said that the Transfer Station budget will probably be about 10% lower than last year.

Dwayne stated that the Town Office budget is pretty much flat other than the salaries and insurances. We also have a \$500 increase on our computers which is because our contract has increased. The insurance is a large increase because we are moving Rebecca to a full time position. He thinks that he has over budgeted this figure. He also wants to increase her salary from \$16.50 per hour to \$18.50 per hour. He stated that she wanted to get to \$20 per hour but there is no way that we can do it this year. He stated that she has been a great addition to our front office. Dwayne said that there is also an increase in the utilities because he doesn't think that we will get as good a deal on our home heating oil as we did last year. He thinks that we will be in the \$2.00 range, where this year we were at \$1.50. He hopes to know what the final numbers for this will be within the next month. Dwayne stated that he also has \$30,000 added in to redo the parking lot in the front. He stated that our estimate is \$21,000 if we just resurface but the contractor is recommending that we pull out some of the really cracked areas and use a fabric over the cracks. The contractor said that it should cost between \$21,000 to \$26,000 for the work but he has budgeted \$30,000 just in case they need something else.

Dwayne stated that they are eliminating the Health Officer budget because that is now under the Code Enforcement Officer. Selectmen stayed the same. There is an increase under Code Enforcement Officer but you will see a decrease under Health Officer, Planning Board and ZBA. When you add all the numbers together, they are exactly the same as last year. Tax Assessment is up about 3%. He is still waiting on final numbers from South Berwick. Under Town Manager, the insurance and Maine State Retirement went up but everything else stayed the same.

Dwayne stated that Eastern Trail is back and requesting that we join them again \$3,000. Regarding the Cemeteries, the Trustees always put in the full numbers that they think they need but they really only need \$15,800 and not the \$23,745 requested.

Dwayne said that there is an increase in the Fire budget. He said that the reason is because of putting planning money for the new fire station. There are some other things that have gone up. New equipment is up basically because bunker gear has increased in cost quite a bit. Our insurance number has been skyrocketing but we are into the program and that is the bill that they gave us. This same number has skyrocketed for the Rescue budget. Vehicle costs are down because of our bond payments.

Rescue is at the highest increase for all of the departments. Not including capital, they are at about 10%. Primarily, the increases are because we need to increase the per diem wages that we are giving our Rescue personnel. We are looking to increase Basic Life by \$1.00 per hour and Advanced Life by \$1.50 per hour. This would bring them to \$13.50 and \$16.50 for the EMS. They are also doing something different with the officers. They will have set hours which is not something that has been happening right now. They also eliminated the mileage stipend to compensate for the increase in the stipend for the set hours. Rescue has increase the money that they will be giving to the town from \$150,000 to \$165,000. They also think that they will generate more revenue now because they have the 2 ambulances.

Dwayne stated that the Parks and Rec budget is basically flat. The only increase will be on the insurance and on salary. He is looking to bring Kristie's salary from \$38,500 to \$45,000. She has basically been making about \$43,000 when you include the overtime. This brings us more in line with what other towns are paying their directors.

Dwayne also wanted to talk to the Board regarding the before and after care program for the Summer Camp. On page 28 of the packet is the Summer Camp budget. If we do Summer Camp the same way that we do it now, it adds \$100.00 per year. This is just to account for the increase in salaries for our staff counselors. It would go up \$100.00 per year for the next 3 years because we already know that the minimum wage is going up \$1.00 per year. The total cost for the camp this year will be \$650.00 for 6 weeks. Dwayne stated that they looked on how to handle before and after care at the camp. They looked at who used it. Nobody used all of before care or after care. It wasn't a huge number of people that actually used either the before or after care. They looked at increasing the day by one hour. Instead of going from 9-3 we would go 8-3 and that would add another \$125.00 to the yearly cost. They looked at possibly offering a cafeteria style plan. They would offer an all-inclusive price. If you want to have before care it would cost \$180.00. We currently charge \$4.00 per hour for care. If they buy the plan, they would only pay

\$3.22 per hour instead of the \$4.00 per hour. If they bought all the inclusive after care, it would be the same thing. They would pay \$180.00 up front and get it for \$3.22 instead of \$4.00. If they don't use it, they lose it. We also want to offer another thing. If they want to use both of them they would charge \$325.00 which would cost \$3.00 per hour. Selectman Cowan said that it makes a lot of sense to do it that way.

Dwayne said that this year, they want to ask all of the parents if they would rather they start at 8:00 or extend until 4:00. The biggest problem is that they need to hire more people to cover this because they will get into overtime situations. Dwayne said that more than half the people do not use before or after care. They don't want to charge people an extra \$125.00 if they are not really using it. There were 3 people in the survey they did that said that they would like to see camp start earlier. That's 3 out of about 80 kids. If someone just needs it on occasion, they can still pay the \$4.00 per hour. This year, we want to poll all the parents to see what they think. Selectman Cowan stated that giving them the different choices to pick and choose what works best for them. She thinks that it would make it easier for us to manage as well.

