

South Berwick Town Council

August 25, 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. Board of Assessors 08-11-15: On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to adopt the minutes as written.
2. Council 08-11-15: On a motion by Mrs. Demetracopoulos, seconded by Mr. Abell, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Leber, seconded by Mrs. Demetracopoulos, it was unanimously voted to sign the warrant dated August 20, 2015 in the amount of \$530,277.10.

Public Comment

None

Reports & Presentations

1. Mr. Kareckas made note of a letter from Senator Dawn Hill regarding the Legislature's recent activities and how someone can get something to the Legislature.

Town Manager's Report

- Attended the Manager's conference last week. Areas of discussion included increasing civic participation, prepping for human rights complaints, and most importantly the need for a vision and strategic planning.
- Asked that a workshop be scheduled to review the Manager's objectives.
- The culvert work on Route 101 has been extended to September 4th.
- The Young Street parking lot will not be available until early October. The police will conduct traffic control.
- Have spoken with Dr. Nash, School Superintendent about young people and distracted driving.
- There is a significant amount of water in the runoff area on Young Street.
- The MS4 Report got good remarks, but the DEP wants more information. A brief discussion ensued regarding storm water management and the increasing amount of time and effort it takes to manage the required program.
- South Berwick now has its own plaque commending the joint effort with the Town of Eliot on the Shorey's Brook project. It will be hung in the Public Works Office.

Unfinished Business

1. The Council discussed the plan to move forward with a new police station. Mr. Ellsworth stated that both last year and this year \$20,000 was included in the budget to get started; and recommended that he be authorized to proceed with a feasibility study based on the Building Committee recommendations from 2013.

Mr. Ellsworth explained that the Community Center is the likeliest spot; but the Senior Center, Recreation, and other community groups would need to be relocated first.

Chief Lajoie explained that the space currently allocated for police and dispatch was deemed temporary in 1989. Although some changes have been made, the department has been able to work with it. A new facility would not have to be huge, just safe. Escapes have occurred, vehicles have been stolen, and there have been falls down stairs. Staff must also share rest room facilities with drug users. Chief Lajoie added that he would like to see the Council set a time line for moving forward.

Lt. Burbank explained that the facility is substandard and not ADA compliant. There is currently no way to fully separate staff from detainees, juveniles from adults and possible victims are within sight and sound of suspects.

The Council discussed what the next course of action should be. Mr. Kareckas questioned whether we should start with a RFQ (Request for Qualifications) to be sure the right person is able to develop the RFP (Request for Proposals).

Council consensus was to move forward. The Manager will have proposals for the next meeting.

New Business

1. The Town Manager explained that this is the standard annual engagement letter. He added that we have used the same firm for a number of years, but next year he will issue a RFP (Request for Proposals); which will likely occur at the same time as the change in long term Finance Directors. Mrs. Leber commented that making a change every so often is good practice.

Mr. Abell questioned the notation that "Management has chosen not to include the 'Management's Discussion and Analysis' as required by generally accepted accounting principles," Mrs. Leber explained that this is not a critical piece for a town the size of South Berwick. It is generally more important for a for profit company. [Mrs. Leber is a CPA]

On a motion by Mrs. Leber, seconded by Mr. James, it was unanimously voted to sign the audit engagement letter (*with Smith and Associates*).

Council Member Comments

1. Mr. James:

-Asked about the process to apply for a grant from the Vaughan Fund. He stated that the new Marshwood Volleyball Boosters had contacted him. Mrs. Demetracopoulos responded that the applications are available in January, due in February, and the Trustees take action on them in March. Note was made that due to the recent stock market drop there may or may not be much available for grants. Mrs. Demetracopoulos also stated that the Trustees have to do a better job of getting the word out when applications are available.

-Shoe Town Playground is badly in need of mowing.

2. Mr. Abell:

-Heard that Lantern Fest was very nice but he was unable to attend.

3. Mrs. Leber:

-Made note of the reception for Martha Leathe (former school board member) at the high school on Wednesday at 5:00pm.

4. Mrs. Demetracopoulos:

-Stated that she had asked that the information regarding homes older than 1900 be put together by the Assessing Agent. She recommended holding a workshop with the Historic District Commission to encourage them to take a proactive approach to documenting the older homes. Seeking out volunteers by using the assessing data should make it easy to compile a list of the owners willing to participate in the process.

-Asked that the workshop with the Planning Board be re-scheduled so lighting standards can be discussed. Mr. Ellsworth stated that he is working on getting one scheduled for the third Tuesday in September.

-Asked about the low shoulders on the recently paved roads. Mr. Ellsworth stated that the ditch work has been contracted out.

5. Mr. Kareckas:

-Reminded everyone that nomination papers for anyone interested in running for council and school board are available from the Town Clerk and must be submitted by Friday, September 18th.

Adjournment

On a motion by Mr. Abell, seconded by Mrs. Demetracopoulos, it was unanimously voted to adjourn the meeting at 7:40pm

Attested:

Barbara Bennett, CCM

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00037340	150100 TOWN OF OGUNQUIT	09/08/2015	-100.00
00037487	132500 SECRETARY OF STATE M/V	09/08/2015	18,812.91
00037488	132275 MAINE REVENUE SERVICES	09/08/2015	73.43
00037489	189999 REFUNDS	09/08/2015	5,600.00
00037490	189999 REFUNDS	09/08/2015	200.00
00037491	010040 AAA POLICE SUPPLY	09/08/2015	399.00
00037492	010490 ALGONQUIN PRODUCTS CO	09/08/2015	155.13
00037493	011250 TREASURER, STATE OF MAINE	09/08/2015	39.00
00037494	011305 APWA/MAINE CHAPTER	09/08/2015	10.00
00037495	020225 BAKER & TAYLOR	09/08/2015	339.79
00037496	021510 TOWN OF BERWICK	09/08/2015	133.80
00037497	021668 BLOW BROS	09/08/2015	52.00
00037498	022150 BOSTON CO.	09/08/2015	4,050.00
00037499	022710 BROX INDUSTRIES INC	09/08/2015	275.13
00037500	022635 APRIL BURBY	09/08/2015	949.00
00037501	030510 CENTRAL MAINE POWER	09/08/2015	1,719.21
00037502	030725 CITIZENS BANK (CHG)	09/08/2015	370.00
00037503	031425 COLONIAL LIFE & ACCIDENT INS.	09/08/2015	1,150.07
00037504	031485 COMMUNICATION TECHNOLOGIES INC	09/08/2015	34.21
00037505	031579 CONSTELLATION NEW ENERGY	09/08/2015	2,288.92
00037506	040530 DEDE DIONNE	09/08/2015	46.95
00037507	050802 PERRY ELLSWORTH	09/08/2015	483.98
00037508	141000 FAIRPOINT COMMUNICATIONS	09/08/2015	1,312.94
00037510	060260 FASTENAL COMPANY	09/08/2015	3.10
00037511	070600 GEORGE GORMAN	09/08/2015	100.80
00037512	070907 GRANITE STATE RACE SERVICES	09/08/2015	1,220.00
00037513	071050 GREAT FALLS CLEANERS	09/08/2015	295.00
00037514	071180 GROUP DYNAMIC INC	09/08/2015	550.00
00037515	191330 HANNAFORD'S	09/08/2015	270.15
00037516	080248 HANSCOM'S TRUCK STOP INC	09/08/2015	3,989.97
00037517	081305 HARRISON SHRADER ENTERPRISES	09/08/2015	726.09
00037518	080500 BEVERLY HASTY	09/08/2015	23.58
00037519	080645 HIGH FLYING FLAG CO	09/08/2015	423.87
00037520	080998 HOME DEPOT	09/08/2015	547.95
00037521	081394 HUSSEY EXCAVATION INC	09/08/2015	2,294.00
00037522	090120 INLAND FISHERIES & WILDLIFE	09/08/2015	2,281.31
00037523	090138 INVOICE CLOUD	09/08/2015	90.00
00037524	100150 JANETOS MARKET	09/08/2015	224.95
00037525	120350 NORMAND LAUZE	09/08/2015	125.00
00037526	120510 LAWSON PRODUCTS INC.	09/08/2015	55.73
00037527	131800 MAINE BUILDING OFFICIALS AND	09/08/2015	35.00
00037528	132400 MAINE SAD #35	09/08/2015	621,092.01
00037529	133310 MARSHALL & SWIFT	09/08/2015	339.95
00037530	133795 MICK BODYWORKS INC	09/08/2015	2,922.50
00037531	134200 MAINE MUNICIPAL ASSO (INS)	09/08/2015	2,987.25
00037532	133194 MAINE TOWN/CITY MGMT ASSN	09/08/2015	241.00
00037533	141368 NORTHEAST EMER APPARATUS	09/08/2015	1,100.75
00037534	141383 NORTHEAST REDI MIX LLC	09/08/2015	282.00
00037535	150175 OFFICE OF INFORMATION TECH A/P	09/08/2015	120.00
00037536	159980 PATRIOT PROPERTIES INC	09/08/2015	2,000.00
00037537	200700 PIKE INDUSTRIES INC	09/08/2015	1,964.23
00037538	160320 PINE TREE WASTE INC	09/08/2015	3,610.88
00037539	190094 SANEL AUTO PARTS CO	09/08/2015	42.29
00037540	190300 SANTANDER LEASING LLC	09/08/2015	31,560.85
00037541	132500 SECRETARY OF STATE M/V	09/08/2015	24,265.90
00037542	191950 SO BERWICK HOUSE OF PIZZA	09/08/2015	36.66

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: September 08, 2015	Item # U1
Agenda Item: Police Station path forward	
Department Head: Town Manager	
<p>The Town has set funds aside with the specific purpose of building a new Police Station in the future. At the last meeting the Town Council authorized the Manager to come up with a Plan that would start with a Request for Qualifications to look at Engineering Firms</p>	
Town Manager's Recommendation:	
<p>A Request for Qualifications or a Request for Proposals should come after a Needs Assessment has been completed. The RFP would denote a specific plan forward including the minimal needs assessment. A needs assessment would narrow the possibility of a conversion of present available space or the need to build as new. Town Manager will explain process needs at meeting</p>	
Requested Action: Motion to allow the Town Manager to expend funds dedicated to a future Police Station to do a Phase 1 needs Assessment	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: September 8, 2015	Item # NB1
Agenda Item: Recreation Strawberry Festival Grant	
Department Head: Sharon Brassard	
<p>The Strawberry Festival granted \$2,000 to the South Berwick Recreation Department for funding free after-school programming once a month during the school year. The programming begins September 17th with a Mad Science Workshop. Other workshops will include more from Mad Science, Skytoyz Kite Adventures, Wildlife Animal Encounters and World Class Frisbee Show.</p>	
Town Manager's Recommendation:	
Accept the grant	
Requested Action: Please approve acceptance of the funds.	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: September 08, 2015	Item # NB-2
Agenda Item: MMA Voting Rights	
Department Head: Town Manager	
Town Manager's Recommendation:	
Nominate the Town Manager to be South Berwick's voting delegate at the MMA Annual Business Meeting on October 07, 2015	
Requested Action: Motion to appoint Perry Ellsworth, Town Manager, as the South Berwick Delegate for business actions at the Annual 2015 MMA Business meeting	
Vote	

