

**South Berwick  
Board of Assessors  
September 13, 2022**

Chair Mallory Cook called the meeting to order at 6:30pm. Assessors present included John James, John C. Kareckas, Jessica Cyr, and Jeff Minihan. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

1. Abatement 2023-6: Mrs. Cook explained that there had been an error and the bill was sent to the wrong owner. The lot is being split and will ultimately have a higher assessment. New bills will be sent to the correct owner(s).

On a motion by Mr. James, seconded by Mr. Kareckas, it was unanimously voted to grant abatement to Brandon Lebel, Acct #889, Map 12 Lot 3A, 165 Agamenticus Road, in the amount of \$7601.51.

Mrs. Cook closed the meeting at 6:34pm.

Attest:

Barbara Bennett, CCM  
Town Clerk

DRAFT



# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date:</b> September 27, 2022	<b>Minutes #1</b>
<b>Agenda Item:</b> Sale of Town property on Belle Marsh Rd	
<b>Recommendation:</b>	
Due to a staff error, the wrong address was listed as the Town's property, 22 Belle Marsh Rd, on the agenda for September 13th.  <b>22</b> Belle Marsh is not owned by the Town. That is the property of the abutter interested in buying the lot at 40 Belle Marsh Rd.	
<b>Town Manager's Recommendation</b>	
<b>Requested Action</b>	
Motion to reconsider the vote taken on 9/13 to sell <b>22</b> Belle Marsh Rd.  Motion to authorize the sale of the correct property at 40 Belle Marsh Rd, Map 4, Lot 27B.	
<b>Vote</b>	



**South Berwick  
Town Council Meeting  
September 13, 2022**

Chair Mallory Cook called the meeting to order at 6:30pm. Councilors present included John James, John C. Kareckas, Jeff Minihan, and Jessica Cyr. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

**Approval of Minutes**

1. Public Hearing 8-23-22: On a motion by Mr. Kareckas, seconded by Mr. James, it was unanimously voted to adopt the minutes as written.
2. Town Council 8-23-22: On a motion by Mr. Kareckas, seconded by Mr. James, it was unanimously voted to adopt the minutes as written.

**Treasurer's Warrant**

1. On a motion by Mr. James, seconded by Mr. Kareckas, it was unanimously voted to sign the warrant dated September 8, 2022 in the amount of \$2,275,718.53. Note was made that this warrant includes bond payments for roads and the police station and a double payment to the school. (We had to reissue a check; we are not making two payments.)

**Public Comment**

1. Steve Bayse, Ogunquit Rd, thanked the Council for including the referendum questions on the November ballot for the Salmon Falls Project.

Mr. Bayse also expressed his concerns about the lack of information from the Town regarding a FOAA request. As a result of the discussion, it was determined that there had been two (2) requests. Mr. Bayse stated that he received the information for the first request, but has had no response for the second. Tim apologized for the error and stated that we would look into the matter.

2. Brett Cropp, Liberty St, asked the Council to look at the crosswalks on Main Street, especially those at Liberty Street and Park Street. He stated that because of the curve in the road, it is difficult to see people waiting at the crosswalks. Better signage would be helpful. Mrs. Cook noted that Sebago Technics will be looking at the crosswalks as part of their review of the downtown traffic analysis.

On a motion by Mr. Kareckas, seconded by Mr. Minihan, it was unanimously voted to hear the Manager's Report after New Business.

**Unfinished Business**

1. The owner of 10 Portland Street was not present to discuss the parking issue. The Council took no action.
2. The Council discussed the updated language for Medical Marijuana Registered Caregivers. Gregg Zinser, Planning Board Chair, stated that the Board did review the zoning portion. It was agreed that some language needed amending including definitions, clarifying the licensing authority, review procedures, whether a public hearing would be required for applicants, and enforcement and penalties for non-compliance. Note was also made that this use needs to be added to Table A-Land Use.

Council consensus was to hold a workshop on Tuesday, November 1<sup>st</sup> at 6:30pm.

**New Business**

1. On a motion by Mr. Kareckas, seconded by Mr. James, it was unanimously voted to sign the warrant calling the Municipal Election for November 8<sup>th</sup>.
2. On a motion by Mr. James, seconded by Mr. Kareckas, it was unanimously voted to approve the liquor license for the Stage House Inn.

