

Town of South Berwick

Planning Department

180 MAIN STREET
SOUTH BERWICK, MAINE 03908

TEL. 207-384-3012

To: South Berwick Town Council
From: South Berwick Planning Board
Date: January 9, 2023

RE: MS4 Stormwater Ordinance Changes

On January 4th the Planning Board heard a presentation from Kristie Rabasca regarding required ordinance changes to comply with our MS4 permit along with a general recommendation to put the Low-Impact Development ordinance changes on hold until Summer or Fall of 2023 because the DEP is currently making changes to Chapter 500 which may affect our LID standards. The Planning Board voted to send a recommendation to the Town Council to adopt the changes as presented with one minor change and general commentary as noted below. A copy of Kristie's December 30, 2022, memo is attached for reference. The December 30th memo offers a clear path forward.

In summary, the required changes affect the following chapters of the South Berwick Code:

1. Chapter 96 - Non-Stormwater Discharge Changes
2. Chapter 108 - Post-Construction Stormwater Management
3. Chapter 121 - Subdivision of Land
4. Chapter 140 - Zoning

After deliberations with Kristie, the Planning Board discussed the process for adopting ordinances. The Planning Board is aware that we can initiate an ordinance revision process but the ultimate authority to adopt ordinance changes rests with the Council as proscribed by charter. Therefore, as a matter of efficiency and the fact that these ordinance changes, as described in the memo, speak for themselves the Planning Board voted that they go directly to the Council.

In making this recommendation, the planning Board did make one change on page 5 changing definition of Qualified Post Construction Inspector to include a restriction that the inspector does not have any ownership, or financial interest in the infrastructure being inspected. Also, in the context of revisions to Chapter 108 the Planning Board would strongly recommend that the Council review the current impact fee structure as contained within the ordinances to make sure they are up-to-date and sufficient. The Planning Board has been reviewing multiple subdivision applications, some of them being rather large, and feel that the Town could be taking on an inordinate amount of work and record keeping complying with these imposed requirements.

Sincerely,

Greg Zinser, Chair



South Berwick Planning Board
180 Main Street
South Berwick, ME 03908

December 30, 2022

Subject: MS4 Stormwater Ordinance changes required to be implemented by 6/30/2023, and Low Impact Development Changes update – For Planning Board Consideration.

Dear Planning Board Members:

This letter provides materials for review by the Planning Board related to three ordinance changes required by the General Permit for Stormwater Discharges from the Municipal Separate Storm Sewer Systems (MS4s), as well as an update related to a fourth ordinance change for Low Impact Development.

Changes required by 6/30/2022: The changes listed below are required to be updated by June 30, 2023:

1. requiring timely removal of non-stormwater discharges from the Town's separated storm drain system,
2. requiring timely maintenance of private stormwater infrastructure after construction and updating schedules for enforcement, and
3. adoption of specific erosion and sedimentation control standards for proposed developments.

The changes will affect Chapter 96 Non-Stormwater Discharge, Chapter 108 Post Construction Stormwater Management, Chapter 121 Subdivision, and Chapter 140 Zoning.

We provided a brief overview of these requirements to the Town Council at their March 8, 2022 meeting, and a more detailed overview to the Planning Board at their April 20, 2022 meeting.

The attachment to this letter provides an introductory overview of each of the three requirements and as well as proposed redline/strike out changes to the Code.

Because these changes must be codified by 6/30/2023, we suggest the Planning Board review these in January to allow the Town Council to review the changes and hold public hearings before the June 2023 deadline.

LID Ordinance Change Updates: On 8/17/2022 we held a brief workshop with the Planning Board to review the MS4 requirements to adopt Low Impact Development Standards. We presented a draft set of standards that the Town intended to adopt, which the Planning Board sent to the Town Council. The Town Council gave preliminary approval of these, and they were subsequently sent to the Maine DEP for Clean Water Act-based Public Comment. Maine DEP sent these out for Public Comment in September. Though there were comments from Friends of Casco Bay on the standards, the Maine DEP approved the Town's submittal without change, and the Town is clear to commence adoption of these standards.

The approval letter provided to the Town stated:

The Department has no objection to the proposal as written. However, the Department would like the Town to be aware that the Department is in the process of commencing rulemaking to revise 06-096 Chapter 500, Stormwater Management. The rulemaking process will include stakeholder meetings to receive input from regulated entities, consulting firms, non-governmental organizations and other interested parties. Kerem Gungor in the Bureau of Land Resources will be the Department contact for this rulemaking and he will be reaching out to stakeholders for their participation in early to mid-March 2023.

The final rule is likely to contain clear, specific and measurable LID measures and techniques that the Town may want to incorporate into the final LID Ordinance to clarify expectations and the enforceability of the ordinance.

As such, the Town may want to wait to adopt the LID changes until the Chapter 500 Rulemaking process has progressed so they can ensure there are no conflicts between the LID standards proposed by the Town and the LID standards that may be adopted statewide.

Closing: I would be happy to attend any Planning Board or Town Council meeting to assist in the understanding of these changes. I anticipate attending the January 4, 2023 Planning Board meeting. If you have any questions about this information or need changes in advance of the meetings, please let me know. I can be reached at 207-415-5830 or via email krabasca@integratedenv.com.

Sincerely,

Integrated Environmental Engineering, Inc.

A handwritten signature in cursive script that reads "Kristie L. Rabasca".

Kristie L. Rabasca, P.E.

Attachments: Redline Strikeout proposed changes to South Berwick Code to address MS4 General Permit requirements.

12/30/2022 PROPOSED CHANGES TO SOUTH BERWICK CODE TO ADDRESS MS4 REQUIREMENTS BY 6/30/2023

CHAPTER 96 NON-STORMWATER DISCHARGE CHANGES

Non-stormwater discharge prohibitions have been part of the Town's code since 2006 to ensure that pollutants are not discharged into the storm drain system (either by dumping or by direct connection).

