

**South Berwick
Town Council Meeting
November 10, 2015**

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

Organizational

1. Councilor Elect Chase was duly sworn by the Clerk.
2. On a nomination by Mr. Abell, seconded by Mr. James, John Kareckas was elected Chairman for the ensuing year. On a nomination by Mr. James, seconded by Mrs. Leber, Russell Abell was elected Vice-Chair for the ensuing year.
3. On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to adopt Robert's Rules for conducting meetings.

Approval of Minutes

1. Council 10-27-15: On a motion by Mr. James, seconded by Mr. Abell, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to sign the warrant dated November 5, 2015 in the amount of \$782,322.43.

Public Comment

None

Town Manager's Report

- Continuing to look at dispatch issues. The preliminary numbers from Kittery are not as good as initially anticipated.
- The Avesta move in date is December 15th. Landscaping & lighting are being finalized. Need to discuss/take action on the parking lot lease for a December 1st start.
- There have been a couple of copyright infringement issues with items posted to the Town's website. We need to start looking at who can post to the website and what is actually being posted.
- Two of the new highway trucks were delivered last Friday. The other two should be delivered this Friday.
- The Public Works Department has lost an employee due to health issues. The plan is to hire two seasonal part-timers for the winter and then the full time position will be filled in the spring.
- Made note of the Veteran's Day celebrations at the Middle School and at the Town Hall taking place on Wednesday.

Unfinished Business

1. The Council held a second read on the Post Issuance Compliance Policy. The policy is required for bonding and recommended by both the attorney and auditor.

On a motion by Mrs. Leber, seconded by Mr. Abell, it was unanimously voted to adopt the Post Issuance Compliance Policy as recommended by the attorney.

New Business

1. On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to authorize the Manager to sign a Memorandum of Understanding pertaining to future usage of the Maintenance Facility on Route 4 in Berwick after amending the document to read RSU #35 instead of SAD #35.
2. The Council held a discussion regarding an ordinance to regulate Medical Marijuana Growth businesses. Mr. Ellsworth stated that our current ordinances do not address the issue.

Mr. Abell questioned whether someone is interested in starting one or are people worried about them. He added that he is not overly concerned but will do some research on his own.

Mr. Kareckas commented that to the extent the State governs the issue, we should leave it alone.

Ron Fousek, Young St, stated that the Council may want to look at the retail sale (dispensaries) aspect also.

Mrs. Leber commented that she would need to learn more.

Samantha Brown, Witchtrot Rd, commented that her 4 year old daughter suffers from severe seizures. She uses medical marijuana and is doing very well.

On a motion by Mr. James, seconded by Mrs. Leber, it was unanimously voted to table without further appropriate action.

Councilor Comments

1. Mr. Chase:

- Commented that he has a lot to learn.
- Thanked Veteran's for their service.

2. Mrs. Leber:

- Made note that she attended the ribbon cutting at the new Avesta housing facility. She also commented that she was very impressed with the quality of the materials and construction.
- Stated that she would like to clarify Fred Wildnauer's answer to a question posed at the recent candidate's night. Fred incorrectly stated that the district did not use zero-based budgeting; when in fact, it does. Mrs. Leber explained that with a zero-based budget you start with what you need, then determine the necessary funding.

3. Mr. James:

- Welcomed Mr. Chase to the Council.
- Thanked Veteran's for their service.

4. Mr. Abell:

- Welcomed Mr. Chase.
- Made note that the Veteran's Day celebration at the middle school is always an amazing experience.
- On behalf of a citizen, he asked about the process of getting the speed limit lowered in front of the high school. Mr. Ellsworth stated that the Town has requested that the State lower the speed limit at least once already.
- Commented that he will not be able to attend the Veteran's Day celebrations, but members of his scout troop will be at the Town Hall ceremony.

5. Mr. Kareckas:

- Will only be able to attend the Veteran's Day ceremony at the Town Hall.
- Commented that the Keep South Berwick Warm Soup Supper had its biggest crowd ever.
- Asked about the status of the walking path from the library to Central School. Mr. Ellsworth stated that it should be open by December 15th or sooner.
- Made note that the ski hill lift passed its inspection.

Mr. Ellsworth made note that the Day property house has been raised.

Executive Session

On a motion by Mr. James, seconded by Mrs. Leber, it was unanimously voted to enter executive session at 7:26pm pursuant to 1MRSA section 405.6D to discuss the Police & Dispatch Union contract.

The Manager reported the following to the Clerk:

On a motion by Mr. James, seconded by Mr. Chase, it was unanimously voted to end the executive session at 9:10pm.

Adjournment

On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to adjourn the meeting at 9:11pm.

