

TOWN COUNCIL

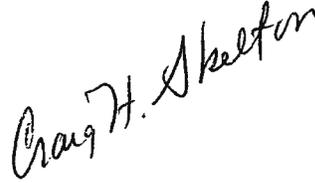
Agenda Information Sheet

Meeting Date: <i>AUG-5, 2014</i>	Item #
Agenda Item: <i>Setting tax rate for FY 2015</i>	
Department Head: <i>CRAIG H. SKELTON</i>	
Town Manager's Recommendation:	
Requested Action:	
Vote	

MEMORANDUM

To: Perry Ellsworth, Town Manager

From: Craig H. Skelton, Assessing Agent



Date: 28-Jul-14

Re: FY 2015 Commitment - Average Impact

Adjustments made to the town value based on new construction and improvements represent an increase over the prior year of \$6,548,565. A large portion of the value increase, totalling \$4,567,800 resulted from improvements to the CMP transmission lines. CMP falls in the TIF and additional taxes generated from value increases in the TIF go into a dedicated fund. The net adjustment of \$1,980,765 when applied against the changes to the County, Municipal and School Appropriations indicates a recommended tax rate of \$17.70 in order to accomplish the targeted overlay amount. This represents an increase to the tax rate of 45 cents over the prior year.

The new rate, although slightly less than projected during the budget process, will still result in an increase to the tax bill for the average home of \$102.15 for this year. To illustrate the impact, I have provided a comparison below.

Average Value*	Tax Rate	Taxes	Change
\$227,000	\$17.25	\$3,915.75	
\$227,000	\$17.70	\$4,017.90	\$102.15

A breakdown of the proposed tax rate and percentage by appropriation is as follows:

COUNTY	\$0.55	3.11%
MUNICIPAL	\$5.90	33.36%
SCHOOL	\$11.25	63.53%
	<u>\$17.70</u>	<u>100.00%</u>

*The average value of \$237,000 has been adjusted by the Homestead Exemption
t:assessing/commit/fy2015/prelimvalest

**CERTIFICATE OF ASSESSMENT TO BE RETURNED TO MUNICIPAL TREASURER
STATE OF MAINE**

County of YORK , ss.

We hereby certify, that we have assessed a tax on the estate, real and personal liable to be taxed in the

Municipality of South Berwick for the fiscal year

 7/1/2014 to 6/30/2015 at 0.0177 mils on the dollar, on a total
taxable valuation of \$ 652,431,276.00

Assessments:

1. County Tax.....	\$	<u> 359,211.70 </u>
2. Municipal Appropriation.....	\$	<u> 3,916,929.00 </u>
3. TIF Financing Plan Amount.....	\$	<u> 139,612.29 </u>
4. Local Educational Appropriation.....	\$	<u> 7,336,675.44 </u>
5. Overlay Not to Exceed 5% of "Net To Be Raised"	\$	<u> 452,000.87 </u>
6. Total Assessments		<u> \$12,204,429.30 </u>

Deductions:

7. State Municipal Revenue Sharing.....	\$	<u> 487,043.00 </u>
8. Homestead Reimbursement.....	\$	<u> 152,928.00 </u>
9. BETE Reimbursement.....	\$	<u> 16,424.72 </u>
10. Other Revenue.....	\$	<u> 0.00 </u>
11. Total Deductions		<u> \$656,395.72 </u>
12. Net Assessment for Commitment		<u> \$11,548,033.58 </u>

List of all the same we have committed to Perry A. Ellsworth Tax Collector
of said Municipality, with warrants in due form of law for collecting and paying the same to
 Perry A. Ellsworth Municipal Treasurer of said Municipality, or the successor in office, on
or before such date, or dates, as provided by legal vote of the Municipality and warrants received pursuant to
the laws of the State of Maine. (Title 36 MRSA, section 712)

Given under our hands this August 5, 2014

_____ Municipal Assessor(s)

Complete in Duplicate. File original with Treasurer. File copy in Valuation Book

ASSESSOR'S CERTIFICATION OF ASSESSMENT

WE HEREBY CERTIFY, that the pages herein, numbered from RE 1
PP 1 to _____

inclusive, contain a list and valuation of Estates, Real and Personal, liable to be taxed in the

Municipality of South Berwick for State, County, District, and

Municipal Taxes for the fiscal year 07/01/14 to 06/30/15 as they existed on the first
day of April 2014 .

