

SOUTH BERWICK TOWN COUNCIL JULY 13, 2010

Chairman David Burke called the meeting to order at 6:30pm. Those present included Councilors Michelle Kareckas, Jean Demetracopoulos, Gerald W. MacPherson, Sr., and David H. Webster. Assistant Town Manager Roberta Orsini was also in attendance.

APPROVAL OF MINUTES

1. Town Council 6-29-10: On a motion by Mrs. Demetracopoulos, seconded by Mrs. Kareckas, it was unanimously voted to adopt the minutes as written.

SIGNING OF TREASURER'S WARRANT – July 13, 2010

On a motion by Mr. Webster, seconded by Mrs. Kareckas, it was unanimously voted to sign the warrant.

PUBLIC COMMENT

1. Sally Lewin, Rep from State House District 148, addressed the Council with concerns regarding the June Primary election and what she feels were irregularities with the final ballot counts. She commented that voters may have been given the wrong party ballots; creating a discrepancy in the number of Republican ballots issued vs. the number of Republican ballots cast. Ms. Lewin informed the Council that she intends to contact the Deputy Secretary of State to discuss establishing a working group to review and correct any holes in the law. Ms. Lewin commented that there is also a need to better educate voters of the laws and the differences between a general election and a primary election.

[Clerk's note: The Secretary of State's Office has not contacted the Clerk with any questions or concerns regarding any discrepancies.]

2. Al Whitaker, Brookwood Dr, asked for the status on the mold and asbestos abatement at the church property. Mr. Burke responded that action will be taken later on the agenda in regard to accepting the Brownfields Grant and work is currently being done to correct the drainage problem. Mrs. Orsini stated that there is also equipment from Bio-Cascade currently working in the building to dry out the mold. The company does periodic checks; but they have not provided the Town with an update on the progress.

TOWN MANAGER'S REPORT

- Have hired a Planning Board Coordinator; she will start work next Monday.
- Timing for catching the new CMP value in a TIF district is tight. There will be a public notice in the paper by July 30th; and we will be on schedule for capturing the new CMP value at the meeting of August 10th when we set the tax rate. The TIF District can be designated at that time with the understanding that the development program will follow.
- We are advertising surplus equipment for sale – 2000 **Crown Victoria and the 1963 Willey's Jeep**. The bid opening will be August 9th **in the Manager's office**.
- Confirmed that Wednesday, July 21st at 7:00pm will be the library bond meeting.
- The RFQ for the environmental consulting for the Brownfields project will be sent out to 4 **firms; we can't just hire Ransom because of the Davis Bacon Wage (Federal) requirements on the grant.**

UNFINISHED BUSINESS

1. Mrs. Kareckas made a motion to accept the Brownfields Grant in the amount of \$200,000. Mr. Webster seconded the motion.

-Mrs. Kareckas made note that the Town match is 20%, \$40,000. She added that the match will be covered with in-kind services such as personnel time. She also commented that by splitting the property into 2 parcels, the Town would be eligible to apply for grants on the second parcel.

-Mrs. Demetracopoulos made note that the grant has been awarded to the Town even though **the work will be done under the temporary ownership of the Friend's of the Library.**

-Mr. Burke received confirmation that the drainage work being done would be considered part of the in-kind match.

Motion to accept the grant passed unanimously.

2. The Council discussed the proposed ballot question and direction they would like to take in regard to bonding funds for the library. Mrs. Orsini stated that there are currently 3 options for bonding to consider. The Maine Municipal Bond Bank – Recovery Zone money (stimulus funds), the Maine Municipal Bond Bank – General Obligation, or private bonding through Moors & Cabot. Each of the options has its advantages and disadvantages ranging from the interest rate, repayment terms (such as a prepayment option), and in the case of the Recovery Zone money, a stipulation that the Davis Bacon Wage (Federal) requirements be met. If the Recovery Zone (stimulus money) offering is considered then the bond application must be at the bond bank by September 8th; requiring a municipal vote, which is proposed for August 30th.

Discussion regarding the Davis Bacon Wage requirements for the stimulus money bond and the need for a special election in August were given significant consideration. Utilizing the stimulus bond with the Davis Bacon Wage requirements could result in paperwork delays and the inability to hire local contractors. Mr. Webster and Mr. MacPherson both stated that they were leaning toward a November referendum and private bonding. Mrs. Demetracopoulos expressed her concern with moving forward with the stimulus bonding due to the fact that the requirements keep changing. Mrs. Demetracopoulos questioned whether waiting until the November election would affect the Friend's of the Library fundraising. **Patti Mitchem stated** that it would not.