3. The Council discussed the potential for selling the property at 22 Belle Marsh Rd.

On a motion by Mr. James, seconded by Mr. Kareckas, it was unanimously voted to allow the Manager to sell the property at 22 Belle Marsh Road as allowed in Chapter A158.2A(2) Tax Acquired Property.

4. It was agreed by unanimous consent of the Council to hold a public information meeting on Tuesday, October 18<sup>th</sup> at 6:30pm for Sebago Technics to gather community input on traffic and pedestrian issues, especially in the downtown. This workshop will be held on the 3<sup>rd</sup> floor of the Town Hall; it will not be available on Zoom.

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

-Highway: Water main work continues on Spring & Front Streets. Continue to mow and repair basins. Sprinklers have been installed in the new facility, waiting for final hookup.

-Police: 11 Arrests, 4 accidents and 64 traffic stops, 22 on Portland St. A new psychologist is on retainer and is available for all staff. PD will be mandatory, annually. Also working on a similar program for the Fire Department. The Pumpkin Man Triathlon went very well. St Moore has been recertified as a Drug Recognition expert. Officer Aguilera will return from his military deployment in October.

-Fire: 35 calls, 287 year-to-date. Have several applications for new members. This will bring the staff up to 40. Trainings will begin this month.

-Code Enforcement: Have issued 2 building permits and 6 plumbing permits. Conducted 18 inspections. Still investigating violations. Continue to work on the Medical Marijuana Caregiver ordinance language.

-Planning: Currently working on revision 5 of the solar farm ordinance. The issue at 324 Main Street has been sent to an independent 3<sup>rd</sup> party for review. Review of ordinances continues. Will be conducting a site walk on October 5<sup>th</sup> on Great Hill Road in the morning and a public hearing in the evening.

-Library: Local author Mary Lou Bagley conducted a book discussion on September 6<sup>th</sup> and 7<sup>th</sup>. Will be holding a book sale in October. Have started planning for Halloween events. Signs for the native garden display are in. Preparing for any issues regarding the recent trend of banning books in some schools and libraries.

-Recreation: Have been dealing with several building issues, including odor/air filtration system and roof leak. The new Program Coordinator starts on the 19<sup>th</sup>. Had a great first week of soccer. The fields look great and have been remeasured and marked for next year. CPR training starts next week. 65 seniors attended the Wednesday lunch. 30 seniors will be going on the American Music Cities of Nashville and Memphis.

-Assessing: To date, we have received over 100 applications for the Property Tax Stabilization Program. Working on reports for the State Audit and Tree Growth Roster.

Town Clerk: Preparing for the November Election. We have already received 174 absentee requests.

-Transfer Station: The new rates went into effect September 1<sup>st</sup>. The "Resident only, no commercial dumping" sign is working great. Our attendant, Dan suffered a significant loss, several family members were killed in an accident on Route 4 in Rollinsford.

-Finance: Tax payments are rolling in. Working on year end and preparing for the audit.

-Administration: Denise Clavette started on the 12<sup>th</sup>. We will be installing 2 traffic control signals on Portland Street. Working on an email newsletter. Have been meeting with residents regarding tax assessments and billings. Have met with Code & Planning to review ordinances. Have met with Denise to discuss future goals for economic and community development. The monthly meetings with the school and Eliot will resume this month. Working on an emergency action plan.

LD290, Property Tax Stabilization Program: "This is a significant burden; we just don't have the staff." Mr. Pellerin explained the laborious process and staff time involved in processing the applications; which we have already received over 100. This is basically another unfunded mandate on the towns. Other towns are having the same issues. We have also been able to determine that our current software has no way to efficiently track the information and will create continual billing issues.

Mr. Kareckas stated that the towns should file for injunctive relief. This is onerous and unfair.

### **Councilor Comments**

1. Mr. James:

-Has been asked that the Town look at adding a yellow center line on Hooper Sands Road. Mrs. Cook suggested looking at all the back roads.

2. Mr. Kareckas:

-Commented that the Comp Plan Committee is waiting for a response from Southern Maine Planning and Development regarding the data entry of the hard copy surveys. It appears that they did not budget for that process. Several Councilors expressed their displeasure at the lack of preparedness on SMPDC's part. We contracted with them to perform certain tasks; they need to follow through.

