

**TOWN OF SOUTH BERWICK
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR EMPLOYEE WAGES AND BENEFITS**

PURPOSE: This policy allows the Council Chairman or the Vice-Chair, acting on behalf of the full Council, to review, approve, and sign municipal treasurer's disbursement warrants for wages and benefits only.

This policy is additional to, not in lieu of, majority power.

Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

DELEGATION OF AUTHORITY: Pursuant to 30-A, MRSA, Section 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only.

CURRENT MUNICIPAL OFFICERS: The Town Council members in office at the time of execution of this policy are: Gerald W. MacPherson Sr., David H. Webster, Jean Demetracopoulos, and John Kareckas.

Either _____, the Council Chair, or _____, the Vice-Chair, acting alone may review, approve, and sign such wages and benefits warrants.

EFFECTIVE DATE: This policy becomes effective on the date indicated below.

COPIES: The Council Chair will furnish copies of this policy to the Town Clerk and the Town Treasurer.

LAPSE: This policy lapses one year after its effective date, if not sooner amended or cancelled.

RENEWAL: This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

REMINDER: The Town Treasurer shall remind the Council to consider renewing this policy annually before it lapses.

ORIGINAL: The original of this policy is to be on file with the Town Clerk.

Dated: November 13, 2012

TOWN COUNCIL:

**South Berwick Town Council
Public Hearing
General Assistance Ordinance
October 23, 2012**

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

The purpose of the hearing was to receive public comment on the proposed updates to the General Assistance Ordinance Appendices. Mr. Ellsworth explained that the Appendices must be adopted each October; however there are no changes to the numbers.

No one in the audience wished to address the Council.

The hearing was closed at 6:32pm.

Attest:

Barbara Bennett, CCM

DRAFT

**South Berwick
Board of Assessors
October 23, 2012**

Chairman Gerald W. MacPherson, Sr. called the meeting to order at 6:33pm. Assessors present included Jean Demetracopoulos, David H. Webster, and John C. Kareckas. Town Manager Perry Ellsworth and Assessing Agent Craig Skelton were also in attendance.

Abatement #1: On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to grant abatement #1 in the amount of \$332,242.65. A list of the **account #'s, names, and individual amounts** is included in the official record book. The abatement is granted due to a software/clerical error that erroneously added the attached list of owners to the FY2013 Tax Commitment.

Supplement #1: On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to issue a Supplemental Tax Warrant in the amount of \$332,242.65. The supplement is issued to correctly assess the proper owners and amounts for April 1, 2012 (FY2013 Tax Commitment, as abated in Abatement #1). A **list of the account #'s, names, and individual amounts** is included in the official record book.

Abatement #2: On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to grant abatement in the amount of \$239.02 to Pamela Reeves, Acct #F0150R, 10 Finson Road. Abatement is granted due to an error on the deed when the property was divided.

Supplement #2: On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to issue a Supplemental Tax Warrant in the amount of \$1891.17 to William Fletcher, Acct #F0155R, Finson Road. The Supplement is issued to correctly assess the proper owner of the parcel of land purchased from Pamela Reeves at 10 Finson Road.

Abatement #3: On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to grant abatement in the amount of \$121.13 to Thomas Beattie, Acct #C1500R, 3 Nealley Street. Abatement is granted due to an error made in the total amount of living area on file.

Abatement #4: On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to grant abatement in the amount of \$650.85 to Edna Kenney, Acct **#K0330R, 46 Emery's Bridge Road**. **Abatement is granted due to the results of an inspection that showed the building in need of extensive maintenance and repairs.**

2. On a motion by Mr. Kareckas, seconded by Mrs. Demetracopoulos, it was unanimously voted to approve and sign the 2012 Municipal Valuation Return, pages 1-8 as presented.

On a motion by Mr. Webster, seconded by Mr. Kareckas, it was unanimously voted to adjourn the meeting at 6:50pm.

