

Memo

To: Perry Ellsworth, Town Manager

From: Craig H. Skelton, Assessor's Agent

A handwritten signature in black ink, reading "Craig H. Skelton", is written diagonally across the right side of the memo header.

Date: March 14, 2011

Re: 2011 County Assessment and Assessor's Return document

Attached is the York County Assessment for South Berwick and The Assessors Return. The York County Commissioners ask that the Assessors sign the accompanying return document. When signed, please return the Assessors Return to me so that I may send the original to the County and retain a copy for our commitment documents.

STATE OF MAINE

YORK, §

TO THE ASSESSORS OF THE TOWN/CITY OF **SOUTH BERWICK** in said County.

GREETING:

AT THE COURT of County Commissioners, begun and holden at Alfred within and for the County of York, on the 26th day of January, AD, 2011.

WHEREAS, the York County Budget Committee, pursuant to M.R.S.A. 30-A § 833, passed at their last session, upon an estimate of the County Commissioners for said County, of the sums necessary for defraying the charges of the County for the year ensuing and exhibited by the Clerk of said Court, granted a tax of \$15,952,700.00 to be assessed, collected, and paid according to law, and applied for the purposes aforesaid.

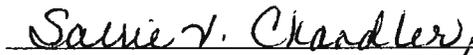
AND WHEREAS, upon a due apportionment of said sum of the several Towns and Cities in said County, made at a session of the Court of County Commissioners, held on the 26th day of January, AD, 2011 your town's proportion is found to be **\$361,581.23**.

YOU ARE HEREBY REQUIRED, in the name of the State of Maine to assess the said sum last mentioned, upon the inhabitants of said Town/City, agreeable to the laws of said State, and cause the same in like manner to be collected and paid to Frank D. Wood, Treasurer of said County or his/her successor in said office, forthwith as of the **FIRST DAY OF SEPTEMBER, 2011**.

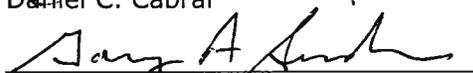
At its regular meeting duly held on February 16th, 2011 the Board of Commissioners of the County of York, pursuant to M.R.S.A. 30-A § 706, by motion, seconded, and unanimously voted that the Treasurer shall assess interest according to M.R.S.A. 36 § 892-A and § 186 amended 1996 at the rate of **7%** compounded annually. A municipality will be considered **DELINQUENT** if the taxes are not received by the County by **OCTOBER 31, 2011**.

WHEREOF FAIL NOT, and make due returns to the said Treasurer of the names of person or persons to whom your list of assessments shall be committed.

IN WITNESS THEREOF WE, Sallie V. Chandler, David E. Bowles, Daniel C. Cabral, Richard R. Dutremble, and Gary A. Sinden County Commissioners, have hereunto set our hands, this 7th day of March, 2011.

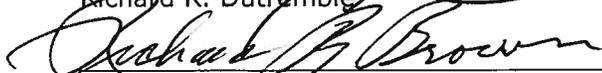

Sallie V. Chandler


Daniel C. Cabral


Gary A. Sinden

David E. Bowles


Richard R. Dutremble


ATTEST: Richard B. Brown
County Manager

ASSESSORS RETURN

PURSUANT TO A WARRANT to us directed, from the York County Commissioners for the County of York, dated the 7th day of March, AD, 2011 we have assessed the estates of the inhabitants, and the estates of the non-resident proprietors of the Town/City of **SOUTH BERWICK** in said County, the sum of **THREE HUNDRED SIXTY-ONE THOUSAND FIVE HUNDRED EIGHTY-ONE DOLLARS AND TWENTY-THREE CENTS (\$361,581.23)** and have committed lists thereof to the Tax Collector of said Town/City with Warrant in due form of law for collecting and paying same to the Treasurer of the Town/City of **SOUTH BERWICK** or his/her successor in said office to be paid by him/her to Frank D. Wood, Treasurer of the County of York, or his/her successor in said office the **FIRST DAY OF SEPTEMBER, 2011.**

Taxes not paid by the **THIRTY-FIRST DAY OF OCTOBER, 2011** will be considered **DELINQUENT** and will be assessed interest at the rate of **7%** compounded annually.

IN WITNESS, WHEREOF, we have hereunto set our hands the

_____ day of _____, 2011.

ASSESSOR(S) OF SOUTH BERWICK

TO BE FILLED IN AND FORWARDED TO THE COUNTY TREASURER AS SOON AS THE ASSESSMENT IS COMPLETE TO:

**FRANK D. WOOD
TREASURER-COUNTY OF YORK
45 KENNEBUNK RD
ALFRED, ME 04002**

Memo

To: Perry Ellsworth, Town Manager

From: Craig H. Skelton, Assessor's Agent



Date: March 18, 2011

Re: Ratio Declaration & Reimbursement Application

Attached is the Ratio Declaration & Reimbursement Application sent to us from Maine Revenue Services. The request for a preliminary number of Homestead Exemptions approved for the upcoming tax year determines the initial reimbursement sent by the state.

I have attached the application with estimates for the total number of exemptions and have used the current tax year rate in the calculation. This form needs to be signed by the Assessors and returned to me so it can be forwarded to the Maine Revenue Services. The declaration will need to be returned by June 1st to ensure the reimbursement checks will be issued to The Town of South Berwick.

