

North Berwick Board of Selectmen Minutes December 19, 2017

**NORTH BERWICK BOARD OF SELECTMEN MINUTES
DECEMBER 19, 2017**

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

Also Present: Dwayne Morin, Mark Reed, Rebecca Reed, Michael Barker,
Kelsey Bilodeau, Larry Wick

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

1. Pledge of Allegiance

3. Review and Approve Minutes of December 5, 2017

Selectman Cowan stated that in the first paragraph on Page 5, the 3rd sentence currently reads, "...12 or up to 60 of their total...". It should read, "...12 or up to 60% of their total...".

Selectman Glemmo motioned to approve the minutes of December 5, 2017 as amended. Selectman Johnson, Jr. seconded the motion. VOTE: 4-0 Abstain: 1

4. Public Input

There is no public input at this time.

5. Unfinished Business:

A. Public Works: Garage Addition

Dwayne Morin stated that they were hoping to start putting up the trusses today but the storm prevented them from doing that. He hopes to have them up by the end of the week.

2. Public Hearing: 6:35 pm – Junkyards

Chairman Hall read the Legal Notice into the minutes:

Public Hearing
Town of North Berwick, Maine
Automobile Junkyard Permits

The Town of North Berwick Board of Selectmen will be holding a Public Hearing on Tuesday, December 19, 2017 at 6:35 p.m. in North Berwick Municipal Building Room 212 for a hearing

on the applications of Larry Wick and Francis Hall Family Trust for an Automobile Junkyard Permit. This Public Hearing is being held pursuant to Title 30-A M.R.S.A. § 3754.

The Public is invited to attend this Public Hearing.

Dwayne stated that we have 2 junkyards in our town and every year they have to reapply for their permits with the town. The 2 junkyards are for Larry Wick and Francis Hall Family Trust. He stated that there have been no issues this year with either one of them.

Chairman Hall asked if there was any public input. There was none.

Chairman Hall closed the Public Hearing at 6:34 pm.

Selectman Galemmo motioned to approve the junkyard application for Larry Wick and for Francis Hall Family Trust. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

5. Unfinished Business:

D. Board Membership: Kelsey Bilodeau – Parks and Rec

Dwayne stated that Kelsey Bilodeau had completed an application to become a member of the Parks and Recreation Commission. Selectman Galemmo asked if she had any children. She stated that she had a 6 year old step son that participates in a lot of the programs and she is currently expecting one. Chairman Hall asked her to tell them a little about herself. Kelsey stated that she has lived in North Berwick for about 2 years. She grew up in the Kittery, York and Eliot areas. She stated that she and her husband bought a place on Prospect Street and they love it here. She said that it is a very family oriented and friendly town. She stated that she has attended a Parks and Recreation Commission meeting and Kristi has been very helpful. Selectman Johnson, Jr. asked her if there was any particular program that she was looking to get involved in. She stated that since she is kind of new to the town, she would like to know more about everything that goes on in town.

Selectman Cowan motioned to approve the application for Kelsey Bilodeau to become a member of the Parks and Recreation Commission. Selectman Galemmo seconded the motion. VOTE: 5-0

6. New Business:

A. Rescue: Meeting with Rescue Chief

Dwayne stated that they always try to have each of the Department heads come in once a year to discuss budget issues with the Board. Michael Barker, the Rescue Chief is here tonight for that and also to discuss a change in our CIP to move the ambulance purchase up to this current year purchase instead of a next year purchase. On Page 29 of their packet shows an outline of their request to the Board followed by the emails between Dwayne and Mr. Barker discussing the change. Dwayne stated that they are looking at purchasing an F550 with a Lifeline ambulance body on the back. This is similar to what Sanford, Acton and Wells currently have. Mr. Barker stated that their current Ambulance #1 is a Lifeline.

Selectman Cowan asked what year the vehicle they were looking to purchase was and Mr. Barker said that they were buying a brand new one. Mr. Barker said that they are going to retire Ambulance #2. He stated that Ambulance #1, which was their front line ambulance until a couple years ago when they bought Ambulance #2 used and put money into it. They have been running this one the most. Mr. Barker stated that for the 1st quarter they have already spent 50% of their maintenance budget on it. He said that they are putting a lot more miles on the ambulances than they used to. Last year they ended the year with 506 calls that they physically answered themselves here in town. They had mutual aid come in from Sanford and Wells 18 times and York and South Berwick come in for 21 times. This is about 545 EMS only calls. He said that this year, they are already at 561 calls. While they have increased the staffing, while they are out on calls, they have had Sanford and Wells cover for 30 calls and York has covered for 46 calls. This is still with a couple weeks left until the end of the year so the numbers will go up. Selectman Galemme asked if he had any idea why there was an increase. Mr. Barker said that there is an increase in traffic. The more things that we bring to town is great but does add to the services. He said that there are now 2 doctor's offices in town. People don't drive themselves to the ER. They drive themselves to the doctor's office and end up transferring them to the hospital from there. He stated that every call does not mean that they transport the patient to the hospital but they it is a still a call. They have also provided mutual aid to other towns. They have gone to Sanford 18 times since May.

