

**North Berwick Board of Selectmen Minutes January 9, 2018**

**NORTH BERWICK BOARD OF SELECTMEN MINUTES  
JANUARY 9, 2018**

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

**Also Present:** Dwayne Morin

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

**1. Pledge of Allegiance**

**2. Review and Approve Minutes of December 19, 2017**

Selectman Cowan stated that on Page 3, under Section D Board Membership, the 9<sup>th</sup> sentence currently reads “She stated that she has attended a meeting...”. It should read, “She stated that she has attended a Parks and Rec meeting...”. Selectman Johnson, Sr. stated that in the same paragraph the second sentence read, “Chairman Glemmo...” but it should be “Selectman Glemmo...”. The same change needed to be made on Page 7 in the first sentence.

Selectman Glemmo motioned to approve the minutes of January 9, 2018 as amended. Selectman Cowan seconded the motion. VOTE: 5-0

**3. Public Input**

There was no public input at this time.

**4. Unfinished Business:**

**A. Public Works:** Garage Addition

Dwayne stated that they would need to complete the garage in the spring. Every day that they tried to work on it, it was either snowing or freezing cold.

**B. Tax Acquired Property:** Malcolm Hilton

Dwayne stated that Ms. McCue did not come in to sign the papers for an extension like she wanted. Dwayne said that our attorney will be giving the Sheriff’s Department the papers for immediate eviction. He is hoping to go to court on the 23<sup>rd</sup>. The attorney will be trying to get an immediate writ because of Ms. McCue’s actions. She had verbally told Dwayne that she would sign the papers but she has refused to do so. Dwayne has tried to track her down for the past 3 weeks. He made provisions for her because she said that she could not come to the office.

Dwayne sent police officers there but she still refused to sign it. He did inform her that it was her decision but every decision she makes has consequences. He told her that the town was going to move forward to vacate her from the property. Dwayne stated that she doesn't have to accept them. We will try 3 times and leave them at the door for her.

Selectman Cowan asked what the actual process was. Dwayne said that our attorney has drafted up the complaint and the Sheriff has to serve her. They will attempt 3 times to give it to her. He stated that they will then go to court and he will testify before the court to tell them what had happened. The Judge will then issue a writ and we will serve that writ. If she has not vacated the premise within 48 hours, she will be arrested and we will vacate her. Selectman Cowan asked how much money this was costing the town. Dwayne said that, after all is said and done, it would add about \$10,000 to the cost of the property. Selectman Cowan asked if Ms. McCue has any liability in this process. Dwayne said that she did not because we own the property. He said that we will recoup all of our funds. Right now, the town is owed about \$45,000 to \$50,000 in liability on this property. He said that the property is more valuable than that. He said that there will probably be other costs added on after the house is vacated. They will need to hire someone to go in and clean it up and hire a locksmith to go in and change all of the locks.

Selectman Cowan asked if Mr. Hilton had children. Dwayne said that he had 2 sons. He stated that the sons have asked to go onto the property to retrieve their belongings. Ms. McCue has not allowed them to go onto the property. Dwayne told the sons that, once we take possession, we would give them some time to get in and remove their stuff. Selectman Cowan asked if Ms. McCue was aware that she could be arrested and Dwayne said that she is aware of it.

#### **C. Zoning Changes: Zoning Ordinances for Town Meeting**

Dwayne stated that the Planning Board had met last week and have set the Public Hearing for 1/25/18. He said that the members that were present did not have any objections to any of the proposals.

#### **D. Town Report: Cover and Dedication**

Dwayne stated that they had discussed the cover for the Town Report at their last meeting. He said that they had also discussed doing 2 dedications this year. He needs a final decision for this. They decided to do just one for this year.

#### **E. Code Enforcement: Update on Medical Leave**

Dwayne stated that Roger has been cleared to come back to work 3 days a week for 4 hours a day. He will be starting tomorrow. Dwayne stated that he is still not cleared to drive so one of the Wells Code Enforcement Officers has offered to drive Roger into work. Dwayne will drive him home on his lunch break. Dwayne will drive him around for any inspections. Roger will be going back to the doctor on the 23<sup>rd</sup> and he should be released for full duty at that time.