-Made note that he is still removing yard sale signs from the war memorial. They are not allowed, and will continue to be removed. It is disrespectful.

-Commented that he hoped that the Great Hill Road subdivision will be required to be on public water. Mr. Minihan noted that is the way the Planning Board is leaning. [This is in reference to the known contamination of the wells in the area.] Mrs. Cook commented that town water should be required.

3. Mr. Minihan:

-Commented that he would like to readdress downtown revitalization. No action was taken on the group's findings. Our ordinances need review and updating. Mrs. Cook clarified that the Council would have to formulate a charge for the Planning Board.

-Encouraged people to watch the Planning Board recordings. There is a lot going on.

4. Ms. Cyr:

-Commented that the Planning Board meetings have been well attended. Congratulated Gregg Zinser for conducting well run meetings.

-Attended the last school board meeting and will attend the next collaborative meeting with the school board and Eliot.

Mr. Pellerin stated that the Council should consider setting a policy that would require Councilors and Planning Board members to attend the MMA training for elected officials and planning members, respectively.

5. Mrs. Cook:

-After confirming that executive sessions were not required, stated that future interviews for potential board and committee members will be conducted as part of the regular agenda item.

### **Adjournment**

On a motion by Mr. James, seconded by Mr. Kareckas, it was unanimously voted to adjourn the meeting at 8:30pm.

Attest:

Barbara Bennett, CCM





**A / P Warrant**

Bank: KENNEBUNK - Operating

Type	Check	Amount	Date	Wrnt	Payee
P	45374	45,216.25	09/14/22	18	0132 BUREAU OF MOTOR VEHICLES
P	45375	15,825.92	09/16/22	18	0132 BUREAU OF MOTOR VEHICLES
P	45376	30.00	09/16/22	18	0143 TREASURER OF STATE-CONCEALED FIREARMS
P	45377	5,313.70	09/16/22	18	0182 CARD MEMBER SERVICE
R	45378	2,693.11	09/22/22	18	0891 2-Way Communications Services, Inc.
R	45379	113.98	09/22/22	18	0787 ADVANTAGE TRUCK GROUP
R	45380	676.96	09/22/22	18	0407 ALLEN UNIFORM SALES, INC.
R	45381	1,232.00	09/22/22	18	0002 ALLIED EQUIPMENT LLC
R	45382	750.00	09/22/22	18	0859 AMERICAN RED CROSS
R	45383	1,152.47	09/22/22	18	0869 Arundel Ford
R	45384	435.03	09/22/22	18	0771 ATLANTIC FUELS
R	45385	247.29	09/22/22	18	0054 BAKER & TAYLOR
R	45386	109,500.00	09/22/22	18	0331 BNY MELLON
R	45387	174.95	09/22/22	18	0530 BOOKLIST
R	45388	800.85	09/22/22	18	0062 BUSINESS EQUIPMENT UNLIMITED
R	45389	659.70	09/22/22	18	1026 CHADWICK-BAROSS
R	45390	295.01	09/22/22	18	1158 CINTAS CORP
R	45391	322.72	09/22/22	18	0474 CLEAN-O-RAMA, INC.
R	45392	32.28	09/22/22	18	0140 CLEARY CLEANERS INC.
R	45393	425.00	09/22/22	18	0422 COLLINS SHEET METAL, INC.
R	45394	630.17	09/22/22	18	0142 COLONIAL LIFE & ACCIDENT INS.
R	45395	65.00	09/22/22	18	1121 CONVENIENTMD LLC
R	45396	2,021.09	09/22/22	18	0021 CUMMINS NORTHEAST LLC
R	45397	112.00	09/22/22	18	0535 D.M. BURNS SECURITY INC.
R	45398	199.00	09/22/22	18	0448 DIRIGO SAFETY, LLC
R	45399	222.80	09/22/22	18	0638 Edison Press
R	45400	1,197.60	09/22/22	18	0109 ELECTION SYSTEMS & SOFTWARE
R	45401	73.63	09/22/22	18	0354 FALLON, TOM
R	45402	275.86	09/22/22	18	0230 FARWELLS AUTO SERVICE
R	45403	151.50	09/22/22	18	0164 FASTENER WAREHOUSE
R	45404	960.46	09/22/22	18	0450 GC-AAA FENCES INC.
R	45405	7,205.75	09/22/22	18	0337 GENEST PRECAST
R	45406	30,000.00	09/22/22	18	1120 GOBBI CORPORATION
R	45407	46.11	09/22/22	18	0526 GRAINGER
R	45408	392.99	09/22/22	18	1169 GREAT WORKS INTERNET-GWI
R	45409	99.00	09/22/22	18	0045 GROUP DYNAMIC, INC.
R	45410	102.87	09/22/22	18	0867 HANNAFORD
R	45411	34,507.94	09/22/22	18	0273 HARVARD PILGRIM HEALTH CARE
R	45412	560.89	09/22/22	18	1072 Herc Rentals 187
R	45413	876.68	09/22/22	18	0695 Howard P. Fairfield, LLC
R	45414	1,258.80	09/22/22	18	0349 HP GARAGE
R	45415	2,900.00	09/22/22	18	0077 HUSSEY EXCAVATION INC
R	45416	220.00	09/22/22	18	0209 HUSSEY SEPTIC
R	45417	202.80	09/22/22	18	0699 JANELLE , JENNIFER
R	45418	100.00	09/22/22	18	1095 LEXISNEXIS RISK SOLUTIONS
R	45419	12,486.93	09/22/22	18	0127 MAINE MUNICIPAL ASSOCIATION
R	45420	260.00	09/22/22	18	0139 MAINE MUNICIPAL ASSOCIATION
R	45421	4,720.39	09/22/22	18	0141 MAINE MUNICIPAL ASSOCIATION

