

Memorandum

To: Perry Ellsworth, Town Manager

From: Craig H. Skelton, Assessor's Agent

Craig H. Skelton

Date: September 19, 2016

Re: Municipal Valuation Return

Attached is the completed Municipal Valuation Return that contains a breakdown of property value for the FY2017 tax year. The totals are used for state planning purposes and calculation of reimbursements from the State for programs such as the Homestead Exemption, Veteran Exemption and the Tree Growth Program.

Please request that the Board of Assessors sign the document on page 8 and return the original so it can be forwarded to the Maine Revenue Services before the November 1st deadline.

TOWN OF SOUTH BERWICK, MAINE

ABATEMENT FORM

Owner(s): GRAYHAWK LEASING, LLC

Mailing Address: PO BOX 565048
DALLAS, TX 75356

Abatement # 1
Location: VARIOUS
Map/Lot: N/A
Account #: S0041P

Tax Year: 2016/2017

Circumstances: Grayhawk Leasing owns beverage coolers that are leased to several businesses in town. Businesses are required to report the equipment to the town each year, providing the original cost and age of the equipment to help us arrive at the current value. Grayhawk Leasing reported the original cost and age of the equipment. The original cost of the equipment was entered in the system and the appropriate depreciation to reflect the age of the equipment was not applied, resulting in an over-valuation. This abatement will correct for the error.

Recommendation: Grant Abatement

Assessed Value \$ 5,600

Revised Value \$ 1,800

Value Abated: \$ 3,800

Tax Abatement: \$ 69.54

ABATEMENT: GRANTED / DENIED

_____ Dated _____

Town of South Berwick
Application for Abatement of Property Taxes
(under Section 841, Title 36, MRSA)

Separate application should be filed for each separately assessed parcel of real estate or personal property account claimed to be overvalued. (See other side for instructions).

1. Name of Applicant: Grayhawk Leasing, LLC

2. Mailing Address: P.O. Box 565048 Dallas, TX 75356

3. Telephone #: (214)905-3730

4. Tax Map/Lot #: N/A Account #: S0041P

5. Property Address (location): VARIOUS

6. Assessed valuation of real estate: N/A

7. Assessed valuation of personal property: 5,600

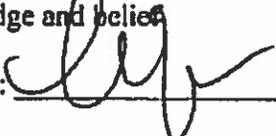
8. I/We have timely filed a current list of Estates Not Exempt from Taxation per MRSA Title 36, Section 706. Yes No ** N/A (** If I have not already filed this required form, I realize I am barred from making an application for abatement or any appeal therefrom.)

9. Abatement amount requested: 3,800

10. Reason for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes). *Note: It is important to answer this question fully. In order to prevail at a hearing on an appeal, the applicant must prove by preponderance of evidence that the Assessment is not equitable. (refer to Property Tax Bulletin #10)
Assets were assessed at original cost (no depreciation given).

11. Date property purchased: N/A Price: N/A

In accordance with the provisions of Section 841, Title 36, MRSA, I hereby make written application for abatement of property taxes as noted above. The above statements are correct to the best of my knowledge and belief.

Applicant's Signatures:  Date: 9/14/2016

This application must be filed within 185 days from the date of commitment.

**South Berwick
Town Council Meeting
September 13, 2016**

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

Approval of Minutes

1. Council 08-23-16: On a motion by Mr. Abell, seconded by Mr. James, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mr. Abell, seconded by Mr. Chase, it was unanimously voted to sign the warrant dated September 7, 2016 in the amount of \$861,405.93.