IN WITNESS THEREOF, we have hereunto set our hands at South Berwick, this

5th day of August 2014

_____ Municipal Assessor(s)

MUNICIPAL TAX ASSESSMENT WARRANT

State of Maine Municipality South Berwick County York

To Perry A. Ellsworth, Tax Collector

In the name of the State of Maine you are hereby required to collect of each person named in the list
herewith committed to you the amount set down on said list as payable by that person.

Assessments:

1. County Tax.....	\$	<u>359,211.70</u>
2. Municipal Appropriation.....	\$	<u>3,916,929.00</u>
3. TIF Financing Plan Amount.....	\$	<u>139,612.29</u>
4. Local Educational Appropriation.....	\$	<u>7,336,675.44</u>
5. Overlay Not to Exceed 5% of "Net To Be Raised" (see tax rate calculation # 16)	\$	<u>452,000.87</u>
6. Total Assessments	\$	<u>\$12,204,429.30</u>

Deductions:

7. State Municipal Revenue Sharing.....	\$	<u>487,043.00</u>
8. Homestead Reimbursement.....	\$	<u>152,928.00</u>
9. BETE Reimbursement.....	\$	<u>16,424.72</u>
10. Other Revenue.....	\$	<u>0.00</u>
11. Total Deductions	\$	<u>\$656,395.72</u>
12. <u>Net Assessment for Commitment</u>	\$	<u>\$11,548,033.58</u>

You are to pay to Perry A. Ellsworth, the Municipal Treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before 8/5/2016

In case of the neglect of any person to pay the sum required by said list until after 9/30/14 & 3/31/15 ;

you will add interest to so much thereof as remains unpaid at the rate of 7 percent per annum, commencing 10/1/14 & 4/1/15 to the time of payment, and collect the same with the tax remaining unpaid.

Given under our hands, as provided by a legal vote of the Municipality and Warrants received pursuant to the Laws of the State of Maine, this 8/5/2014

_____ Assessor(s) of South Berwick

CERTIFICATE OF COMMITMENT

To Perry A. Ellsworth, the Collector of the Municipality of South Berwick, aforesaid.

Herewith are committed to you true lists of the assessments of the Estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of \$ 11,548,033.58 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 8/5/2014

_____ Assessor(s) of South Berwick

Complete in Duplicate. File original with Tax Collector. File copy in Valuation Book
PTA 201 (03/10)

South Berwick Town Council

July 22, 2014

Chairman Gerald W. MacPherson, Sr. called the meeting to order at 6:34pm. Councilors present included Jean Demetracopoulos, David H. Webster, John C. Kareckas, and Russell H. Abell. Town Manager Perry Ellsworth was also in attendance.

Approval of Minutes

1. Council 7-08-14: On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mr. Abell, seconded by Mr. Webster, it was unanimously voted to sign the \$363,510.33 warrant dated July 17, 2014.

A brief discussion regarding the proper date of the warrant ensued. All agreed that the date of the warrant is the date the Treasurer signs it. [The warrant is usually finalized & signed by the Treasurer on Thursday prior to the meeting on Tuesday]

Public Comment

None

Town Manager's Report

-The sale of two lots (with August Realty) to the Great Works Regional Land Trust is complete. As voted at the Town Meeting in June, the proceeds totaling \$6,351 will go toward funding our contributions to the Eastern Trail Alliance and the Conservation Coordinator. Work is still being done to determine ownership of the adjacent third parcel.

-The Seacoast Energy Initiative (SEI) grant process is more work than originally thought. There are currently two solar projects in South Berwick & York, two electrical in South Berwick & Eliot, one weatherization in Eliot and one installation of a natural gas furnace in Kittery. A Clerk-of-the-Works will be hired to oversee projects and timelines.