RATIO DECLARATION & REIMBURSEMENT APPLICATION

Municipality of: **SOUTH BERWICK**

County of: **YORK**

Developed Parcel Ratio: **94%**

Filing Deadline: **June 1, 2011**

SECTION A: DECLARATION OF CERTIFIED RATIO

Municipal assessors are required to annually report the ratio or percentage of just value upon which local assessments are based (**36 MRSA §383**) Assessors must multiply the amount of the Homestead Exemption by the ratio certified pursuant to **§383** to determine the proper amount of exemption to be granted. The ratio certified by local assessors should reasonably agree with the overall assessment ratio for developed parcels (residential property) determined by Maine Revenue Services in its annual audit conducted for the purpose of determining the State Valuation. Of the following boxes, please check the **one** box which is most appropriate for your municipality for the **2011** tax year:

We will use the developed parcel ratio determined by Maine Revenue Services of **94%** as our declared certified ratio. The developed parcel ratio is a direct finding and final result of Maine Revenue Services' audit of **2009** local valuations for residential property as stated in the **2011 State Valuation**.

We will use the municipality's **declared 2011 certified ratio** to adjust the amount of local homestead exemption. The certified ratio declared is within 10% of the developed parcel ratio (**between 84.6% and 103.4%**) last determined by Maine Revenue Services; or

We hereby petition to use a ratio that varies by more than 10% from the developed parcel ratio last determined by Maine Revenue Services for the following reason: **(Note: No requests for a variance in ratio will be granted unless accompanied by documentation supporting the proposed change. Ratios certified outside the allowable 10% will default to the Developed Parcel Ratio.)**

- A total revaluation is to be implemented for the 2011 tax year **(proof required)**
- A partial revaluation is to be implemented for the 2011 tax year **(proof required)**
- More current sales information is available which justifies a higher ratio **(proof required)**
- Other _____

SECTION B: HOMESTEAD PROPERTY TAX EXEMPTION INFORMATION

1. The total number of homestead exemptions granted (actual or estimated) # 1788
2. We plan to use the following **Certified Ratio** to adjust the full *just value* exemptions: % 100
(see Section A above)
3. The corresponding total amount of 2011 Homestead value exempted is \$ 17,880,000
4. The 2011 municipal tax rate is 15.10 mils. (**NOTE:** If the local tax commitment is not final for 2011, use the 2010 local tax rate or an estimated rate...whichever is more accurate.)
5. The actual number of new homestead applications processed this year. # 30

SECTION C: ASSESSOR(S) SIGNATURES

We, the assessors, do state that the that the information contained on this document is, to the best knowledge and belief of this office, reported correctly, accurately and in accordance with the requirements of the law.

_____/_____/_____

_____/_____ Date _____

Contact Person: _____ Phone# _____

**PLEASE COMPLETE AND RETURN TO:
fax 287-6396**

**MAINE REVENUE SERVICES
PROPERTY TAX DIVISION ATTN: LINDA LUCAS
PO BOX 9106,
AUGUSTA ME 04332-9106**

**SOUTH BERWICK TOWN COUNCIL
SPECIAL MEETING
MARCH 1, 2011**

The Chairman reported the following to the Clerk:

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

EXECUTIVE SESSION

1. On a motion by Mr. Kareckas, seconded by Mr. Webster, it was unanimously voted to enter executive session at 6:31pm pursuant to 1MRSA §405.6D to discuss the Public Works Union Contract.

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to end the executive session at 8:57pm.

ADJOURNMENT

On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to adjourn the meeting at 8:57pm.

Attest:

Barbara Bennett, CCM

**SOUTH BERWICK
BOARD OF ASSESSORS
MARCH 8, 2011**

Chairman David Burke called the meeting to order at 6:15pm. Assessors present included Jean Demetracopoulos, and David H. Webster. Assessing Agent Craig Skelton was also in attendance. Gerald W. MacPherson, Sr., John C. Kareckas and Town Manager Perry Ellsworth arrived moments after the Chair called the meeting to order.

The Board discussed and took action on abatement requests 4, 5, and 6.

#4: On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to grant abatement to Brian Conley, acct #C1196R, Map 3 Lot 10-2, due to the property actually being located in York. Taxes abated are FY 2009=\$256.28, FY 2010=\$261.44 and FY 2011=\$259.72.

#5: On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to grant abatement to Brian Conley, acct #C1190R, Map 3 Lot 10, due to a portion of the property being located in York. Taxes abated are FY 2009=\$38.74, FY 2010=\$39.52 and FY 2011=\$39.26.

#6: On a motion by Mrs. Demetracopoulos, seconded by Mr. MacPherson, it was unanimously voted to grant abatement of \$143.45 to Mary Hyder, acct #L3360R, Map 35 Lot 67, due to a clerical error resulting in the omission of the Homestead Exemption.

The meeting adjourned at 6:24pm.

Attest:

Barbara Bennett, CCM
Town Clerk

SOUTH BERWICK TOWN COUNCIL MARCH 8, 2011

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

APPROVAL OF MINUTES

1. Special Town Council 2-23-11: On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to adopt the minutes as written.

SIGNING OF TREASURER'S WARRANT – March 8, 2011

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

PUBLIC COMMENT

1. Richard Clough, Academy St, asked if a Vaughan Fund meeting had been scheduled. Mr. Burke stated that it had not, but should be within the next month or so.

Mr. Clough also asked if the Town had heard anything from the State regarding our submission for the TIF District Development Plan. Mr. Ellsworth stated that we had not; it may be several weeks.