Mr. Barker stated that they do need a new ambulance. When they look at what they have put into the budget regarding things like salaries, he feels that they have done a good job at keeping the numbers at a good point. He said that they have been working with the billing company that handles their insurance billing to see how they can improve their reimbursement amounts. All of the money they are reimbursed, they put back into the budget. They will see less revenue at the beginning of the year because of the new rules where the ambulance services do not have to bill first. They can hold off until the patient's other hospital and doctor bills have met the deductible. This will allow them to get the full amount allowed for payment from the insurance instead of having to bill the patient for the deductible amount. They do not always get paid by the patient so this is lost revenue. Now they will be reimbursed by the insurance so they will not need to bill the patients as much. They are also looking into some grants to help with costs.

Mr. Barker stated that since they already have a Lifeline and it has worked out well for them, the ambulance body itself comes with a lifetime warranty. He stated that Rescue does have some money saved and they will use some of this to do some warranty on Ambulance #1 to get it updated. They just purchased a new stretcher. When they bought the power stretcher 10 years ago, nobody told them that it was only good for 10 years. They have to get it serviced and certified every year at a cost of \$1,300. When they had it serviced this year, they received a call the following week from the salesman and he told them that they had just received their last service because it is only FDA approved for 10 years. They had to buy a new one that cost \$14,429. They were able to sell the other one back to the company for \$3,000. They will be able to sell it overseas where there are no regulations. Mr. Barker stated that they do have a grant in to get a new stretcher.

Mr. Barker stated that they have also maxed out radios and other equipment and the federal government keeps pushing out other things. There is now this thing called Project 25 for digital communications that is coming. The radio that they currently use costs about \$425 for a UHF. He also works at Logan Airport and the radios that they use there are P25 compliant. They cost about \$7,355 with a discount. Selectman Cowan asked how many radios they needed. He said that they need 2 for each truck for a total of 4. If they get 8 of them, they will put some in the fire trucks as well. They have applied for a grant for these radios and he is optimistic about getting the grant. Mr. Barker said that in the past, the Rescue Department did billing, they offset the budget and they were socking money away to offset the cost of the ambulance. He said that this worked fine 10 years ago when they had a lot of volunteers but they don't have volunteers anymore. There are only 3 of them that live in town that work on Rescue.

Mr. Barker stated that they just bought 2 IV pumps for \$7,555. The one that they had was 10 years old and it stopped working. He has been with the department for 13 years and they have never had a transport long enough where they have had to use an IV pump but the State mandates that every licensed ambulance has one. He stated that they bought them with Sanford and did the training with Sanford to try and offset the costs.

Mr. Barker stated that because of the reputation that Lifeline has, the mechanics that work on the trucks and the electrical stuff, they all love the truck. Everything is labeled and color coded so they can go right to the book to look things up. He said that they have a great working relationship with the company. He actually deals directly with the President of the company. He stated that the quote started at \$254,000 and they are now down to \$218,000. They took some of the things off of the table that they deemed were extras that the company was trying to sell. They started off with the base model and went off of the Houston Galveston Association bid which pretty much every local department uses. Selectman Cowan asked what they look for as far as longevity. Mr. Barker said that it is for about 10 years.

Selectman Galemme asked if the other 2 ambulances would last another 5 years after the new ambulance was purchased. Mr. Barker said that one of the ambulances was going away. Selectman Galemme stated that if they are going to run 2 ambulances, it makes sense to buy a new one every 5 years. Dwayne said that he doesn't believe that our CIP could handle that. Selectman Johnson, Sr. asked if the Lifeline body would fit on another chassis. Mr. Barker said that it would and he did get a quote on that too. If they took the body of A1 and put it on a new

chassis it would cost \$198,000 and a new one is \$218,000. There are also some modifications that would need to be done. He stated that the reason that they need to go with the 550 is because the style that A1 & A2 are with a bigger chassis and they don't make it in diesel anymore. This one would also be 4 wheel drive. Mr. Barker states that he foresees them getting busier. He also stated that the town gets a really good value for what they spend.