Attest:

Barbara Bennett, CCM
Town Clerk

South Berwick Town Council October 23, 2012

Chairman Gerald W. MacPherson, Sr. called the meeting to order at 6:51pm. Councilors present included Jean Demetracopoulos, David H. Webster, and John C. Kareckas. Town Manager Perry Ellsworth was also in attendance.

Approval of Minutes

1. Council 10-09-12: On a motion by Mr. Webster, seconded by Mr. Kareckas, it was unanimously voted to adopt the minutes as written.
2. Special Council 10-16-12: On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant – Oct 23, 2012

On a motion by Mr. Kareckas, seconded by Mr. Webster, it was unanimously voted to sign the warrant in the amount of \$261,390.25.

Public Comment

None

Reports & Correspondence

None

Town Manager's Report

- Commented that paperwork is just about done with Avesta.
- A workshop is scheduled for Wednesday, October 31st at 7:00pm. The workshop is with the Planning Board and Conservation Commission to discuss open space.
- Reminded everyone of the workshop tomorrow regarding Casella.
- Library: Authorized the last piece of construction – foundation insulation & stucco.
- There is still some minor touch up work and geothermal to be completed.
- The Friends, to date, have raised \$684,979.50, including pledges. The Town has received \$370,000 from the Friends and it was used toward construction.
- Will be putting out a bid request for oil tomorrow. We will be including oil for general assistance.
- Wiring at the Town Hall is going well and should be completed soon. Streaming of meetings will begin in late November.
- Old Mill – Liz Wild drainage issue: have followed up with Jon St. Pierre. Deeds of 1986 show the Town has right of way for the drainage ditches and catch pond. The ditch is clean, but the pond needs to have the built up sediment removed. Communications are ongoing with the Homeowners Association.

New Business

1. On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adopt the General Assistance Ordinance and Appendices as presented.
2. On a motion by Mr. Kareckas, seconded by Mr. Webster, it was unanimously voted to authorize the purchase of one 2013 Ford Police Interceptor sedan in the amount of \$23,625.00 and to further authorize the Town Manager to complete all necessary documents to finalize the lease/purchase with Ford Credit as quoted on September 28, 2012.

The lease is for 3 years at a cost of \$8,300.19 per year.

3. On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to authorize the Town Manager to sign the Municipal Overlimit Permit for construction for the mill and fill project on Route 4 scheduled to commence in the spring.

Council Member Comments

1. Mr. Kareckas:

- Thanked Mr. Ellsworth and Jon St. Pierre for following up on the Old Mill drainage issue.
- Commented that Eliot is considering applying to the Federal Environmental Protection Act under Chapter 126, Clean Air Act, in regard to the air quality in York County. He recommended **monitoring Eliot's actions to gage whether we want to support them.**
- Asked if there was a date of substantial completion for the library. Mr. Ellsworth stated that the completion date for the addition is either December 31st or the 1st week of January.

2. Mrs. Demetracopoulos:

- Commented that she received an invitation from the Middle School for the Veterans' Day** ceremony. She added that she would not be able to stay for the entire program.
- Asked to receive hard copies of the Planning Board minutes in her packet.

3. Mr. Webster:

- Commented that the roads are looking good.
- Commented that everything in Town seems to be calm for a change.

4. Mr. MacPherson:

- Stated that he will try to attend both the Great Works School and Middle School Veterans' Day** celebrations.

Adjournment

On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to adjourn the meeting at 7:30pm.

Attested:

Barbara Bennett, CCM

Special Town Council Meeting

October 31, 2012

Chairman MacPherson called the meeting to order at 6:45 p.m.

Roll Call : Gerald W. MacPherson; Jean Demetracopoulos; John C. Kareckas

New Business

Motion by Jean Demetracopoulos to allow the Town Manager to enter into an agreement to borrow funds from Kennebunk Savings to purchase a 2013 Ford Police Interceptor Sedan . This authority negates the motion made at the Council Meeting on October 23, 2012 to allow the Town Manager to enter into an agreement with Ford Motor Credit.

