

## South Berwick Town Council September 11, 2012

Chairman Gerald W. MacPherson, Sr. called the meeting to order at 6:30pm. Councilors present included, David Burke, Jean Demetracopoulos, and John C. Kareckas. Town Manager Perry Ellsworth was also in attendance. David H. Webster was not present.

### Approval of Minutes

1. Council 8-28-12: On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to adopt the minutes as written. Mr. Kareckas did comment that under New Business #1 part of the discussion was that Mr. Ellsworth shall continue coordination dialogue with Ernie Martin of the MDOT.

### Treasurer's Warrant – Sept 11, 2012

On a motion by Mr. Kareckas, seconded by Mr. Burke, it was unanimously voted to sign the warrant in the amount of \$617,708.44.

### Public Comment

No one in the audience wished to address Council.

### Reports & Correspondence

1. See New Business #1.

### Town Manager's Report

-Have received the Planning Board's conditional approval for the Avesta senior housing project. We have met with the school board to discuss the possibility of having the project's storm water drainage cross the school grounds.

-Made note of a ribbon cutting in Saco on the 26<sup>th</sup> for another project developed by Avesta in case anyone wanted to see one of their new buildings.

-There was a Day of Caring (volunteer work) at the Teen Barn today. A new master plan for the Barn is needed.

-The union negotiation meeting has been moved from September 19<sup>th</sup> to September 25<sup>th</sup>.

-Met today with Jay Stevens of Civil Consultants in regard to Vine Street. Another meeting with the MDOT is needed. Also need to continue discussions with the dam owner to see if they are still interested in buying the bridge.

-Harvey Road should be paved this week. Brattle Street should be paved next week.

-The lights have been installed at the library. Carpets should be going in next week.

-Made note that he will be out of the office on Friday.

### New Business

1. The Council discussed streaming of meetings on the website. Eric Spenlinhauer of Town Hall Streams was present to explain the possible set-ups.

The system can be very basic with just a camera and microphone; or with the use of a laptop the system can be made mobile. Mr. Spenlinhauer stated that the cost is \$250 per month with unlimited live streaming. The Town would need to purchase the equipment and he would help with **the install and staff training. The video could be accessed through the Town's website or through Town Hall Streams' website. It must be viewed on a computer with internet access; it cannot be viewed with a TV.**

The major concern discussed was the quality of the audio and video. Several options were discussed including one central microphone vs. individual ones that could be turned on and off as needed. Quality of the audio could be affected by the use of air-conditioning and fans.

The Council consensus was to proceed with additional information gathering in regard to the system the Town would like to go with and the costs, to prepare for a trial period.

2. The Council discussed the bids received for phone & network wiring. Assistant Manager Roberta Orsini explained that 6 bids were received and due to the technical nature of the information, 2-Way Communications was hired to assist staff in narrowing down the choices. It is not the lowest bid, however, based on the onsite demonstrations, references, and equipment, staff recommends awarding the bid to Communication Technologies Inc. Police Lieutenant Burbank added that the proposed VOIP system by CTI has numerous redundancies built in to reduce and eliminate any potential problems.

The bid includes the new phone system, free software upgrades for the first five years and network re-wiring of the Town Hall. Funding for the upgrade was approved at the 2010 Town Meeting as part of a bond package.

Mr. Kareckas asked about the longevity of the system. Mrs. Orsini stated that it is expected to be about 10 years.

On a motion by Mr. Burke, seconded by Mrs. Demetracopoulos, it was unanimously voted to award the phone/network bid in the amount of \$56,357.16 to Communication Technologies, Inc.

3. Manager Ellsworth explained that the Council accepted a grant (not to exceed \$64,030) in May **toward the purchase of air tanks and a compressor station for the Fire Department. The Town's** share to match the grant is \$2,786.90 (based on proposed purchase amount). Mr. Ellsworth made note that a plan is needed to purchase new tanks on a rotating basis to eliminate the need to replace them all at once.

On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, based on available funding and with the .05% Town share from the Fire Department CIP it was unanimously voted to award the compressor/filling station bid to Industrial Protection Services in the amount of \$35,488 and to award the bid for thirty air tanks to Industrial Protection Services in the amount of \$20,250.