Dwayne stated that they are going to also include a minimum number for camp this year. He doesn't know if they will lose people because of the \$100 increase. We can't run camp if we only have 20 kids because it is not cost effective. He believes that we would probably need to have at least 35 to 40. Chairman Galemme stated that since we usually have around 80 kids, he doesn't think that we will lose that many due to the increase. Dwayne said that by the end of this month, they want to send out a notice to all of the previous campers to let them know about the increase.

Dwayne stated that the budget for the Community Center will come in at about the same as last year. Our electricity is down and the heating is up but it pretty much equals out.

Planning Board has a large decrease because we moved the salary line into the Code Enforcement Officer. He did the same thing with the Appeals Board. There are some increases under Historical Society. They are looking on doing some more work on the building. We will split the cost up into 2 years and this year's cost is \$3,800. We also need to put a little more money into our Veteran's cemeteries. Gilpatrick has been going in and cleaning them all up and has not charged us anything and he can't really do it anymore. He will be charging us \$1,800.00 to the cleaning.

Under Grants, for the most part they are at the same number. SMRPC is up by 3% which come out to about \$100.00. The Shipyard and Legion are the same. The York County Shelters has asked for an increase of \$400 and he is still looking at it to see if it is justified. Caring Unlimited is the same. Visiting Nurses went down. The way they figure out what they will ask for is whatever last year's loss was for our town is what they ask for. It went down last year. It usually fluctuates between \$4,000 and \$7,000.

York County Community Action, Child Abuse, Southern Maine Aging, Counseling Services, Seacoast AIDS and SARSSM are all flat. He stated that they have a bunch of additional requests that came in. Lifeflight is requesting \$1,144.00. This is the third year that they make a request but we have not funded them. The Trafton Center which is at the YMCA in Sanford is reaching

out to other communities. Dwayne said he has a difficult time with this one because they are asking us to help pay for their Senior Center. They actually charge their seniors to be part of the Center. We don't have any seniors that utilize it. MPBN is asking for \$100.00.

The Southern Maine Veterans Cemeteries Association is asking for \$1,000. Dwayne said that what they are trying to do with the money that they are asking for is to try and create some memorials. He said that he feels that it is a great thing that they are trying to do. The State really hasn't given much money towards it. Dwayne said that they do have North Berwick residents in the cemetery. Selectman Cowan said that she would be in favor of funding this one. She stated that there is no cost to be buried there. Dwayne stated that he increased the amount for the Conservation Commission to \$1,000.00.

Our insurance has increased quite a bit because our Workers Comp portion went up significantly. He also received an increase on the Unemployment Comp but he thinks that they billed us incorrectly. He is waiting for them to get back to him about it. He said that it tripled. Regarding the FICA/Medicare, he is building it at about 2.5% to 3% to incorporate a 2% salary increase. He stated that our Bond and Unanticipated Expenses are staying the same. He said that our HRA Funds are at \$33,000 but this is a misnomer because we still have a lot of money in that account. Even though he is budgeting it at \$33,000, you will see it coming out of Designated because it is already sitting there. That will be reduced to about \$5,000. He put \$5,000 for the Mill Field Festival and \$4,000 for Committee Appreciation.

Dwayne stated that if he throws in the salaries the budget is probably at about 6% to 8% right now. He believes that he can pare it down to under 5%. The biggest reason it is hard to get it down is because of our Capital number because we know that we are going to spend more capital this year. It is money that we are setting aside or have set aside. He believes that our Operation number increase will be at about 3%.

Dwayne stated that they needed to discuss salaries. He said that it looks like the CPI will be at about .9% or 1%. He wanted to know what the Selectmen's thoughts were regarding the cost of living increase for the regular salaries other than the ones that he is specifically increasing to a certain amount. Chairman Galemme thought that 2% sounded good. The Board agreed. Dwayne said that they will vote on it at the next meeting but he will add those numbers to the budget so they can see where they stand.

8. Review and Approve Warrants and Correspondence

Warrant:	December 27, 2016	- \$	0.00
Warrant:	January 3, 2017	- \$	157,659.24
Warrant:	January 10, 2017	- \$	6,417.72

Selectman Hall motioned to approve the Warrant of January 3, 2017 for the amount of \$157,659.24 and the Warrant of January 10, 2017 for the amount of \$6,417.72. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

7. Other Business – Executive Session- Personnel

Selectman Cowan motioned to go into Executive Session at 9:25 pm and come back out at 9:40 pm. Selectman Hall seconded the motion. VOTE: 5-0

9. Adjournment:

Selectman Cowan motioned to adjourn the meeting at 9:40 pm. Selectman Hall seconded the motion. VOTE: 5-0

Respectively Submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Charles Galemmo

Selectman: Wendy Cowan

Selectman: Michael Johnson, Jr.

Selectman: Jonathan Hall

Selectman: Michael Johnson, Sr.