REPORTS & CORRESPONDENCE

Great Works River cleanup: Colleen Tuano and her father Greg Tuano addressed the Council regarding a proposal for the Great Works River. Miss Tuano stated that as a result of a school project she would like to organize a clean-up of the river to make it more accessible for recreational use. The goal is to organize volunteers to remove trash and hazards from the river. **The vision is to establish and promote use of the river, especially from Emery's Bridge to the Brattle Street takeout.** The plan is to use volunteers to evaluate conditions and cleanup trash and debris. Mr. Tuano added that eventually they would like to promote the use of the Great Works River as an additional town amenity along with recreational opportunities in Vaughan Woods, the Eastern Trail and the Salmon Falls River canoe trip.

Miss Tuano stated that they are looking for Town support in providing or recommending maps of the area and website design, partners to help with implementation, and disposal of debris retrieved from the river.

General consensus of the Council was that the project had great merit and would be a good way to increase community involvement and recreational opportunities.

TOWN MANAGER'S REPORT

-Mr. Ellsworth stated that he came to South Berwick looking for a challenge and it has found him. He added that he has an open door policy and encouraged residents to share their comments and concerns.

-Attended Manager training in Bangor. A number of topics were discussed including TIF's, land leases, and ethics.

-Has been receiving negative comments on current road conditions.

-Made note that at the last meeting he stated that the winter budget was on track, however it is now over by \$57,000.

-Informed everyone that the Salmon Falls River level will be higher than normal (tonight) due to the controlled release of batter boards on a dam upstream.

-Commented that after the informational meeting with MDOT regarding the intersection of Quarry Dr. & Route 236, he will be meeting with the State engineer to discuss a number of issues regarding the roadways.

-Still working on the 2 union contract negotiations.

UNFINISHED BUSINESS

1. The Council discussed the proposed Budget Review Schedule. Mr. Burke stated that he will be out of town from March 23rd to the 27th. It was agreed to hold workshops on Thursday the 10th and Wednesday the 15th; the remainder of the schedule is tentative and may be adjusted as needed. Mr. Ellsworth stated that he would like to wrap up the process on/by March 29th.

NEW BUSINESS

1. On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to approve and sign the Municipal Ordinance Prosecutor Authorization. Mr. Ellsworth explained that **the District Attorney's office does not prosecute local ordinance violations. This** authorization will allow the Police Chief to designate an officer to handle these issues.

2. On a motion by Mr. MacPherson, seconded by Mr. Webster, it was unanimously voted to designate Perry Ellsworth as the project manager for the library construction project on Young Street.

3. Mr. Ellsworth explained that he is working with the architect to finalize numbers regarding the final design of the library, primarily the design development and construction documents. The plan is to have construction documents ready between May 15th and June 1st so bids could be back mid to late June, with construction to begin July/August. The goal is to get the building ready to house the new library in early fall. Soft costs (furniture, fixtures, etc) still rest primarily with the Friends of the Library raising the funds.

On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to authorize the Town Manager to sign a contract for architectural services with JCJ Architecture to complete design development drawings **to convert the former St. Michael's Church** for use as a 6800 square foot library as outlined in the JCJ schematic design presented as phase 1 April 2010, for an amount not to exceed \$40,000.

4. Disposition of Rectory: Mr. Ellsworth explained that it is necessary to move or dismantle the Rectory building on Young Street so that the 1800 square foot addition to the church building can be constructed as part of the new library. He added that the interior had been remodeled and it appears that the only historically or architecturally significant items are the fireplace mantle and stair railing. He made note that moving the building may not be an option because it is wider than the roadway.

On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to authorize the Manager to issue a Request for Proposals for the moving or dismantling of the Rectory at 26 Young Street.

Chairman Burke made note of the letter from the Historic District Commission and asked that it be entered into the record.

To Town Councilors, March 7th 2011

In the anticipation of tonight's vote, regarding the future of the Rectory associated with the former St. Michael's church, the Historic District Commission (HDC) urges you to vote in favor of preservation and adaptive re-use. The HDC feels that a vote in favor of demolition could have many negative consequences for the town as a whole, and could set a dangerous precedent.

The HDC is concerned that the argument of removing the building is financially prudent is short sighted. Agreed, the removal of the building will be limited to the cost of demolition and disposal, but the long term consequences are far higher than if the building is rehabilitated. First, the town has purchased a building that is already standing and in exceptional condition for its age. By removing the building, the purchase price of the building has been essentially thrown away. This is only the beginning. Through numerous studies, in municipalities across the country and in size, the National Trust for Historic Preservation has concluded that preservation and rehabilitation makes smart economic sense. Some of the conclusions that have been proven-

- Historic preservation is an ideal economic development strategy for attracting and retaining small businesses. Small businesses are some of the fastest growing economic engines in the region. 90 percent of the businesses employ fewer than 20 people.
- Historic buildings provide efficient space for new uses. Although changes will have to be made to the structure, creative thinking has adapted many buildings for new uses. Conflicts with new building codes can be overcome with the help from preservation advocacy groups and successful projects are the result. Many of these advocacy groups are willing to help, in many cases at competitive rates.
- Rehabilitating historic buildings is both cost effective and energy conserving. The question that needs to be asked is what could the town get in terms of a new building for the cost of reusing the existing building?
- Historic preservation promotes active community participation

- A community’s commitment to downtown revitalization and preservation provides the impetus for private investment as well.
- Historic rehabilitation is a cost competitive alternative to new construction
- Preservation is a time saving alternative to new construction

The HDC understands that this letter could be seen as input and information that is coming late in the planning process. However, at the February 8th Town Council meeting, no mention of removing the building had been made. The HDC realizes that although the building is in close proximity to the proposed library, they are two separate projects and slowing down one project should not slow down the other.