Second: John C. Kareckas

All in favor

Motion to adjourn: jean Demetracopoulos

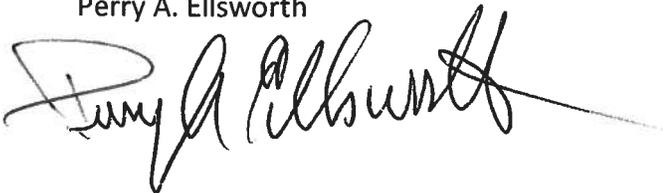
Second: John C. kareckas

All in favor

Time: 6:49 P.M.

Respectfully Submitted

Perry A. Ellsworth

A handwritten signature in black ink, appearing to read "Perry A. Ellsworth", with a long horizontal flourish extending to the right.

This meeting was not recorded

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00031109	030565 CHEAPER THAN DIRT	11/13/2012	-23.95
00031519	090151 UNITED STATES TREASURY	11/13/2012	39.12
00031520	209999 TAX REFUNDS	11/13/2012	1,649.00
00031521	209999 TAX REFUNDS	11/13/2012	1,845.94
00031522	189999 REFUNDS	11/13/2012	46.37
00031523	209999 TAX REFUNDS	11/13/2012	1,919.67
00031524	132500 SECRETARY OF STATE M/V	11/13/2012	10,396.12
00031525	080512 HAUNTED HAY RIDE	11/13/2012	475.00
00031526	132500 SECRETARY OF STATE M/V	11/13/2012	15,850.12
00031527	090151 UNITED STATES TREASURY	11/13/2012	82.50
00031528	209999 TAX REFUNDS	11/13/2012	2,165.72
00031529	170150 QUIRK FORD OF AUGUSTA	11/13/2012	23,625.00
00031530	189999 REFUNDS	11/13/2012	22.00
00031531	189999 REFUNDS	11/13/2012	206.64
00031532	010336 AGGREGATE RECYCLING CORP	11/13/2012	2,491.09
00031533	011250 TREASURER, STATE OF MAINE	11/13/2012	24.00
00031534	020225 BAKER & TAYLOR	11/13/2012	525.31
00031535	020525 STEVE BAYSE	11/13/2012	35.00
00031536	021668 BLOW BROS	11/13/2012	56.55
00031537	022240 GARY BOUCHER	11/13/2012	307.75
00031538	022480 ANNE BRADDER	11/13/2012	995.00
00031539	022710 BROX INDUSTRIES INC	11/13/2012	143.28
00031540	022725 SHAUN BUNKER	11/13/2012	823.00
00031541	022640 BURKE'S TREE SERVICE	11/13/2012	1,200.00
00031542	030500 CENTRAL MAINE POWER/CREDIT, COLL	11/13/2012	537.50
00031543	030510 CENTRAL MAINE POWER	11/13/2012	4,346.30
00031545	030725 CITIZENS BANK (CHG)	11/13/2012	187.92
00031546	193300 CITIZENS BANK	11/13/2012	10.00
00031547	030920 CLEAN-O-RAMA	11/13/2012	343.21
00031548	031350 COLLINS SHEET METAL INC.	11/13/2012	110.00
00031549	031425 COLONIAL LIFE & ACCIDENT INS.	11/13/2012	1,341.58
00031550	031430 COMCAST	11/13/2012	99.95
00031551	031579 CONSTELLATION NEW ENERGY	11/13/2012	2,720.44
00031552	031581 CONSUMER REPORTS	11/13/2012	26.00
00031553	031995 RENDY CROSBY	11/13/2012	10.00
00031554	034950 DATAMAXX	11/13/2012	319.00
00031555	041160 DOWNEAST ENERGY	11/13/2012	379.90
00031556	041365 DUSTON'S BAKERY	11/13/2012	82.74
00031557	050798 ELIOT SMALL ENGINE REPAIR INC	11/13/2012	349.80
00031558	050802 PERRY ELLSWORTH	11/13/2012	331.09
00031559	050815 EMPLOYEE HEALTH & BENEFITS	11/13/2012	647.64
00031560	060100 HOWARD P FAIRFIELD INC	11/13/2012	401.20
00031561	141000 FAIR POINT COMM	11/13/2012	159.03
00031562	060750 FIRE TECH & SAFETY	11/13/2012	1,927.00
00031563	061500 FOSTER'S DAILY DEMOCRAT	11/13/2012	50.10
00031564	070150 G & L AUTO INTERIORS	11/13/2012	215.00
00031565	070200 P GAGNON & SON INC	11/13/2012	1,943.45
00031566	070210 GALL'S INC	11/13/2012	422.28
00031567	070565 GORHAM LEASING GROUP	11/13/2012	96.56
00031568	070600 GEORGE GORMAN	11/13/2012	352.84
00031569	071090 GREAT WORKS REGIONAL LND TRUST	11/13/2012	100.00
00031570	071050 GREAT FALLS CLEANERS	11/13/2012	280.50
00031571	071307 GULF/FLEET FUNDING	11/13/2012	50.00
00031572	191330 HANNAFORD'S	11/13/2012	414.07
00031573	080248 HANSCOM'S TRUCK STOP INC	11/13/2012	17,112.58
00031574	080450 HARVARD PILGRIM HEALTH CARE	11/13/2012	26,403.87

