

North Berwick Board of Selectmen Minutes June 6, 2017

NORTH BERWICK BOARD OF SELECTMEN MINUTES JUNE 6, 2017

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

Also Present: Dwayne Morin, Kevin Chute, Kristen Chute, David Fallon, Cliff Allen, Pam Allen, Nate Mailing, Kristi Mailing, Deme Erickson, Lauri Fudge, Nicole Noonan, Stephen Peasley, Malcolm Hilton

Chairman Hall opened the meeting at 6:30 pm.

1. **Pledge of Allegiance**
2. **Review and Approve Minutes of May 16, 2017**

Selectman Galemmo motioned to approve the minutes of May 16, 2017 as written. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

3. **Public Input**

There was no public input at this time.

4. **Unfinished Business:**

- B. Appreciation:** Certificate of Appreciation for Fundraising for Fire Victims

Chairman Hall stated that the Town of North Berwick wanted to recognize the individuals that had raised money for the fire victims. He stated that when a family in our community suffered a loss, they stepped forward to do what they could to help. He said that neighbors helping neighbors really creates and maintains a strong community. Chairman Hall told them that the example that they have set is something that we can all learn from. On behalf of the Selectmen and Town, he presented the following people with a Certificate of Appreciation and a Town of North Berwick medallion: Chloe Fallon, Addison Erickson-Fudge, Alexis Erickson-Fudge, Olivia Erickson-Fudge, Anna St. Pierre, Nick Mailing and Caitlyn Mailing. They raised a total of \$3,150.

- A. Budget:** SAD 60 Budget

Dwayne Morin stated that this Thursday was the open session for the Town Meeting and next Tuesday is the vote for the school budget. He stated that they have received Pratt's numbers and they were actually better than what they had thought they would be. The final tally was about \$28 million more than last year of which we will realize about \$18 million of that number because of the BETE program. Dwayne stated that our Personal Property tax will actually drop

because of depreciation. They are anticipating about a \$2.5 million drop. They are also anticipating about a \$2.5 million drop in real estate which is primarily because of the \$5,000 additional exemption that we are giving everybody. This is for a total of about \$5 million. We have about 1,100 homes that get this exemption of \$5,000. We get this money back from the State but we have to account for it in the valuation. Dwayne said that he thought that they would have about \$13 million in new value but it will actually be about \$18 million in new value. This will mean about a \$.10 increase in the tax rate.

C. Tax Acquired Property: Malcolm Hilton

Dwayne stated that Mr. Hilton was here tonight to discuss his tax situation. Dwayne said that his property was acquired by the Town for non-payment of taxes. The Selectmen had negotiated a payment arrangement with Mr. Hilton, but he never came in to sign the agreement or make a payment. Mr. Hilton was supposed to come to the last meeting but he did not show up. The Board had asked Dwayne to contact him and Dwayne did go to his house and tried to call him several times. Mr. Hilton did finally call back yesterday.

Mr. Hilton stated that he had no excuses for missing the last meeting. He stated that he had made a deal with the Selectmen to pay \$500 per month but he couldn't come up with the money. He stated that he lives far below the poverty level and he still doesn't have the money to pay. He said that he is trying the best that he can to get the money. He is not sure what to do at this point. He apologized to the Board for telling them that he would be able to pay but he thought he was going to be able to come up with it. Selectman Cowan asked him if he was still planning to sell his property. Mr. Hilton said that he was planning on it and was going to call a realtor tomorrow to work on getting it on the market.

Selectman Cowan asked Dwayne to review the process with Mr. Hilton. Dwayne stated that when the Town takes a property, the Board has to decide what they will do with the property. They can sell the property. If the Board agrees to sell the property then there is a 30 day redemption period that is offered to the property owner to pay all taxes that are due to the town. The Board can also enter into a payment arrangement with Mr. Hilton, which they did at a previous meeting in April. Mr. Hilton had offered to pay the \$500 per month at that time but has not been able to do so. The last option for the Board is to do nothing. Dwayne said that our goal is always to collect taxes. Selectman Cowan asked Mr. Hilton if he understood everything that Dwayne had just reviewed. Mr. Hilton said that he did and he also stated that if he entered into another agreement he would not be able to do the \$500. It would have to be for less.

Selectman Galembo asked if they would sell it at fair market value if they did sell the property. Dwayne said that we would sell it for what we have into it. In this case, there are 2 different liens on the property. There is the property tax liens which total \$7,050 as of today and there is an additional \$30,000 also owed to the Town. Dwayne stated that we would set a minimum price of what is owed to the town. He said that the Board will sometimes add more so we can realize more funds. We do not typically do this because we are not in the real estate business. Selectman Johnson, Sr. asked about the bank lien on the property. Dwayne said that the person that is the successful bidder on the property deals with the bank. The successful bidder would also have to deal with the tenant.