-Provided the Councilors with copies of the new Kittery Area Comprehensive Transportation System (KACTS) Long Range Transportation Plan. There will be a public hearing on August 7th at the Kittery Town Hall. Mr. Ellsworth added that the Plan is a valuable resource; it contains the most current information on area economics, demographics, and transportation.

-The Maine Municipal Legislative Policy Committee is working on signage issues and the fact that the State is trying to usurp municipal ordinances by placing signs anywhere it wants.

-The Avesta senior housing project is moving along well. We have two easements with the school, one for entry/egress for the path and one for drainage. Mr. Ellsworth also informed everyone that Avesta is having an open house in Portland at the Adams School Condos on July 24th if anyone is interested in attending.

-Pavement milling will begin on Agamenticus Road at 6:30am on July 28th. There will be one lane open for traffic. The project should take 2-3 days.

-Route 101 will be closed from August 7th until August 21st for the replacement of the Shorey's Brook culvert. Some lane closures will begin in late July.

-We have received our first check for \$19,000 from the State for this year's Revenue Sharing. This is 38% less than our first check last year. We expect to receive a total of \$363,000 this year.

-Meetings with the school board have been very beneficial.

-He is still trying to schedule collaboration meetings with Berwick and Eliot.

-Happy Birthday Jerry MacPherson.

-Asked the Council to consider changing the first meeting date in August. He will be away at the annual Manager's conference.

New Business

1. On a motion by Mr. Abell, seconded by Mrs. Demetracopoulos, it was unanimously voted to approve the new liquor license for MWG Pizza, LLC.
2. On a motion by Mr. Kareckas, seconded by Mr. Webster, it was unanimously voted to authorize the Council Chairman to sign the audit engagement letter with Smith & Associates, CPAs. (Audit scheduled for late October)
3. The Town Manager explained that the purchase of the new fire truck was delayed for a year so a larger down payment could be made. We have looked at six different trucks and decided that the demo pumper for \$389,900 was our best deal. The additional equipment and lettering amount to \$8600. The down payment will be \$200,000; estimated annual lease/purchase payments will be about \$30,000 for 7 years.

On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to authorize the Town Manager to sign a contract with Marion Body Works for a 2013 demo pumper for \$389,900; with the total outfitted price of \$397,600.

4. On a motion by Mr. Kareckas, seconded by Mr. Abell, it was unanimously voted to authorize the Town Manager to enter into a contract for removal of asbestos from the 'Day' property building with funds to come from the Recreation and Facilities capital account in an amount not to exceed \$12,000.
5. On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to mark the Maine Municipal Executive Committee ballot by voting for Stephan Bunker (Selectman Farmington) for Vice-President and Cynthia Mehnert (Councilor Orono), Laurie Smith (Manager Kennebunkport), and Patricia Sutherland, (Selectman Chapman) for Directors.

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to suspend the rules to consider an item not on the agenda.

On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to change the first meeting date in August from the 12th to the 5th.

6. On a motion by Mr. Abell, seconded by Mrs. Demetracopoulos, it was unanimously voted to hold a public hearing on Tuesday, August 5, 2014 at 6:30pm to receive comment on the annual updates to Appendix A of the General Assistance Ordinance.

Council Member Comments

1. Mr. Abell:
-Stated that he will not be available for the meeting on August 5th.
2. Mr. Webster:
-Stated that driving on Witchtrot Road is "delightful"; the highway crew did a nice job.
3. Mrs. Demetracopoulos:
-Requested that review of the road acceptance ordinance be placed on the next agenda. Mr. Webster, with Mr. Ellsworth in agreement, stated that it would be preferable to hold a workshop first. Council agreed to tentatively schedule a workshop on August 19th at 6:30pm.

Adjournment

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 7:21pm.