The 2022 MS4 General Permit requires that an illicit discharge into the storm drain system is eliminated as expeditiously as possible, and that if elimination is not possible within 60 days of discovery that the discharge be eliminated in accordance with a schedule that is approved by the Code Enforcement Office.

We have updated § 96-8 Enforcement and some definitions in § 96-2, and the Statutory authority section in § 96-10.

Proposed new text is shown as italics and underlined. Proposed text for deletion is shown in strikethrough.

§ 96-2. Definitions.

REGULATED SMALL MS4 — Any small municipal separate storm sewer system (MS4) regulated by the State of Maine general permit for the discharge of stormwater from small municipal separate storm sewer systems, ~~dated June 3, 2003~~ renewed October 15, 2020, modified November 23, 2021 including any amendment or renewal thereof; ("general permit"), including all those located partially or entirely within an urbanized area (UA) and those additional small MS4s located outside an UA that as of the issuance of the general permit have been designated by the DEP as regulated small MS4s.

URBANIZED AREA (UA) — The areas of the State of Maine so defined by the ~~latest inclusive sum of the 2000~~ decennial census and the 2010 decennial census by the U.S. Bureau of the Census.

§ 96-8. Enforcement.

A. Notice of violation.

- (1) Whenever the enforcement authority believes that a person has violated this chapter, the enforcement authority may order compliance with this chapter by written notice of violation to that person indicating the nature of the violation and ordering the action necessary to correct it, including, without limitation:
 - (a) The elimination of non-stormwater discharges to the storm drainage system as expeditiously as possible, including, but not limited to, disconnection of the premises from the MS4;
 - (b) The cessation of discharge practices or operations in violation of this section;

- (c) At the person's expense, the abatement or remediation (in accordance with best management practices in DEP rules and regulations) of non-stormwater discharges to the storm drainage system and the restoration of any affected property; and/or
 - (d) The payment of fines, of the municipality's remediation costs, and of the municipality's reasonable administrative costs and attorneys' fees and costs.
- (2) If abatement of a violation and/or restoration of affected property is required, or if elimination of the Non-Stormwater Discharge is not possible within 60 days of identification of the source, the notice shall set forth a deadline within which such elimination, abatement, or restoration must be completed.

§ 96-10. Statutory authority.

The Town of South Berwick enacts this chapter pursuant to 30-A M.R.S.A. § 3001 (municipal home rule ordinance authority), 38 M.R.S.A. § 413 (the "Wastewater Discharge Law"), 33 U.S.C. § 1251 et seq. (the "Clean Water Act"), and 40 CFR Part 122 [U.S. Environmental Protection Agency's regulations governing the National Pollutant Discharge Elimination System ("NPDES")]. The Maine Department of Environmental Protection, through its promulgation of the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems dated ~~June 3, 2003~~, has listed the Town of South Berwick as having a regulated small municipal separate storm sewer system ("small MS4"); under this General Permit, listing as a regulated small MS4 necessitates enactment of this chapter as part of the municipality's stormwater management program.

POST-CONSTRUCTION STORMWATER MANAGEMENT CHANGES

Chapter 108 Post-Construction Stormwater Management requirements have been part of the Town's code since 2009 to ensure that stormwater infrastructure that is owned by private developments is inspected and maintained. This portion of the Town's code requires maintenance in accordance with a Post-Construction Stormwater Plan, annual inspections on the infrastructure and certification annually to the Town that the system has been maintained, inspected and is functioning as intended.

The 2022 MS4 General Permit requires that we update this ordinance to ensure any corrective measures identified by the owner or inspector are implemented within 60 days of identification or if that is not possible, in accordance with a schedule that is approved by the Code Enforcement Office.

The 2022 MS4 General Permit also requires that any inspector (whether the Owner/Operator or a third-party) be a Qualified Inspector and that a copy of the inspection report be provided to the Town.

Finally, we are updating several definitions, we are removing the requirement for the annual certification to be notarized, and we are updating the Statutory authority section.

The proposed changes to the affected sections of the Chapter 108 are presented below:

§ 108-3. Terms defined.

REGULATED SMALL MS4 — Any small municipal separate storm sewer system (MS4) regulated by the State of Maine general permit for the discharge of stormwater from small municipal separate storm sewer systems, dated ~~June 3, 2003~~ renewed October 15, 2020, modified November 23, 2021 including any amendment or renewal thereof; ("general permit"), including all those located partially or entirely within an urbanized area (UA) and those additional small MS4s located outside an UA that as of the issuance of the general permit have been designated by the DEP as regulated small MS4s.

QUALIFIED POST-CONSTRUCTION STORMWATER INSPECTOR — A person who conducts post-construction stormwater management facilities inspections for compensation and who has received a Certification in Inspection and Maintenance of Stormwater BMPs from the Maine Department of Environmental Protection or is a Professional Engineer in the State of Maine with an understanding of stormwater infrastructure and its required maintenance.

§ 108-6. Compliance with plan.

- A. Any person owning, leasing or having control over stormwater management facilities required by a post-construction stormwater management plan approved under the Town's Subdivision, Site Plan or other Zoning Ordinances shall comply with that plan and shall demonstrate compliance with that plan as follows:

- (1) At least annually, hire or use a ~~person who is certified in sediment and erosion control practices through MEDEP or hire or use a licensed civil engineer~~ Qualified Post Construction Stormwater Inspector to inspect and oversee cleaning and maintenance of the stormwater management facilities, including but not limited to any parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures, in accordance with all municipal and state inspection, cleaning and maintenance requirements of the approved post-construction stormwater management plan.
- (2) Repair any deficiencies found during inspection of the stormwater management facilities within 60 days of identification of the deficiency. . If 60 days is not possible, then the person shall propose an alternate expeditious schedule to complete the maintenance, which if approved by the Code Enforcement Officer must be met;
- (3) On or by July 1 of each year, provide a copy of the annual inspection and a completed and signed certification to the Code Enforcement Officer in a form identical to that attached as Appendix 2 to this chapter,³ certifying that the person has inspected, cleaned and maintained the stormwater management facilities, describing any deficiencies found during inspection of the stormwater management facilities and certifying that the person has repaired any deficiencies in the stormwater management facilities noted during the annual inspection. If any deficiencies are still outstanding when the certification is submitted in accordance with paragraph [b] of this section, that person or a qualified post construction stormwater inspector shall provide documentation of completion of the maintenance within 30 days of completion.