Mr. MacPherson made a motion to approve the ballot question for the August special election. There was no second, motion fails.

Mrs. Orsini received consensus that the issue will be discussed at the next meeting and the new proposed terms for the bond and the November ballot question will be a bond for \$1.5 million, with a term not to exceed 25 years with an interest rate not to exceed 4%.

NEW BUSINESS

1. Mrs. Demetracopoulos made a motion to approve the expenditure of funds not to exceed \$20,000 from the Public Facilities Capital account in anticipation of the bond proceeds for the bond approved at Town Meeting. Mr. MacPherson seconded the motion for discussion.

Discussion ensued regarding the necessity of paying the architect to proceed with bid specs and design documents for roofing, siding, and insulation of the church property. Library board member Al Whitaker recommended getting a written scope of work detailing the expense.

Consensus was to have the Assistant Town Manager contact the architect for more information. Mr. MacPherson recommended that the Building Committee be informed prior to the Assistant Manager contacting the architect.

The motion to approve the expenditure failed with a unanimous vote of 0-5.

2. On a motion by Mrs. Demetracopoulos, seconded by Mr. MacPherson, it was unanimously voted to **approve the resolution presented by the Friend's of the Library. The resolution is as follows:**

*"Whereas a library is an important part of community life; and
Whereas the Town has purchased the Young Street property to become part of the current and future economic infrastructure of downtown with the South Berwick Public Library as an anchor for downtown businesses; and
Whereas current economic conditions are favorable to beginning construction as soon as possible;
For the betterment of South Berwick and its citizens, we endorse the combination of municipal bonding and an active capital campaign on the part of the Friends of South Berwick Library, which has set a goal to raise at least \$1 million toward the construction of the new South Berwick Public Library."*

3. On a motion by Mrs. Demetracopoulos, seconded by Mr. MacPherson, it was unanimously voted to sunset the Southern Maine Pine Tree Zone Steering Committee effective immediately; and thanks to Mr. Cleary and Mr. Lassel for being willing to represent the Town. The committee is no longer needed because the Pine Tree Zone is now statewide.

4. On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to accept **Cheryl Dionne's resignation from the Planning Board** with regret and appreciation.

The Council discussed Mrs. Dionne's concerns in regard to communication between the two boards. Mrs. Demetracopoulos stated that communication works two ways. Mr. Webster stated that additional training would be helpful for both the Council and Planning Board. Mr. Burke cautioned against too much Council involvement with directing other boards. He added that he did not want communications that could be misconstrued as ex parte. Mr. Burke also stated that he accepts responsibility for any communication problems.

5. The Council discussed speed enforcement and signage on Portland Street. Mrs. Orsini stated that she has spoken with the MDOT in Scarborough and was told that they will look at the placement of the speed limit sign. Mrs. Demetracopoulos recommended that other traffic calming measures can be taken; and suggested, now that school was out, moving some of the crosswalk signs to Portland Street. Mr. MacPherson suggested using the 2000 Crown Victoria that has been taken out of service; noting that it will have to be moved regularly.

COUNCIL MEMBER COMMENTS

1. Mr. Webster:

-Asked when Route 236 from Butler Street to the Berwick line will be paved. Mrs. Orsini stated that she was not sure of a date.

-Questioned the hiring of the Planning Board Coordinator by the Assistant Manager. Mrs. Orsini stated that according to the Charter the Manager does have the authority to hire; and because it is not a department head Council confirmation is not required.

2. Mrs. Kareckas:

-Questioned whether the letter from the Housing Partnership should be placed on the agenda.

-**Would like to discuss the Manager's medical leave of absence.** She added that it could be done with him by phone or in person.

-Asked for the status on a Public Works Director. Mr. Burke stated he would be meeting with a candidate on Wednesday.

-Asked who the Planning Board Coordinator will report to. ***The Town Manager.***

3. Mrs. Demetracopoulos:

-Received confirmation that EMA Director Blain Cote was attending the York County Emergency Management meeting.

-Requested the year end numbers for the regional maintenance facility.

4. Mr. Burke:

-Thanked Mrs. Orsini for her efforts over the last few weeks. He added that she is doing a wonderful job.

ADJOURNMENT

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 8:28pm.

Attest:

Barbara Bennett, CCM

**SOUTH BERWICK TOWN COUNCIL
SPECIAL MEETING
JULY 20, 2010**

The Assistant Town Manager reported the following to the Clerk:

Chairman David Burke called the meeting to order at 7:00pm. Those present included Councilors Michelle Kareckas, Jean Demetracopoulos, Gerald W. MacPherson, Sr., and David H. Webster. Assistant Town Manager Roberta Orsini was also in attendance.