4. On a motion by Mr. Burke, seconded by Mr. Kareckas, it was unanimously voted to appoint Perry Ellsworth as the voting delegate for the Maine Municipal Association Annual Business meeting on October 3, 2012.

5. On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to indefinitely table giving the Town Manager authorization to offer advice to Berwick Department Heads for a 10 day period beginning on September 18, 2012 and ending on September 28, 2012, (as originally proposed). Mr. Ellsworth was to help if needed while the Berwick Town Manager was on vacation; however, he has resigned his position.

6. The Council discussed Business Directional Signs. Issues included whether the Town has the authority to regulate them or just prohibit them and the esthetics associated with the potential for numerous signs & signposts.

Consensus was to authorize the Manager to ask the MDOT representative to meet with the Council for more information.

### **Council Member Comments**

1. Mr. Kareckas:

-Stated that in light of the public requests, the information on streaming the meetings was very timely.

-Stated that he thought the revenue control report looks good.

-The Pumpkinman Triathlon was held this past weekend. He added it is another great event.

2. Mr. Burke:

-Also commented that the Pumpkinman Triathlon was excellent.

-Thanked Audrey Fortier and the other volunteers for putting the flags out.

3. Mr. MacPherson:

-Commented that he was glad to hear that the Fire Department got recognition for its successful Fill-the-Boot Drive.

-Made note that the Fire Chief has been able to fill the vacancies in the department. It is nice to have volunteers willing to serve.

**Adjournment**

On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to adjourn the meeting at 7:58pm.

Attested:

Barbara Bennett, CCM

DRAFT



TOWN OF SO. BERWICK  
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00031244	132500 SECRETARY OF STATE M/V	09/25/2012	25,298.21
00031245	189999 REFUNDS	09/25/2012	3.00
00031246	010336 AGGREGATE RECYCLING CORP	09/25/2012	2,864.13
00031247	010585 AMAZON	09/25/2012	76.70
00031248	020225 BAKER & TAYLOR	09/25/2012	749.16
00031249	021300 BERNSTEIN SHUR	09/25/2012	165.00
00031250	021375 H T BERRY COMPANY INC	09/25/2012	134.88
00031251	022850 BUSINESS EQUIPMENT UNLIMITED	09/25/2012	462.00
00031252	021576 JANETTE BIRCH	09/25/2012	25.31
00031253	022150 BOSTON CO.	09/25/2012	1,610.00
00031254	022503 SHARON BRASSARD	09/25/2012	50.61
00031255	022704 BROWNELLS INC	09/25/2012	147.87
00031256	030500 CENTRAL MAINE POWER/CREDIT,COLL	09/25/2012	261.68
00031257	030510 CENTRAL MAINE POWER	09/25/2012	2,661.91
00031258	030725 CITIZENS BANK (CHG)	09/25/2012	354.30
00031259	031355 TERRIE COLLINS	09/25/2012	100.00
00031260	031430 COMCAST	09/25/2012	102.00
00031261	031440 COMFORT INN	09/25/2012	77.00
00031262	031485 COMMUNICATION TECHNOLOGIES INC	09/25/2012	28,178.58
00031263	031570 CONSOLIDATED ELECTRICAL	09/25/2012	234.56
00031264	031579 CONSTELLATION NEW ENERGY	09/25/2012	770.14
00031265	040530 DEDE DIONNE	09/25/2012	48.74
00031266	032710 D.J.'S MUNICIPAL SUPPLY	09/25/2012	234.82
00031267	032002 EARTHLINK BUSINESS	09/25/2012	1,251.27
00031270	050990 ENOLA EVANS	09/25/2012	625.00
00031271	060100 HOWARD P FAIRFIELD INC	09/25/2012	492.63
00031272	141000 FAIR POINT COMM	09/25/2012	159.21
00031273	061500 FOSTER'S DAILY DEMOCRAT	09/25/2012	80.50
00031274	061520 FOUR SEASONS FENCE	09/25/2012	1,800.00
00031275	010525 G&K SERVICES	09/25/2012	1,048.62
00031276	070600 GEORGE GORMAN	09/25/2012	55.94
00031277	071050 GREAT FALLS CLEANERS	09/25/2012	215.75
00031278	071180 GROUP DYNAMIC INC	09/25/2012	154.00
00031279	191330 HANNAFORD'S	09/25/2012	168.43
00031280	080248 HANSCOM'S TRUCK STOP INC	09/25/2012	4,934.74
00031281	080500 BEVERLY HASTY	09/25/2012	173.39
00031282	080518 HAYDEE'S PEST FREE MGMT	09/25/2012	45.00
00031283	022665 C.E. HOLMES CONSTRUCTION	09/25/2012	475.00
00031284	080998 HOME DEPOT	09/25/2012	182.10
00031285	090580 IRVING OIL	09/25/2012	84.11
00031286	100162 JCJ ARCHITECTURE	09/25/2012	3,500.00
00031287	100600 JUSTICE PLANNING & MGMT	09/25/2012	800.00
00031288	141367 KONE INC	09/25/2012	192.05
00031289	140500 LABORATORY CORP/AMERICA HOLDIN	09/25/2012	60.45
00031290	120510 LAWSON PRODUCTS INC.	09/25/2012	496.55
00031291	133375 MAINE ENERGY RECOVERY CO.	09/25/2012	3,687.68
00031292	133195 MAINE TURNPIKE AUTHORITY	09/25/2012	21.65
00031293	210783 MATHESON TRI-GAS INC	09/25/2012	188.00
00031294	133795 MICK BODYWORKS	09/25/2012	353.62
00031295	134300 MAINE MUNICIPAL EMPLOYEES	09/25/2012	3,955.44
00031296	134601 EXXON/MOBIL	09/25/2012	460.19
00031297	135970 MYRON CORP	09/25/2012	334.54
00031298	141080 NEXTEL	09/25/2012	37.98
00031299	141250 NIGHT VISION DEPOT	09/25/2012	117.68
00031300	141384 NORTHEAST PAGING	09/25/2012	24.16
00031301	141368 NORTHEAST EMER APPARATUS	09/25/2012	21.69