§ 108-9. Statutory authority.

The Town of South Berwick enacts this Post-Construction Stormwater Management Control Ordinance (the chapter) pursuant to 30-A M.R.S.A. § 3001 (municipal home rule ordinance authority), 38 M.R.S.A. § 413 (the Wastewater Discharge Law), 33 U.S.C. § 1251 et seq. (the Clean Water Act), and 40 CFR Part 122 [U.S. Environmental Protection Agency's regulations governing the National Pollutant Discharge Elimination System (NPDES)]. The Maine Department of Environmental Protection, through its promulgation of the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems, has listed the Town of South Berwick as having a regulated small municipal separate storm sewer system (small MS4); under this general permit, listing as a regulated small MS4 necessitates enactment of this chapter as part of the Town's stormwater management program in order to satisfy the post construction minimum control measures required by the General Permit, Part IV-D-5 (Post-construction stormwater management in new development and redevelopment).

EROSION AND SEDIMENTATION CONTROL CHANGES

The 2022 MS4 General Permit requires that Erosion and Sedimentation Control (ESC) standards be incorporated into the Town's ordinances for any proposed development that disturbs one or more acres of land. The standards are listed in the MS4 General Permit, and are the same as the Maine DEP Chapter 500 standards for erosion and sedimentation control. Staff recommends incorporating the standards by reference to facilitate design and understanding by developers and reviewers.

One change we have made to the standards that is different than the State Chapter 500 regulations is to require that a Qualified Erosion and Sedimentation Control Professional prepare any Erosion and Sedimentation Control Plan.

Chapter 121 Subdivision of Land already requires an erosion and sedimentation control plan with the written endorsement of the Public Works Director during preliminary plan submission. The performance standards contain references to a 2003 Maine DEP ESC guidance document.

Chapter 140 Zoning requires erosion and sedimentation control for minor and major site plan review. Minor site plan review is also explicitly required for any new development or redevelopment that disturbs one acre or more of land (see 140-77. B Applicability). The Minor Site Plan Review Process includes submittal of a formal application to the Planning Board which includes submittal of "all erosion and sediment control measures". These projects are required to meet Performance Standards specified in Chapter 140-77.E.(18) which states: *Erosion of soil and sedimentation of watercourses and water bodies shall be minimized by employing the best management practices specified in the Maine Erosion and Sediment Control BMP Manual, March 2003. The Board may require the review and approval of the Public Works Director for any erosion control plan.*

Several other sections of the Town's ordinances reference the Maine Erosion and Sediment Control BMP Manual dated March 2003 for sediment and erosion control also including: Article V Performance Standard Applicable to all Uses (140.36), and 140.42 Campgrounds.

We are proposing updated language to be more reflective of the MS4 permit requirements for all of these sections. The proposed changes are presented below:

CHAPTER 121 SUBDIVISION OF LAND

§ 121-11. Definitions and word usage.

QUALIFIED EROSION AND SEDIMENTATION CONTROL PROFESSIONAL – A person who is certified by Enviro-Cert International in erosion and sedimentation control practices or is certified by completing the Maine Department of Environmental Protection Erosion and Sedimentation Control Practices Workshop, or is a Maine Professional Engineer with at least two years' experience in designing Erosion and Sedimentation Control BMPs.

§ 121-32. Preliminary Plan.

I. A soil erosion and sediment control plan *prepared by a Qualified Erosion and Sedimentation Control Professional* ~~with the written endorsement of the Public Works Director.~~ *(see § 121-44 and 121-47).*

§ 121-44. Street Specifications.

U. Erosion control.

(1) For sites that disturb one or more acres of land including sites that disturb less than one acre of land if the site is part of a larger subdivision that would disturb one or more acres of land, the soil erosion and sediment control plan will be in conformance with Maine DEP Chapter 500 Appendices A, B, and C.

(2) For all other sites, ~~p~~Procedures shall be undertaken, both during preparatory, construction and cleanup stages, to prevent soil erosion and water pollution Maine Erosion and Sediment Control BMP Manual, March 2003~~2016~~, or latest revision thereof.

§ 121-47. Surface drainage, topsoil and erosion control.

B. Subdivisions shall be designed, constructed, and maintained in accordance with the following:

(1) For sites that disturb one or more acres of land including sites that disturb less than one acre of land if the site is part of a larger subdivision that would disturb one or more acres of land, the soil erosion and sediment control plan will be in conformance with Maine DEP Chapter 500 Appendices A, B, and C.

(2) For all other sites, procedures shall be undertaken, both during preparatory construction and clean up stages, for erosion and sediment control ~~measures as~~ specified in the Maine Erosion and Sediment Control BMP Manual, October 2016 ~~March 2003~~, or latest revision thereof.

CHAPTER 140 ZONING

§ 140-9. Definitions.

QUALIFIED EROSION AND SEDIMENTATION CONTROL PROFESSIONAL – A person who is certified by Enviro-Cert International in erosion and sedimentation control practices or is certified by completing the Maine Department of Environmental Protection Erosion and Sedimentation Control Practices Workshop, or is a Maine Professional Engineer with at least two years' experience in designing Erosion and Sedimentation Control BMPs.

C. Preliminary plan review.

(4) Plan requirements.

(o) ~~Erosion and sedimentation control plan endorsed by the York County Soil and Water Conservation District or the Town's engineering consultant~~
prepared by a Qualified Erosion and Sedimentation Control Professional in accordance with the requirements of § 16.7.11.C;

§ 140-77. Site Plan Review.