EXECUTIVE SESSION

1. On a motion by Mrs. Demetracopoulos, seconded by Mr. MacPherson, it was unanimously voted to enter executive session at 7:01pm pursuant to 1MRSA §405.6A to discuss a personnel issue.

On a motion by Mrs. Demetracopoulos, seconded by Mrs. Kareckas, it was unanimously voted to end the executive session at 7:38pm.

NEW BUSINESS

1. Chairman Burke announced that John Schempf had tendered his resignation and read Mr. **Schempf's email**. On a motion by Mrs. Kareckas, seconded by Mr. MacPherson, it was **unanimously voted to accept, with regret, Mr. Schempf's resignation effective August 1, 2010.**

On a motion by Mrs. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to appoint Roberta Orsini as Interim Town Manager, Tax Collector, Treasurer, Road Commissioner, and Personnel Director effective August 1, 2010, pending the successful negotiation of a contract after the fact.

ADJOURNMENT

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 7:43pm.

The Clerk did listen to the audio recording of the meeting to confirm the actions taken.

Attest:

Barbara Bennett, CCM

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	-----Account-----	Date Paid	Amount
00052090	140950 NEW ENGLAND STATE POLICE	07/27/2010	-140.00
00052243	132400 MAINE SAD #35	07/27/2010	506,747.81
00052244	132500 SECRETARY OF STATE M/V	07/27/2010	21,805.96
00052245	140532 NCO FINANCIAL SYSTEMS INC	07/27/2010	15.59
00052246	090151 UNITED STATES TREASURY	07/27/2010	44.06
00052247	140532 NCO FINANCIAL SYSTEMS INC	07/27/2010	15.58
00052248	141140 TREASURER, STATE OF NH	07/27/2010	136.00
00052249	071500 GUNSTOCK GROUP SALES	07/27/2010	140.00
00052251	132500 SECRETARY OF STATE M/V	07/27/2010	15,562.79
00052252	030180 CANOBIE LAKE PARK	07/27/2010	1,344.00
00052253	189999 REFUNDS	07/27/2010	100.00
00052254	189999 REFUNDS	07/27/2010	200.00
00052255	010050 A-1 ENVIRONMENTAL SERV	07/27/2010	1,187.50
00052256	010285 ADMIRAL FIRE & SAFETY INC	07/27/2010	13.80
00052257	010335 AGGIES FARMSTAND	07/27/2010	20.06
00052258	010524 ALLIED 100 LLC	07/27/2010	51.70
00052259	011540 AXLE SURG OF SO MAINE	07/27/2010	1,198.00
00052260	021200 BERGERON PROTECTIVE CLOTHING	07/27/2010	98.76
00052261	021300 BERNSTEIN SHUR	07/27/2010	2,124.70
00052262	022850 BUSINESS EQUIPMENT UNLIMITED	07/27/2010	316.05
00052263	021580 BIT O'GREEN LANDSCAPING LLC	07/27/2010	900.00
00052264	022503 SHARON BRASSARD	07/27/2010	16.75
00052265	030510 CENTRAL MAINE POWER	07/27/2010	480.85
00052266	030725 CITIZENS BANK (CHG)	07/27/2010	513.80
00052267	030920 CLEAN-O-RAMA	07/27/2010	354.05
00052268	031355 TERRIE COLLINS	07/27/2010	100.00
00052269	031430 COMCAST	07/27/2010	190.00
00052270	032002 ONE COMMUNICATIONS	07/27/2010	1,100.45
00052271	032030 CUMMINS NORTHEAST INC	07/27/2010	117.20
00052272	032710 D.J.'S MUNICIPAL SUPPLY	07/27/2010	259.34
00052273	041100 DOWLING CORPORATION	07/27/2010	198.00
00052274	050810 ANDREW ELWELL	07/27/2010	9.42
00052275	060100 HOWARD P FAIRFIELD INC	07/27/2010	816.04
00052276	060300 FAVORITE FOODS INC	07/27/2010	449.35
00052277	060550 FIRE ENGINEERING	07/27/2010	51.00
00052278	061675 FUNTOWN/SPLASHTOWN	07/27/2010	1,419.00
00052279	010525 G&K SERVICES	07/27/2010	847.77
00052280	070200 P GAGNON & SON INC	07/27/2010	1,165.42
00052281	070210 GALL'S INC	07/27/2010	72.30
00052282	180478 RICHARD GENEST INC	07/27/2010	1,860.00
00052283	191330 HANNAFORD'S	07/27/2010	22.32
00052284	080248 HANSCOM'S TRUCK STOP INC	07/27/2010	1,922.86
00052285	080450 HARVARD PILGRIM HEALTH CARE	07/27/2010	19,467.12
00052286	080998 HOME DEPOT	07/27/2010	49.96
00052287	090110 INLAND DIRECT	07/27/2010	140.00
00052288	090120 INLAND FISHERIES & WILDLIFE	07/27/2010	469.00
00052289	100200 JEWETT/EASTMAN MEMORIAL COM	07/27/2010	239.00
00052290	100380 JOHN DEERE LANDSCAPES	07/27/2010	519.31
00052291	141367 KONE INC	07/27/2010	175.50
00052292	120510 LAWSON PRODUCTS INC.	07/27/2010	305.65
00052293	120950 LHS ASSOCIATES INC	07/27/2010	176.00
00052294	120970 LIBBY SCOTT INC.	07/27/2010	4,411.20
00052295	127000 CORRINE J MAHONY	07/27/2010	760.00
00052296	132400 MAINE SAD #35	07/27/2010	2,848.77
00052297	133375 MAINE ENERGY RECOVERY CO.	07/27/2010	2,928.91
00052298	133195 MAINE TURNPIKE AUTHORITY	07/27/2010	12.55

