

**Vaughan Fund  
November 25, 2014**

Trustee John C. Kareckas called the meeting to order at 6:30pm. Trustees present included Jean Demetracopoulos, Russell H. Abell, Laura Leber, and John James. Town Manager Perry Ellsworth was also present.

**Approval of Minutes**

1. 10-14-14: On a motion by Mrs. Demetracopoulos, seconded by Mr. Abell, it was unanimously voted to adopt the minutes as written.

**New Business**

1. On a nomination by Mrs. Demetracopoulos, seconded by Mrs. Leber, John Kareckas was unanimously elected Chairman.

On a nomination by Mrs. Demetracopoulos, seconded by Mr. Abell, Laura Leber was unanimously elected as Treasurer.

**ADJOURNMENT**

On a motion by Mrs. Demetracopoulos, seconded by Mr. Abell, it was unanimously voted to adjourn the meeting at 6:37pm.

Attest:

Barbara Bennett, CCM  
Town Clerk



# Memorandum

To: Perry Ellsworth, Town Manager

From: Craig H. Skelton, Assessor's Agent

*Craig H. Skelton*

Date: March 3, 2015

Re: Communique regarding 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 so I may forward it to Maine Revenue Services before the deadline.

**RATIO DECLARATION & REIMBURSEMENT APPLICATION**

**Municipality of: SOUTH BERWICK**  
**Developed Parcel Ratio: 102%**

**County of: YORK**  
**Filing Deadline: June 1, 2015**

**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 **2015** tax year:

We will use the developed parcel ratio determined by Maine Revenue Services of **102%** as our declared certified ratio. The developed parcel ratio is a direct finding and final result of Maine Revenue Services' audit of **2013** local valuations for residential property as stated in the **2015 State Valuation**.

We will use the municipality's **declared 2015 certified ratio** to adjust the amount of local homestead exemption. The certified ratio declared is within 10% of the developed parcel ratio (**between 91.8% and 112.2%**) 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 2015 tax year (**proof required**)
- A partial revaluation is to be implemented for the 2015 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) # 1725
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 2015 Homestead value exempted is \$ 17,250,000
4. The 2015 municipal tax rate is 17.70 mils. (**NOTE: If the local tax commitment is not final for 2015, use the 2014 local tax rate or an estimated rate...whichever is more accurate.**)

**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: Craig Skelton Phone# 384-3300 x110

**PLEASE COMPLETE AND RETURN TO:**  
fax 287-6396  
PHONE 624-5604  
EMAIL linda.r.ellis@maine.gov

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

**South Berwick Town Council  
Public Hearing  
Public Easement Discontinuance  
(531 & 535 Emery's Bridge Rd)  
April 14, 2015**

Chairman John C. Kareckas opened the hearing at 6:30pm. Councilors present included Jean Demetracopoulos, John James, and Laura Leber. Town Manager Perry A. Ellsworth was also in attendance. Russell H. Abell was not present.

The purpose of the hearing was to receive public comment on the Petition for a Discontinuance of a public easement located on the properties at 531 & 535 Emery's Bridge Road (Barry/Julie Person and Andy/Wendy Rackliff).

Petitioner Julie Person explained that the easement in question was created in the late 1970's when Emery's Bridge Road was rebuilt and portions of it were moved. The Town retained a safety/recreational easement on the old roadway. Note was made that the Town has not used or maintained the easement.

Town Manager Ellsworth commented that the Town holds other, similar easements; and should all be reviewed for proper disposition.

Note was made that State law gives the Town Council the authority to act on Petitions of Discontinuance.

The hearing was closed at 6:24pm.

Attest:

Barbara Bennett, CCM



**South Berwick Town Council  
Public Hearing  
FY 2015/2016 Budget  
April 14, 2015**

Chairman John C. Kareckas opened the hearing at 6:30pm. Councilors present included Jean Demetracopoulos, Russell H. Abell, John James, and Laura Leber. Town Manager Perry A. Ellsworth was also in attendance. There were approximately 6 people in the audience.

The purpose of the hearing was to receive public comment on the proposed municipal budget for fiscal year 2015/2016. Town Manager Ellsworth gave an overview: The municipal budget is up 6% or \$359,212 over last year's budget. The budget as proposed includes using \$650,000 of the undesignated fund. When factoring in projected revenues the budget is up 3.5%. However, the proposed budget is still under the LD1 cap.

The projected tax rate for the Town will increase by \$ .09, the County is down slightly, and the school will increase by \$ .24.