Public Comment

None

Town Manager's Report

- Happy birthday Laura Leber.
- The Route 236/Academy Street project is essentially complete. Speed enforcement continues.
- The Railroad Avenue parking lot is complete. Most spaces will be taken up by employees of downtown businesses, especially the two hospital offices. In the winter we will also lose more spots for snow. Currently working with CMP for lighting.
- The parking committee has held several meetings. Currently working with Jon St. Pierre regarding signage. Proposed holding a meeting on September 27th at 7:00am.
- Commented that we should look into additional ways to reduce our costs for electricity at the library. The solar panels have only saved about \$3000 in the last year. We are being hit hard with demand fees. Recommended looking into batteries.
- Will be starting the audit process soon. The auditors will be on site in October to gather information.
- Employee cross training going well.
- The proposed personnel policy changes, under new business, will bring us into line with current practices.
- Would like to hold a workshop on October 18th with the Planning Board to review the Zoning Ordinance (lighting) and the Subdivision of Land Ordinance.
- Ordinance work will also be required for parking and permits.
- The MMA Legislative Policy Committee met last Thursday. The focus is still on revenue sharing and school funding.
- Karen Estee has taken over as our General Assistance Administrator.
- Commented that the increase in the homestead exemption has actually created a devaluation of the Town. Because of the homestead exemption our mill rate increase could have been half of what it was. (.25 vs. .50)
- Working on organizing an informational meeting regarding the state ballot referendum questions.
- The road work for this summer is complete. The crew is getting ahead by tackling some of the spring projects.

Unfinished Business

1. Police Station Site:

- Pam Williams, Main St, asked what happened to the other sites the Council was considering. She also commented that the Norton Street site is unsuitable because of the density of children in the neighborhood.
- Ken Weston, Spring St, stated that the process for moving forward was not clear.

Mr. James commented that the drawings for the Norton Street site were commissioned because the Council voted (*at the meeting of August 9th*) to use the Norton Street site for the new police station, based on its suitability and input from residents.

Mr. Kareckas emphasized that the playground and open space are not being touched. He went on to explain that the next step will be a public hearing. The public hearing will be to receive comments on the pros and cons of the four proposed site plans. Based on the public hearing, the council will then have to develop a plan to enlist support for the project and proceed with design development.

Mr. Abell commented that the input received to date has already created changes in the direction of the project. He added that the Council must "look at what's best for the most".

New Business

1. On a motion by Mr. Abell, seconded by Mrs. Leber, it was unanimously voted to appoint Perry Ellsworth as South Berwick's voting delegate at the Maine Municipal Association's annual meeting on October 5th.

2. The Council discussed the proposed changes to the Personnel Policy Articles II Equal Employment Opportunity, XII Medical Leave, and XVIII Benefits. The changes will bring us into line with current law and practices.

On a motion by Mr. Abell, seconded by Mrs. Leber, it was unanimously voted to adopt the amendments to the Personnel Policy as presented.

3. On a motion by Mrs. Leber, seconded by Mr. Chase, it was unanimously voted amend the 2009 contract to cover the period from July 1, 2012 to June 30, 2016.

On a motion by Mr. James, seconded by Mr. Chase, it was unanimously voted to sign the new Police/Dispatch contract effective July 1, 2016 through June 30, 2019.

Mr. Ellsworth made note of the most significant changes: no more step increases, raises will be set at 2% year 1, 2% year 2, and 1.5% in year 3, employees will be paying more for health insurance, and there is a pay increase incentive (\$0.50/hr) for anyone obtaining their certification.

Councilor Comments

1. Mr. James:

-Thanked the police for their increased efforts regarding traffic and speeding.

2. Mr. Chase:

-Happy birthday Laura.

-Thanked Mike Lassel for a great presentation. Thanked the public for their input.

3. Mrs. Leber:

-Thanked everyone for their birthday wishes.

-Commented that her son has been accepted in the Pratt Whitney apprentice program.

-Commented that it was surprising that the Punkinman Triathlon was cancelled shortly after beginning because of a microburst.

-Please to hear that the Manager is working on putting together an informational meeting regarding the upcoming state ballot referendum questions.

4. Mr. Kareckas:

-Apologized for missing the 6:00pm start time.

-Commented that he is always receiving comments and questions about traffic (and has been for 30 years). Unfortunately, we have two state highways that intersect in the middle of town. It would be nice to investigate the use of solar powered flashers for the crosswalks.