TOWN OF SO. BERWICK
CHECK REGISTER

07/22/2010

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Check Number	-----Account-----	Date Paid	Amount
00052299	133358 W.B.MASON	07/27/2010	391.02
00052300	133795 MICK BODYWORKS	07/27/2010	190.88
00052301	134601 EXXON/MOBIL	07/27/2010	421.73
00052302	134663 MONTAGE ENTERPRISES INC	07/27/2010	717.80
00052303	134665 MONTROSE-SANFORD HYDRAULICS	07/27/2010	59.82
00052304	140090 N.A.D.A. APPRAISAL GUIDES	07/27/2010	90.00
00052305	140600 NEPTUNE INC	07/27/2010	125.50
00052306	141060 NEW PIG CORP	07/27/2010	203.84
00052307	141080 NEXTEL	07/27/2010	18.90
00052308	141127 NH E-Z PASS	07/27/2010	1.50
00052309	141300 NO.BERWICK LUMBER & HARDWARE	07/27/2010	114.01
00052310	141366 NORTHEAST ELECTRICAL DISTRIB	07/27/2010	145.81
00052311	150025 OAKWOODS LUMBER INC	07/27/2010	112.00
00052312	150282 ROBERTA ORSINI	07/27/2010	64.24
00052313	200700 PIKE INDUSTRIES INC	07/27/2010	2,824.36
00052314	160692 POLAND SPRING	07/27/2010	112.10
00052315	160700 CRAIG POLLOCK	07/27/2010	37.67
00052316	161265 PORTSMOUTH FORD	07/27/2010	793.39
00052317	180185 RCP LLC	07/27/2010	387.50
00052318	181536 JOSEPH ROUSSELLE	07/27/2010	111.24
00052319	191320 SHERWIN-WILLIAMS	07/27/2010	136.94
00052320	191499 SIG SAUER INC	07/27/2010	39.00
00052321	191916 SO BERWICK FIREFIGHTERS ASSOC	07/27/2010	79.83
00052322	191900 SO BERWICK EMERGENCY RESCUE	07/27/2010	7,077.51
00052323	192600 SO BERWICK PHARMACY	07/27/2010	2.92
00052324	193605 SOUTHWORTH-MILTON, INC	07/27/2010	150.28
00052325	194570 SWAN ISLAND PRESS	07/27/2010	720.00
00052326	133108 TREASURER, STATE OF MAINE	07/27/2010	60.00
00052327	133113 TREASURER OF STATE/ATV	07/27/2010	2,032.08
00052328	201300 TWO-WAY COMMUNICATION SERV INC	07/27/2010	1,313.29
00052329	230300 WALMART COMMUNITY BRC	07/27/2010	133.33
00052330	230915 WHITED TRUCK CENTERS	07/27/2010	444.58
00052331	241255 XEROX CORPORATION	07/27/2010	142.03
00052332	240900 YORK COUNTY REGISTRY OF DEEDS	07/27/2010	26.25
Total Not Prepaid			69,660.81
Total Prepaid			545,971.79
Grand Total			615,632.60

