

**South Berwick  
Town Council Meeting  
June 14, 2016**

Chairman John C. Kareckas called the meeting to order at 5:48pm. Councilors present included Russell H. Abell, John James, Laura Leber, and Thomas Chase. Town Manager Perry A. Ellsworth and Executive Assistant Deanna Remick were also in attendance.

**EXECUTIVE SESSION**

1. On a motion by Mr. James, seconded by Mr. Chase, it was unanimously voted to enter executive session at 5:53pm.

On a motion by Ms. Leber, seconded by Mr. Chase, it was unanimously voted to end the executive session at 6:30pm.

The regular Council meeting was reconvened at 6:31pm.

**APPROVAL OF MINUTES**

1. Public Hearing 05-24-16: On a motion by Ms. Leber, seconded by Mr. Chase, it was unanimously voted to adopt the minutes from the Public Hearing on May 24, 2016 as written.

2. Council 05-24-16: On a motion by Mr. James, seconded by Mr. Abell, it was unanimously voted to adopt the minutes as written.

**TREASURER'S WARRANT**

On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to sign the warrant dated June 9, 2016 in the amount of \$919,177.73.

**PUBLIC COMMENT**

None

**REPORTS & PRESENTATIONS**

1. Transfer Station Capstone Project

A group of aspiring Engineers from University of Maine, Orono presented the 180 page report for a redesign of the Transfer Station they volunteered to complete under the direction of Jon St. Pierre, South Berwick's Public Works Director. This report is available at the Town Clerk's Office. The purpose of this project was to redesign the Transfer Station for better efficiency, traffic flow and safety for the public and the employees. Some areas noted were safety for pedestrians, inadequate queue length, and poor layout, sporadic container locations, obstructed access to swap shop, some of the structures are in need of significant upgrades, poor drainage in areas, and support for future Town growth.

They were commended by the Council Members and Mr. Ellsworth.

**TOWN MANAGER'S REPORT**

- Introduction of Shaye Cheslock, candidate for Planning Board alternate.
- Exit onto 236 from Academy Street closed and Academy Street open to local traffic only.
- Retirement party for Fern Houliares and Beverly Hasty went well on 06-03-16.
- Standard Operating Procedure Book in place created by Heather Stanley while training under Ms. Houliares and Ms. Hasty.
- Check reader now in the Finance Office. This service is free for the Town.
- Bank deposits are now processed as night deposits saving time and travel expense.
- The Highway Department has completed \$800,000 of road work in anticipation of road bond.
- Researching a change in the Employee Health Insurance due to the fact that the current plan is not ACA compliant. We have employed a new broker to administer our benefits, Adam Sturtevant of Northern Benefits. He was invited to address a cross section of employees on July 14, 2016. He will be invited again to meet with all benefit eligible employees and their spouses when we are ready to move forward with the new plan.

- Hoping to complete the negotiations on the Police/Dispatch contract by July 1, 2016.
- Thank you to Jeanette Lemay, Heather Stanley and Deanna Remick for their efforts to put together all the information necessary to obtain funding for the Road Bond. This process has gone very fluidly and efficiently and in only fourteen days resulted in an upgrade in rating from A1 to AA+ and an interest rate of 1.398608. In addition, to meet the \$4,000,000 cap voted on at Town Meeting, the Town received back \$131,284. \$46,750.00 will cover the costs of obtaining the bond. The other \$84,534 will help offset interest of unanticipated expenses associated with the road work over the next three years.
- Northern Data System training on Friday, June 17, 2016 for Jeanette Lemay, Heather Stanley and Deanna Remick for accounting and payroll functions. We purchased a block of time for looking into ways to better use this software to streamline functions and provide better reporting capability. The system is not currently being used to its potential. Ms. Leber mentioned looking into ways to make better use of electronic payments. This is part of the research and development being considered.
- Obtaining laptops for the Council was brought forth. Mr. Kareckas was addressed regarding his thoughts. We would purchase half this fiscal year and half next year. The Council gave consensus to move forward with the purchase of the laptops.
- Southern Maine Regional Planning & Development Annual Dinner Meeting June 22, 2016.
- Strawberry Festival is Saturday, June 25, 2016.
- Wells boundary has been walked and after signing off will be all set for ten years.

### **UNFINISHED BUSINESS**

1. Dispatch Services with Berwick: On a motion by Mr. James, seconded by Ms. Leber, it was unanimously voted to authorize the Town Manager to enter into a two year agreement as drafted with Berwick for Dispatch Services. This provides Berwick a \$16,000 reduction in cost representing 32%-33% of the total cost that was incurred with the new equipment which has been paid off. The contract goes into effect July 1, 2016. They are being charged \$168,000.