Attested:

Barbara Bennett, CCM

**South Berwick Town Council
Public Hearing
New Liquor License for MWG Pizza
July 22, 2014**

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

The purpose of the hearing was to receive public comment on the request for a new liquor license for MWG Pizza at 438 Main Street.

No one in the audience wished to address Council.

The hearing was closed at 6:33pm.

Attest:

Barbara Bennett, CCM

Draft

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00035262	141370 NORTHEAST HYDRAULICS INC	08/12/2014	-1,068.90
00035286	132500 SECRETARY OF STATE M/V	08/12/2014	17,406.29
00035287	189999 REFUNDS	08/12/2014	3.00
00035288	141140 TREASURER, STATE OF NH	08/12/2014	88.00
00035289	193625 SQUARE POND WATERSKI CLUB	08/12/2014	50.00
00035290	230700 TOWN OF WELLS	08/12/2014	42.00
00035291	100900 KENNEBUNKPORT PTA	08/12/2014	585.00
00035292	141140 TREASURER, STATE OF NH	08/12/2014	92.00
00035293	010585 AMAZON	08/05/2014	299.41
00035294	020790 APPLIED INDUSTRIAL TECH	08/05/2014	25.88
00035295	020225 BAKER & TAYLOR	08/05/2014	353.60
00035296	022850 BUSINESS EQUIPMENT UNLIMITED	08/05/2014	739.77
00035297	021576 JANETTE BIRCH	08/05/2014	23.12
00035298	022503 SHARON BRASSARD	08/05/2014	38.35
00035299	030500 CENTRAL MAINE POWER/CREDIT, COLL	08/05/2014	60.00
00035300	030510 CENTRAL MAINE POWER	08/05/2014	1,544.61
00035302	030725 CITIZENS BANK (CHG)	08/05/2014	1,226.79
00035303	030920 CLEAN-O-RAMA	08/05/2014	135.00
00035304	030954 ROGER CLEMENT	08/05/2014	40.00
00035305	031579 CONSTELLATION NEW ENERGY	08/05/2014	1,914.35
00035306	040300 DEMCO	08/05/2014	1,241.47
00035307	050785 ELIMINATOR INC	08/05/2014	2,821.70
00035308	141000 FAIRPOINT COMMUNICATIONS	08/05/2014	1,323.44
00035310	061675 FUNTOWN/SPLASHTOWN	08/05/2014	816.00
00035311	070202 JOHN GAGNON	08/05/2014	200.00
00035312	180478 GENEST PRECAST	08/05/2014	2,554.50
00035313	070638 GOV CONNECTION INC	08/05/2014	517.92
00035314	071107 GREENWOOD EMERGENCY VEHICLES	08/05/2014	640.51
00035315	071180 GROUP DYNAMIC INC	08/05/2014	137.50
00035316	191330 HANNAFORD'S	08/05/2014	242.72
00035317	080248 HANSCOM'S TRUCK STOP INC	08/05/2014	2,704.39
00035318	100100 MARIE-HELENE JAMES	08/05/2014	448.96
00035319	100150 JANETOS MARKET	08/05/2014	39.90
00035320	100305 JOHN & MARLENE LLC	08/05/2014	450.00
00035321	100820 FRED KEEN	08/05/2014	75.00
00035322	120510 LAWSON PRODUCTS INC.	08/05/2014	429.65
00035323	131800 MAINE BUILDING OFFICIALS AND	08/05/2014	35.00
00035324	131660 MAINE ASSN/ASSESSORS	08/05/2014	199.00
00035325	132400 MAINE SAD #35	08/05/2014	611,389.62
00035326	133280 MARION BODY WORKS INC	08/05/2014	39,000.00
00035327	133285 MARKET BASKET	08/05/2014	283.23
00035328	133358 W.B.MASON	08/05/2014	704.88
00035329	133795 MICK BODYWORKS	08/05/2014	460.72
00035330	134450 MMTCTA	08/05/2014	110.00
00035331	134754 MORIN STEEL INC	08/05/2014	135.90
00035332	135950 MWDA	08/05/2014	30.00
00035333	140090 NADA GUIDES	08/05/2014	105.00
00035334	140803 NEW ENGLAND BARRICADE CO	08/05/2014	516.24
00035335	200700 PIKE INDUSTRIES INC	08/05/2014	322.43
00035336	160320 PINE TREE WASTE INC	08/05/2014	2,373.80
00035337	160810 PORTLAND GLASS	08/05/2014	59.95
00035338	170000 QUILL CORPORATION	08/05/2014	288.30
00035339	180125 RANSOM CONSULTING ENGINEERS	08/05/2014	1,800.00
00035340	180477 RICE'S AUTOMOTIVE CENTER	08/05/2014	283.95
00035341	190900 SEBASCO HARBOR RESORT	08/05/2014	218.00
00035342	132500 SECRETARY OF STATE M/V	08/05/2014	15,152.57