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # UB 1
Agenda Item: Approve ballot question for November referendum: Library Bond	
Assistant Town Manager's Recommendation	
<p>The referendum question has been amended for the following terms:</p> <p>Bond: \$1,500,000.00 Term: not to exceed 25 years Interest rate: not to exceed 4%</p> <p>If these terms are acceptable to the Council, I request the referendum be approved. The Town Clerk will then be able to draft absentee ballots. The warrant will be presented at a future meeting for your signatures.</p>	
Requested Action	
Motion to approve the referendum question as presented.	
Vote	

ARTICLE ____:

To see if the Town will vote to approve a capital improvement project consisting of library improvements for a sum not to exceed \$1,500,000; to fund the capital improvement project, to authorize the Treasurer and the Chairperson of the Town Council to issue general obligation securities of the Town of South Berwick (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed \$1,500,000 for a term not to exceed 25 years with an interest rate not to exceed 4% per annum for this project, singly or in combination with a bond or bonds for other projects; and to delegate to the Treasurer and the Chairperson of the Town Council the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), place(s) of payment, form and other detail of said securities, including execution and delivery of said security(ies) and to provide for the sale thereof.

TOWN OF SOUTH BERWICK FINANCIAL STATEMENT

1. Total Town Indebtedness

A. Bonds outstanding as of June 30, 2010	\$ 1,074,986.85
B. Bonds authorized and unissued	\$ 960,000.00
C. Bonds to be issued if this vote is approved	<u>\$ 1,500,000.00</u>
Total	\$ 3,534,986.85

2. Costs

At an estimated interest rate of 4% percent, with a term not to exceed 25 years, the estimated costs of this bond will be:

Principal:	\$ 1,500,000.00
Interest:	<u>\$ 900,448.60</u>
Total Debt Service	\$ 2,400,448.60

3. Validity

The validity of the bond or the voters' ratification of the bond may not be affected by any errors in the above estimate. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Deputy Treasurer
Town of South Berwick

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # UB 2
Agenda Item: Authorize capital expenditure in anticipation of Town Meeting Bond	
Assistant Town Manager's Recommendation	
<p>The Building Committee has requested a scope of services from JCJ for the next phase of work (see attached). The Building Committee has reviewed this scope and presents it here for Council review.</p> <p>The Capital Account for Public Facilities has a current balance of \$40,000. The estimate for the architect to complete this work is \$20,000. If this scope is approved, an addendum to the current contract with JCJ will be drafted for the Manager's signature. These funds will be returned to the Capital Account when the bond funds become available.</p>	
Requested Action	
<p>Motion to authorize the Assistant Town Manager to sign an addendum for the purposes of architectural services for the weatherization and stabilization phase of the Young Street property for an amount not to exceed \$20,000. This expenditure will be funded from the Public Facilities Capital account in anticipation of the Bond proceeds from the Town Meeting Bond. The funds drawn on this account to be returned immediately upon receipt of the bond proceeds.</p>	
Vote	

SCOPE OF SERVICES

Exterior Envelope Improvements

St. Michaels Church

The purpose of this phase of the work will be to detail and provide construction administration services for a weather tight envelope for the St. Michaels Church building. This will include a new roof and new exterior siding and insulation, all in accordance with what will be necessary for the work as the Church is renovated into the South Berwick Public Library in the future. The drawings and specifications will only encompass the portions of the Church that are to remain when the building is converted to the Library.

The fees for this phase of work will be credited toward the services for the remainder of the project, as the work progresses.

1. CONSTRUCTION DOCUMENTS AND SPECIFICATIONS:

- A. Prepare all necessary drawings, details and specifications for completion of work for; new roof and new exterior siding and insulation to create a weather tight and high performing (energy efficient) envelope. Will include, but not limited to; Roof Plan, Roof Details, Wall Sections, Wall Details, Window and Door Opening Details to ensure ease of new windows and doors during next phase.

2. BIDDING AND NEGOTIATION SERVICES:

- A. JCJ will assist during bidding process, either by working with a local printer to distribute documents, working with the Town Hall staff to distribute documents, or by handling an electronic distribution of documents. Electronic distribution would be handled through the JCJ FTP site and would enable the Town to maintain control of documents and keep track of who has downloaded them.
- B. JCJ to attend pre bid walk through during bidding with potential contractors to describe the work and answer questions.
- C. JCJ to assist in reviewing bids and contacting references of two lowest bidders for final recommendation.

2. CONSTRUCTION ADMINISTRATION SERVICES:

- A. Representative from JC J to be on site as roof and walls are removed for review of existing sub structure, and conditions.
- B. JCJ to review construction process with at up to four (4) additional visits, at the mid point of construction of the walls and roof, and the final completion of both.