### **NEW BUSINESS**

1. Transfers from Undesignated Fund Balance:
  - A. On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to transfer \$9500 from the undesignated fund to account 4220-1040 (Fire Dept. part-time wages) to cover the Fire Department budget overrun due to additional fire calls.
  - B. On a motion by Mr. Chase, seconded by Mr. Abell, it was unanimously voted to transfer \$6000 from the undesignated fund to account 4170-2060 (Planning – Professional Services) to cover the Planning Budget overrun caused by the need for additional Professional Services).

### **2. Road Bond:**

We received 9 bids to purchase the Road Bond.

On a motion by Mr. Abell, seconded by Mr. Chase, it was unanimously voted to grant the Town Manager authorization to move forward and accept the bond of \$4,000,000 with Raymond James & Associates, Inc. at the True Interest Cost (TIC) of 1.398608% based on ten years.

### **COUNCIL MEMBER COMMENTS**

1. Mr. Kareckas
  - Great job on the bond. It is a mini audit of our operations. Disinterested third party has weighed and measured us and found us worthy. This is a tip of the hat to South Berwick and the staff.
  - Congratulations to Beverly Hasty on her retirement and thank you for her many years of service.
  - Acknowledged the Grand Opening of Avesta.
2. Mr. Chase
  - Great news regarding the bond and great work is being done on the bond.
  - Great job on the presentation earlier regarding the redesign of the Transfer Station

3. Ms. Leber

-Roads in Old Mill look excellent

-Hike Thru History was on a beautiful day. It was an enjoyable day.

4. Mr. Abell

-Is the Paving schedule available to share? It is on the website and an update is being posted each Friday.

-A member of the Troop 33A, Charlie Hawkin, received his Board Review which is the highest honor in scouting. Council members will be asked to attend his ceremony. Very few achieve this honor. Congratulations to Charlie and all his hard work. He earned this by spearheading a project to build benches at the school for students waiting in between classes and for busses etc. He coordinated the entire effort with the school, the school board and the building of the benches with his fellow scouts.

5. Mr. James

-Added that another student wants to rebuild the stairs that go down to the water on Pond Road. His mother has reached out to Mr. Ellsworth the obtain information on the necessary permit etc. The existing stairs are not very safe for young children.

-The SBRELL Little League is hosting the District 4910 All Star Games starting at 11am on June 25, 2016 for about a week.

#### **ADJOURNMENT**

On a motion by Ms. Leber, seconded by Mr. James, it was unanimously voted to adjourn the meeting at 7:58pm.

Attest:

Deanna Remick  
Exec Assistant



TOWN OF SO. BERWICK  
CHECK REGISTER

Check Number	-----Account-----	Date Paid	Amount
00039006	240900 YORK COUNTY REGISTRY OF DEEDS	06/28/2016	1,482.00
00039007	132500 SECRETARY OF STATE M/V	06/28/2016	23,889.27
00039008	120970 LIBBY SCOTT INC.	06/28/2016	133,086.08
00039009	209999 TAX REFUNDS	06/28/2016	2,201.86
00039010	193408 SO MAINE PLANNING & DEV	06/28/2016	50.00
00039011	192400 SO BERWICK PETTY CASH ACCOUNT	06/28/2016	542.40
00039012	132500 SECRETARY OF STATE M/V	06/28/2016	17,295.76
00039013	011422 KERA ASHLINE	06/28/2016	72.90
00039014	011495 ATLANTIC RECYCLING EQUIP LLC	06/28/2016	645.24
00039015	011800 AVESTA HOUSING	06/28/2016	670.00
00039016	021095 BARBARA BENNETT	06/28/2016	262.70
00039017	021820 BOHUNSKY, KORINNE	06/28/2016	10.80
00039018	022240 GARY BOUCHER	06/28/2016	53.02
00039019	022503 SHARON BRASSARD	06/28/2016	55.24
00039020	022850 BUSINESS EQUIPMENT UNLIMITED	06/28/2016	8.64
00039021	030510 CENTRAL MAINE POWER	06/28/2016	1,562.02
00039022	030695 RICHARD CHUTE	06/28/2016	685.53
00039023	030900 SANDRA CLARK	06/28/2016	47.28
00039024	030970 LAUREN CLUM-RUSSELL	06/28/2016	7.56
00039025	040190 DELLA LAND CORPORATION	06/28/2016	150.00
00039026	040520 DIGITAL INK PRINTING	06/28/2016	279.70
00039027	041100 DOWLING CORPORATION	06/28/2016	1,135.54
00039028	041250 NICOLE DRAKE	06/28/2016	151.98
00039029	050785 ELIMINATOR INC	06/28/2016	152.00
00039030	050802 PERRY ELLSWORTH	06/28/2016	695.17
00039031	061675 FUNTOWN/SPLASHTOWN	06/28/2016	100.00
00039032	070610 GOT SUBS	06/28/2016	132.93
00039033	071050 GREAT FALLS CLEANERS	06/28/2016	336.00
00039034	080248 HANSCOM'S TRUCK STOP INC	06/28/2016	1,749.58
00039035	080450 HARVARD PILGRIM HEALTH CARE	06/28/2016	34,357.50
00039036	080510 HAVEN	06/28/2016	150.00
00039037	080998 HOME DEPOT	06/28/2016	62.96
00039038	100150 JANETOS MARKET	06/28/2016	86.17
00039039	100700 RAZEL KARLLBERG	06/28/2016	300.00
00039040	110500 KITTELY TRADING POST	06/28/2016	229.99
00039041	120970 LIBBY SCOTT INC.	06/28/2016	220,343.54
00039042	130670 MAINE RESOURCE/RECOVERY	06/28/2016	100.80
00039043	133195 MAINE TURNPIKE AUTHORITY	06/28/2016	6.95
00039044	133285 MARKET BASKET	06/28/2016	239.00
00039045	133381 MB MGT. CO.	06/28/2016	592.00
00039046	133780 NATHAN MERRIFIELD	06/28/2016	1,200.00
00039047	134300 MAINE MUNICIPAL EMPLOYEES	06/28/2016	4,957.42
00039048	134400 MAINE MUNICIPAL ASSOCIATION	06/28/2016	150.00
00039049	134800 SAM MORRISON	06/28/2016	43.20
00039050	140105 NAPA AUTO PARTS	06/28/2016	25.98
00039051	141383 NORTHEAST REDI MIX LLC	06/28/2016	441.00
00039052	141384 CRITICAL ALERT SYS	06/28/2016	24.16
00039053	150040 O'BRIEN CONSTRUCTION, INC.	06/28/2016	300.00
00039054	160230 PERMA-LINE CORP	06/28/2016	669.36
00039055	160320 PINE TREE WASTE INC	06/28/2016	3,356.01
00039056	161320 KATHY PRIDHAM	06/28/2016	183.25
00039057	180430 RELIABLE EQUIPMENT	06/28/2016	239.39
00039058	180477 RICE'S AUTOMOTIVE CENTER	06/28/2016	210.70
00039059	180478 GENEST PRECAST	06/28/2016	1,134.00
00039060	190527 ANDREW SCHACHAT	06/28/2016	400.00
00039061	190650 SEACOAST PRINTING	06/28/2016	3,672.00

TOWN OF SO. BERWICK  
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00039062	190680 SEACOAST REDICARE	06/28/2016	219.00
00039063	191330 HANNAFORD'S	06/28/2016	551.30
00039064	191530 SIRCHIE FINGER PRINT LAB INC	06/28/2016	196.24
00039065	191753 FOREST SMITH	06/28/2016	675.00
00039066	192900 SO BERWICK WATER DISTRICT	06/28/2016	3,728.53
00039067	193408 SO MAINE PLANNING & DEV	06/28/2016	3,523.32
00039068	193605 SOUTHWORTH-MILTON INC	06/28/2016	422.98
00039069	193619 SPRING HILL	06/28/2016	390.00
00039070	193635 HEATHER STANLEY	06/28/2016	55.08
00039071	193640 STAPLES	06/28/2016	341.75
00039072	194270 RAYMOND SUMNER	06/28/2016	1,400.00
00039073	200100 TARASON ENTERPRISES INC	06/28/2016	806.27
00039074	200700 PIKE INDUSTRIES INC	06/28/2016	1,605.32
00039075	201300 TWO-WAY COMMUNICATION SERV INC	06/28/2016	2,452.97
00039076	210620 US BANK EQUIPMENT FINANCE	06/28/2016	112.00
00039077	211500 VERIZON WIRELESS	06/28/2016	662.88
00039078	230300 WALMART COMMUNITY BRC	06/28/2016	120.53
00039079	230800 WEX BANK	06/28/2016	192.72
00039080	231203 WILDLIFE ENCOUNTERS LLC	06/28/2016	544.00
00039081	231500 WITNER PUBLIC SAFETY GROUP	06/28/2016	882.57
00039082	240900 YORK COUNTY REGISTRY OF DEEDS	06/28/2016	104.50
Total Not Prepaid			301,426.17
Total Prepaid			178,547.37
Grand Total			479,973.54