Check Number	Account	Date Paid	Amount
00031302	141370 NORTHEAST HYDRAULICS INC	09/25/2012	1,738.89
00031303	141400 NORTHERN DATA SYSTEMS INC	09/25/2012	7,299.86
00031304	133378 NORTON STREET NRLP	09/25/2012	600.00
00031305	150720 PAC-N-ARMS	09/25/2012	25.00
00031306	150930 M H PARSONS & SONS LUMBER CO	09/25/2012	750.00
00031307	160275 PHOENIX MANAGEMENT	09/25/2012	540.00
00031308	200700 PIKE INDUSTRIES INC	09/25/2012	7,966.49
00031309	160400 PITNEY BOWES	09/25/2012	138.00
00031310	160692 POLAND SPRING	09/25/2012	92.64
00031311	161265 PORTSMOUTH FORD	09/25/2012	161.80
00031312	161325 PRIORITY DISPATCH	09/25/2012	270.00
00031313	170000 QUILL CORPORATION	09/25/2012	87.89
00031314	180400 RED'S SHOE BARN INC	09/25/2012	79.98
00031315	180477 RICE'S AUTOMOTIVE CENTER	09/25/2012	386.55
00031316	181110 ROCHE LOCKSMITH INC	09/25/2012	129.00
00031317	181536 JOSEPH ROUSSELLE	09/25/2012	35.00
00031318	132500 SECRETARY OF STATE M/V	09/25/2012	9,875.79
00031319	132525 SECRETARY OF STATE	09/25/2012	50.00
00031320	191320 SHERWIN-WILLIAMS	09/25/2012	133.30
00031321	191900 SO BERWICK EMERGENCY RESCUE	09/25/2012	6,281.39
00031322	192900 SO BERWICK WATER DISTRICT	09/25/2012	4,800.00
00031323	193605 SOUTHWORTH-MILTON, INC	09/25/2012	348.52
00031324	193619 SPRING HILL	09/25/2012	528.00
00031325	193622 SPRINGER ELECTRICAL SERV INC	09/25/2012	158.43
00031326	193635 HEATHER STANLEY	09/25/2012	25.77
00031327	193640 STAPLES	09/25/2012	270.32
00031328	200100 TARASON ENTERPRISES INC	09/25/2012	200.00
00031329	200500 RALPH TEDESCO	09/25/2012	357.00
00031330	200545 TERMINIX INTERNATIONAL	09/25/2012	12.12
00031331	201300 TWO-WAY COMMUNICATION SERV INC	09/25/2012	396.12
00031332	210380 UNITED PARCEL SERVICE	09/25/2012	22.52
00031333	211500 VERIZON WIRELESS	09/25/2012	577.25
00031334	220190 VINE STREET MHP LLC	09/25/2012	330.00
00031335	230300 WALMART COMMUNITY BRC	09/25/2012	134.43
00031336	231375 WINWORKS SOFTWARE	09/25/2012	345.00
00031337	241102 YORK HOSPITAL	09/25/2012	184.00
00031338	240900 YORK COUNTY REGISTRY OF DEEDS	09/25/2012	39.00
Total Not Prepaid			110,876.82
Total Prepaid			25,301.21
Grand Total			136,178.03