**A / P Warrant**

South Berwick  
11:19 AM

Bank: KENNEBUNK - Operating

09/22/2022  
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	45422	2,068.76	09/22/22	18	0129 MAINE SAD 35
R	45423	160.00	09/22/22	18	0595 MAINE TREASURER
R	45424	39.70	09/22/22	18	0081 MAINE TURNPIKE AUTHORITY
R	45425	2,389.50	09/22/22	18	0284 NEPTUNE UNIFORMS & EQUIPMENT
R	45426	219.00	09/22/22	18	1146 NEW ENGLAND VEHICLE OUTFITTERS
R	45427	296.34	09/22/22	18	0255 NORTHEAST HYDRAULICS INC
R	45428	607.00	09/22/22	18	0253 NORTHEAST REDI MIX LLC
R	45429	120.30	09/22/22	18	0044 OFFICE OF INFORMATION TECH A/P
R	45430	369.00	09/22/22	18	0341 OVERHEAD DOOR COMPANY
R	45431	240.00	09/22/22	18	1168 OWL LABS, INC
R	45432	135.00	09/22/22	18	0088 P GAGNON & SONS INC
R	45433	2,131.80	09/22/22	18	0089 PIKE INDUSTRIES INC
R	45434	520.00	09/22/22	18	0915 PINE STATE ELEVATOR COMPANY
R	45435	254.75	09/22/22	18	0232 QUILL CORPORATION
R	45436	1,551.00	09/22/22	18	1133 REP ENTERPRISES GREENLAND
R	45437	860.00	09/22/22	18	0483 SEACOAST PRINTING INC.
R	45438	975.00	09/22/22	18	0240 SIGNS BY MO
R	45439	140.00	09/22/22	18	0184 SOUTH BERWICK SEWER DISTRICT
R	45440	2,847.50	09/22/22	18	0195 SOUTHERN MAINE PLANNING & DEVLOPMENT, INC
R	45441	422.76	09/22/22	18	0041 STAPLES
R	45442	54.98	09/22/22	18	0936 STAPLES-LIBRARY ACCOUNT
R	45443	30.00	09/22/22	18	0594 TREASURER STATE OF MAINE
R	45444	369.20	09/22/22	18	0656 U.S Postal Service
R	45445	968.22	09/22/22	18	0462 ULINE
R	45446	395.00	09/22/22	18	0272 VACHONS AUTO DETAILING
R	45447	538.24	09/22/22	18	0097 VERIZON WIRELESS
R	45448	200.00	09/22/22	18	1170 VIAL, GRETCHEN
R	45449	35.78	09/22/22	18	0152 WB MASON
R	45450	378.67	09/22/22	18	0100 WEX BANK
R	45451	2,211.33	09/22/22	18	0480 WITMER PUBLIC SAFETY GROUP, INC.
<b>Total</b>		<b>309,276.31</b>			