Check Number	Account	Date Paid	Amount
00031575	080518 HAYDEE'S PEST FREE MGMT	11/13/2012	45.00
00031576	080635 HIGGINS	11/13/2012	35.84
00031577	022665 C.E. HOLMES CONSTRUCTION	11/13/2012	190.00
00031578	080998 HOME DEPOT	11/13/2012	205.66
00031579	081055 FERN HOULIARES	11/13/2012	195.22
00031580	087000 IAAO	11/13/2012	175.00
00031581	087001 IAAO/MAINE CHAPTER	11/13/2012	30.00
00031582	090120 INLAND FISHERIES & WILDLIFE	11/13/2012	688.00
00031583	100150 JANETOS MARKET	11/13/2012	59.98
00031584	100670 RAZEL KALLBERG	11/13/2012	995.00
00031585	100870 KENNEBUNK SAVINGS BANK	11/13/2012	40,000.00
00031586	120350 NORMAND LAUZE	11/13/2012	550.00
00031587	120510 LAWSON PRODUCTS INC.	11/13/2012	209.09
00031588	131661 MAINE ASSN/CONSERVATION	11/13/2012	195.00
00031589	133375 MAINE ENERGY RECOVERY CO.	11/13/2012	6,949.23
00031590	132400 MAINE SAD #35	11/13/2012	548,800.67
00031591	133777 MARKS PRINTING HOUSE	11/13/2012	50.95
00031592	133358 W.B.MASON	11/13/2012	99.99
00031593	133450 MESSER TRUCK EQUIPMENT	11/13/2012	25.23
00031594	132200 MAINE FIRE CHIEFS ASSOC.	11/13/2012	171.00
00031595	133795 MICK BODYWORKS	11/13/2012	317.82
00031596	127000 CORRINE J MAHONY	11/13/2012	1,612.50
00031597	135130 MTCCA/MMA	11/13/2012	40.00
00031598	140105 NAPA OF SOMERSWORTH	11/13/2012	186.17
00031599	140600 NEPTUNE INC	11/13/2012	558.80
00031600	141350 NORTH COAST SERVICES, LLC	11/13/2012	111.00
00031601	141354 NORTH COUNTRY TRACTOR INC	11/13/2012	375.60
00031602	133378 NORTON STREET NRLP	11/13/2012	260.00
00031603	150282 ROBERTA ORSINI	11/13/2012	611.96
00031604	150779 SUSAN PAQUIN	11/13/2012	800.00
00031605	150785 PARIS FARMERS UNION	11/13/2012	2,781.40
00031606	150830 PARSHLEY STEEL FABRICATORS INC	11/13/2012	3,500.00
00031607	150930 M H PARSONS & SONS LUMBER CO	11/13/2012	700.00
00031608	159995 HL PATTEN CONSTRUCTION	11/13/2012	6,556.00
00031609	160230 PERMA-LINE CORP	11/13/2012	507.40
00031610	200700 PIKE INDUSTRIES INC	11/13/2012	353.47
00031611	160650 ROBERT KING	11/13/2012	9,268.72
00031612	160692 POLAND SPRING	11/13/2012	52.77
00031613	161015 PORTLAND STREET SERVICE CENTER	11/13/2012	31.45
00031614	161265 PORTSMOUTH FORD	11/13/2012	241.79
00031615	161325 PRIORITY DISPATCH	11/13/2012	350.00
00031616	170000 QUILL CORPORATION	11/13/2012	571.87
00031617	180215 RECORDED BOOKS LLC	11/13/2012	282.96
00031618	180400 RED'S SHOE BARN INC	11/13/2012	112.49
00031619	180409 JAY REDIMARKER	11/13/2012	12.70
00031620	180433 DAN REMICK	11/13/2012	500.00
00031621	180900 ROBBINS AUTO PARTS INC	11/13/2012	78.00
00031622	181060 PAT ROBINSON	11/13/2012	24.47
00031623	190094 SANEL AUTO PARTS CO	11/13/2012	2,742.71
00031624	190540 SEACOAST FIRST AID & SAFETY	11/13/2012	24.25
00031625	191320 SHERWIN-WILLIAMS	11/13/2012	139.98
00031626	191753 FOREST SMITH	11/13/2012	675.00
00031627	192400 SO BERWICK PETTY CASH ACCOUNT	11/13/2012	30.64
00031628	192900 SO BERWICK WATER DISTRICT	11/13/2012	116.36
00031629	192650 SO BERWICK SEWER DISTRICT	11/13/2012	1,500.00