WARRANT NUMBER \_\_\_\_\_ \$ 479,973.54 DATE 06/24/2016  
 \_\_\_\_\_

\* \* \* 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**

<b>Meeting Date: June 28, 2016</b>	<b>Reports &amp; Presentations</b>
<b>Agenda Item:</b> "Stand Up For Students"	
<b>Department Head:</b> Town Manager	
<b>Town Manager's Recommendation:</b>	
Teresa Gillis will give a short presentation on a school funding initiative.	
<b>Requested Action:</b>	
<b>Vote</b>	



**TOWN COUNCIL**  
**Agenda Information Sheet**

<b>Meeting Date: June 28, 2016</b>	<b>UB#1</b>
<b>Agenda Item:</b> Wells/South Berwick Town Line	
<b>Department Head:</b> Town Manager	
<b>Town Manager's Recommendation:</b>	
Recommend that the Wells/South Berwick Town Line remain as is. This is a requirement every ten years to walk and adjust the boundaries if needed	
<b>Requested Action:</b> Motion to accept the positioning of the Wells/South Berwick Town Line without any changes or repositioning.	
<b>Vote</b>	



**TOWN COUNCIL**  
***Agenda Information Sheet***

<b>Meeting Date: June 28, 2016</b>	<b>NB #1</b>
<b>Subject</b>	
Appointment of Planning Board Alternate.	
<b>Information</b>	
Application/resume attached	
<b>Staff Comments/Recommendation</b>	
<b>Requested Action</b>	
Motion & vote to appoint Shaye Cheslock to the Planning Board as an alternate with a term to expire June 30, 2017.	
<b>Vote</b>	



**TOWN OF SOUTH BERWICK  
BOARD/COMMITTEE APPLICATION**

Committee desired: TOWN COUNCIL ALTERNATE  
2016-2017

**PERSONAL INFORMATION**

Name: Shaye Cheslock Date: JUNE 10 2016  
Address: 12 Academy St. Apt C email: Shaye.Cheslock  
SOUTH BERWICK, ME @gmail.com  
Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) 207-752-7260

**BUSINESS/EDUCATIONAL BACKGROUND**  
(You may attach a resume if you prefer, please be specific)

Resume Attached

**MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE**  
(In South Berwick or elsewhere)

Board/Committee	Appointment Date	Term Expiration
_____	_____	_____
_____	_____	_____

**PLEASE LIST TWO OR THREE NEW IDEAS YOU WOULD LIKE THIS COMMITTEE TO CONSIDER**

LIGHTING DOWNTOWN CROSSWALKS  
LOWER SPEED LIMIT THROUGH TOWN TO 15MPH

**PLEASE INDICATE ANY SPECIAL QUALIFICATIONS OR EXPERIENCE THAT YOU THINK MAY BE HELPFUL TO THIS COMMITTEE.**

**COMMITMENT LEVEL**

Are you available to commit to this committee for a minimum of three years?

Number of hours you are able to commit to this committee/board per week:

Yes  
open  
Shaye Cheslock  
Applicant's signature

# SHAYE A. CHESLOCK

12 Academy Street Apt C  
South Berwick, ME 03908  
Shaye.Cheslock@Gmail.Com  
207.752.7260

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## SKILLS SUMMARY

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- 7+ years experience medical terminology
- Utilized multiple software programs simultaneously
- Responsible for training, educating, and SOP updates for patients, doctors and staff.
- Maintained and managed multiple projects
- Orchestrated & developed training manual for new employees
- Management
- A/R & A/P

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## WORK EXPERIENCE

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### ***CoWorx Staffing - Account Manager CSP Dover, NH***

09.2013 – 12.2015

- Responsible for following protocol and processes for screening incoming candidates.
- Multi-tasking the following to ensure all steps were completed with accuracy and expedited in a timely manner:
  1. E-verify / I9 / interviewing, scheduling, and screening pre applications.
  2. Administering drug screenings & background checks.
  3. Calling to confirm next day appointments / Called all potential candidates from
  4. Job postings on designated websites / Internet sourcing and prescreening
  5. Process new hire paperwork & orientation / Completed onboarding process with accuracy
  6. Interview coordination regarding client & candidate
- Responsible for follow up phone calls, placing candidates within a company, pulling resumes, & posting jobs to the designated websites.
- Build and maintain strong, long-lasting customer relationships
- Strong customer service skills is a key aspect to produce an excellent outcome
- Strategic methods were another element to execute and fill jobs
- Performance management & inventory management were rolls I carried throughout the day/week.
- Lead contact for multiple clients and carry over when the operations supervisor was out.
- Assisted with payroll
- Obtained excellent client communication along with relation to their specific needs