**Count**

Checks 78  
Voids 0

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 name in this schedule as signed by the Town Council below:

John Kareckas \_\_\_\_\_ John James \_\_\_\_\_

Jeff Minihan \_\_\_\_\_ Jessica Cyr \_\_\_\_\_

Mallory Cook \_\_\_\_\_

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TOWN MANAGE**

**TOWN COUNCIL**

***Agenda Information Sheet***

<b>Meeting Date: 9-27-2022</b>	<b>UB #1</b>
<b>Agenda Item: Paul Street parking Lot</b>	
<b>Department Head Recommendation:</b>	
<p>This lot was purchased by the Town in 1997, for the specific purpose of supplying town residents approximately 10 additional parking spots to access the downtown area.</p> <p>From our observations, this parking lot in the evenings at dinner time is completely full, and being used.</p>	
<b>Town Manager's Recommendation:</b>	
<p>Karen Malsbenden reached out to me. We discussed the parking ordinance that was in place since 2009. That is when she informed me that she had a verbal agreement with Perry Ellsworth about her tenants being allowed to park in that lot overnight.</p> <p>It has also been brought to our attention that there is concern from local business that they have various tenants using their business parking spots and coming into the holiday season/busy season these spots need to open for paying customers.</p>	
<b>Requested Action:</b>	
<p>Council wishes: leave the ordinance in place and be enforced, or set a public hearing date to possibly change the ordinance for the Paul Street Municipal Parking lot.</p>	
<b>Vote</b>	



# TOWN COUNCIL

## *Agenda Information Sheet*

<b>Meeting Date: September 27, 2022</b>	<b>NB #1</b>
<b>Agenda Item:</b> Interview/appt Conservation Commission member	
<b>Department Head Recommendation:</b>	
If appointed, the term would expire June 30, 2025	
<b>Town Manager's Recommendation:</b>	
<b>Requested Action:</b>	
Council wishes	
<b>Vote</b>	



TOWN OF SOUTH BERWICK  
BOARD/COMMITTEE APPLICATION

Committee desired: Conservation

PERSONAL INFORMATION

Name: Jane Brekke Date: 8/15/22  
Address: 26 Pave Street Rd email: jcresapb@gmail.com  
South Berwick, ME 03098  
Telephone: (home) \_\_\_\_\_ (work) 207-646-3604 (cell) 207-205-5091

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

M.S. - PRTM - Clemson University  
Land Protection Coordinator - GWRLT - Current.  
Owner - Little Linden Herbals, South Berwick, ME - Current

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

Board/Committee	Appointment Date	Term Expiration
<u>N/A</u>	_____	_____
_____	_____	_____

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

Monthly community gathering  
Family events on public lands

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

Certified Herbalist  
Land Protection Co-ordinator for GWRLT

COMMITMENT LEVEL

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

Number of hours you are able to commit to this committee/board per week: 3

[Signature]  
Applicant's signature

**TOWN COUNCIL**

***Agenda Information Sheet***

<b>Meeting Date: September 27, 2022</b>	<b>NB #2</b>
<b>Agenda Item:</b> Set public hearing date for GA updates	
<b>Department Head Recommendation: Dawn Moreau</b>	
<p>The State has published the updated Appendices A-G and GA housing maximums for recovery residences for General Assistance. This is a housekeeping item; the Council is required by State Law to adopt the Ordinance and the Appendices each year.</p> <p>A public hearing date needs to be scheduled for the adoption of the new ordinance and appendices. It is recommended that the hearing date be scheduled for October 11, 2022.</p>	
<b>Town Manager's Recommendation</b>	
<p>To set a date for a public hearing to discuss adoption of General Assistance Ordinance and Updated Appendices.</p>	
<b>Requested Action</b>	
<p>Motion to set a public hearing date of October 11, 2022.</p>	
<b>Vote</b>	