**A. Public Works:**

Dwayne stated that he had something else to discuss regarding Public Works. There are a few things going on with DOT in North Berwick. They will be replacing the Staples Bridge on Card Mill Road. Dwayne stated that they need to be able to get people in and out of there so he did make a comment to them that they will need to make access available.

The other thing DOT will be doing is repaving Route 4. DOT stated that the loops in the road for the signal controls have to be replaced because it will be too deep in the pavement. They said that we could switch to the camera activated loops but it would be our responsibility to pay the difference which would be \$20,000 per light. Dwayne told them that they will accept the loops in the road. Selectman Johnson, Sr. asked how often we need to change the loops in the road. Dwayne stated that in the past 22 years we have replaced 2 loops. He said that every time DOT paves, they fix the loops.

**F. Police Department: Thank You Letter to Litvinchyks**

Dwayne stated that the Litvinchyks gave the Police Department a nice monetary gift. He has drafted a letter so they can claim it on their taxes. The Board just needs to sign the letter.

**Reminders: Next Board of Selectmen's Meeting** – Jan. 23, 2018 – 6:30 pm Municipal Building

**5. New Business:**

**A. Budget Committee: Resignation of David Bentley**

Dwayne stated that on Page 17 of their packet, there is a resignation from David Bentley. He will not be able to serve on the Budget Committee due to medical issues. Dwayne stated that the last time there was a vacancy on the Committee, we basically went down the list of the votes to see who got the next greater amount of votes. In this case, it was a tie between David Southard and Robert Versocki. Dwayne asked if they wanted to keep the position vacant or if they wanted to try and fill it with one of these gentlemen. Dwayne stated that he can contact both of them to see if they are still willing to be on the Committee. If they are, the Board can then decide on it.

Dwayne stated that we have been appointing them for 1 term for 1 year and then refilling that term. In the packet, is a letter from our attorney stating this is not how it works. When they appoint a person they just finish that term. The only time it doesn't do that is for Selectmen and School District.

**C. Mowing:** Proposal from Gilpatrick to Renew 3 Yr Contract

Dwayne stated that our contract with Gilpatrick is expiring. Mr. Gilpatrick would like to sign another 3 year contract at the same price. This will be 9 years at the same price.

Selectman Galemmo motioned to approve the 3 year contract with Gilpatrick Property Service. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**B. FY2019:** Preliminary Budget

Dwayne stated that it has not been a good year so far. The weekend before New Year, we lost the furnace at the Community Center. We also had some pipes freeze but we were able to unfreeze them and not have any damage. The furnace was down for 2 days. Dwayne said that we also lost the furnace at the Fire Department and we are having issues with the furnace in this building. He said that the issue in this building is not really the furnace but the computer system that runs the furnace. He said that furnace seems to be running okay although every day we get a boiler alarm and we haven't been able to figure out why. He said that the controls for our system are about 12 years old and they are starting to fail. On New Year's Eve, the computer decided to tell it to air condition the building and on New Year's Day it was 28 degrees in the building. The computer wouldn't manually let us change it. Dwayne said that after about 2 ½ hours of playing with it, he finally tricked the computer. They reset everything and that seemed to work, but now there are some other mechanical issues. They will be back tomorrow morning to fix those. They said that it is probably time to replace the controls and the guy said that he would get him a price for that. Dwayne stated that it will not be a cheap repair. It will probably be about \$20,000 to \$30,000.