Check Number	Account	Date Paid	Amount
00035343	191753 FOREST SMITH	08/05/2014	675.00
00035344	193640 STAPLES	08/05/2014	76.41
00035345	194570 SWAN ISLAND PRESS	08/05/2014	840.00
00035346	201035 WILLIAM TOBEY JR	08/05/2014	2,330.00
00035347	133075 TREAS/STATE OF MAINE	08/05/2014	725.00
00035348	201300 TWO-WAY COMMUNICATION SERV INC	08/05/2014	1,660.72
00035349	230300 WALMART COMMUNITY BRC	08/05/2014	106.24
00035350	240425 YORK AMBULANCE ASSN INC	08/05/2014	6,832.17
00035351	241103 YORK HOSPITAL	08/05/2014	371.00
00035352	240900 YORK COUNTY REGISTRY OF DEEDS	08/05/2014	50.00
Total Not Prepaid			708,179.67
Total Prepaid			17,197.39
Grand Total			725,377.06

WARRANT NUMBER \$ 725,377.06 DATE 07/31/2014
.....

* * * 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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TOWN COUNCIL

Agenda Information Sheet

Meeting Date: August 5, 2014	NB # 1
Subject: General Assistance Appendices	
Information:	
This is the annual update to the appendices.	
Staff Comments/Recommendation:	
Requested Action:	
Motion & vote to adopt updated Appendices A of the General Assistance Ordinance for the period of July 1, 2014 to June 30, 2015.	
Vote:	

TO: PERRY ELLSWORTH & TOWN COUNCIL

FROM: KATHY PRIDHAM, GA ADMINISTRATOR

RE: CHANGES TO GA ORDINANCE

DATE: JULY 31, 2014

The only changes made to the ordinance this year, is Appendix A. I am attaching a copy of last year's appendix so you can see the difference. The overall maximums (which is the maximum income or GA allowed) have gone up some.

GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	603	725	874	1,096	1,261
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	585	585	699	942	1,089
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	537	635	829	1,044	1,107
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	762	901	1,163	1,463	1,565
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	950	952	1,138	1,656	1,801
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	633	742	954	1,260	1,501

Appendix A
Effective: 07/01/14-06/30/15

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	753	751	899	1,131	1,551
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonfield, Saco, Sanford, Shapleigh, Waterboro, Wells	689	714	903	1,206	1,248

*Note: Add \$69 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	514	547	653	851	941
Franklin County	564	593	720	867	1,232
Hancock County	603	693	854	1,130	1,161
Kennebec County	517	598	764	964	1,027
Knox County	709	719	877	1,124	1,275
Lincoln County	660	727	916	1,140	1,223
Oxford County	551	610	735	992	1,284
Piscataquis County	573	651	802	1,016	1,086
Somerset County	582	608	724	985	1,001
Waldo County	643	687	826	1,027	1,091
Washington County	552	593	707	874	1,058

* Please Note: Add \$69 for each additional person.

GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendix A* are effective from **July 1, 2013 to June 30, 2014**. The maximums found in *Appendices B, C, D, E, and F* are effective from **October 1, 2013 to September 30, 2014**.