Dear South Berwick Town Manager and Town Council:

We, as members of the Choose To Be Healthy community coalition that serves southern York County, would like your support to declare Friday, September, 28th, 2012 Prescription Drug Abuse Awareness Day.

Choose To Be Healthy partners, including youth groups and schools, will be actively participating in a variety of activities designed to educate the public about the dangers of prescription drug misuse and to help prevent the harmful and sometimes fatal consequences of misusing and abusing prescription drugs.

The day will be followed by a Drug Take Back Day on Saturday, September 29<sup>th</sup> 10-2pm to provide communities a safe way to dispose of unwanted and unused prescription drugs.

You can assist us in publicizing and promoting these two days by issuing a proclamation that declares your support and commitment to educating the community about the dangers of prescription drug abuse and the importance of proper disposal of unwanted or expired drugs.

We would like for you to read the enclosed proclamation.

Thank you for your time and dedication to this important topic.

Sincerely,

Amanda Carey, Youth Coordinator  
The Choose To Be Healthy Coalition  
York Hospital

# Town of South Berwick

## PROCLAMATION

*WHEREAS*, the nonmedical use and abuse of prescription drugs is a serious and growing public health & safety problem in Maine; and

*WHEREAS*, between 2000 and 2010 the number of persons being treated for opiate addiction in Maine has increased by 500%; and,

*WHEREAS*, 16% of 9-12<sup>th</sup> graders in York County have used prescription drugs without permission at least once in their lifetime and 14% do not think abusing prescription drugs is very harmful (2011 Maine Integrated Youth Health Survey); and,

*WHEREAS*, improper disposal of unwanted or expired prescription drugs may negatively impact wildlife, pets, and people; and,

*WHEREAS*, prescription drug abuse is an issue that affects the lives of all of our residents and visitors; and,

*WHEREAS*, York County police and community members collected nearly 5000 pounds of unused and unwanted prescription drugs on Drug Take Back Days in the past year; and,

*WHEREAS*, the next Drug Take Back Day is September 29, 2012;

*NOW, THEREFORE*, we the South Berwick Town Council join The Choose To Be Healthy Coalition and South Berwick youth in raising awareness about prescription drug abuse; and so proclaim September 28, 2012 as

### PRESCRIPTION DRUG ABUSE AWARENESS DAY

#### **SOUTH BERWICK TOWN COUNCIL**

Gerald W. MacPherson, Sr., Chairman

Jean Demetracopoulos

David Burke

David Webster

Jack Kareckas

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of South Berwick, Maine to be affixed this Twenty Fifth Day of September, 2012.