Check Number	Account	Date Paid	Amount
00031630	193605 SOUTHWORTH-MILTON, INC	11/13/2012	769.58
00031631	193622 SPRINGER ELECTRICAL SERV INC	11/13/2012	1,288.69
00031632	194225 SULLIVAN TIRE INC	11/13/2012	941.60
00031633	194300 SUNOCO/FLEET SERVICES	11/13/2012	17.09
00031634	194330 SUPERIOR FIRE PROTECTION INC	11/13/2012	750.00
00031635	132850 TREAS.STATE OF ME-LPI	11/13/2012	1,252.50
00031636	133105 TREASURER OF STATE/C.WPNS	11/13/2012	125.00
00031637	133035 TREAS/STATE OF MAINE/LICENSING	11/13/2012	240.00
00031638	201300 TWO-WAY COMMUNICATION SERV INC	11/13/2012	6,034.58
00031639	210750 VACUUM VILLAGE	11/13/2012	54.00
00031640	211500 VERIZON WIRELESS	11/13/2012	550.92
00031641	220190 VINE STREET MHP LLC	11/13/2012	330.00
00031642	230300 WALMART COMMUNITY BRC	11/13/2012	35.94
00031643	230915 WHITED TRUCK CENTERS	11/13/2012	322.03
00031644	230950 BRUCE WHITNEY	11/13/2012	250.00
00031645	240900 YORK COUNTY REGISTRY OF DEEDS	11/13/2012	176.70
Total Not Prepaid			717,210.30
Total Prepaid			58,299.25
Grand Total			775,509.55

WARRANT NUMBER \$ 775,509.55 DATE 11/08/2012

* * * TREASURER'S WARRANT * * *

THIS IS TO CERTIFY THAT THERE IS DUE AND CHARGEABLE TO THE APPROPRIATIONS LISTED ABOVE THE SUM SET AGAINST EACH NAME AND YOU ARE DIRECTED TO PAY UNTO THE PARTIES NAMED IN THIS SCHEDULE.

TOWN COUNCIL:

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