D. Site plan review application and submission requirements.

(1) Applications for site plan review shall be submitted on application forms provided by the Town. The complete application form, required fees per § 60-3, and the required plans and related information shall be submitted to the Planning Board. Nine copies of written materials plus nine sets of plans or drawings are required. The submission shall contain at least the following exhibits and information:

(j) ~~The location of all erosion and sediment control measures.~~ An erosion and sedimentation control plan.

(2) For major site plan review, the following information is also required:

(c) An erosion and sedimentation control plan.

E. Criteria and standards. The following criteria and standards shall be utilized by the Planning Board in reviewing applications for site plan approval and shall serve as minimum requirements for approval of the site plan. Upon consideration of the factors listed below, the Planning Board may attach such conditions, in addition to those required elsewhere in this chapter, that it finds legally necessary to further the purposes of this chapter and section and to protect the long-range health, safety and welfare of the Town. The standards are not

intended to discourage creativity, invention and innovation. The Planning Board may waive the criteria presented in this section upon a determination by the Planning Board that the application of these criteria is not necessary to carry out the intent of this section. The Planning Board shall approve the site plan unless the plan does not meet the intent of one or more of the following criteria, provided that the criteria were not first waived by the Planning Board.

- (18) Erosion control. Control of ~~Erosion of soil and sedimentation shall conform to MDEP Chapters 500 and 502 or the Maine Construction General Permit, the Erosion and Sediment Control Standards of Maine DEP Stormwater Rule Chapter 500 Appendix A – Erosion and Sediment Control, Appendix B – Inspections and Maintenance and Appendix C Housekeeping, which are adopted by reference.~~ of watercourses and water bodies shall be minimized by employing the best management practices specified in the Maine Erosion and Sediment Control BMP Manual, March 2003. The Board may require the review and approval of the Public Works Director for any erosion control plan

Article V Performance Standards Applicable to all Uses

§ 140-36. Soil erosion control.

All development shall be designed, constructed, and maintained in accordance with the erosion and sediment control measures specified in the Maine Erosion and Sediment Control BMP Manual, October 2016 ~~March 2003~~, or latest revision thereof.

§ 140-42. Campgrounds.

Campgrounds shall conform to the minimum requirements imposed under state licensing procedures and the following:

- E. A soil erosion and sedimentation control plan meeting the standards of the ~~York County Soil and Water Conservation District and the~~ Maine Erosion and Sediment Control BMP Manual, October 2016 ~~March 2003~~, or latest revision thereof shall be submitted. In addition to data on soils, slopes and drainage, a vegetation map showing the following items may be required: **[Amended 6-15-2009]**
- (1) The major types of vegetation should be identified and described (as to age, height, openness or density and pattern, either natural or reforested).
 - (2) New planting should be selected to provide screening and shelter, to tolerate existing and proposed site conditions and to blend compatibly with existing natural vegetation.
 - (3) All vegetative clearing should avoid creating straight-line edges between open lands and surviving stands.
 - (4) Areas of activity and/or traffic should be sited so as to avoid wildlife areas, such as thickets for birds and small mammals or deer yards and trails.

**South Berwick Town Council
Public Hearing
2023/2024 Budget**

April 11, 2023

Chair Mallory Cook opened the hearing at 6:30pm. Councilors present included Jessica Cyr, Jeffrey Minihan, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance. John James was not present.

The purpose of the hearing was to receive public comment on the proposed budget for FY 2024.

Mrs. Cook apologized to the public; we are having difficulties with the OWL setup. The public was able to participate through Zoom on the Clerk's laptop, however they were not able to view the people present in the room.

Mrs. Cook explained that the proposed budget has been available on our website and hard copies are available at the Town Hall.

-Paul Steinhauer, Hill Dr, expressed his concerns with a recent article posted on social media by Zelda Kenney. Mrs. Janelle explained that she had spoken with Mrs. Kenney because much of the information in the article was wrong. The article was 'pulled' and redone. Mr. Steinhauer asked the Council for a summary of the budget and the process used.

The budget as proposed is \$9,256,455, which is an increase of about \$960,000 over last year. The budget includes an anticipated increase in revenue of \$340,000, the use of \$850,000 from the undesignated fund, and an increase of \$622,000 from taxes. Mrs. Cook went on to say that a lot of thought was put into the budget. The staff was tasked with finding cuts that made sense. A substantial portion of the budget includes an 8.7% increase in wages. [Our Policy dictates the % of COLA increases]. Mrs. Cook stated that the Council chose to include the COLA increase to show support for the staff. If we want to retain valued staff and attract new hires, especially for the Police, we must keep competitive.

It was also explained that by amending the Punkintown TIF and implementing the new Transit Oriented, TIF funds will be available for certain projects reducing the burden on the tax base.

Tamre Steinhauer, Hill Dr, asked where the increased revenue was coming from. It was explained that we will be using \$150,000 more from the undesignated fund over last year's \$700,000, State revenue sharing is up about \$100,000, increased auto excise tax, \$24,000 from the DOT for Routes 4 & 236, and an increase in our interest income.

Manager Pellerin explained that the Town hasn't done any real long-term planning. We are now beginning to invest in our future. We are also dealing with a lot of increased expenses that we have no control over such as the ambulance service increase from \$111,000 to \$295,000, the Town Hall boilers have not been properly maintained and are at a point that once they are turned off, they won't be able to be turned back on. To replace just the boilers will cost about \$50,000-\$60,000. Additional increases beyond our control include health care costs, utilities, and fuel. Mr. Pellerin stated that we can make lots of cuts, but problems will still be here next year. More cuts will mean loss of services.

-Tamre Steinhauer, Hill Dr, asked the Council to be conscious of the fact that not everyone gets raises. We have to balance growth with what we can handle. Mrs. Steinhauer also asked the Council to consider changing over to single stream for our trash collection.

-Paul Steinhauer, Hill Dr. asked if there are opportunities to share resources with other communities. Mr. Pellerin stated that staff are looking at all options.

-Cliff Cleary, Spillane's Hill, stated that we need to make it easier for businesses. Economic development began in the early 1990's, but the ball got dropped.