Selectman Galemme asked Dwayne how this affects our CIP budget. Dwayne stated that if they move the ambulance up, they will have a significant hole in their CIP. The goal was to purchase the ambulance next year and they were putting money away for that. We will have a hole of about \$130,000. Selectman Cowan asked where the money would come from. Dwayne said that he has been looking at a couple of things. They have been putting money away for a highway truck that they were going to buy next year. This is for \$189,000. We will just push the shortfall from this year to next year. We would need an additional infusion of cash or we do a lease purchase where we borrow money and we pay for it over time. He has received some estimates as to what the interest rates will be around July. He stated that the Tax Bill that the government is working on will effect interest rates so they are not really sure what will happen. The initial estimate was around 3.5%. He believes that the only way that they will be able to do it is to put a down payment on it and borrow money to purchase the ambulance.

Selectman Cowan asked Mr. Barker if he feels that getting an ambulance now is critical. Mr. Barker stated that he is concerned with some of the things that he is seeing especially with the truck getting older and how much we are using it. He looked at how much time the trucks were in the shop for maintenance and how much down time they had where they had to utilize other towns. This ends up being lost revenue for us.

Mr. Barker stated that Rescue does have some money saved. As of the end of October, they had \$60,000 in their checking account. They just build this account up and then pay the quarterly bill to the town. They have \$62,000 in their savings and \$43,000 in a CD and another \$20,000. They do have a few bills that they need to pay still.

Selectman Cowan asked if Rescue would be contributing towards the cost of the ambulance. Dwayne stated that they are not planning on contributing. Mr. Barker stated that they were originally planning to do so but they are now planning on contributing more to the overall budget. He stated that over the years, they have purchased a lot of equipment and have not asked for more in the budget. Another thing that is included in this decision is that the stretcher cost \$14,000. There are 3 options as to the way that the stretcher anchors into the back of the ambulance. One of the options costs \$6,500. When you put the stretcher in the back of the ambulance it charges the batteries that are with the stretcher. This meets the standards that Maine has not adopted yet, but he believes that they will be within the next few years. The one without the charger, is \$3,500 and meets the standard as well. He stated that the anchoring system that they currently have in the budget for this ambulance is \$700. Maine has not adopted the standards yet so the company is able to sell us an anchoring device at this price. Selectman Galemme asked if they would need to retrofit it if the standards are adopted. Mr. Barker said they would not.

Selectman Galemmo stated that he would not like to have an ambulance break down with a critical patient in it. Dwayne stated that the easiest thing to do would be to do a lease purchase. He has already written a new CIP that would work this out. It would be a shortfall this year but in a five year period, there is no shortfall. It would be a matter of us borrowing the money to make it through the 5 year shortfall. We would be borrowing about \$125,000 at 3.5% to 4% for a lease purchase. Dwayne stated that they could use some of their cash reserves but this would only bump up our budget. We could also borrow from ourselves which we have done before, and in subsequent budgets we put it back in.

Dwayne stated that he has spoken to a few of the Trustees and Rescue had put some money aside specifically for an ambulance purchase. He asked Mr. Barker if there was any funds that could be used to offset some of the costs. Mr. Barker stated that there would be and that is up to the Trustees. Selectman Cowan asked if he knew how much they could contribute. Mr. Barker stated that he would need to let some of the other bills catch up and get the most up to date numbers from their accounts. He said that they could probably give about \$20,000 to \$25,000. Selectman Cowan said that whatever they could contribute would be helpful.

Selectman Galemmo motioned to purchase the new ambulance. Selectman Cowan seconded the motion. VOTE: 5-0

5. Unfinished Business:

B. FY2019: Preliminary Budget Discussions

Dwayne stated that he had about 75% of the budget in. He is still waiting on the Police, Fire, Parks & Rec and Library budgets. He will have a draft budget at the 1/9/18 meeting. He said that the preliminary budgets are coming in at about 10% to 12% higher than last year. This is before they start whittling away at it. Dwayne stated that, on the County side, our payments are going down \$35,000 because we just made the last payment on our 5 year payment plan. Unfortunately, the County is looking at adding the Rehab Center which will increase our budget by \$36,000. He is not sure if they are including that in their budget for this year or not. Dwayne stated that we will increase our tax base by about \$190,000 range.

Dwayne stated that the Water District is not going to raise their rates this year. They were just approved for some federal financing to do the Route 9 project so they are going to hold off. They are also going to do a whole new rate structure next year. They will do across the board rate increases.