Mr. Ellsworth went through the proposed budget highlighting significant factors affecting each line:

4110 Town Council: Up \$250 totaling \$6,050; increase in mileage.

4115 Town Manager: Up \$18,803 totaling \$148,303; 3% salary increase per Mgr contract and assistant position from part to full time.

4118 Town Clerk: Up \$946 totaling \$67,097; covers Clerk, elections, records preservation.

4120 Control Collection: Up \$4,804 totaling \$212,719; covers 2 full-time & 3 part-time.

4125 Computer: Down \$50 totaling \$40,100.

4130 Administration: Up \$830 totaling \$149,620; legal fees reduced \$5,000, Accident Ins up \$6,000, and the Eastern Trail donation is added to this line.

4150 Tax Assessment: Up \$1,162 totaling \$101,769; Assessing Agent shared w/No Berwick at 60%/40%, also covers 16hrs/wk for assistant.

4160 Code Enforcement: Down 208 totaling \$53,845; CEO shared w/Berwick at 60%/40%, also covers 2 hrs/wk for assistant.

4170 Planning: Down \$3,166; covers 8hrs/wk of CEO time, also covers 2hrs/wk for assistant. Reduction in professional services \$3,000.

4172 Historic District Commission: No change totaling \$250.

4175 Zoning Board of Appeals: No change totaling \$160.

4180 Town Hall: Down \$2,009 totaling \$73,556; covers 22hrs/wk for new custodial position and heating oil pre buy at \$2.15/gal.

4185 Community Center: Up \$908 totaling \$73,978; covers 12hrs/wk for custodial position.

4190 Employee Benefits: Up \$179,840 totaling \$1,024,600; 3 full time positions reinstated, 1 new police officer, and increased retirement & worker's comp costs.

4220 Fire Department: Up \$15,461 totaling \$190,776; replacing fire fighting turn out gear.

4227 Emergency Management Services: Up \$169 totaling \$6,044; covers a required position. Current EMA Blain Cote has been instrumental in receiving FEMA funds for past storms.

4228 Emergency/Rescue Services: No change totaling \$81,986; York Ambulance took over for the South Berwick Rescue and has agreed to the contract price for 3 years (FY 15/16/17).

4229 Water Assessment/Fire Protection: No change totaling \$299,735; covers 30% of Water District budget allowed by PUC.

4230 Police Department: Up \$62,559 totaling \$809,338; Adding new patrolman, raises not included due to union contract negotiations.

4231 Animal Control: Up \$154 totaling \$8,584; covers the Animal Control Officer and shelter fees.

4240 Dispatch Center: Up \$6,384 totaling \$336,636; Berwick covers 40% of cost, raises not included due to union contract negotiations.

4250 Street Lights: Up \$6,000 totaling \$49,000.

4310 Highway Department: Up \$31,126 totaling \$754,766; covers 1 new employee, winter costs up, fuel costs down.

4315 Public Facilities: Up \$1,500 totaling \$44,075; refurbish soccer field with volunteer match.

4325 Town Garage: Up \$3,820 totaling \$19,565; propane costs/waste oil not available.

4330 Transfer Station: Up \$4,606 totaling \$291,909; building repairs & and \$1 increase in tipping fees.

4335 Solid Waste Transportation: Up \$1,189 totaling \$89,710; added vacation coverage, share with North Berwick 67%/33%.

4410 Recreation Department: Up \$2,417 totaling \$77,459; covers director salary, increase in assistant's part time hours.

4450 Conservation Commission: No change totaling \$4,845; includes subsidy to cover Mt. A coordinator.

4470 Library: Up \$3,598 totaling \$127,384; includes new 4hrs/wk part time position and 6hrs/wk custodial position.

4510 Social Services: Down \$16,889 totaling \$63,971; assistance funding reduced by \$10,000 and administrators average hours decrease to 10/wk.

4530 Social/Civic Service Contributions: Down \$598 totaling \$10,325; received fewer applications than last year.

4728 CIP Debt: Down \$16,620 totaling \$310,418; last payment on the Community Center in November.

4850 Contingency Funding: No change totaling \$30,000; covers the unfunded liability created when an employee leaves (vaca/sick time buyout). Current account balance is \$80,023; with a liability of about \$200,000.

4855 Capital Improvements: Up \$92,100 totaling \$1,028,100; covers ongoing improvement projects, also covers \$100,000 for parking lot on Railroad Ave and the Town's share of the Route 236/Vine St re-construction.