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # NB 1
Agenda Item: Ratify Dispatch Agreement	
Assistant Town Manager's Recommendation	
<p>The Dispatch agreement with Berwick expired on June 30, 2010. Berwick has requested a one year extension to the contract due to the activity at the state level to further reduce PSAPs (see attached).</p> <p>The signed agreement is presented to you this evening for ratification. This item will require further attention through the budget process for f/y 2012.</p>	
Requested Action	
<p>Motion to ratify the Agreement for Dispatch services for fiscal year 2011 between the Town of South Berwick and the Town of Berwick.</p>	
Vote	

AGREEMENT

The AGREEMENT, made this 9th day of July, 2010 by and between the Town of South Berwick, County of York, State of Maine, through its Town Manager and ratified by its Town Council, hereinafter referred to as South Berwick, and the Town of Berwick, County of York, State of Maine, through its Town Manager as authorized by its Board of Selectmen, hereinafter referred to as Berwick.

WHEREAS, South Berwick owns and operates a twenty-four (24) hour public safety communications center and has the capacity and facilities to furnish Berwick with twenty-four (24) hour public safety dispatch for its Police and Fire Departments and EMS, which shall include teletype services; records and modem communications to include development, Police and Fire, mobile terminals and improved communications.

WHEREAS, Berwick desires to contract with South Berwick for the provision of twenty-four (24) hour dispatch service for its Police and Fire Departments; and

NOW THEREFORE for the consideration stated below, South Berwick agrees to provide dispatch services to Berwick, subject to the following terms:

1. This AGREEMENT is valid for one (1) year beginning the first day of July, 2010 and ending the thirtieth (30th) day of June 2011;
2. This AGREEMENT is contingent upon the approval of funding, by voters at the Town of Berwick's Annual Town Meeting; it is mutually agreed that the Town of Berwick shall not be penalized should the voters fail to approve funding for this AGREEMENT at said meeting; likewise, it is mutually agreed that, should the voters of the Town of Berwick fail to approve funding for this AGREEMENT at said meeting, this AGREEMENT shall be considered to be void as of the first day of the fiscal year for which funding was not approved, and the Town of South Berwick shall not be responsible to provide any service for any length of time for which it is not compensated, as provided in #4 herein;
3. During the term of this AGREEMENT, from July 1, 2010 through June 30, 2011, Berwick agrees to pay an annual fee equal to 40% of South Berwick's dispatch budget costs;
4. Berwick agrees to pay South Berwick in twelve installments, due to be paid during each month of the AGREEMENT;
5. Berwick agrees that South Berwick, under the terms of this AGREEMENT, is under no obligation to provide said dispatch service to other public agencies within said Berwick -- except that it is agreed that South Berwick shall provide initial notification to Berwick's contracted ambulance service provider (at the time this AGREEMENT is signed, said contractor being AMR); will provide all emergency services covered as required by Police, Fire and EMS;
6. This AGREEMENT may be terminated by either party hereto, at any time during the term of the AGREEMENT, by providing a one hundred and eighty (180) day written notice to the other party -- said notice being provided to the Town Manager of the other municipality;
7. It is agreed that, in the event Berwick desires to extend this AGREEMENT beyond one (1) year, the fee for the services, and all other items provided for herein, shall be negotiable;
8. Berwick is in the process of converting to the IMC records management system. This conversion may effect how data is transferred from South Berwick Dispatch to Berwick Police Department. It is anticipated that this conversion will have no effect on the contract terms;

9. South Berwick agrees to seek input from Berwick prior to hiring new dispatchers; and
10. South Berwick Dispatch budget projections will be provided by March 1st of each calendar year. Finalized costs will be provided after South Berwick's Town Meeting.

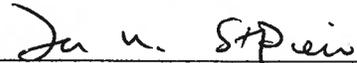
It is agreed and understood that this written AGREEMENT contains all the terms between the parties, and any modifications thereof shall be in writing.

IN WITNESS WHEREOF, the Town of South Berwick, through its Acting Town Manager and ratified by its Town Council, and the Town of Berwick, through its Town Manager as authorized by its Board of Selectmen, have hereunto set their hands and seals on the date first contained herein.