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Barbara M. Bennett, Town Clerk



## MAINE MUNICIPAL ASSOCIATION

### **Risk Management Services**

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

### **Telephone No.**

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

DATE: August 31, 2012

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Patricia Kablitz, CPCU, ARM  
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 24, 2012 meeting to allow a dividend to the members of the Fund who meet the established criteria. Continuing members whose contributions are greater than \$25,000 annually, whose 2011 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 6.94% dividend. Continuing members whose contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2011, will receive a 6.94% dividend. All losses are valued as of June 30, 2012.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 24, 2012 meeting to allow a dividend to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2010 to June 30, 2011, calculated and valued as of June 30, 2012. Continuing members whose participation began on July 1, 2006 or prior will earn a 5.48% dividend and members who joined after July 1, 2006 will receive a 4.48% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. You are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool. Therefore, if you earned a dividend for either or both programs, the additional 1% has been included in the calculation.

Dividends are being paid in the Workers Compensation Fund and Property & Casualty Pool totaling \$1,148,950. Both governing boards are very pleased with the results of their respective programs and thank you for your support and continued participation. Good management practices and sound loss prevention measures on the part of all of the members have contributed to the success of these programs. Your entity is a big part of this success.

Your check is enclosed with this letter. We have also enclosed a press release that may be used to announce the result of your successful risk management activities and good loss experience to your community. If you have any questions about the dividends or any of the Risk Management Services programs, please call me at 800-590-5583. Additional copies of this letter are included for your elected officials.

**PRESS RELEASE**  
**For Immediate Release**

Municipal officials are pleased to announce that the **Town of South Berwick** has received a **\$10,781** dividend check from the Maine Municipal Association as a result of its good loss experience and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: the Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. Each year the boards review the programs' loss experience to determine if dividends may be paid. Patricia Kablitz, Director of Risk Management Services for MMA, said more than 80 percent of program participants received a dividend this year for their good risk management practices and loss experience.

This year the Workers Compensation Fund has distributed almost **\$600,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$550,000**, for total payments of over \$1.1 million provided directly to MMA members.

Since 1997, the three programs have returned over to **\$14 million** in dividends to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at [www.memun.org](http://www.memun.org) and click on the Risk Management Services link, or call 1-800-590-5583.



**USS Thresher Memorial**

**Thresher Memorial Project Group**

**P.O. Box 321**

**Kittery, ME 03904**

**Telephone: 207-712-6333**

**E-mail: [tmpg2013@gmail.com](mailto:tmpg2013@gmail.com)**

**Web: <http://threshermemorialkittery.sharepoint.com>**

**Under the auspices of:**

**Kittery Maine Improvement Foundation**

**USS Thresher Memorial  
Project Group**

**50<sup>th</sup> Memorial Dedication — Memorial Circle, Kittery Maine  
April 07, 2013**

**Honorary Group Members**

John Riemanschneider

*Crewmember*

Tim Noonis

*Thresher Family*

**Thresher Base SubVets**

Kevin Galeaz

**Documentary Producer**

Beth Carroll

**Kittery Group Members**

D. Allan Kerr

Capt William McDonough

John Carson

Kenneth Lemont

Keith Lemont

Norm Leon

David Kelly

Jeffery Pelkey

Robert T. Markel

Gerald R. Mylroie

**Liaison to Town Council**

Gary Beers

September 19, 2012

Mr. Perry A. Ellsworth

Town Manager

Town of South Berwick

180 Main Street

South Berwick, ME 03908

re: Memorial Project Support

Dear Mr. Ellsworth,

Built and homeported at Portsmouth Naval Shipyard, USS THRESHER (SSN 593), was lost in the Gulf of Maine during a post-overhaul test dive on April 10<sup>th</sup> 1963, along with the 129 gallant crew, officers, and civilian employees from the Shipyard and elsewhere. Those lost were all residents in our towns. They were neighbors, friends, with family in our schools.

With endorsement from the Town of Kittery, a group of local citizens and civic leaders are conducting a project to emplace a 129' flagpole and monument in Kittery's Memorial Circle on Sunday, April 7<sup>th</sup>, 2013, as a permanent memorial. Details are found on our website noted above.

Contributions are more than welcome, but mostly we seek your endorsement and assistance in getting the word out in your Town/City. I respectfully request of your municipal officers a public expression of support for the project. And if it be consistent with your policies, a link on your website to the project's, would be most appreciated.

