

**South Berwick Town Council  
Special Meeting  
December 20, 2011**

The Town Manager reported the following to the Clerk:

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

**NEW BUSINESS**

1. On a motion by Mr. Burke, seconded by Mr. Webster, it was unanimously voted to enter executive session at 6:33pm pursuant to 1MRSA §405.6D to discuss the Police Union contract.

On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to end the executive session at 6:52pm.

**ADJOURNMENT**

On a motion by Mr. Burke, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 6:53pm.

Attest:

Barbara Bennett, CCM



## **South Berwick Town Council December 27, 2011**

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

### **Approval of Minutes**

1. Special Council 12-6-11: On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to adopt the minutes as written.
2. Council 12-13-11: On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to adopt the minutes as written.

### **Treasurer's Warrant – Dec 27, 2011**

On a motion by Mr. Burke, seconded by Mrs. Demetracopoulos, it was unanimously voted to sign the warrant in the amount of \$172,283.34.

### **Public Comment**

1. Ruth Baker, Portsmouth Herald, asked about the letter from Rep. Roberta Beavers regarding transmission lines.

### **Reports & Correspondence**

1. Mr. Ellsworth explained that he just received Mrs. Beavers email regarding transmission lines. He stated that he recommended placing the issue on the next agenda for discussion.

### **Town Manager's Report**

- Made note that he should be signing off, except for a minor checklist, on the library project by December 31<sup>st</sup>. The approved expense was \$1.6 million; currently at \$1.59 million.
- Stated that the current budget is in good shape.
- Working on performance evaluations.
- Have hired two new people in the office. Have interviewed for the library position; and a decision should be made soon.

### **New Business**

1. The Council discussed Official Business Directional Signs. The South Berwick Veterinary Hospital has requested signage from the state; however, our current ordinance prohibits them. **Mrs. Demetracopoulos stated that we haven't allowed them since** sometime before 2003.

Mr. Webster stated that he believes they should be allowed, but would not want to see a lot of signs leading outside of town.

**Mr. Kareckas stated that the matter should be "placed on the list" and see if there is any additional interest or need.** Although sympathetic to the applicant, an ordinance should not be changed for a single request.

Mrs. Demetracopoulos commented that a lack of signage is not a threat to that particular business being appointment based.

Mr. Burke asked if there were any loop holes or ways to circumvent the ordinance and simply allow **the signage.** **Mr. MacPherson stated that he didn't believe the Council should go against the ordinance.** Ordinances should not be manipulated; proper actions should be taken.

**Consensus was to include the issue on "the list" of items needing future consideration.**

2. On a motion by Mr. Burke, seconded by Mrs. Demetracopoulos, it was unanimously voted to approve and sign the Games of Chance License (2012 tuition raffle) for Berwick Academy.

3. On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to approve the CMP Pole Permit for Mountain Road. Mr. Ellsworth recommended that the Council authorize the Manager or Public Works Director to take action on such permit requests in the future.

4. The Manager explained that the Police Union contract extension included a ½% increase for each of the 2 years. There is no additional step/merit or COLA (cost of living) increases.

On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to accept the proposed 2 year Police Union contract extension as drafted.

Mr. Burke stated that he is unhappy with the state mandated increases in retirement.

### **Council Member Comments**

1. Mr. Burke:

-Asked if the top of the steeple on the library will be staying white. Mr. Ellsworth replied that it would be staying the way it is.

-Asked for the status of the audit. Mr. Ellsworth stated that we are currently making our comments and it should be back shortly.

2. Mr. Webster:

-Stated that it was nice to see the library come so far in the last 6 months.

### **Adjournment**

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 7:05pm.

Attested:

Barbara Bennett, CCM

TOWN OF SO. BERWICK  
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00029608	030870 ANDREW CLARK	01/10/2012	-50.00
00029691	132500 SECRETARY OF STATE M/V	01/10/2012	7,088.00
00029693	189999 REFUNDS	01/10/2012	45.00
00029694	060758 1ST RESPONDER NEWSPAPER	01/10/2012	130.00
00029695	010285 ADMIRAL FIRE & SAFETY INC	01/10/2012	146.40
00029696	011250 TREASURER,STATE OF MAINE	01/10/2012	718.00
00029697	020225 BAKER & TAYLOR	01/10/2012	113.83
00029698	020230 BANGOR PUBLIC LIBRARY	01/10/2012	600.00
00029699	021510 TOWN OF BERWICK	01/10/2012	9,995.61
00029700	021668 BLOW BROS	01/10/2012	56.03
00029701	022240 GARY BOUCHER	01/10/2012	240.99
00029702	030530 CENTRAL TIRE CO INC	01/10/2012	820.90
00029703	030510 CENTRAL MAINE POWER	01/10/2012	1,166.38
00029704	030582 CHILDREN'S MUSEUM OF NH	01/10/2012	300.00
00029705	030725 CITIZENS BANK (CHG)	01/10/2012	385.75
00029706	193300 CITIZENS BANK	01/10/2012	10.00
00029707	031425 COLONIAL LIFE & ACCIDENT INS.	01/10/2012	1,438.25
00029708	031430 COMCAST	01/10/2012	99.95
00029709	031579 CONSTELLATION NEW ENERGY	01/10/2012	1,766.98
00029710	040300 DEMCO	01/10/2012	208.41
00029711	050796 ELIOT FIRE DEPARTMENT	01/10/2012	900.00
00029712	050815 EMPLOYEE HEALTH & BENEFITS	01/10/2012	857.20
00029713	060100 HOWARD P FAIRFIELD INC	01/10/2012	55.06
00029714	060260 FASTENAL COMPANY	01/10/2012	15.00
00029715	060300 FAVORITE FOODS INC	01/10/2012	65.34
00029716	070200 P GAGNON & SON INC	01/10/2012	2,166.78
00029717	070210 GALL'S INC	01/10/2012	35.90
00029718	070270 GAYLORD BROTHERS	01/10/2012	93.86
00029719	070565 GORHAM LEASING GROUP	01/10/2012	96.56
00029720	071050 GREAT FALLS CLEANERS	01/10/2012	268.00
00029721	071307 GULF/FLEET FUNDING	01/10/2012	44.43
00029722	191330 HANNAFORD'S	01/10/2012	377.70
00029723	080248 HANSCOM'S TRUCK STOP INC	01/10/2012	1,152.96
00029724	080501 BRUCE HASTY'S PLUMB/HEATNG	01/10/2012	585.95
00029725	080670 HIGHT	01/10/2012	39,900.00
00029726	080998 HOME DEPOT	01/10/2012	1,514.47
00029727	081305 HSE GOULD	01/10/2012	511.06
00029728	090120 INLAND FISHERIES & WILDLIFE	01/10/2012	1,970.25
00029729	090375 INTERNATIONAL SALT	01/10/2012	10,218.80
00029730	100200 JEWETT/EASTMAN MEMORIAL COM	01/10/2012	263.00
00029731	120510 LAWSON PRODUCTS INC.	01/10/2012	153.52
00029732	131700 MAINE CHIEFS OF POLICE ASSOC.	01/10/2012	82.00
00029733	133375 MAINE ENERGY RECOVERY CO.	01/10/2012	4,936.53
00029734	132400 MAINE SAD #35	01/10/2012	510,943.28
00029735	133358 W.B.MASON	01/10/2012	109.39
00029736	133795 MICK BODYWORKS	01/10/2012	12.50
00029737	133800 MICK CONSTRUCTION CORP	01/10/2012	15,000.00
00029738	127000 CORRINE J MAHONY	01/10/2012	1,480.00
00029739	140090 N.A.D.A. APPRAISAL GUIDES	01/10/2012	211.00
00029740	140227 NAT'L ACAD EMER DISPATCH	01/10/2012	15.00
00029741	140809 NEW ENGLAND COACH	01/10/2012	2,325.00
00029742	141080 NEXTEL	01/10/2012	106.13
00029743	141300 NO.BERWICK LUMBER & HARDWARE	01/10/2012	194.98
00029744	141368 NORTHEAST EMER APPARATUS	01/10/2012	2,690.00
00029745	141385 NORTHEAST WISCONSIN TECH COLL	01/10/2012	175.00
00029746	141360 NORTH VILLAGE FUEL	01/10/2012	355.00



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: January 10, 2012</b>	<b>Agenda Item # NB 1</b>
<b>Agenda Item: Library Construction</b>	
<b>Town Manager's Recommendation</b>	
We are ready and to move forward with Phase III construction.	
<b>Requested Action</b>	
Authorize the Town Manager to enter into a continuing contract with Ricci Construction and to expend funds as available from incoming donations.	
<b>Vote</b>	



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: January 10, 2012</b>	<b>Agenda Item # NB 2</b>
<b>Agenda Item: Confirm appointment of Library Director</b>	
<b>Information</b>	
<p>Elaine Pridham, LAB member, Mamie Ney, Roberta Orsini and I participated in the prescreening and interviewing of candidates for the Library Director's position. 17 applications were received and 4 interviews were scheduled. Karen Eger quickly rose to the top as the committee's finalist.</p> <p>Karen has accepted the position and began her duties Friday January 6<sup>th</sup>. She will continue to work for the Town on Fridays through the month and begin a regular weekly schedule in February.</p>	
<b>Town Manager's Recommendation</b>	
<p>Although it is not clear in the Administrative Code whether or not this position needs to be confirmed by the Council; in keeping with past practice it would seem to be an appropriate action for the Council to confirm my hiring Karen Eger as our new Library Director.</p>	
<b>Requested Action</b>	
<p>Motion to confirm the appointment of Karen McCarthy Eger as the Library Director.</p>	
<b>Vote</b>	

**From the Charter:**

**Sec. 3. Department heads.** All statutory officers and department heads, other than those listed in Article II, section 3, subsection I, shall be appointed by the town manager, subject to confirmation by the town council, and the same shall be subject to removal for just cause.

**Sec. 3. Enumeration of powers.** Without limitation of the foregoing, the council shall have the power to:

I. Appoint and remove the town manager and the town attorney, all of whom shall serve at the will of the appointing power. [Amended 11-3-1992]

**From the Administrative Code:**

**ARTICLE XIII Library Advisory Board [Amended 4-14-1982]**

**§ 3-58. Employment of library personnel.**

The Library Advisory Board shall be responsible with the advice and consent of the Town Council for the employing of such library personnel as may be approved and appointed by the Town Manager.

**§ 3-20. Division of administrative services. [Amended 11-3-1992]**

The administrative service of the Town shall be divided under the Town Manager into the following departments:

<b>Department</b>	<b>Head</b>
Finance Department	Tax Collector-Treasurer
Police Department	Police Chief
Fire Department	Fire Chief
Code Enforcement	Code Enforcement Officer
Health Department	Health Officer
Public Welfare Department	Agent for Overseers of the Poor
Public Works Department	Road Commissioner

**§ 3-22. Duties of department heads.**

The heads of departments shall:

Serve by appointment. Serve for indefinite terms at the pleasure of the Town Manager.