-Mrs. Costella thanked Mr. Steinhauer for his questions. She added that as a rookie councilor, the budget process has given her a whole different perspective on the process.

Mrs. Cook closed the hearing at 7:05pm.

Attest:

Barbara Bennett, CCM

**South Berwick
Town Council Meeting
April 11, 2023**

Chair Mallory Cook called the meeting to order at 7:06pm. Councilors present included Jeffrey Minihan, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance. John James was not present. All votes will be by roll call.

Mrs. Cook made a motion to correct the motion taken at the last meeting to table action on the Planning Board appointment. The motion should be 'tabled to the April 25th meeting'. Mr. Minihan seconded the motion. Motion carried unanimously.

Mrs. Cook made a motion to table action on New Business #1 until April 25th. Ms. Cyr seconded the motion. Motion carried unanimously. [This item was moved up so that the candidate did not have to sit through the meeting unless he chose to do so]

Approval of Minutes

1. Town Council 03-28-23: On a motion by Mr. Minihan, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes after amending New Business #2 with added language as suggested by Mr. Minihan.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated April 6, 2023, in the amount of \$1,015,249.67. Note was made that this warrant includes the monthly school payment.

Reports & Presentations

Sebago Technics – Nikki Conant, Project Manager gave the Council a summary of the Route 236 Traffic Study. (The actual study is over 200 pages and is available at Town Hall).

The study looked at vehicle and pedestrian patterns and safety issues from Norton Street to Dow Highway. Ten possible options were identified and narrowed down to three major options.

1. Signalizing Portland St and Dow Highway with the current lane configuration.
2. Signalizing Portland St and Dow Highway with new turn lanes.
3. Roundabouts.

Using current lane configurations (option 1) and roundabouts (option 3) would not allow for future growth and did not solve long-term congestion issues.

Cost of the project(s) would be determined by the project and the options the Town chooses. It is estimated that the Town could receive some state & federal funding to help cover 50%-80% of the cost.

A public meeting will be held for citizen input prior to the Council making any decisions.

Public Comment

1. Pat Robinson, Brattle St, made note that the Native Plant Webinar will be held on April 20th at 6:30pm by Zoom.

Unfinished Business

1. The Manager updated that Council on the bids received for the replacement of the boilers at town hall. Finding a contractor that can handle the job was difficult. We only received 6 bids.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to award the bid to P Gagnon & Son for \$51,000.

2. The Transit Oriented TIF has received preliminary approval from the state. We are waiting for the final ok from the Maine DOT. Thank you to Rep. Tiffany Roberts for helping us get this through the confusing process at the State level.

3. The Council and Manger briefly discussed the Board of Assessment Review. We have advertised for board members; we currently only have one. We have received three applications. Legal Counsel has advised that we wait until we have enough applications to fill the board before we make any appointments. [BOAR is comprised of 5 regular members and 2 alternates].

New Business

1. See above.

2. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant, after correcting the date of 2022 to read 2023, calling the annual Town Budget Meeting for Tuesday, May 16, 2023.

3. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to approve the renewal of Spring Hill's liquor license and special amusement permit.

4. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to approve the renewal of Odd Fellows Tavern's liquor license.

5. The Council discussed the need to enforce the use of stickers at the Transfer Station. The last several years we have seen an influx of people from out of town, which only increases our costs. The stickers would be free to residents and will initially be valid until December 31, 2024.

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to enforce the use of Transfer Station Stickers beginning September 1, 2023.

6. The Council and Manager discussed LD 665. This Legislative Document would delay the implementation of LD 2003 until July 1, 2025. LD 2003 would significantly affect our zoning and subdivision ordinances.

7. The Council had its first read and review of the Planning Board suggestions for amendments to Chapters 121 & 140 regarding sketch plan review and dimensional requirements in the industrial zones. Mrs. Cook made note that we have received an email comment and that will be shared at the public hearing. Action to set the public hearing date will be on the next agenda.

Town Manager's Report

-Highway: 2 trucks have broken front springs. Street sweeping and road patching is underway. We have hired a new labor to handle the parks and mowing.

-Police: 3 arrests, 2 accidents and 53 traffic stops. The Chief and Lieutenant attended the second of three training sessions by the FBI. Have been visiting the schools to make security and safety recommendations.

-Fire: 8 calls; YTD 196. Preparing for spring brush fires and testing all air packs. The Association has purchased a new rescue boat and will be donating it to the town.

-Code/Planning: Issued 1 building permit and 1 plumbing permit. Working on 2 violations. The Planning Board is working on 3 projects and ordinance updates.

-Library: The fairy house project went very well and will hold another in September. National Librarian Day is April 16th.

-Recreation: The Easter Egg Hunt/Touch a Truck event was well attended by over 120 people. The Easter luncheon served about 80 seniors. Summer camps are already about 2/3 full.

-Assessing: Working with Code to check all permits issued. Working on an update to our Lot Merger Policy. Getting personal property values updated.

-Clerk: New hire Britney Spencer going well. Working on June election preparations. Working on codification of all ordinance updates.

-Transfer Station: A number of items have been hauled away, including tires. Working with Casella regarding our options to deal with glass.

-Economic Development: Working on the Market Analysis. Also looking into grant opportunities for funding various Town projects.

-Finance: Sending out about 200 letters to those that have not paid their taxes. The required 30-day demand notices will go out May 2nd. The annual report is ready for printing. Working on a FEMA application for the Christmas storm. Working to upgrade lighting in the Community Center and Library to LED's. Have met with Port City regarding the town hall. There will be an agenda item in May to discuss. We have received \$34,000 from Old Orchard Beach. This covers our cost of academy training for an officer that left our employ for theirs.

-Admin: The employee appreciate lunch will be held on July 13th. We have received several Freedom of Information requests. Attend a Smart Growth meeting. The York County Budget Caucus will be April 12th. Appointed Ray Delcourt as the new EMA director. He will remain Deputy Fire Chief but will no longer be the Safety Officer. (He has been working full-time on a part-time job and pay). Continue to meet with the Town Clerk regularly regarding her retirement. With all the meetings, various studies and other issues, we are keeping very busy.