Dwayne stated that all of the preliminary budgets are in and they came in at about 8% higher than last year. Police Department is up about 1% mainly due to our contract. One of the biggest increases was on the vehicle. The vehicle cost went from \$34,500 to \$39,250. He said that they are looking at getting some grants. The car that they are replacing is the K-9 car. By going from a car to a SUV, we need to buy a new cage and different heat sensors. Selectman Cowan asked how many vehicles we had and Dwayne stated that we had 8. She asked if we were going to have all SUV's. Dwayne said that they would eventually be all SUV's. He said that originally they were going to split it by having some cars and some SUV's but the difference in the cost is basically just about a \$1,000 difference. What they are finding is that, typically with 3 years on our cars, they started putting a lot of money into them. They've had engines blown and trouble with transmissions. Our first SUV just hit the 3 year mark this year and we have not had to replace anything. We have only done oil changes and tires. They are holding up better because they are much more rugged vehicles. They believe that, in the long run, the SUV's will actually save us some money. He also believes that we will actually have something to sell when we decide to get rid of them.

Protection is up about 1% mainly because of our street lights. We signed a contract to keep our street lights at \$.04 per kilowatt hour. Dispatch is up by about 2.2% on the Sanford side but on the Regional Communication side it is not going up at all. It is staying at \$4,400. Our Hydrant Rent is also not going up at all.

Dwayne stated that he plugged in a 2.2% salary increase because that seems to be where it is tracking. He said we won't know that until next Tuesday and then the Board will vote on it on the 23<sup>rd</sup>.

Public Works is up about 7% mainly because of Capital. There is a little bit of increase as it relates to staff salaries, insurance and Maine State Retirement. Dwayne said that they are reviewing the Capital Improvement for Public Works. There is some capital that we won't be doing. There are 2 pieces of equipment that are different from our Capital plan that we are looking to replace. One is the plow on our loader. When we bought the new loader we didn't replace the plow but it is starting to show signs of wear. We actually had to weld it this year to make it work. We really should replace it and this will cost about \$10,000. The other item is our snow blower is starting to show signs of wear. The price on one of these is about \$15,000. He thinks that they can stretch this a couple more years. Selectman Johnson, Jr. asked if this was the sidewalk tractor. Dwayne said that it is just the blower part by itself. He stated that they are actually scheduled to replace the whole unit in 2 years so they will do whatever they need to do to wait the 2 years.

Dwayne stated that he is holding Winter Public Works. He said they will see how the winter progresses. Dwayne said they did get some good news. Regarding the wind storm that we had back in September, we are going to get Federal funds for it. He stated that our damage wasn't that bad but we will probably get about \$5,000.

Dwayne stated that the Transfer Station went up about 2.5%. This is primarily due to the contracts that we signed with Oceanside. You will also see a significant decrease in the salary line of about 10% because of our change over to Single Stream Recycling. One of the big increases is with the insurance. When we replaced Kenny with Kate, Kenny was not taking the insurance but Kate is. Most of this will be covered by the Pay-As-You Throw so it won't touch taxes.

The Town Office has increased by about 11%. This is primarily due to doing the server upgrade and also because SAD 60 is no longer here to help pay some of the bills. This caused about a \$27,000 increase to the Town Office line. He said that he is tracking everything and it looks like the electricity is tracking downward. He believes that this is because of all of the computers no longer being used as well as the air conditioner not being run.

Dwayne stated that the Code Enforcement Office is up by about 3.5%. This is due to the agreements that were made with Roger when he was hired. The big increase is on health insurance. Tax Assessment increased by about 1.3%. This is due to our contract with South Berwick. They changed how they do health insurance so it is closer to what we have in our town. Town Manager has increased about 3% mostly because of salary, insurances and Maine State Retirement. General Assistance will stay the same at \$7,500. Cemeteries requested a large increase. He stated that they always budget everything but we have money in the Hillside and Friends accounts. There is no reason why taxation should be paying for things when there is money in these accounts. He believes it will be brought down to about \$15,800.

Fire is at about a 3.9% increase. This is primarily due to Capital. Last year, we did our SCBA's and this year we are doing fluorescent lighting and paving in front of some of the buildings. Rescue looks terrible at about a 60% increase. This was discussed at the last meeting so it was expected. This will be reduced because we will be financing the ambulance by ourselves.