Attest:

Barbara Bennett, CCM

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00036840	022503 SHARON BRASSARD	11/24/2015	-20.32
00037861	060370 FEDERATED CHURCH	11/24/2015	32.00
00037862	189999 REFUNDS	11/24/2015	245.12
00037863	209999 TAX REFUNDS	11/24/2015	551.58
00037864	010210 ACETO CONSTRUCTION	11/24/2015	5,780.00
00037865	010335 AGGIES FARMSTAND	11/24/2015	100.00
00037866	010336 AGGREGATE RECYCLING CORP	11/24/2015	3,836.17
00037867	160050 ALERE ESCREEN	11/24/2015	124.00
00037868	010585 AMAZON	11/24/2015	44.76
00037869	011305 APWA/MAINE CHAPTER	11/24/2015	100.00
00037870	020225 BAKER & TAYLOR	11/24/2015	17.40
00037871	021200 BERGERON PROTECTIVE CLOTHING	11/24/2015	1,313.00
00037872	021300 BERNSTEIN SHUR	11/24/2015	3,545.00
00037873	022850 BUSINESS EQUIPMENT UNLIMITED	11/24/2015	183.01
00037874	022150 BOSTON CO.	11/24/2015	290.00
00037875	022300 BOWS AND BALLOONS BY BRINA	11/24/2015	55.00
00037876	022503 SHARON BRASSARD	11/24/2015	20.32
00037877	022635 APRIL BURBY	11/24/2015	902.00
00037878	030530 CENTRAL TIRE CO INC	11/24/2015	184.95
00037879	030500 CENTRAL MAINE POWER/CREDIT, COLL	11/24/2015	107.00
00037880	030510 CENTRAL MAINE POWER	11/24/2015	4,019.82
00037881	040142 DEBOER IP, PC CLIENT TRUST ACC	11/24/2015	860.00
00037882	040300 DEMCO	11/24/2015	68.57
00037883	040520 DIGITAL INK PRINTING	11/24/2015	168.37
00037884	040555 DIVERSIFIED INSPECTIONS INC	11/24/2015	806.93
00037885	041254 DRAKE INGLES MILARDO INC	11/24/2015	525.00
00037886	060340 FEDCO TRUCK AND EQUIPMENT	11/24/2015	525.00
00037887	060763 FISHER AUTO PARTS	11/24/2015	32.94
00037888	070200 P GAGNON & SON INC	11/24/2015	219.90
00037889	071180 GROUP DYNAMIC INC	11/24/2015	154.00
00037890	080248 HANSCOM'S TRUCK STOP INC	11/24/2015	5,644.18
00037891	081305 HARRISON SHRADER ENTERPRISES	11/24/2015	885.00
00037892	080450 HARVARD PILGRIM HEALTH CARE	11/24/2015	34,536.15
00037893	080500 BEVERLY HASTY	11/24/2015	80.51
00037894	081394 HUSSEY EXCAVATION INC	11/24/2015	300.00
00037895	089010 INDUSTRIAL BURNER SERVICES INC	11/24/2015	264.00
00037896	090138 INVOICE CLOUD	11/24/2015	50.00
00037897	141367 KONE INC	11/24/2015	220.22
00037898	120510 LAWSON PRODUCTS INC.	11/24/2015	486.64
00037899	120970 LIBBY SCOTT INC.	11/24/2015	6,831.00
00037900	125975 MAD SCIENCE OF MAINE	11/24/2015	405.00
00037901	131690 MAINE BACKFLOW PREVENTION	11/24/2015	150.00
00037902	132400 MAINE SAD #35	11/24/2015	258.52
00037903	133195 MAINE TURNPIKE AUTHORITY	11/24/2015	9.90
00037904	133358 W.B.MASON	11/24/2015	10.49
00037905	133383 MBI DISTRIBUTORS	11/24/2015	84.00
00037906	133402 MCR SERVICES LLC	11/24/2015	642.70
00037907	133795 MICK BODYWORKS INC	11/24/2015	1,254.73
00037908	133800 MICK CONSTRUCTION CORP	11/24/2015	17,527.50
00037909	134300 MAINE MUNICIPAL EMPLOYEES	11/24/2015	4,695.79
00037910	135130 MTCCA/MMA	11/24/2015	50.00
00037911	140600 NEPTUNE INC	11/24/2015	1,421.00
00037912	150025 OAKWOODS LUMBER INC	11/24/2015	3,000.00
00037913	150175 OFFICE OF INFORMATION TECH A/P	11/24/2015	120.00
00037914	150735 DICK PAGE	11/24/2015	50.00
00037915	200700 PIKE INDUSTRIES INC	11/24/2015	150.00

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: November 24, 2015	NB #1
Agenda Item: Treasurer's Payroll Disbursement Warrant	
Department Head Recommendation: Fern Houliares	
<p>Policy allows Council Chair or Vice Chair to approve the weekly Payroll warrants. The policy remains in effect for 1 year if not amended or cancelled sooner. This is an annual "housekeeping" item based upon Council organizational meeting Nov 10, 2015.</p>	
Town Manager's Recommendation	
Requested Action	
Approve and sign Policy on Treasurer's Disbursement Warrant for Payroll	
Vote	

**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: John Kareckas, Russell Abell, John James, Laura Leber and Thomas Chase.

Either **John Kareckas, the Council Chair**, or **Russell Abell, 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 24, 2015

TOWN COUNCIL:

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 11/24/2015	NB #2
Agenda Item: Family Medical Leave Act (FMLA) Policy	
Department Head: Perry Ellsworth	
Town Manager's Recommendation:	
Official reading of proposed FMLA policy	
Requested Action: Accept FMLA Policy as part of South Berwick's Personnel Policies – under Medical Leave Chapter 31 Article XII.	
Vote	