Councilor Comments

1. Mr. Minihan:

-Made note of the social media traffic regarding a possible non-conforming business in town. He added that we must maintain the integrity of our ordinances.

2. Ms. Cyr:

-Comp Plan Update Committee will be working on establishing various focus groups.

-Enjoyed sitting in on the staff meeting.

-School vacation is next week.

-Our solid waste contract expires in June 2024.

-Called CMP about duplicate poles. Was told they can't be removed until all the lines have been moved.

3. Mrs. Costella:

-Spring Turkey hunting starts on May 1st. She reminded everyone that during this season hunters do not have to wear blaze orange.

-Since the school budget is a significant piece of setting the tax rate, she challenged everyone to review and question the school budget.

-Encouraged people to help our public works by cleaning up their own roadside tree debris.

People should not be moving their yard debris to the side of the road. Residents could use the free wood and it would save tax dollars.

Adjournment

On a motion by Mr. Minihan, seconded by Mrs. Cook, it was unanimously voted to adjourn the meeting at 8:45pm.

Attest:

Barbara Bennett, CCM

South Berwick
11:53 AM

A / P Warrant

Bank: KENNEBUNK - Operating

04/20/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	46402	29,453.39	04/07/23	63	0132 BUREAU OF MOTOR VEHICLES
P	46403	184.84	04/10/23	63	1176 TREASURER STATE OF MAINE
P	46404	4,931.13	04/11/23	63	0182 CARD MEMBER SERVICE
P	46405	26,306.99	04/14/23	63	0132 BUREAU OF MOTOR VEHICLES
P	46406	323.21	04/19/23	63	0204 READY REFRESH
P	46407	184.84	04/19/23	63	1176 TREASURER STATE OF MAINE
R	46408	298.50	04/20/23	63	0891 2-Way Communications Services, Inc.
R	46409	245.73	04/20/23	63	0447 AIRGAS USA, LLC
R	46410	2,444.93	04/20/23	63	0002 ALLIED EQUIPMENT LLC
R	46411	4,220.23	04/20/23	63	1236 AMERICAN AIRLINES CREDIT UNION
R	46412	1,435.49	04/20/23	63	0054 BAKER & TAYLOR
R	46413	192.37	04/20/23	63	0062 BUSINESS EQUIPMENT LIMITED
R	46414	3,000.00	04/20/23	63	1235 CAMOIN ASSOCIATES, INC
R	46415	201.19	04/20/23	63	1158 CINTAS CORP
R	46416	62,916.53	04/20/23	63	0612 City of Sanford
R	46417	140.00	04/20/23	63	0023 DEB & DUKE MONOGRAMMERS
R	46418	118.50	04/20/23	63	0164 FASTENER WAREHOUSE
R	46419	345.05	04/20/23	63	1169 GREAT WORKS INTERNET-GWI
R	46420	200.00	04/20/23	63	0440 GREAT WORKS REGIONAL LAND TRUST
R	46421	94.50	04/20/23	63	0045 GROUP DYNAMIC, INC.
R	46422	31.66	04/20/23	63	0387 H.T. BERRY COMPANY, INC.
R	46423	511.50	04/20/23	63	0867 HANNAFORD
R	46424	22.00	04/20/23	63	0876 HARDY, JOSEPH W
R	46425	25.00	04/20/23	63	0699 JANELLE, JENNIFER
R	46426	471.19	04/20/23	63	0079 JANETOS MARKET
R	46427	100.00	04/20/23	63	1095 LEXISNEXIS RISK SOLUTIONS
R	46428	154.00	04/20/23	63	0169 M W GRENIER ENTERPRISES LLC
R	46429	100.00	04/20/23	63	0420 MAINE CHIEFS OF POLICE ASSOCIATION
R	46430	5,271.55	04/20/23	63	0141 MAINE MUNICIPAL ASSOCIATION
R	46431	302.10	04/20/23	63	0082 MAINE RESOURCE RECOVERY
R	46432	24.50	04/20/23	63	0081 MAINE TURNPIKE AUTHORITY
R	46433	3.50	04/20/23	63	0128 NH EZ-PASS CSC
R	46434	18.24	04/20/23	63	0944 O'REILLY FIRST CALL
R	46435	26,765.15	04/20/23	63	0088 P GAGNON & SONS INC
R	46436	260.05	04/20/23	63	0172 PERMA-LINE CORPORATION
R	46437	10,750.00	04/20/23	63	1110 PETER J HALL CPA LLC
R	46438	162.56	04/20/23	63	0089 PIKE INDUSTRIES INC
R	46439	15,423.70	04/20/23	63	0572 PINE TREE WASTE, INC
R	46440	287.10	04/20/23	63	0219 PITNEY BOWES GLOBAL FINANCIAL SERVICES
R	46441	10,686.06	04/20/23	63	1234 PORT CITY ARCHITECTURE
R	46442	175.28	04/20/23	63	0785 POWER PRODUCTS SYSTEMS, LLC.,DBA'S
R	46443	236.96	04/20/23	63	0232 QUILL CORPORATION
R	46444	116.99	04/20/23	63	0252 REDS SHOE BARN
R	46445	2,133.76	04/20/23	63	1229 ROBERT HALF
R	46446	9,600.00	04/20/23	63	0039 SIG SAUER INC.
R	46447	78,971.87	04/20/23	63	0203 SOUTH BERWICK WATER DISTRICT
R	46448	2,982.87	04/20/23	63	0195 SOUTHERN MAINE PLANNING & DEVELOPMENT, INC
R	46449	1,946.83	04/20/23	63	0226 SOUTHWORTH MILTON INC