South Berwick has options at this point in time. They can choose to be a leader in the preservation of an historic downtown that is unequalled in the surrounding communities, or they can decide to go down the path that other communities have. Many of the surrounding towns have thrown away large parts of their cultural, historical and architectural past to be replaced with what developers want, not what town people want. The financial aspect of removing a building that the town has paid for is hard to ignore, but the chance to preserve a structure for commercial reuse, save money in the process and bring economic benefits to the town is a chance that should not be passed up. The HDC is ready to work with the Town of South Berwick to help reach a solution that satisfies everybody.

Respectfully,
Dan Boyle, HDC Chair

COUNCIL MEMBER COMMENTS

1. Mr. MacPherson: Commented that South Berwick is not in a unique situation with our road conditions. Many of the surrounding towns have similar problems and the real issue is the cost of repairs and maintenance.

2. Mr. Burke:

-Congratulated Powderhouse Ski Hill for the recent event with Shawnee Peak offering kids a chance to try skiing and snowboarding for free.

-Asked that consideration be given to an agenda item for the next meeting regarding the transfer of funds to cover winter road expenses.

3. Mr. Webster:

-Made note of the need for drainage work on Knight’s Pond Road, especially north of Love’s Brook.

-Suggested that Senator Dawn Hill be invited to a meeting to discuss issues regarding the Maine Turnpike Authority and their apparent lack of interest in eliminating heavy truck traffic **from local roads. He added that with the MTA’s recent change in leadership this would be a good time to put pressure on them.**

-Commended the way the Police Department handled a recent issue regarding a college student being stopped with an expired auto registration.

4. Mr. Kareckas:

-Thanked Shawnee Peak for their willingness to participate in the recent Ski Free event for kids at Powderhouse Ski Hill. He added that it is a great way to help build community. At Mr. **Kareckas’ suggestion it was agreed to send a letter of thanks to Shawnee Peak.**

-Made note that Municipal Revenue Sharing is being attacked by the State’s administration and South Berwick should do whatever it can to protect the revenue source. Mr. Ellsworth stated that the York County group attends meetings on a bi-weekly basis in Augusta to discuss and promote issues that are vital to York County.

ADJOURNMENT

On a motion by Mr. Webster, seconded by Mr. Kareckas, it was unanimously voted to adjourn the meeting at 8:13pm.

Attest:

Barbara Bennett, CCM

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00027857	193619 SPRING HILL	03/22/2011	-600.00
00027946	140532 NCO FINANCIAL SYSTEMS INC	03/22/2011	14.28
00027947	132500 SECRETARY OF STATE M/V	03/22/2011	17,955.36
00027948	189999 REFUNDS	03/22/2011	6.00
00027949	209999 TAX REFUNDS	03/22/2011	143.45
00027950	209999 TAX REFUNDS	03/22/2011	517.72
00027951	140532 NCO FINANCIAL SYSTEMS INC	03/22/2011	14.28
00027952	132500 SECRETARY OF STATE M/V	03/22/2011	14,508.69
00027953	189999 REFUNDS	03/22/2011	200.00
00027954	189999 REFUNDS	03/22/2011	200.00
00027955	189999 REFUNDS	03/22/2011	200.00
00027956	189999 REFUNDS	03/22/2011	200.00
00027957	010285 ADMIRAL FIRE & SAFETY INC	03/22/2011	79.70
00027958	010336 AGGREGATE RECYCLING CORP	03/22/2011	1,425.34
00027959	010440 ALBERTSONS	03/22/2011	104.14
00027960	010585 AMAZON	03/22/2011	114.43
00027961	011422 KERA ASHLINE	03/22/2011	105.12
00027962	020225 BAKER & TAYLOR	03/22/2011	189.32
00027963	021300 BERNSTEIN SHUR	03/22/2011	5,214.20
00027964	022850 BUSINESS EQUIPMENT UNLIMITED	03/22/2011	694.00
00027965	021668 BLOW BROS	03/22/2011	56.00
00027966	022240 GARY BOUCHER	03/22/2011	39.78
00027967	030500 CENTRAL MAINE POWER/CREDIT,COLL	03/22/2011	80.00
00027968	030510 CENTRAL MAINE POWER	03/22/2011	3,646.79
00027969	030552 CHASE & HAMLYN INC.	03/22/2011	525.00
00027970	030670 CHRISTY MACHINE CO	03/22/2011	116.00
00027971	030920 CLEAN-O-RAMA	03/22/2011	284.15
00027972	031430 COMCAST	03/22/2011	95.00
00027974	032002 ONE COMMUNICATIONS	03/22/2011	1,101.58
00027975	040800 DOUCETTE EXCAVATING	03/22/2011	990.00
00027976	050990 ENOLA EVANS	03/22/2011	432.00
00027977	141000 FAIR POINT COMM	03/22/2011	136.26
00027978	010525 G&K SERVICES	03/22/2011	958.42
00027979	070200 P GAGNON & SON INC	03/22/2011	3,654.91
00027980	070270 GAYLORD BROTHERS	03/22/2011	102.15
00027981	070280 GENERAL CODE PUBLISHERS	03/22/2011	1,195.00
00027982	070600 GEORGE GORMAN	03/22/2011	95.78
00027983	071086 GREAT WORKS FAMILY PRACTICE	03/22/2011	250.00
00027984	071050 GREAT FALLS CLEANERS	03/22/2011	216.05
00027985	071500 GUNSTOCK GROUP SALES	03/22/2011	599.00
00027986	191330 HANNAFORD'S	03/22/2011	998.49
00027987	080248 HANSCOM'S TRUCK STOP INC	03/22/2011	13,541.43
00027988	080515 HAWILL'S LTD	03/22/2011	241.14
00027989	080635 HIGGINS	03/22/2011	12.79
00027990	022665 C.E. HOLMES CONSTRUCTION	03/22/2011	220.00
00027991	080998 HOME DEPOT	03/22/2011	252.37
00027992	081305 HSE GOULD	03/22/2011	87.24
00027993	090580 IRVING OIL	03/22/2011	47.80
00027994	141367 KONE INC	03/22/2011	183.77
00027995	133375 MAINE ENERGY RECOVERY CO.	03/22/2011	2,952.01
00027996	133195 MAINE TURNPIKE AUTHORITY	03/22/2011	21.15
00027997	133358 W.B.MASON	03/22/2011	300.00
00027998	133818 MILLENNIUM ROADS LLC	03/22/2011	3,074.86
00027999	134300 MAINE MUNICIPAL EMPLOYEES	03/22/2011	3,773.72
00028000	134601 EXXON/MOBIL	03/22/2011	403.14
00028001	140105 NAPA OF SOMERSWORTH	03/22/2011	477.39