Selectman Cowan asked Mr. Hilton if he was able to pay his taxes at this time. Mr. Hilton stated that he could not right now. He said that he could pay on it if he lowered the payment from \$500 to \$300 per month which is what he should have offered in the first place. He didn't realize that the \$500 would be too much. He would like for the Board to give him another chance to pay on it until he sells the house. Selectman Johnson, Jr. asked Mr. Hilton if the ultimate goal was to sell the house and he said that it was. Selectman Johnson, Jr. would like for Mr. Hilton to sell the house so this could be taken care of. Selectman Galemmo said that it would need to be listed as soon as possible with a realtor. Selectman Cowan told Mr. Hilton that it looks like the only way that he can come out of this situation with possibly any money is for him to sell it. Dwayne suggested that it should be listed by the next Board meeting. The Board will review it again within the next 30 days to see what progress is being made.

Selectman Galemmo motioned that the Board agrees that Malcolm Hilton will have documentation showing that the property is listed for sale at a fair market value with a realtor by the next meeting and the Board will then review the situation 30 days after that. If Mr. Hilton is able to pay off the taxes off before the 30 days are up, then this motion is no longer valid. Selectman Cowan seconded the motion. VOTE: 5-0

5. New Business:

A. Police Department: Conditional Donation to Police Department

Dwayne stated that there is a family in town that is willing to give a donation of \$10,000. It is a conditional donation. The money must be used for equipment for the Police Department. Dwayne stated that every year at Town Meeting, we have a motion that allows the Selectmen to accept conditional and unconditional donations to the town. He stated that the Board will need to accept the conditional donation.

They will also need to decide on one of the following:

1. The money will be spent with the discretion of the Town Manager and Chief of Police.
2. The Selectmen want to see exactly what will be purchased with the money prior to spending.
3. The purchase will be under the discretion of the Town Manager and Chief of Police with a final result showing what the money was spent on given to the Board of Selectmen.

Dwayne stated that there is a list of some of the items that the Chief was looking at purchasing. The items are:

3 Patrol Rifles	\$870 each
3 Tasers	\$900 each
2 Radar Units	\$2500 each
1 Crime Scene Camera	\$600
3 Pre-Breath Tests	\$300 each
4 Point and Shoot Cameras	\$150 each
Pelican Cases for equipment	\$25-\$50 each
Organizers for the back of SUV's	approximately \$3000

Selectman Cowan motioned to allow the Chief of Police and Town Manager to make the decisions on what equipment to purchase with the donation and show the final list to the Selectmen. Selectman Galemmo seconded the motion. VOTE: 5-0

4. Unfinished Business:

D. Budget Committee: Resignation of Pam Brezak, Appointment to Fill Term

Dwayne stated that the Selectmen had asked him to contact the person with the top votes to see if they were willing to be on the Budget Committee to fill the spot left vacant by Pam Brezak. Dwayne contacted Ron Morrell and Mr. Morrell is interested on being on the Committee. Dwayne stated that it would be a 1 year term.

Selectman Galemmo motioned to appoint Ron Morrell to the Budget Committee. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

E. Selectmen Schedule: July Schedule

Dwayne stated that, at the last meeting, they had discussed the meeting schedule for July. He said that a few things have changed so they need to review again. He said that they were originally going to have a meeting on July 5th and July 25th, but he is not returning from his trip until the night of the 25th. Dwayne said that they could hold a meeting on Wednesday, 7/26. However, there will be a meeting the following week on 8/1 so they could have just the one meeting in July or have a meeting 2 weeks in a row.

Selectman Galemmo motioned to approve having one meeting in July on Wednesday, July 5th. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

F. Parks and Rec: Update on Rebound Wall and Trail Project

Dwayne stated that the original plan was that they were going to start the trail on Monday but because of the rain yesterday and today, they will actually start tomorrow. They are going to rototill the trail to grind it all up and then they are going to rent an excavator to empty it out. They are going to do it a little bit different than what they had planned. They want to do it so they don't have grass coming up through after they throw the stone dust down. They are going to geo-textile the whole trail. It will cost about \$1200 to geo-textile the entire trail. This will prevent any roots from coming up. Paving was supposed to be done today, but because of the rain, it has been postponed. They have been put back on a waiting list.

Dwayne stated that the rebound wall came in last Thursday but it came in damaged so they have sent them back to the company. Selectman Cowan asked what the extent of the damage was on them. Dwayne stated that the panels are 4x10 and they come bounded together. They are supposed to be laid flat, but the shipping company shipped them on edge. Because of the way they were shipped, as the truck was driving up from Pennsylvania, it wore the edges down off of the walls. The company is shipping out new ones tomorrow so we should get them sometime

next week. We still need to wait for the paving to be done before putting up the walls. Dwayne stated that the trail should only take about 2 weeks to complete.