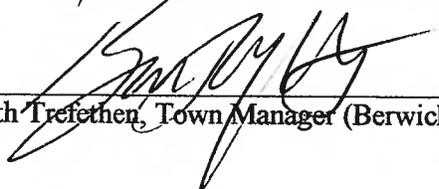


Roberta L. Orsini, Acting Town Manager (South Berwick) Date

7/14/2010

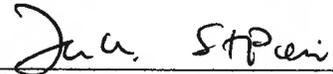


Witness



Keith Trefethen, Town Manager (Berwick) Date

7/14/2010



Witness

Attachment A

South Berwick Dispatch Costs

2010/11

Wages/Benefits

Full time

Wages:	\$183,935
Benefits:	\$105,654

Overtime/Shift Differential

Wages:	\$ 23,100
Benefits:	\$ 3,604

Part time

Wages:	\$ 34,597
Benefits:	\$ 3,148

Total Wages/Benefits:	\$354,038
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Other Expenses:

Office Supplies	\$ 500
Furniture/Fixtures	\$ 2,000
Repairs/Maintenance	\$ 8,000
Advertising	\$ 200
Telephone (teletype / 911 / toll calls)	\$ 4,800
Travel Allowance	\$ 250
Equipment	\$ 10,500
Training	\$ 1,500
Uniforms	\$ 2,200
Console Payment	\$ 19,550

Total Other Expenses:	\$ 49,500
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Wages/Benefits:	\$354,038
Other Expenses:	\$ 49,500

Subtotal Dispatch Costs:	\$403,538
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Berwick: 40%	\$161,415
Berwick: PSAP Fees	9,529

Berwick Total	\$170,944
Berwick Total Adjusted	\$170,940

Roberta Orsini

From: John B. Schempf
Sent: Wednesday, June 23, 2010 2:34 PM
To: Roberta Orsini
Subject: FW: PUC Notice of Inquiry re PSAPs

From: KeyMunicipalOfficials-owner@imail.memun.org [mailto:KeyMunicipalOfficials-owner@imail.memun.org] **On Behalf Of** Jeff Austin
Sent: Monday, June 21, 2010 3:25 PM
To: 'keymunicipalofficials@imail.memun.org'
Cc: Geoff Herman; Kate Dufour; Laura Veilleux; Jeff Austin; Eric Conrad
Subject: PUC Notice of Inquiry re PSAPs

To: Key Municipal Officials
From: Jeffrey Austin, MMA
Date: June 21, 2010
Re: PSAP Consolidation

The Public Utilities Commission (PUC) is seeking comment on the further consolidation of Public Safety Answering Points (PSAPs).

Currently, Maine has 26 PSAPs, which answer emergency 9-1-1 calls. Maine has an additional 60 "dispatch-only" facilities that dispatch the appropriate emergency personnel (e.g., police, fire and/or ambulance).

In April, the Legislature directed the PUC to submit a plan regarding how to consolidate the existing 26 PSAPs down to no more than 15-17 PSAPs. The PUC must submit its plan to the Legislature by November 1, 2010.

The Legislature's directive was in response to a consulting group's report on PSAP issues. That report, the so-called "Kimball Study," recommended reducing the number of PSAPs in Maine to between 15 and 17.

In an effort to gather information prior to submitting its plan, the PUC issued a Notice of Inquiry (NOI). The NOI poses 18 general questions covering a range of issues associated with PSAPs and dispatching. In addition, the NOI asks questions specific to Androscoggin, Aroostook, Kennebec, Penobscot and York county municipalities.

While any member of the public may comment, the framing of the questions would appear to require a municipal response.

Linked to this email are:

1. A copy of the NOI (http://www.memun.org/public/news/PSAP_NOI_2010.pdf); and,
2. A copy of the 84-page "Kimball Study" (http://www.memun.org/public/news/Kimball_2010.pdf).

Municipal officials with an interest in the PSAP issue are encouraged to respond. **Deadline for**

7/14/2010

comments is July 12, 2010.

Comments may be submitted to the PUC electronically by following the e-filing instructions on the Commission's website (www.maine.gov/mpuc). Anyone without electronic access may mail comments to: Administrative Director, MPUC, 18 State House Station, Augusta ME 04333.

All filings should refer to Docket Number 2010-185. A copy of the full Notice of Inquiry (dated June 15, 2010) and all filed comments can be found on the virtual case file accessed from the website-- look under Case ID: 2010185.

If you have any questions about this Notice of Inquiry, please contact MMA's Jeffrey Austin at JAustin@memun.org or 1-800-452-8786.