Check Number	Account	Date Paid	Amount
00028002	140965 NEW ENGLAND TRUCK TIRE CTR	03/22/2011	5,984.00
00028003	141075 NEWSWEEK	03/22/2011	70.00
00028004	141080 NEXTEL	03/22/2011	18.99
00028005	141300 NO.BERWICK LUMBER & HARDWARE	03/22/2011	138.38
00028006	141340 NO BERWICK RESCUE SQUAD	03/22/2011	500.00
00028007	141400 NORTHERN DATA SYSTEMS INC	03/22/2011	375.00
00028008	150740 BILL PAGE	03/22/2011	9.45
00028009	200700 PIKE INDUSTRIES INC	03/22/2011	506.41
00028010	160341 PINNACLE IT	03/22/2011	1,876.00
00028011	160400 PITNEY BOWES	03/22/2011	138.00
00028012	160692 POLAND SPRING	03/22/2011	112.19
00028013	160920 PORTLAND POLICE DEPT	03/22/2011	85.00
00028014	161265 PORTSMOUTH FORD	03/22/2011	653.00
00028015	161309 POWER PHONE INC	03/22/2011	209.00
00028016	170000 QUILL CORPORATION	03/22/2011	362.47
00028017	180185 RCP LLC	03/22/2011	387.50
00028018	180400 RED'S SHOE BARN INC	03/22/2011	90.00
00028019	180435 WM RENAUD JR TRUCKING INC	03/22/2011	1,182.50
00028020	192875 SO BERW VOLUNTEER NETWORK	03/22/2011	1,000.00
00028021	192400 SO BERWICK PETTY CASH ACCOUNT	03/22/2011	42.66
00028022	191900 SO BERWICK EMERGENCY RESCUE	03/22/2011	6,735.40
00028023	192600 SO BERWICK PHARMACY	03/22/2011	48.44
00028024	192900 SO BERWICK WATER DISTRICT	03/22/2011	124.34
00028025	192650 SO BERWICK SEWER DISTRICT	03/22/2011	79.04
00028026	193605 SOUTHWORTH-MILTON, INC	03/22/2011	183.58
00028027	193619 SPRING HILL	03/22/2011	600.00
00028028	210400 UNITED STATES POSTAL SERVICE	03/22/2011	798.60
00028029	193640 STAPLES	03/22/2011	208.01
00028030	180250 SYSCO:NORTHERN NEW ENGLAND	03/22/2011	417.50
00028031	200125 TASER INTERNATIONAL	03/22/2011	250.00
00028032	201100 TOWER PUBLISHING	03/22/2011	102.00
00028033	133150 TREAS:STATE OF ME:SAFETY	03/22/2011	10.00
00028034	133113 TREASURER OF STATE/ATV	03/22/2011	366.00
00028035	201300 TWO-WAY COMMUNICATION SERV INC	03/22/2011	588.12
00028036	230300 WALMART COMMUNITY BRC	03/22/2011	57.64
00028037	230915 WHITED TRUCK CENTERS	03/22/2011	282.53
00028038	241000 YORK COUNTY TOWN/CITY CLERKS	03/22/2011	12.00
Total Not Prepaid			73,691.17
Total Prepaid			33,359.78
Grand Total			107,050.95

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: March 22, 2011	Item # UB 1
Agenda Item: Recreation Committee Recommendation: Youth Center Barn	
Town Manager's Recommendation	
<p>The Recreation Committee has returned its recommendation for the repairs necessary to retrofit the Youth Center Barn to comply with ADA requirements and MMA's risk pool assessment (see attached).</p> <p>This project is a result of the Town Council's charge to the Recreation Committee and has been refined following the Council's direction given in the workshop held with the committee last summer.</p>	
Requested Action	
Council wishes.	
Vote	

March 15, 2011

A Note from the Recreation Committee.

In April of 2010, we came before Town Council (TC) with our recommendations for use of funds previously appropriated for capital improvements to recreation facilities. Our presentation was a result of the charge given to us by TC when the Recreation Committee was re-instated and we were appointed to sit on the committee.

Our last formal discussion on this subject was at a workshop subsequent to our presentation. Some of you weren't on TC at that time and we apologize for the delay in getting back to you on this matter.

At the conclusion of that workshop, we were asked to do further research on our intended use of the capital funds presently sitting in the Recreation Capital account.

We look forward to providing you with the information requested of us at the Council meeting.