Dwayne stated that Revenue Sharing is not set. He stated that we no longer use a percentage mark. They have now set the number and we will be getting \$135,000. Our excise tax is running about the same as last year. He stated that our winter budget is getting close to being fully funded by excise tasks.

C. Tax Acquired Property: Malcolm Hilton

Dwayne stated that after the last meeting, he received a phone call from Ms. McCue and she asked for an extension. He said that he heard back from 3 of the Selectmen and they agreed to grant it to her. On Page 19 in the packet, there is a draft of the extension. He spoke with Ms. McCue and she stated that she will come in and sign it on Friday. She will sign this Stipulation of Judgment. We will still go to court in January to get a Stipulated Judgment that will allow us to take possession of the property on February 12, 2018. Even if she decides not to sign the form, we will fast track the time table and start it early. On February 13th, Dwayne and the Chief of Police will go to the property and change all the locks on the house. They will see what needs to be done to the property. Once they determine what costs we will have into the property, the Board can then set a minimum bid price. He said that it would probably be around \$40,000 to \$50,000. Dwayne said that he doesn't think we will have a hard time selling the property. There are a lot of contractors that are interested.

E. Zoning Changes: Review Changes To Zoning Ordinances for Town Meeting

The Planning Board meeting was cancelled last week so they have not reviewed the proposed Ordinances. He emailed all of the members to make sure that everyone will be at the next meeting because they have a very full agenda. He did include the Ordinances and asked them all to review and let him know if they want to make any changes. He has not heard from any of them.

Regarding the Growth Management Permits, they decided to use percentages instead numbers. Since the growth number changes every 2 years, they would have to update the Ordinance as well so they decided to use the percentage so they would not need to change it. They have 55% for subdivisions and 45% for single lots. Single lots can steal from the subdivision's 55% but the subdivisions cannot steal from the single lot's 45%. There were concerns with the apartment buildings in town. We split apartment buildings and they are limited to 6 growth management permits per year. They also split it into different sections for rural residential areas and growth areas. The rural residential areas include Farm and Forest and Shoreland Limited Residential Zoning Districts. The designated growth areas include Village A, Village B, Village Center, Village C Overlay, Residential I and Residential II Zoning Districts. They will allow no more than 12 growth management permits or the number equal to no more than 60% of the total number of lots within a single subdivision, whichever number is greater. This has been reviewed by the Attorney.

Selectman Galemmo motioned to approve the proposed Ordinance changes to go to Town Meeting. Selectman Johnson, Jr. seconded the motion. VOTE: 3-1 Abstain: 1

Reminders: Next Board of Selectmen's Meeting – January 9, 2017 – 6:30 pm Municipal Building

6. New Business:

B. Town Report: Cover and Dedication

Dwayne drafted a cover for the Town Report. He thought that a picture of the walking trail at the Community Center would be a good idea. The Board agreed that it was a good idea.

Dwayne stated that they also needed to think of a person to dedicate the Town Report to. He asked them all to think about who they would like to dedicate it to.

Selectman Cowan stated that she would like to establish a Good Neighbor Award. It would allow someone to nominate a person that has done a good deed and been helpful. We could have them come in and have them recognized.

C. Planning Board: Anne Whitten Membership Renewal

Dwayne stated Anne Whitten's term on the Planning Board is up in a couple of weeks and she is interested in still being a member.

Selectman Cowan motioned to reappoint Anne Whitten to the Planning Board. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

D. Recreational Marijuana: Discussion on Public Hearing Dates

Dwayne stated that there is still no word on what the State will do regarding regulating Recreational Marijuana. He does have a concern that, if they have a Public Hearing now, we will really not accomplish much. The only thing that they could discuss is if we ban it altogether or not.

The Board of Selectmen agreed to hold a Public Hearing after the State has decided on their regulations.

8. Review and Approve Warrants and Correspondence:

Warrant:	December 12, 2017	- \$	30,030.79
Warrant:	December 19, 2017	- \$	672,680.12

Selectman Galemme motioned to approve the Warrant of December 12, 2017 for the amount of \$30,030.79 and the Warrant of December 19, 2017 for the amount of \$672,680.12. Selectman Cowan seconded the motion. VOTE: 5-0

7. Other Business – Executive Session – Legal Matter

Selectman Glemmo motioned to go into Executive Session at 8:33 pm and to come out of Executive Session at 8:48 pm. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

9. Adjournment:

Selectman Glemmo motioned to adjourn the meeting at 8:49 pm. Selectman 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.