For any questions, or more detail, feel free to contact us at one the above listed addresses.

With sincere gratitude,

D. Allan Kerr

Thresher Memorial Project Group

*Kittery Maine Improvement Foundation is a not-for-profit corporation registered in the State of Maine and a US Internal Revenue Service 501(c) 3 corporation with eligibility to receive tax-deductible contributions(application pending).*

**Kittery - Maine's First Port  
Incorporated 1647**



# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date: September 25, 2012</b>	<b>Item # UB 1</b>
<b>Agenda Item: Town Hall Streams</b>	
<b>Town Manager's Recommendation</b>	
<p>We have researched the Towns of Kennebunk and Wells and their approach to broadcasting meetings to the public. Both operate a Public, Education &amp; Government (PEG) station. Kennebunk recently spent approximately \$30,000 on equipment. Broadcasts are delivered live via the PEG station, taped and re-broadcast via Town Hall Streams (and most likely the PEG). Their equipment accounts for the higher quality of their stream. In addition, Kennebunk contracts with Video Creations to man the cameras. Wells has a similar setup. The Town Manager has informed us he often mans the camera due to the difficulty in retaining dedicated volunteers.</p> <p>South Berwick does not currently have a PEG return line installed. The cost to do so is approximately \$30,000. Based on conversations with Comcast and Kennebunk, we estimate another \$25,000 to \$30,000 is required for equipment. The total estimated cost is a minimum of \$60,000. The last quarterly Franchise Fee payment from Comcast was \$10,603.10. In the current fiscal year, these funds are appropriated against the Town's operating budget.</p> <p>Town Hall Streams is willing to offer their services on a trial period for the costs outlined at the last meeting (\$300 for the microphone and \$250/mo. for the service).</p> <p>In order to determine if this approach is worth pursuing, I suggest we initiate the trial period offer by Town Hall Streams. Further discussion on a PEG station may held through budget workshops should the Council wish to pursue that option.</p>	
<b>Requested Action</b>	
Motion to transfer \$1,800.00 from the Undesignated Fund to account # 4110-2450 (Council-Community Expenses). Motion to authorize a 6 month trial period with Town Hall Streams, cost for the microphone and monthly fee to be paid from account #4110-2450.	
<b>Vote</b>	

## Roberta Orsini

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**From:** Eric Spenlinhauer <erics@shareinmyday.com>  
**Sent:** Tuesday, September 18, 2012 10:53 AM  
**To:** Roberta Orsini  
**Subject:** Town Hall Streams

Roberta,

Thanks for letting me take a look at the set up, as we discussed it will be \$300.00 for the in ceiling mic, plus the \$250.00 per month. We can set up the trial period for as many months as you would like, but you can cancel anytime. The install will take a few hours. I will need to order the mic so that could take a few days.

Please let me know if you need anything else.

Regards,

Eric Spenlinhauer

## Roberta Orsini

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**From:** Rich Boucher <[rboucher@kennebunkmaine.us](mailto:rboucher@kennebunkmaine.us)>  
**Sent:** Friday, September 14, 2012 6:25 AM  
**To:** Roberta Orsini  
**Subject:** RE: Town Hall Streams

Good Morning Roberta,

Our video system is 11 or 12 years old now. We have a Panasonic security system purchased from Maine Video in Portland with cameras mounted in the ceiling and controlled from another room. Maine video can supply everything you need audio and video. Over the years we had many complaints about audio quality so we replaced our system recently. I know that cost us 30K. We use a local company Video Creations to man the system although anyone can be trained to operate it. We have an EG channel only supplied by Time Warner.

As far as Townhallstreams goes, Eric is very helpful and knows what he's doing. You do want an internet connection that has an upload rate that is at least 1 mbps, and mode is better for higher quality.

I hope this helps you.