In anticipation of that meeting, we have included a breakdown of the estimated costs associated with improvements we are requesting be completed to The Barn at Agamenticus Fields.

The proposed improvements will satisfy the MMA's needs for a safe and functional building.

We look forward to meeting with you.

Respectfully Submitted,

South Berwick Recreation Committee

Bill Page, Chairman
Tracy Lapointe, Secretary
Michael Anderson
Len Bogh
Gina Brackett

The Barn at Agamenticus Fields Proposed Capital Improvements

Repair existing roof:	\$	5,000.00
(Patch holes, fill voids at hip, make weathertight)		
(MMA Item # 01-13-11-C)		
Siding on gable ends:	\$	7,850.00
(Reside to make weathertight, new siding over old, trim, flashing)		
Install non-combustible barrier around stove in kitchen:	\$	500.00
(MMA Item # 01-05-11-C)		
Place Fire Protection System back in service:	\$	300.00
(MMA Item # 01-06-11-C)		
Replace stairs at rear to second floor:	\$	4,200.00
(Remove existing, replace w new to code, PT)		
(MMA Item # 01-15-11-C)		
Misc Items Per MMA Letter:	\$	1,000.00
Exterior Painting of Improvements:	\$	4,000.00
Concrete Ramp, Front Door:	\$	500.00
(To make ADA accesible)		
Bathroom:	\$	1,500.00
(Improvements to existing to meet code)		
Roofs over front & rear entryways:	\$	4,600.00
Waterproof Front Door:	\$	500.00
(If required after roof installation)		
Connect heater at back room:	\$	500.00
(Currently not in use)		
	<hr style="width: 100%; border: 0.5px solid black;"/> \$	30,450.00



MAINE MUNICIPAL ASSOCIATION
 60 Community Drive
 PO Box 9109
 Augusta, ME 04332-9109

Action Plan

Member: South Berwick - Town of

Loss Control Consultant: John Wa

Key Contact: Mr Perry Ellsworth, Town Manager

Survey Date: 1/26/201

The following items requiring attention were noted during my recent visit. These recommend proposed completion dates were discussed in detail with Beverly Hasty, Jon St. Pierre on 1/2 We agreed the time frames were reasonable. Please indicate your estimated completion dat return a copy of this form within the next 30 days.

Item Number	Description / Recommendation	Proposed Completion Date	Es Cor
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Location: Teen Barn

01-04-11-C	Fire Recommendation: Properly mount the fire extinguisher located by the front entrance door.	4/26/2011	
01-05-11-C	Fire Recommendation: Install a non-combustible barrier on the rear and side walls adjacent to the cooking stove.	4/26/2011	

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the di elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the observed at the time of the survey and may not include every possible cause of loss. Compliance with these recon does not guarantee the fulfillment of your obligation under local, state, or federal law.

Item Number	Description / Recommendation	Proposed Completion Date	Estimated Completion Date
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Location: Teen Barn

01-06-11-C Fire 4/26/2011

Recommendation:

Place the fire detection system back in to service. There is currently no power going to the fire detection system.

01-07-11-C Shock 4/26/2011

Recommendation:

Install switch plate covers on the electrical switch boxes that are missing cover plates.

01-08-11-A Exit Signage 2/25/2011

Recommendation:

Replace the missing exit signage over the exit doors.

01-09-11-A Exit Access 2/25/2011

Recommendation:

Remove all dead bolt hardware from the exit doors.

01-10-11-C Housekeeping 4/26/2011

Recommendation:

Perform general housekeeping duties in the storage closet. Remove all materials that are not used or needed.

01-11-11-A Evacuation Plan 2/25/2011

Recommendation:

Develop an evacuation plan for the building. This plan should include posting of egress routes, identification of meeting areas, and written procedures to react to emergency situations.

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Item Number	Description / Recommendation	Proposed Completion Date	Estimated Completion Date
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Location: Teen Barn

01-12-11-C Shock 4/26/2011

Recommendation:

Install covers on the open electrical junction boxes on the second floor.

01-13-11-C Weather Infiltration 4/26/2011

Recommendation:

Repair/replace the roof covering that currently has open holes along the sides and peak that allow for snow and rain to enter the structure.

01-14-11-C Chemical Handling 4/26/2011

Recommendation:

Obtain material safety data sheets (MSDS) for all chemicals used and stored in the building. This includes paints, markers, adhesives, and cleaning materials.

01-15-11-C Fall 4/26/2011

Recommendation:

Repair/replace the stairs and landing to the second floor that is deteriorated.

01-16-11-A Food Preparation 2/25/2011

Recommendation:

Thoroughly clean the popcorn machine prior to the next use. This unit needs to be properly cleaned after each use.

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

RECEIVED
4.22.10
Town Manager's Office

April 19, 2010

Dear Town Council Members,

As members of the Recreation Committee, we have written this letter to summarize what we've discovered about recreation programs and facilities in South Berwick past and present and to share our vision as to where we feel the department should be headed for the future.

The charge given to us by Town Council is below. We've included it as a reminder of what's expected of us as we proceed with our mission.

The recreation committee is established to assist the Town Council with long range financial planning for recreation opportunities in South Berwick. The committee will be responsible to update the Recreation Facilities Plan and annually present it to the Town Council for review.

This committee will also work with the towns Recreation Director to assist with recreation planning activities. The committee will support the activities of the Director, make suggestions for new activities and work toward insuring the health and vitality of the town's recreation program into the future.