Library came in at an increase of about 4.5%. He believes that they misbudgeted some things so this number should come down. He thinks it should come down to about 3%. Dwayne stated that he has asked them, for several years now, if they have ever done an audit or financial reporting. They never have. Selectman Cowan asked if we could require them to. Dwayne said that he has asked them repeatedly. They have gone to their auditor and were told that it would cost \$10,000 to \$15,000 for an audit to be done. Dwayne said that this seems like a lot. We pay about \$7,500 to audit the town. Dwayne told them that they should at least do a financial reporting and have somebody review it. This should be given to the town. Dwayne said that the taxpayers pay a large share of the Library and there should be transparency there.

Selectman Cowan stated that we should require them to provide some sort of financial detail. She said that we require the other departments to provide it so they should as well. Dwayne stated that we get them from the departments because we run all of the expenditures through the town. Selectman Cowan asked what they would need to do to have them provide this information. Dwayne stated that he did send them a one page email today. He told them that the quote that they received from their auditor seems to be excessive, but he understands that they feel comfortable with their auditor. The auditor had told the Library that the reason the quote was high was because they have to track all of their donations. The Library has never tracked their donations. Dwayne did tell them that maybe the wisest approach would be to do a financial statement. The auditor would review your expenditures, revenues and assets. He wouldn't go into detail about the donations but they should be able to show transparency to the town. Selectman Galemme asked how they were organized and Dwayne said that they are a 501c3. Dwayne stated that they do a financial reporting for the IRS but they haven't given that to us either.

Chairman Hall stated that they should probably have the Library members come in to meet with the Selectmen. Selectman Cowan doesn't believe that is necessary. They should just provide the information that is requested of them. Dwayne stated that about 10 years ago, the Library came in with an extreme increase and the Selectmen said no. The Library said that was okay because the townspeople would vote it in. The Selectmen told them that they would not put it on the Warrant so the townspeople would not be able to vote on it. They got through that year. The next year, they submitted their budget late. The Selectmen said that it was not going to go to the Budget Committee because they still had not provided the information that the Selectmen had requested. The town flat funded them for 4 years because of this. Selectman Galemme asked how people become a member of the Library board. Dwayne stated that they just get approved by the current Board members. There always has to be at least one Hurd descendent on the Board. Dwayne stated that the Library does great work and is a valuable asset to our community. Chairman Hall likes the collaboration that they have with the elementary school. Dwayne stated that they are also doing it with the High School. Dwayne stated that the town should know where the money is going.

Selectman Galemmo stated that a Board of Selectmen member has to be on the Rescue Board so could we have a member be on the Library Board as well. Dwayne stated that this would be a problem. The Library was created by Mrs. Hurd. At the time, she was having a fight with the Board of Selectmen. In order for the town to have the Library, the Selectmen are not to be involved in the Board of Trustees. It was also stipulated that while the Library was being run in that building, it would be run by an independent Board of Trustees.

Selectman Cowan motioned that in order to bring the Library current with the requirements of other town departments, services and businesses, they need to submit financial statements to the Board. Selectman Galemmo seconded the motion. VOTE: 5-0

Dwayne stated that the Parks and Rec has increased about 2%. This is primarily due to insurance costs. He said that the camp this year was going up \$75 instead of \$100. They were able to do this without changing the aftercare program. Selectman Galemmo asked what the cost was per child for camp. Dwayne said that last year it was \$650 and it will go up to \$725 for this summer. They will also be offering a \$50 sibling discount. The camp is for 6 weeks but they are looking into possibly doing a 7<sup>th</sup> week. The Community Center budget did increase about 15%. It looks worse than it actually is. It is because of the Rec Complex Parcel which will be an Impact Fee issue. They are asking for \$3,200. They want to put in some trees along the entrance road and add an outside fountain for people that are using the track. This will not affect taxation because it will come out of the Impact Fees.