Adjournment

On a motion by Mr. James, seconded by Mrs. Leber, it was unanimously voted to adjourn the meeting at 7:42pm.

Attest:

Barbara Bennett, CCM

TOWN OF SO. BERWICK
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00040035	132500 SECRETARY OF STATE M/V	09/27/2016	377.85
00040036	132500 SECRETARY OF STATE M/V	09/27/2016	52,540.96
00040037	010335 AGGIES FARMSTAND	09/27/2016	55.00
00040038	010585 AMAZON	09/27/2016	402.87
00040039	010670 AMERICAN SOC CIVIL ENGINEERS	09/27/2016	265.00
00040040	011260 ANTHEM BLUE CROSS BLUE SHIELD	09/27/2016	35,648.37
00040041	011422 KERA ASHLINE	09/27/2016	58.89
00040042	011800 AVESTA HOUSING	09/27/2016	374.00
00040043	020225 BAKER & TAYLOR	09/27/2016	509.72
00040044	022850 BUSINESS EQUIPMENT UNLIMITED	09/27/2016	118.00
00040045	021695 BLUE TIE INC	09/27/2016	75.49
00040046	022300 BOWS AND BALLOONS BY BRINA	09/27/2016	77.00
00040047	022595 TODD BRODEUR	09/27/2016	49.00
00040048	022704 BROWNELLS INC	09/27/2016	7.95
00040049	030725 CITIZENS BANK (CHG)	09/27/2016	1,974.88
00040050	031350 COLLINS SHEET METAL INC.	09/27/2016	65.00
00040051	031600 COPSPLUS INC.	09/27/2016	1,297.29
00040052	241320 CORELOGIC REAL ESTATE TAX SVC	09/27/2016	655.70
00040053	032030 CUMMINS NORTHEAST INC	09/27/2016	1,021.18
00040054	040120 DEAN & ALLYN INC	09/27/2016	97.75
00040055	040520 DIGITAL INK PRINTING	09/27/2016	38.20
00040056	041000 DOVER MOTOR MART FM	09/27/2016	836.00
00040057	050205 EASTERN TRAIL MGMT DISTRICT	09/27/2016	3,500.00
00040058	060720 FIRE SAFETY EDUCATION	09/27/2016	130.00
00040059	060750 FIRE TECH & SAFETY	09/27/2016	1,900.00
00040060	060765 FISHER-JAMES CO INC	09/27/2016	21.90
00040061	071100 GREEN SHADOW PROPERTY MAINT.	09/27/2016	4,745.00
00040062	241318 MANDY GRENIER	09/27/2016	31.32
00040063	008200 HAMPTON POLICE DEPARTMENT	09/27/2016	85.00
00040064	191330 HANNAFORD'S	09/27/2016	563.72
00040065	080248 HANSCOM'S TRUCK STOP INC	09/27/2016	725.08
00040066	081305 HARRISON SHRADER ENTERPRISES	09/27/2016	58.02
00040067	080501 BRUCE HASTY'S PLUMB/HEATNG	09/27/2016	259.48
00040068	080504 TOM HASTY	09/27/2016	150.00
00040069	090120 INLAND FISHERIES & WILDLIFE	09/27/2016	2,619.43
00040070	090467 INTERSTATE FOOD EQUIPMENT SERV	09/27/2016	421.72
00040071	100150 JANETOS MARKET	09/27/2016	149.89
00040072	120970 LIBBY SCOTT INC.	09/27/2016	14,108.00
00040073	071170 M W GRENIER ENTERPRISES LLC	09/27/2016	200.00
00040074	131800 MAINE BUILDING OFFICIALS AND	09/27/2016	35.00
00040075	132400 MAINE SAD #35	09/27/2016	230.93
00040076	133285 MARKET BASKET	09/27/2016	45.00
00040077	134200 MAINE MUNICIPAL ASSO (INS)	09/27/2016	5,035.98
00040078	135970 MYRON CORP	09/27/2016	358.04
00040079	140105 NAPA AUTO PARTS	09/27/2016	207.06
00040080	241319 NATIONAL ASSOC. OF TOWN WATCH	09/27/2016	121.00
00040081	141400 NORTHERN DATA SYSTEMS INC	09/27/2016	7,863.03
00040082	160230 PERMA-LINE CORP	09/27/2016	447.69
00040083	200700 PIKE INDUSTRIES INC	09/27/2016	920.96
00040084	160320 PINE TREE WASTE INC	09/27/2016	3,320.00
00040085	161015 PORTLAND STREET SERVICE CENTER	09/27/2016	132.50
00040086	241308 POSITIVE PROMOTIONS	09/27/2016	46.91
00040087	160692 READY REFRESH	09/27/2016	108.23
00040088	180205 REC 1	09/27/2016	100.00
00040089	241317 ROGERS AUTO BODY INC.	09/27/2016	2,100.68
00040090	191753 FOREST SMITH	09/27/2016	675.00