With this charge in mind, we reviewed many if not all of the past and current programs offered by the recreation department. We also held meetings with many of the volunteer run organizations who facilitate other programs for the residents of our town. These groups included, South Berwick Eliot Rollinsford Little League Baseball, The Barn, South Berwick Youth Soccer, South Berwick Travel Soccer, Powderhouse Hill Ski Area, Friends of The Library, and The Children's Leadership Council. We learned a lot about each group, how it operates, and what its specific needs are.

We believe there is no real home for youth and recreation in South Berwick. The director's office is at the Community Center, registrations take place at Town Hall, programs are held in many locations including South Berwick Youth Center at The Barn, MSAD 35 schools, Powderhouse, various playing fields, and at sites out of town. There is no central location or hub for dissemination of information regarding recreation in South Berwick.

The area that best meets the description of a gathering place for recreation in South Berwick are the playing fields at Agamenticus Road and Willow Drive and South Berwick Youth Center at The Barn.

SOUTH BERWICK YOUTH CENTER AT THE BARN:

Based on our assessment and vision we recommend the following suggestions be thoughtfully considered to begin the process of establishing a permanent home for our Recreation Department.

- Transfer operation of The Barn and its programs to be under the Recreation Department.
- Invest in improvements and upgrades to bring The Barn up to acceptable standards for designated activities.
- Upgrade the parking lot and landscaping to be neat, attractive, and inviting. (Discontinue use of this location for storage of aggregate products immediately.)
- Promote use of The Barn to local youth groups.
- Use The Barn and surrounding field areas for holding Recreation Department programs.

Our recommendation for expenditure of capital funds on The Barn is:

- Building and Parking Lot Upgrades & Improvements - \$40,000.00

PLAYING FIELDS:

Another common thread in our meetings was the hardship placed on volunteer groups when funding for field mowing and fertilization was pulled on short notice leaving the burden for this expense on the shoulders of the groups themselves.

The Recreation Committee expresses a sincere hope that expenses for field maintenance be fully funded during the 2010/11 budget cycle and in the future. The fields are owned by the town and the groups who use them are residents of the town. In a spirit of cooperation and to assist these groups in running quality programs and to keep costs for participants at attainable levels, we respectfully request the field mowing expenses not be trimmed from the budget again this year.

Additionally, there are some other capital projects at the fields we feel are worthy of consideration.

Our recommendation for expenditure of capital funds on playing fields is:

- Upper field irrigation - \$20,000.00
- Rules and regulations, schedule of use signage - \$1000.00

POWDERHOUSE HILL:

On winter days when there is snow for sledding and skiing, Powderhouse Hill is the busiest place in town. On these days, there is a shortage of parking and the flow of vehicles is disorganized due to limitations in driveway and parking surface infrastructure.

In addition to parking, there would be an immediate benefit during the winter months if a snow groomer were available to smooth the sledding hill to make it safer. Whether man-made or naturally occurring, there are many injuries to participants when they hit bumps/jumps on their sleds and then crash. A groomer could also be used to smooth the ski hill making it safer and a more suitable surface for beginning skiers.

Our recommendation for expenditure of Capital Funds at Powderhouse Hill is:

- Driveway improvements - \$4,000.00

SHOE TOWN PLAYGROUND:

Although we will not be suggesting any capital funds be expended on the playground, we strongly urge Town Council to thoughtfully consider the following recommendations for maintenance of the facility in the future.

- Mowing / trimming maintenance has fallen off.
- Woodchips should be refreshed. (Kid Safe)
- Sand box sand should be refreshed. (Bunker sand)

CAPITAL PROJECT FUNDING:

Presently, there is \$66,107.00 held in the Capital Project Fund restricted for use on Recreational Fields and Facilities. (as reported in June 30, 2008 annual report financial statement, page 52.) We respectfully request that these funds be utilized to support the projects described above.

In closing, we appreciate the opportunity to make these suggestions for improving/upgrading our recreational facilities to better serve the residents of South Berwick. We would like to stay involved in this process and are of course available to discuss any of these recommendations at your request.

Respectfully Submitted,

South Berwick Recreation Committee

Bill Page, Chairman
Tracy LaPointe, Secretary
Michael Anderson
Len Bogh
Gina Brackett

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: March 22, 2011	Item # NB 1
Agenda Item: Set Public Hearing for Fiscal Year 2012 Budget	
Town Manager's Recommendation	
<p>In keeping with past practice the Council has requested Town Reports be made available to our residents 2 weeks prior to Town Meeting. In order to meet this deadline the Public Hearing on the Council's budget needs to be held on April 12th. This allows for additional workshops if necessary and for the Council to sign the warrant for Town Meeting at the April 26th meeting.</p>	
Requested Action	
Motion to schedule the Public Hearing for the Fiscal Year 2012 Budget on Tuesday April 12 th at 6:30 pm.	
Vote	

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: March 22, 2011	Agenda Item NB 2
Subject: Solid Waste Hauler License for Troiano Waste Services Inc.	
Information:	
This is a renewal request. The proper renewal fees have been remitted (\$200).	
Staff Comments/Recommendation:	
Recommend approval.	
Requested Action:	
Motion to approve Troiano's Solid Waste Hauler License through March 31, 2012.	
Vote:	

**Town of South Berwick
Solid Waste Haulers License Application**

Name of Hauler TROIANO WASTE SERVICES, INC
 Hauler's Address PO Box 3541
Portland, Me 04104
 Email address: Troianowst@aol.com
 Telephone 207-767-2070

Vehicle Information:

Plate #	Make	Model	Color	VIN Number	Vehicle Weight
<u>784706</u>	<u>MACK</u>	<u>MR6885</u>	<u>White</u> <u>Blue</u>	<u>1M2K189C57M038016</u>	<u>66,000</u>
<u>956175</u>	<u>MACK</u>	<u>MR4613</u>	<u>White</u> <u>Blue</u>	<u>1M2AV02C9AM006091</u>	<u>69,000</u>
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Prepared by (please print) Filomena Troiano
 Signature: [Handwritten Signature]

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: March 22, 2011	Agenda Item NB # 3
Subject: Solid Waste Hauler License for Waste Management of NH	
Information:	
<p>The Town has received a request to renew Waste Management of NH's Solid Waste Hauler License. There is no record of the Council voting to grant Waste Management a license. The correct amount to issue a first time license would be \$550. Waste Management feels this is a renewal and only submitted \$400.</p>	
Staff Comments/Recommendation:	
Requested Action:	
Council wishes	
Vote:	

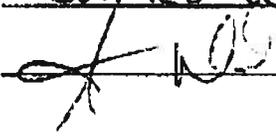
Town of South Berwick
Solid Waste Haulers License Application

Name of Hauler Waste Management of N.H
Hauler's Address 90 Rochester Neck Rd P.O. Box 7065

Email address: jwelch@wm.com
Telephone 603-330-2172

Vehicle Information:

Plate #	Make	Model	Color	VIN Number	Vehicle Weight
<u>72301AR</u>	<u>Mack</u>	<u>Refuse</u>	<u>Green</u>	<u>1M2K195C37M034333</u>	<u>64,000</u>
<u>43981AR</u>	<u>Mack</u>	<u>Refuse</u>	<u>Green</u>	<u>1M2K195C13M022157</u>	<u>64,000</u>
<u>A37067</u>	<u>Mack</u>	<u>Recycle</u>	<u>Green</u>	<u>1M2AC07C32M006809</u>	<u>55,000</u>
<u>AR8017</u>	<u>Mack</u>	<u>Recycle</u>	<u>Green</u>	<u>1M2AC07C22M006725</u>	<u>55,000</u>
<u>AR6984</u>	<u>Mack</u>	<u>Refuse</u>	<u>Green</u>	<u>1M2K195C91M018841</u>	<u>64,000</u>
<u>AR3197</u>	<u>Mack</u>	<u>Refuse</u>	<u>Green</u>	<u>1M2K195C6XM015009</u>	<u>55,000</u>
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Prepared by (please print) James Welch
Signature: 

Memorandum

To: Perry, Town Manager

From: Barbara, Town Clerk

Date: March 10, 2011

RE: Waste Management Solid Waste Hauler License

History:

Mr. Welch dropped a check off with Roberta at the beginning of January to pay for the renewal of their license. He then faxed the application to us on January 6th.

Upon receipt of these items I proceeded to verify the proper expiration date for the renewal. I have determined that there is no record of the Council approving a license for them. I then contacted Mr. Welch to obtain a copy of the initial license. He has not provided such and has not responded to my last 2 emails.

I do not believe I will receive any further responses from Mr. Welch; and feel it is time to place the item on the next agenda for disposition by the Council.

From: Barbara Bennett
Sent: Tuesday, March 01, 2011 10:30 AM
To: 'Welch, James A.'
Cc: Perry Ellsworth; Roberta Orsini
Subject: RE: solid waste hauler license

Hi,
Thought I should follow up on whether you had the chance to check your files for a copy of the license you say you were issued by South Berwick. Again, I have no record of it, so if you can email or fax a copy I would greatly appreciate it.

Barbara Bennett
Town Clerk
180 Main St
So Berwick ME 03908
207.384.3300 ext 101
bbennett@sbmaine.us

Barbara Bennett

From: Barbara Bennett
Sent: Tuesday, February 01, 2011 11:18 AM
To: 'Welch, James A.'
Cc: Roberta Orsini
Subject: RE: solid waste hauler license

Hi,
Just trying to follow up on my last email. I have looked again for a record of your solid waste hauler license and cannot find any record of the council ever approving your license. If you have any documentation showing that South Berwick issued you a waste hauler license I would be very grateful if you could forward a copy to me.

Barbara Bennett
Town Clerk
180 Main St
So Berwick ME 03908
207.384.3300 ext 101
bbennett@sbmaine.us

From: Welch, James A. [<mailto:jwelch@wm.com>]
Sent: Friday, January 14, 2011 7:24 AM
To: Barbara Bennett
Subject: RE: solid waste hauler license

Sorry for the delay but I have been out of the office. I will also be out for most of today so I will check when I get in but it should be a renewal and not a 1st time application.

From: Barbara Bennett [<mailto:bbennett@sbmaine.us>]
Sent: Thursday, January 06, 2011 3:08 PM
To: Welch, James A.
Subject: solid waste hauler license

Hi Mr. Welch,
I received your fax. Thank you. Roberta also gave me your check in the amount of \$400. Unfortunately, the amount should have been \$550. A 1ST time application is \$250 + \$50 per vehicle.

Also, I noticed on the application that some of the plate numbers end with AR and some start with AR?
I'm very familiar with Maine plates but don't know much about NH's.

Barbara Bennett

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: March 22, 2011	Agenda Item NB 4
Subject: Alewife Harvesting	
Information:	
Each year the Council must take action on the harvesting of Alewives. In the absence of an ordinance, the Council has always voted to close the waters within South Berwick to harvesting for conservation purposes.	
Staff Comments/Recommendation:	
Requested Action:	
Motion and vote to close all waters within South Berwick to Alewife harvesting for the 2011 season for conservation purposes.	
Vote:	