Mr. Ellsworth stated that the municipal budget as proposed totals \$6,619,493.

Mr. Kareckas thanked the Manager, staff, and department heads for a reasonable and affordable budget.

No one in the audience wished to address the Council on any line items. No comments were received by mail.

The hearing was closed at 7:58pm.

Attest:

Barbara Bennett, CCM

## **South Berwick Town Council**

### **April 14, 2015**

Chairman John C. Kareckas called the meeting to order at 6:30pm. Councilors present included Jean Demetracopoulos, Russell H. Abell, Laura Leber, and John James. Town Manager Perry Ellsworth was also in attendance.

#### **Approval of Minutes**

1. Public Hearing 3-24-15: On a motion by Mrs. Leber, seconded by Mr. James, it was unanimously voted to adopt the minutes as written. Mrs. Demetracopoulos abstained.
2. Council 03-24-15: On a motion by Mr. James, seconded by Mrs. Leber, it was unanimously voted to adopt the minutes as written. Mrs. Demetracopoulos abstained.

#### **Treasurer's Warrant**

1. On a motion by Mrs. Demetracopoulos, seconded by Mr. Abell, it was unanimously voted to sign the warrant dated April 9, 2015 in the amount of \$886,755.91.

#### **Public Comment**

1. Mike Hasty, Fife's Ln, addressed the Council regarding the Trans-Pacific Partnership. He asked that the Council send a letter of opposition to our congressional representatives.
2. Mike Ouellette, Brattle St, asked the Council for the status of the Zoning Ordinance change requested so he can sell his property to someone that wants to develop an event center/banquet hall. Mr. Ellsworth stated that the Planning Board has not forwarded any requests to the Council regarding the change.

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

- Wednesday at 7:00am is the parking committee meeting.
- Wednesday at 8:00am is the joint meeting with the school board.
- Work at the Avesta site is progressing. The first floor walls are up and the second floor has been started.
- The offices will be closed on Monday for the holiday.
- He will be out of the office on Friday.

#### **Unfinished Business**

1. On a motion by Mrs. Demetracopoulos, seconded by Mrs. Leber, it was unanimously voted to adopt the amendments to Ordinance Chapter 119, Sections 3,4,6, & 7; Chapter 121, Sections 8 & 144; and Chapter 140, Sections 9, 70, & Appendix A.

Mrs. Demetracopoulos was not present for the public hearing and received confirmation that there were no public comments received, either for or against the changes.

#### **Council Member Comments**

1. Mr. James:
  - Made note that at the school board meeting on Wednesday there will be a budget workshop at 5:00pm, no public input; and the regular meeting will start at 7:00pm, allowing public input on the proposed budget. Daycare services will be provided. Daycare is also provided for anyone wishing to attend the district meeting to vote on the budget on May 27th.
  - Thanked the staff for making his first round of budget sessions easy to go through.
2. Mr. Abell:
  - Asked if the Manager had contacted the MDOT yet in regard to changing the time frame (when school is out) for the Route 236/Vine Street project. Mr. Ellsworth stated he had not.
  - Asked for the status of work on a fireworks ordinance. He added that it needs to be made a priority.

- Thanked the staff for a smooth budget process.
- Will not be able to attend a special meeting on April 21st.
- Commented that the Council should address the request by Mr. Hasty regarding a letter on the Trans-Pacific Partnership.

3. Mrs. Demetracopoulos:

- Commented that the roads seem to be settling.
- Made note of the passing of former Town Manager Dick Brown. Mr. Brown had been South Berwick's Manager for 10 years and was very community oriented. Services for Mr. Brown will be held Friday and Saturday at Cote Funeral Home and Unitarian Universalist Church (respectively) in Saco.

4. Mrs. Leber:

- Thanked the staff for making the budget process an easy one.

5. Mr. Kareckas:

- Commented that he had done some research on the Trans-Pacific Partnership. He contacted Senator King's office and Senator King is very concerned with the effects such a deal will have on the Maine economy.

**Adjournment**

On a motion by Mr. Abell, seconded by Mrs. Demetracopoulos, it was unanimously voted to adjourn the meeting at 8:40pm.

Attested:

Barbara Bennett, CCM

Draft

**South Berwick Town Council  
Special Meeting  
April 21, 2015**

Chairman John C. Kareckas called the meeting to order at 6:30pm. Councilors present included Jean Demetracopoulos, Laura Leber, and John James. Town Manager Perry Ellsworth and Deputy Treasurer Fern Houliares were also in attendance. Russell H. Abell was not present.