South Berwick
11:53 AM

A / P Warrant

Bank: KENNEBUNK - Operating

04/20/2023
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	46450	14.23	04/20/23	63	0041 STAPLES
R	46451	368.81	04/20/23	63	0936 STAPLES-LIBRARY ACCOUNT
R	46452	7,572.71	04/20/23	63	0095 STELLAR NETWORKS
R	46453	5,245.36	04/20/23	63	0366 US BANK CORPORATE TRUST BOSTON
R	46454	642.45	04/20/23	63	0097 VERIZON WIRELESS
R	46455	1,160.66	04/20/23	63	0098 VFW POST 5744
R	46456	1,712.90	04/20/23	63	1089 VILLAGE MOTORS
R	46457	1,818.00	04/20/23	63	0152 WB MASON
R	46458	797.78	04/20/23	63	1175 WELCH OIL, LLC
R	46459	2,002.24	04/20/23	63	0100 WEX BANK
R	46460	1,147.74	04/20/23	63	1063 WHITE CAP L.P
Total		327,254.72			

Count

Checks	59
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:

Melissa Costella _____ John James _____

Jeff Minihan _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	Presentation
Agenda Item: Municipal Clerks' Week	
Department Head Recommendation:	
Motion for proclamation dated April 30 – May 6, 2023, to recognize and celebrate the 54 th Annual Professional Municipal Clerks Week.	
Town Manager's Recommendation	
Make a motion to accept the proclamation.	
Requested Action	
Town Council to pass a motion as stated above.	
Vote	

Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

April 30 - May 6, 2023

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county, and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, We, South Berwick Town Council, do recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Barbara Bennett, and Tyanne Vasapoli and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 25th day of April 2023

Town Council Chair
Mallory Cook

Attest:

Town Manager
Timothy Pellerin

Attest:

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 11, 2023	UB #1
Agenda Item: Planning Board appointments	
Staff Recommendation:	
If appointed, Mr. Rouse's term as an alternate would expire June 30, 2025. If appointed to the regular seat, Ms. Prunier's Term would expire June 30, 2024.	
Town Manager's Recommendation:	
Requested Action:	
Council wishes.	
Vote	



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

Committee desired: Planning Board

PERSONAL INFORMATION

Name: Aaron Rouse Date: 3-10-23
Address: 11 High Knoll Dr email: _____
S. Berwick ME 03908
Telephone: (home) _____ (work) 207-619-1495 (cell) 719-330-4282

BUSINESS/EDUCATIONAL BACKGROUND

(You may attach a resume if you prefer, please be specific)

Current - Realtor - Rexas Shoreline
Previous Experience -
10+ years as Mortgage Loan Officer / Acct Exec
14+ years as Mortgage Underwriter / Risk Analysis
& Compliance

MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE

(In South Berwick or elsewhere)

Board/Committee	Appointment Date	Term Expiration
<u>International Committee</u>	<u>2012</u>	<u>2013</u>
<u>of Young People in AA</u>	_____	_____

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

Zoning to Encourage Outdoor/Sidewalk dining
& beer gardens
Traffic Lights

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

I have worked in Real Estate and Real
Estate Finance for most my adult life

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
4
[Signature]
Applicant's signature

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	UB #1
Agenda Item: Transit-Oriented Omnibus Municipal Tax Increment Financing District and Development Program	
Department Head Recommendation:	
The Maine Department of Economic and Community Development received/reviewed and effective April 18, 2023, APPROVED IN FULL the application for the Transit-Oriented Omnibus Municipal Tax Increment Financing District and Development Program.	
Town Manager's Recommendation	
No action to be taken, informational only.	
Requested Action	
N/A	
Vote	



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



HEATHER JOHNSON
COMMISSIONER

April 18, 2023

Timothy Pellerin
Town Manager
TOWN OF SOUTH BERWICK
180 Main Street
South Berwick, Maine 03908-1535

RE: South Berwick Transit-Oriented Omnibus Municipal *Tax Increment Financing* (TIF) District and Development Program - Removal of Conditional Approval

F U L L A P P R O V A L

Dear Mr. Pellerin,

The Maine Department of Economic and Community Development (DECD) received/reviewed the balance of requirements for the above-referenced *Transit-Oriented Development* (TOD) Municipal TIF *District* (District) and *Development Program* (Program) original designation application. Referencing the previous conditional approval, dated March 31, 2023, DECD certifies and **EFFECTIVE TODAY APPROVED IN FULL** the above-referenced TOD Municipal TIF District and Program. DECD notes/approves:

- a. District term of 30 years starting July 1, 2023, and ending June 30, 2053;
- b. District taxable Original Assessed Value of \$142,782,600 for real property, as of March 31, 2022 (April 1, 2021)—acreage 820.18;
- c. Real property Increased Assessed Value (IAV) capture of 100%;
- d. District revenues deposited/held in a DEDICATED Development Program Fund account, applied ONLY toward approved activities/projects, consisting of [a]:
 - i) Project Cost account[s] to reimburse Company/Developer for costs authorized by 30-A M.R.S.A. § 5225(1)(A) and DECD rules as amended from time to time AND/OR fund public activities/projects,
 - ii) Sinking Fund Account to retire associated public debt, if any;
- e. Company/Developer payments are limited to incremental taxes from NEW actual value and may include up to 50% reimbursement of Company/Developer's parcel/project, within sole Town Council discretion, following a minimum of one public hearing, for a term no longer than the District duration;
- f. AFTER EXECUTION, TOWN MUST FORWARD A COPY of any associated credit enhancement agreement and its amendment(s) or assignment(s) to DECD—enclosing completed matching **Application Cover Sheet** with detailed private project description and (if Company and not Developer) **Employment Goals Form**;
- g. Any non-captured incremental property values resulting in General Fund revenue/deposits MUST be included/reported with Town equalized assessed value;
- h. Any future amendment MUST comply with 30-A M.R.S.A. §§ 5221-5235 and DECD rules;
- i. When District expires, or is terminated, SOUTH BERWICK MUST NOTIFY DECD IN WRITING.