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # NB 2
Agenda Item: Set Public Hearing for TIF District Designation	
Assistant Town Manager's Recommendation	
In order to capture the new CMP value, the Council must take action on the TIF Designation prior to the Board of Assessors' meeting on August 10th. The notice for the Public Hearing is attached here for your review.	
Requested Action	
Motion to hold a public Hearing on August 10, 2010 at 6:30 pm to hear comments on the proposed TIF Designation.	
Vote	

**NOTICE OF PUBLIC HEARING
TOWN OF SOUTH BERWICK
regarding
A Municipal Tax Increment Financing District To Be Known As The
“Punkintown Road and CMP Corridor
Municipal Development and Tax Increment Financing District”**

Notice is hereby given that the Town of South Berwick will hold a public hearing at its Town Council Meeting on

**Tuesday, August 10, 2010,
at
The South Berwick Town Hall, Town Council Chambers, at 180 Main Street,
in South Berwick, Maine,
The Public Hearing will be at 6:30 p.m.**

The purpose of the public hearing is to receive public comments on the designation of the proposed municipal tax increment financing district to be known as the South Berwick Municipal Development and Tax Increment Financing District (the “District”), pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

The proposed municipal development and tax increment financing district consists of certain property designated as the Central Maine Power transmission corridor, the H. L. Patten Subdivision and the Punkin Town Place project, which is located in South Berwick at Map 1 Lot 26, Map 1, Lot 27, Map 12 Lot 54A, Map 12 Lot 67, Map 12, Lot 95, Map 12 Lot 96, Map 12 Lot 97 (CMP), Map 1 Lot 33 (Patten), Map 1 Lot 34, Map 2 Lot 9-1 (Howarth).

A copy of the proposed District will be on file with the Town Clerk prior to the Public Hearing.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # NB 3
Agenda Item: Discuss Public Hearing for Library Construction Bond Referendum	
Assistant Town Manager's Recommendation	
<p>I recommend the Town Council hold a public hearing on the Library Construction Bond Referendum on Tuesday September 14th. This Public Hearing will take the place of the 2nd public meeting previously planned for August.</p>	
Requested Action	
<p>Motion to hold a public Hearing on September 14, 2010 at 6:30 pm to hear comments on the Library Construction Bond referendum question.</p>	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # NB 4
Agenda Item: Discuss Housing Partnership request	
Assistant Town Manager's Recommendation	
<p>I have received a letter from The Housing Partnership regarding the potential development of the land we purchased in 2008 on Young Street. A joint project with an organization such as the Housing Partnership may afford the community the ability to develop the parcel at a greatly reduced cost to the taxpayer. This is an opportunity the Council should discuss in detail to insure the best possible outcome for the Town.</p> <p>As a first step, I suggest a meeting with Mr. Chapman to hear his thoughts on how a joint venture of this nature might play out for South Berwick.</p>	
Requested Action	
Council wishes.	
Vote	



Roberta Orsini

Assistant Town Manager

180 Main Street

So. Berwick, ME 03908

Via email: rorsini@sbmaine.us

July 9, 2010

Dear Ms. Orsini,

I am writing at the recommendation of Michael Lassel to express The Housing Partnership's strong interest in developing senior or multigenerational affordable housing in the village center of South Berwick. As you may be aware, The Housing Partnership is a non-profit developer and owner of affordable housing with a strong connection to South Berwick through our affordable family residences on Norton Street. We certainly would welcome an opportunity to expand our relationship with the town through the development of additional affordable housing that meets our charitable mission while addressing the town's priorities for the housing needs of its residents.

I understand from Mr. Lassel that with the town's acquisition of the old Catholic church on Young Street land may be available in the B1 zone for a development. This location appears to be ideal for affordable housing since it is within easy walking distance of shops, medical offices, restaurants, town services and the proposed new library. Consistent with The Housing Partnership's current development model, we would provide community space and resident service coordination to facilitate resident interaction with other available social and financial services.

If you are interested in discussing a potential development proposal by The Housing Partnership, we are prepared to meet with you and the town council at any time. I appreciate your consideration, and I look forward to your response.

Sincerely,

Marty Chapman

Executive Director

The Housing Partnership

Cc: Mike Lassel

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # NB 5
Agenda Item: Appoint Planning Board Members	
Assistant Town Manager's Recommendation	
<p>The Planning Board Chairman has recommended the Council appoint both alternates to full voting positions on the board.</p> <p>Two alternate positions will remain following these appointments.</p>	
Requested Action	
<p>Motion to appoint Joel Moulton to the Planning Board with a term to expire 2013. Motion to appoint Terrence Parker to the Planning Board with a term to expire 2012.</p>	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: July 27, 2010	Item # NB 6
Agenda Item: Appoint Interim Town Manager	
Assistant Town Manager's Recommendation	
The motion made on July 20 th was conditional upon a successful contract negotiation. Providing that has been accomplished a new motion is requested to confirm the appointment.	
Requested Action	
Motion to appoint Roberta Orsini as the Interim Town Manager, Tax Collector, Treasurer, Road Commissioner and Personnel Director.	
Vote	