**New Business**

1. On a motion by Mrs. Demetracopoulos, seconded by Mr. James, it was unanimously voted to adopt the Manager's proposed budget for fiscal year 2016 and to sign the warrant calling the town meeting on May 19th.

**Adjournment**

On a motion by Mrs. Leber, seconded by Mrs. Demetracopoulos, it was unanimously voted to adjourn the meeting at 6:38pm.

Attested:

Barbara Bennett, CCM

Draft



# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date:</b> Tuesday, April 28, 2015	<b>NB #1</b>
<b>Agenda Item:</b> Administrative Code changes regarding LAB	
<b>Department Head Recommendation:</b> Karen Eger / Public Library	
<p>The Library Advisory Board is currently working on a 5 year plan for the South Berwick Public Library and as a result of discussions, examination of issue and missions, it has come to our attention that the town code on the Library Advisory Board, written in 1982 with the exception of the change in the number of members that was introduced in June 2013, is out of step with how the library is supervised and maintained, and how the library director is hired and supervised.</p> <p>The current code (3.56) seems to give the Library Advisory Board more power to oversee and administer the library than is commonly the case with an Advisory Board in contrast with a Library Board of Trustees.</p> <p>Section 3.58 of the code indicates that the Library Advisory Board is much more active in hiring and supervising employees than is actually the case with a town manager form of government.</p> <p>The Library Advisory Board regards the tasks of this volunteer board to be primarily advocates for the library and library programs, as well as active participants in creating and recommending library policies to be reviewed and adopted by the library and town manager.</p> <p>As the Board works on a strategic plan this seems a natural place to start aligning current realities with what is on the books (no pun intended!)</p>	
<b>Town Manager's Recommendation</b>	
<b>Requested Action</b>	
<b>Vote</b>	

§ 3-56 Establishment.

[Amended 6-25-2013]

There shall be a Library Advisory Board as established by the Town Council for the general supervision and general administration of the Town Library. Five members shall be appointed by the Town Council.

**Proposed change:**

3.56: *There shall be a Library Advisory Board, as established by the Town Council, for the purpose of offering advice and counsel to the Director of the Library as he/she provides for the general supervision and administration of the town Library. The Board shall consist of five members appointed by the Town Council.*

§ 3-57 Terms of members.

Each member of the Board shall be appointed for a term of three years, except that the first Board shall consist of three members appointed for three years, two members for two years and two members for one year.

**Proposed change:**

3.57: *Members of the Library Advisory Board shall be appointed to terms of three years, subject to the pleasure of the town council.*

§ 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

**Proposed change:**

3.58: *The Library Advisory Board shall be responsible for advising the Director of the Library on matters of those policies which shall govern the Town Library. Periodically, the Library Advisory Board may report to the Town Council on the progress of its work.*

Town of South Berwick – Chapter 140 Zoning  
**Amendments related to Function Hall/Banquet Hall Use**  
Draft for Town Council Review

*Note: Underline indicates proposed language to add.*

Article II  
140-9 Definitions

In this chapter, the following terms shall have the following meanings:

**FUNCTION HALL/BANQUET HALL**

A building or a portion of a building which is rented, leased or otherwise made available to individuals or groups for the purpose of hosting a function such as a conference, wedding, banquet, party, reception or other social event. Such a use may or may not include kitchen facilities for the preparation or catering of food.

Article V  
140-24 Off-Street Parking and Loading (non-residential)

**I. Table of Minimum Required Parking**

<b>Activity</b>	<b>Minimum Required Parking</b>
<u>Function Hall/Banquet Hall</u>	<u>1 space per three seating capacity</u>

Article VA Performance Standards for Specific Uses  
Section 140-XX (to be determined) Function Hall/Banquet Hall

- A. The application shall state the maximum seating capacity of the function or banquet hall. Any expansion or enlargement of the capacity shall require a new permit.
- B. Parking must comply with Section 140-24 of this chapter and be located entirely on-site.
- C. All function or banquet halls shall be connected to public or PUC-regulated water and public sewer systems.
- D. Restroom facilities for use by the function hall or banquet hall's users shall be provided on the premises.
- E. The proposed use shall not create a traffic hazard and must comply with Chapter 130 Vehicles and Traffic.
- F. Outdoor gatherings or events larger than [200? 150? 100? ] people must receive a permit as outlined in Chapter XXX Mass Gatherings. It is the responsibility of the event holder to seek any other necessary permits as set forth by the Town's ordinances.\*