### ***Gastroenterology PA - Medical Secretary Somersworth, NH***

10.2012 – 06.2013

- Responsible for patient check out
- Scheduling for 9 doctors, 5 locations, and several different procedures all with various protocols.
- Responsible for accurately entering personal information between platforms.
- Multi tasking is a large part of the job.
- Answering the telephone, transferring calls to nurses and/or doctors, retrieving faxes and sending important faxes to the correct destination, triage calls, page doctors, check out patients and verify all information is correct, double check information and take co-pays, schedule appointments, cancel appointments, reschedule appointments, make changes to appointments when necessary, registering patients with in the hospital and the clinic, & set up lab work.

***Wentworth-Douglass Hospital Dover, NH***

***CHaD Front Desk Specialist***

***6.2008 – 10.2011***

- Responsible for but not limited to opening and closing the clinic.
- Scheduling for 11 doctors and 6 specialties in 3 different locations.
- Setting up procedures, contacting insurance companies and obtaining authorization codes – pre certifications, verifying insurance, demographic information, guarantor information, and going over office notes.
- Maintaining strict guidelines in the hospital field is crucial to patient confidentiality.
- Super user for all systems used (CIS, Invision, DH-4, E-Access Forms, Next Gen, EPIC, Sorian).
- Multi tasking is a large part of the job.
- Answering the telephone, transferring calls to nurses and/or doctors, retrieving faxes and sending important faxes to the correct destination, triage calls, page doctors, check in patients and verify all information is correct, check out patients and double check information and take co-pays, schedule appointments, cancel appointments, reschedule appointments, make changes to appointments when necessary, registering patients with in the hospital and the clinic, set up lab work, obtain orders for specific appointments, verify insurance coverage, and maintain professionalism. Responsible for maintaining the supply list using excel and updating the spreadsheet weekly. Once a week the inventory is taken – needed supplies are added to the sheet and sent to the supervisor.

***Patient Accounts Billing Representative II***

***11.2007 – 06.2008***

- Responsible for accurate billing statements
- Processing large cash amounts
- Detail oriented and using correct codes is vital for processing claims.
- Team coordination and communication is essential for balancing and accounting for month end.
- Responsible for accurately entering personal information between platforms.
- Other responsibilities are but not limited to maintaining education, attending hospital classes, team meetings, writing reviews being detail oriented.

***Healthcare Administrative Partners, LLC Accounts Receivable Representative***

***08.2006 – 11.2007 Portsmouth, NH***

- Responsible for medical insurance billing, follow up with insurance companies on claims, and working with insurance correspondence and reports/EOB.
- Interpreted and entered insurance correspondence into accounts and followed up on the denials by researching the problem and/or calling the insurances
- Reviewed unpaid claim reports and called insurance companies to get the claims processed, and responded to patients regarding their billing.
- Maintained the income from a major insurance carrier, corresponded with the patients, the insurance carrier representative and the doctors to meet and/or exceed the income guidelines.
- Responsible for the completing of tasks in a timely manor to collect tens of thousands of dollars from large insurance companies each week.

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**EDUCATION**

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- Christ for the Nations Institute - Dallas, TX  
Associates Degree GPA: 3.05 Jan 1990 – July 1992  
RA - Resident Assistant  
Accountable & responsible for students while maintaining leadership roles and responsibilities.
- Granite State College - Portsmouth, NH  
Self Design Program GPA: 3.86 Dean's List Jan 2004 – Dec 2004  
CSP – Certified Staffing Professional June 2015

**TOWN COUNCIL**

**Agenda Information Sheet**

<b>Meeting Date: June 28, 2016</b>	<b>NB #2</b>
<b>Subject</b>	
Board & Committee Appointments.	
<b>Information</b>	
Following is a list of board members with terms expiring on June 30, 2016. Board members were sent a letter in May asking if they wished to be re-appointed.	
<u>Assessment Review:</u> David Stansfield John Stirling Brian Kunkel, Alt	<u>Library Advisory Board:</u> Tim Benoit Peter Howell
<u>Building Committee:</u> David Stansfield Brad Christo	<u>Planning Board:</u> John Stirling Paul Steinhauer
<u>Conservation Commission:</u> Pat Durkin	<u>Zoning Board of Appeals:</u> Francis Jillson Smilie Rogers
<u>Historic District Commission:</u> B. Dan Boyle	
<b>Staff Comments/Recommendation</b>	
<b>Requested Action</b>	
Re-appoint board/committee members to June 30, 2019.	
<b>Vote</b>	