Reminders: Next Board of Selectmen's Meeting – June 20, 2017 – 6:30 pm Municipal Building

5. New Business:

B. Policies: Review and Approval of Emergency Action Plan for Municipal Building

Dwayne stated that every year, our insurance company comes down and they review our buildings. It is basically on a 3 year review cycle. Within a 3 year time frame, every building and every department is reviewed by our insurance company. The whole idea is to make sure that we are keeping pace with all of the new laws. They also review all of our policies, our training records and anything else that the Department of Labor would look at. This year, they reviewed the Municipal Building and the Police Department. They found a few things that we needed to do. One of things they looked at was the Emergency Management Plan. Right now, we have signs and placards by all of the doors showing how to get out of the building. The law has now changed. Every building that has more than 10 employees in it, has to have a written Emergency Management Plan and the employees need to be trained on it. Dwayne stated that our insurance company gave us a generic plan to go by. He said that the whole staff worked on putting it together and it now has to be adopted by the Board of Selectmen.

Selectman Galemmo motioned to approve the Emergency Action Plan for the Town of North Berwick Municipal Building. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Dwayne stated that the other item that the insurance company wanted them to do was to set up a Personal Protective Equipment Policy for our Code Enforcement Officer and Assessor. Because these employees go beyond our borders of our property, we need to access hazards and risks that might happen when they are out in the field, such as slip and falls or head injuries. Dwayne stated that on Page 34 of their packet was a summary of what the hazards are and what is needed to be protected from it.

Dwayne stated that all of the other departments have one of these policies. We never had to have it before for the CEO and Assessor. Dwayne stated that it is something that these individuals already do but it was just never in writing.

Selectman Cowan motioned to adopt the Personal Protective Equipment Policy for Inspectors of Commercial and Residential Properties (Code Enforcement and Assessing). Selectman Galemmo seconded the motion. VOTE: 5-0

C. Public Works: Garage Addition RFP

Dwayne stated that in this year's upcoming budget, they are adding a garage bay to our back rear garage. He said that now is the time to start putting that out to get some bids so they can get it done before snow flies. Originally they were going to put a wood framed addition onto the side of the garage. However, during Budget Committee deliberations, they recommended that we at least seek at doing a concrete block. He has put together a request with 2 options. Option #1 is the concrete block construction and Option #2 is a wood frame metal construction. He has sent it out to 12 local contractors to get estimates. He has also put it on the Town website for anyone else to submit a bid. The bids are due in by the end of June and the project needs to be done by November 3rd.

6. Other Business:

Dwayne stated that over the years, they have had discussions regarding the SCBA tanks that the Fire Department use. The current law states that they need to be thrown out every 15 years no matter what kind of condition they are in. A new law was just passed that allows us to extend the life of them as long as we meet certain parameters. He stated that there is one problem. There is no company in the New England area that does the testing parameters that we need to meet. They are trying to figure out who they can get to do it. The law was just passed last month so Dwayne is sure that there will be some companies that will pop up to do this type of testing in the area. Selectman Johnson, Jr. asked if it was a water test or an air test. Dwayne stated that it was actually a magnetic test called a digital wave test.

Chairman Hall asked if anyone was following up on the gentleman living in a camper next door to him. Dwayne said that they have had many discussions with him and some of them were not very pleasant. They told the gentlemen that he is allowed to live there up to 90 days in any one stretch and 120 days in any one year. Dwayne said that they are keeping track of the time. He was also told that if he tracked any more mud on the road, he would be summonsed. Dwayne also spoke to the property owner, who is allowing this family friend to stay there, and explained the situation to her. He told her that if he exceeds the 90 days, the violation is on her property and therefore her responsibility to keep in compliance with the Zoning Ordinance.

7. Review and Approve Warrants and Correspondence:

Warrant:	May 23, 2017	- \$	0.00
Warrant:	May 31, 2017	- \$	24,985.98
Warrant:	June 6, 2017	- \$	60,102.96

Selectman Galemme motioned to approve the Warrant of May 31, 2017 for the amount of \$24,985.98 and the Warrant of June 6, 2017 for the amount of \$60,102.96. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

8. Adjournment:

Selectman Glemmo motioned to adjourn the meeting at 7:53 pm. Selectmen Johnson, Sr. seconded the motion. VOTE: 5-0

Respectively Submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Jonathan Hall

Selectman: Wendy Cowan

Selectman: Michael Johnson, Jr.

Selectman: Charles Glemmo

Selectman: Michael Johnson, Sr.