*\*Note: this item's inclusion depends on whether or not Town Council wants to pursue a mass gathering permit*

## Town of South Berwick

**Table A**  
**Land Use**

[Amended 10-23-2006; 9-8-2008; 5-11-2009; 4-10-2012; 11-26-2013]

*(Note: Below is the second page of Table A, Land Use)*

<b>Land Uses</b>	<b>R1, R1A</b>	<b>R2, R2A</b>	<b>R3</b>	<b>R4</b>	<b>R5</b>	<b>B1</b>	<b>B2</b>	<b>SP</b>	<b>RP</b>	<b>I1</b>	<b>I2</b>	<b>BR</b>
Commercial Recreation (2),	MSP	MSP	N	N	N	MSP	MSP	N	N	MSP	MSP	MSP
Community Living	MSP	MSP	N	N	N	MSP	MSP	N	N	N	N	MSP
Congregate Housing	MSP	MSP	N	N	N	MSP	MSP	MSP	N	N	N	MSP
Day-Care Center	MSP	MSP	MSP	MSP	N	MSP	MSP	N	N	MSP	MSP	MSP
Docks, Piers, Wharves	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*
Docks, Piers, Wharves	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
Essential Services	Y	Y	Y	Y	Y	Y	Y	SP	SP	Y	Y	MSP
Extractive Industry	N	N	MSP	MSP	N	N	N	N	N	MSP	MSP	N
Family Day Care	Y*	Y*	Y*	Y*	Y*	Y*	Y*	SP	N	Y*	Y*	SP
Forest Management	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Function or Banquet Hall	<u>MSP(8)</u>	<u>MSP(8)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>MSP(8)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>MSP(8)</u>	<u>MSP(8)</u>	<u>N</u>
Hazardous Waste	N	N	N	N	N	N	N	N	N	N	N	N
Hotel/Motel	N	N	N	N	N	MSP	MSP	N	N	MSP	MSP	N
Individual Private	N	N	Y*	Y*	Y*	N	N	SP	SP	Y	Y	N
Industrial Facilities	N	N	N	N	N	N	N	N	N	MSP	MSP	N
Inns	MSP(7)	MSP(7)	N	N	N	MSP(7)	MSP(7)	N	N	N	N	MSP(7)
Kennels	N	N	MSP	MSP	N	N	N	N	N	N	N	N
Landfills	N	N	N	N	N	N	N	N	N	N	N	N
Major Home	SP	SP	SP	SP	SP	Y	Y	N	N	Y*	Y*	SP
Manufactured Homes	Y	Y	Y	Y	Y	Y	Y	SP	N	N	MSP	Y
Marina	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MSP	MS P	N	N	MSP
Minor Home	Y*	Y*	Y*	Y*	Y*	Y*	Y*	Y*	N	Y*	Y*	Y*
Mobile Home Park (1), must be	MSP	MSP	MSP	N	N	MSP	MSP	N	N	N	MSP	N
Multifamily	MSP	MSP	MSP	N	N	MSP	MSP	N	N	N	MSP	MSP
Municipal Solid Waste	MSP	MSP	N	N	N	N	N	N	N	N	N	N
Neighborhood	MSP	MSP	MSP	MSP	N	MSP	MSP	N	N	N	N	MSP

## SOUTH BERWICK CODE

**Table A**  
**Land Use Index**

- (1) Also requires subdivision review under the South Berwick Subdivision Ordinance.
- (2) Within the R1 and R2 Districts must have frontage on Route 236 or Route 4.
- (3) May require subdivision review. Consult Town Subdivision Ordinance.
- (4) Requires review by the Maine DEP.
- (5) These uses will only be allowed when part of a commercial complex as defined.
- (6) The Planning Board may approve, after a minor site plan review, the addition of one dwelling unit to an existing single-family dwelling which is unable to comply with the dimensional standards of this chapter.
- (7) These uses will only be allowed when on public water and sewer.
- (8) Within all districts, this use will only be allowed on properties that: a) have frontage on Route 236, south of the junction with Route 4; and b) have public or PUC-regulated water and public sewer.

### KEY

- Y Permitted
- Y\* Permitted with special use permit obtained from Code Enforcement Officer
- SP Minor site plan review required
- MSP Major site plan review required
- N Not permitted

*Wording as it will be presented to the public at the hearing must be provided to the Clerk prior to the posting date of Monday, May 4th.*