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
	936	939	1,123	1,635	1,779	1,847

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: August 5, 2014	Item # 2
Agenda Item: Strawberry Festival Grant for Recreation	
Department Head: Sharon Brassard	
<p>The Strawberry Festival Committee has awarded the Recreation Dept a \$1,697 grant to purchase a 15' x 8' outdoor storage shed. The shed will be used to store the ice rink equipment.</p>	
Town Manager's Recommendation:	
Requested Action: Accept the Strawberry Festival Grant for \$1,697 for the purchase of an outdoor shed for the Recreation Department.	
Vote	



South Berwick Strawberry Festival

P.O. Box #371, South Berwick, Maine 03908

Committee Members

Andy Parker
*Chairperson &
Grounds Coordinator*

Marcia Flinkstrom
Treasurer

Regina Parker
*Non-Profits
Coordinator*

Beth Leach
*Hulling/Kitchen
Coordinator*

Patricia Leach
*Strawberry Tent
Coordinator*

Scarlett Hanson
*Secretary &
Grant Coordinator*

Khayyam Mohammed
*Publicity & Merchandise
Coordinator*

Paul Steinhauer
*Flag & Signage
Coordinator*

Jean Graunke
*Entertainment
Coordinator*

Judy Gordon
*Artisans
Coordinator*

July 21, 2014

Sharon Brassard
South Berwick Recreation Department
180 Main Street
South Berwick, ME 03908

Dear Sharon Brassard,

The Strawberry Festival Committee is pleased to notify you that your grant request in the amount of \$1697 for To purchase a 15ft x 8ft outdoor storage shed to store the ice rink equipment.

Enclosed are 2 copies of the Terms of Grant document, which explains the conditions and requirements of the grant. Please review this document carefully, sign and return 1 of the copies.

Upon receipt of the signed Terms of Grant document we will send you your Grant Award Check.

Please note that:

- You must spend the entire amount of your award on the project outlined in your grant request or return any overage amounts.
- We do not co-sponsor projects. If the amount of this award does not fund the entire project, please notify me immediately.

Please return your expenditure report and copies of receipts to us by the February 28, 2015 deadline. Failure to file your expenditure report may jeopardize any future request for funds.

If you have any questions about the grant or the terms of the award please contact me at 384-4436.

Sincerely,

Scarlett Hanson
Grant Coordinator
Strawberry Festival Committee



South Berwick Strawberry Festival

2014 Terms of Grant

Sharon Brassard
South Berwick Recreation Department

Description of Project:

To purchase a 15ft x 8ft outdoor storage shed to store the ice rink equipment

Amount of Award: \$1697

Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below, and serves as our receipt for the enclosed grant award payment.

- **Expenditure of Grant Funds** -The grant award is made only for the purpose(s) specified above and in the attached award letter, and subject to any conditions included therein.
 - Grant funds should be expended within 6 months after payment is issued or a written request for an extension of time should be submitted to the Committee.
 - At the end of this period or an approved extended period:
 - any unexpended grant funds should be returned to the Strawberry Festival Committee
 - Upon completion of your project or by the end of the 6-month period (February 28, 2015) , **copies of the expenditure receipts must be forwarded to:**
The SBSF Grant Coordinator, P.O. Box 371, South Berwick, ME 03908.
- Grants must be returned if the Strawberry Festival Committee determines that the grant recipient has not performed in accordance with the Terms of Award, or met the conditions described in the award letter.
- Publicity for your project should make reference to the sponsorship provided by the Strawberry Festival Committee. The Festival Committee requests that when your organization mentions this project, the Strawberry Festival Committee is noted as the sponsor. Many of our recipient's projects include a plaque, if appropriate, indicating the project was funded or donated by the South Berwick Strawberry Festival Committee.

Important

I agree to the above Terms of Award.

Signature

Sharon Brassard

South Berwick Recreation Department

Printed Name & Phone #

Please Return signed copy to: SBSF Grant Coordinator P.O. Box 371, South Berwick, ME 03908

Upon receipt of the signed Terms of Grant document we will send you your Grant Award Check.