PUBLIC RECORD

Check Number	Account	Date Paid	Amount
00040091	193408 SO MAINE PLANNING & DEV	09/27/2016	2,345.00
00040092	192400 SO BERWICK PETTY CASH ACCOUNT	09/27/2016	10.35
00040093	191950 SO BERWICK HOUSE OF PIZZA	09/27/2016	82.00
00040094	192600 SO BERWICK PHARMACY	09/27/2016	29.90
00040095	192900 SO BERWICK WATER DISTRICT	09/27/2016	4,800.00
00040096	193622 SPRINGER ELECTRICAL SERV INC	09/27/2016	1,877.60
00040097	193640 STAPLES	09/27/2016	270.07
00040098	200100 TARASON ENTERPRISES INC	09/27/2016	601.14
00040099	241313 THE WAREHOUSE	09/27/2016	119.90
00040100	201200 TRACTOR SUPPLY COMPANY	09/27/2016	69.95
00040101	193670 US BANK CORPORATE TRUST	09/27/2016	20,222.20
00040102	210620 US BANK EQUIPMENT FINANCE	09/27/2016	112.00
00040103	210700 JUSTIN D VACHON	09/27/2016	150.00
00040104	211500 VERIZON WIRELESS	09/27/2016	947.16
00040105	133358 W.B.MASON	09/27/2016	69.89
00040106	230300 WALMART COMMUNITY BRC	09/27/2016	445.73
00040107	230515 WATCH GUARD VIDEO	09/27/2016	169.00
00040108	230800 WEX BANK	09/27/2016	1,397.05
Total Not Prepaid			128,762.80
Total Prepaid			52,918.81
Grand Total			181,681.61

PUBLIC RECORD

WARRANT NUMBER \$ 181,681.61 DATE 09/21/2016

* * * 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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APPROVED _____
 DATE _____

 TOWN MANAGER

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: September 27, 2016	NB #1
Subject: General Assistance Appendices	
Information: It is time for the annual updates to the General Assistance Appendices to set maximum benefits.	
Staff Comments/Recommendation:	
Requested Action: Motion to hold a public hearing for Appendices A-D of the General Assistance Ordinance on Tuesday, October 11, 2016 at 6:30pm.	
Vote:	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: September 27, 2016	NB #2
Agenda Item: Workshop Date for the York River Study Group	
Department Head: Town Manager	
Town Manager's Recommendation:	
The York River Study group is requesting a Workshop along with the Conservation Commission to discussed their findings concerning the Study	
Requested Action: Set Workshop date for November 01, 2016 at 6:30 p.m.	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: September 27, 2016	NB #3
Agenda Item: Public Hearing Procedures	
Department Head: Town Manager	
Town Manager's Recommendation:	
The Town Council should establish protocol for actions during a Public Hearing. The Chairman will present a list of ideas which the Town Council will amend as desired and adopt the listing as an administrative procedure.	
Requested Action:	
Vote	