The Planning Board, Appeals Board, Conservation Commission and Historical Society have no increases. Regarding Grants, Dwayne stated that they did not get a lot of requests from people that usually ask for money from us. York County Shelters and York County Counseling never put in a request.

Dwayne stated that Town Wide has increased by about 16%. Our insurance has gone up almost 6%. FICA is listed as 2.2%. Whatever our wage increase will be is usually what our FICA increase will also be. HRA is up but this is a fake number. It will go down because he budgets the full amount but we only replenish what we need. It should be around \$10,000. Dwayne did add the Community Appreciation Dinner again.

Dwayne stated that he has been working the budget and he has it down to about a 3% increase. This will still be a tax increase of about \$.10. Selectman Galemmo asked if this included any expected revenue increases. Dwayne said that it did and the biggest revenue increase would be in excise taxes. He stated that in 2012 we started seeing increases but last year, we saw some massive increases with excise taxes. Last year, we collected \$841,000. Halfway through the year, this year, we are ahead by about \$10,000. He said that we are looking to be at about \$851,000 but he is not going to budget that. He is budgeting \$815,000 to be safe. Chairman Hall asked what a \$.10 mil rate increase equals to in dollars. Dwayne said that it is \$65,000. He believes that we will have an increase in value of about \$15 million. That equates to about \$189,000 in new tax money. He takes the \$189,000 and cuts it in half and half of it goes to the school and half of it goes to us. He leaves a buffer for the school. Right now, he is tracking a taxation increase of about \$150,000 to \$160,000. He is still working on a few budgets and

believes he will be near the \$150,000 line. Dwayne said that you take the \$150,000 and take away \$90,000 which leaves \$60,000. This equals a \$.10 increase.

Dwayne said there is something that he is looking at to try and save some money. A few years ago, the towns of Berwick and Lebanon went to the school and said that the school had to plow their own parking lots. We decided that we would continue to plow it. This puts a lot of man hours for us. We basically pay 100% and the other towns don't pay anything, but we are paying 30% of their plowing. Dwayne would like for them to consider that the school take over the plowing so we can dedicate our guys purely to the roads. Selectman Cowan asked how much we spend for the plowing. Dwayne stated that it is hard to put a number on it but we put priority on their parking lots because the kids have to get out. We switch priority from roads to the parking lots. We clear 2 parking lots and 2 roadways for the school. We don't do the High School. We do the Elementary School and the Hurd School. We also bring our snow blower in and clean up the sidewalks.

Selectman Johnson, Jr. motioned that the School District do their own snow plowing beginning with the 2018/2019 year. Selectman Cowan seconded the motion. VOTE: 5-0

**6. Other Business:**

Dwayne stated that we currently have 5 cruisers that we have collected. All 5 of them do not run. We have been using 3 of them as parts cars and they are sitting at Wick's junkyard. Two of them were running and are sitting up at the Highway Department. However they are not running. Selectman Cowan asked if they could be fixed but Dwayne stated that it would be too costly. They all have over 200,000 miles on them and are destroyed. Dwayne stated that somebody came to him with an offer. They said that they would take all 5 cars for \$800. Chairman Hall asked who was making the offer. Dwayne said that it was the Wick's. Dwayne stated that he was going to haul them over to Berwick Metal. We would get \$200 per car but have to pay Wick \$50 to have them transferred there which would give him \$150 per car.

Selectman Cowan motioned to accept Wick's offer of \$800 for the 5 cruisers. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

**7. Review and Approve Warrants and Correspondence:**

Warrant:	December 26, 2017	- \$	0.00
Warrant:	January 2, 2018	- \$	91,832.47
Warrant:	January 9, 2018	- \$	19,400.72

Selectman Galemmo motioned to approve the Warrant of January 2, 2018 for the amount of \$91,832.47 and the Warrant of January 9, 2018 for the amount of \$19,400.72. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

**8. Adjournment:**

Selectman Cowan motioned to adjourn the meeting at 8:37 pm. Selectman Galemmo 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 Galemmo

Selectman: Michael Johnson, Sr.