Rich

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**From:** Roberta Orsini [<mailto:rorsini@sbmaine.us>]  
**Sent:** Thursday, September 13, 2012 10:06  
**To:** Rich Boucher  
**Subject:** Town Hall Streams

Hello Rich,

Our Town Council is considering using Town Hall Streams to broadcast their meetings. I have completed some initial research, but I am wondering how you approach the video and audio aspect of this service. Specifically, what microphone and cameras do you use and are there any other equipment purchases I should be considering. The quality of your broadcast is excellent. It appears Kennebunk has a PEG station. Did that factor into your equipment purchase? Do you need to have an employee present to man a camera?

Are there any other factors I should be considering?

Thank you,  
Roberta

*Roberta L. Orsini*  
Assistant Town Manager  
Town of South Berwick  
180 Main Street  
South Berwick, ME 03908  
207-384-3300 x 113  
207-384-3303 – fax  
[www.southberwickmaine.org](http://www.southberwickmaine.org)

## Roberta Orsini

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**Subject:** FW: quick and dirty costs to televise our meetings

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**From:** Christiansen, Bryan [[mailto:Bryan\\_Christiansen@cable.comcast.com](mailto:Bryan_Christiansen@cable.comcast.com)]

**Sent:** Wednesday, June 13, 2012 10:34 AM

**To:** Roberta Orsini

**Subject:** RE: quick and dirty costs to televise our meetings

Roberta - Yes, those numbers are still in the same "ballpark" I would actually put it somewhere closer to \$25 – \$30K now to have a one channel signal come out of the Town Hall and broadcast to all South Berwick residents who have Comcast. The reason for the larger price is that we are now using a newer technology to encode the signal digitally and send it to our headend, before we were sending the signal as analog. As a result it is a clearer, cleaner, crisper picture.

I hope that helps, if you want a solid estimate I can arrange for that but it will actually take a few weeks because they will go do a walkout so they are not guestimating. Let me know.

Regards,  
Bryan

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**From:** Roberta Orsini [<mailto:rorsini@sbmaine.us>]

**Sent:** Tuesday, June 12, 2012 12:42 PM

**To:** Christiansen, Bryan

**Subject:** quick and dirty costs to televise our meetings

Hi Bryan,

I've been charged with researching streaming our meetings over the web. I don't want to you to spend too much time on this, but I should be sure to include the rough costs to video the meetings and broadcast them via Comcast. Is there someone in particular who can offer a fee schedule? We talked about some of the fees in 2008, I am sure those numbers are no longer valid.

The return line was appx.: \$20K

Equipment costs: \$25K to \$100K depending on the quality of the system.

Thank you,  
Roberta

*Roberta L. Orsini*  
Assistant Town Manager  
Town of South Berwick  
180 Main Street  
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207-384-3300 x 113  
207-384-3303 – fax  
[www.southberwickmaine.org](http://www.southberwickmaine.org)

## Roberta Orsini

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**From:** David Emery <emery800@comcast.net>  
**Sent:** Thursday, June 07, 2012 11:35 AM  
**To:** Roberta Orsini  
**Cc:** 'Wendy Rawski'  
**Subject:** Town Hall Streaming

Roberta: It was a pleasure talking to you; do not hesitate to contact me if I can be of any assistance in the future,

Bottom line, we invested \$735 for a camera and microphone which Eric and I installed at no charge and \$250.00 monthly charge for unlimited storage for the taping of the board of selectmen meeting room.

I looked at it from the angle that in the future they could work on adding things to make it more professional, however, what is in place works for providing transparency to the public to view live or at their convenience and also provides a tool that whoever is taking minutes is able to review if they have any questions on their notes.

Regards, Dave

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**From:** Roberta Orsini [<mailto:rorsini@sbmaine.us>]  
**Sent:** Friday, June 01, 2012 12:38 PM  
**To:** [emery800@comcast.net](mailto:emery800@comcast.net)  
**Subject:** Town Hall Streaming

Hello Dave,

Wendy Rawski passed your contact information along to me; she tells me you possess a wealth of information. I heard through the grapevine that you did a lot of research before choosing Town Hall Streams for your meetings. The South Berwick Town Council has asked me to research the costs to audio stream their meetings. I am wondering if you considered audio streaming or only video? Either way, would you be willing to share your research with me? My guess is that if it is affordable, the Council will consider video streaming.

Thank you,

Roberta

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