JANET T. MILLS
GOVERNOR



HEATHER JOHNSON
COMMISSIONER

As further described in the Program, Town revenue allocation projected at \$42,163,933 may facilitate funding for an estimated \$142,920,000 in public costs and associated debt, if any. This funding **MUST** comply with South Berwick appropriation process—with activities/projects due completion **BEFORE/BY JUNE 30, 2053**. Approved public activities/projects costs⁷ are as follows:

WITHIN DISTRICT

- j. Prorated assessing services related to TIF District \$300,000;
- k. Consultant/legal costs related to TIF and general economic development District-specific efforts \$150,000;
- l. District capital improvements cost including land acquisition, redevelopment costs to develop a business technology park, arts business neighborhood, and/or municipally funded commercial buildings such as co-working space \$5,000,000;

WITHIN DISTRICT/MUNICIPALITY

- m. Prorated salary and overhead costs of an Economic & Community Development Director for general economic development work and for District-specific efforts \$4,200,000;
- n. Prorated salary and overhead costs of economic development support staff for general economic development work and for District-specific efforts \$1,500,000;
- o. Town Economic & Community Development Department programming and operations funding for general economic development work and for District-specific efforts \$3,000,000;
- p. Prorated salary and overhead costs associated of Town Manager, Town Manager's Executive Assistant, Town Planner's, and Finance Director's efforts related to general economic development activities and District-specific efforts \$3,200,000;
- q. Broadband and fiber expansion and facilities/construction/design costs in District, including prorated costs of creating free WIFI for an area of Town for business/commercial users \$2,000,000;

WITHIN/OUTSIDE DISTRICT

- r. Prorated capital, borrowing or leasing costs of equipment purchase associated with District development as it directly relates to or made necessary by District establishment or operation and

new commercial District development to provide better, year-round conditions for businesses to thrive \$4,750,000; Ψ

- s. Sidewalk rehabilitation/extension, parking and connectivity improvements related to design and construction, ADA adjustments, lighting, crosswalks, and curb from the two Main Street intersections of Route 4/236 throughout District, including cross streets within District and outside District to extent directly related to or made necessary by District establishment or operation \$5,000,000;
- t. Parking improvements to facilitate access to District, including acquisition of land, design, construction, and other associated costs within and outside District so long costs are directly related to or made necessary by District commercial/industrial development or related to transit-oriented District need \$4,000,000; ‡
- u. Costs associated with municipal/private partnerships for pedestrian access and parking to businesses \$1,000,000;
- v. Design and construction of moving various utilities underground within District and outside District to extent directly related to or made necessary by District establishment or operation of new commercial and transit-oriented development \$3,000,000; Ψ
- w. Road and Intersection improvements costs related to new commercial and transit-oriented District development such as design and construction of street and intersection reconstruction, signal adjustments and traffic calming improvements \$20,000,000; Ψ
- x. Design, construction, and other work associated with installation of three-phase power to serve commercial users located within the District or outside the District but directly related to or made necessary by the District commercial/industrial development; Ψ



JANET T. MILLS
GOVERNOR



HEATHER JOHNSON
COMMISSIONER

- y. Prorated costs to replace piers and floats at various water access points within District, along the Salmon Falls River to attract customers to businesses within District, including costs associated with an enhanced public boat launch, portage trail, and enhanced navigability and access to points within District \$1,000,000;
- z. Fund construction of and associated construction costs for a Town owned highway garage located inside District on a prorated basis according to District property need \$200,000;

WITHIN MUNICIPALITY

- aa. Costs of economic development planning studies and plans/Funding the marketing of Town as an arts and business location \$500,000;
- bb. Capitalize/fund a permanent revolving loan fund for businesses as it relates to economic development for costs authorized by 30-A M.R.S.A. § 5225 and DECD rules as amended from time to time \$1,500,000;
- cc. Marketing Town as a business or arts location for economic development tourism \$1,500,000;
- dd. Fund economic development events \$300,000;
- ee. Grant match funding for state and federal grants, as it relates to 30-A M.R.S.A. §§ 5221-5235 economic development activities \$1,000,000;
- ff. Grant match funding related to 30-A M.R.S.A. §§ 5221-5235 economic development activities \$10,000,000;
- gg. Create/support economic development opportunities related to local agriculture such as a year-round Farmers' Market and other agricultural opportunities \$500,000;
- hh. Costs of Town's economic development annual contribution to So Bo Central corporation \$750,000;
- ii. Costs of Town's share of various economic development membership dues supporting economic development and business promotion projects \$270,000;
- jj. Town's share of costs related to marketing as a business location and prorated staffing salaries related to economic development activities, and for membership dues costs for regional area economic development corporations \$150,000;
- kk. Transit service capital costs for new or expanded transit services allowable pursuant to MRS Title 30-A §5225 (1)(C)(7)(a) and allowable ongoing costs of adding to an existing transit system or creating a new transit service and strictly limited to transit operator salaries, transit vehicle fuel and transit vehicle parts replacements \$1,700,000;
- ll. Geographic Information System (GIS) mapping capital improvement program to support ongoing maintenance and upgrade of infrastructure, related to economic development and to provide enhanced services to commercial users within District, to be prorated to commercial uses \$500,000;
- mm. Cost of funding an economic development program of improvements, facilities for economic development tourism and destination attraction including kiosks, public space improvements for concerts and events which include sounds systems and stages \$2,000,000; ‡

WITHIN/OUTSIDE DISTRICT 0/WITHIN MUNICIPALITY

- nn. Bicycle and pedestrian residential-to-business community connections and improvements related to trails having significant potential to promote economic development as allowed pursuant to MRS 30-A (1)(C)(6) \$2,000,000; Ø
- oo. Streetscape improvements in District, or outside District as it directly relates to or made necessary by District establishment and operation, including benches, sidewalks, and lighting, along with gateway/signage/way-finding system as it relates to marketing Town as a business location \$2,000,000;
- pp. Stormwater and drainage improvements to rehabilitate existing drainage to accommodate new District business development/Permit design and construction of new stormwater drainage system including but not limited to infrastructure within District or outside District as necessary to support these infrastructure systems within District related to commercial users \$13,200,000 Ψ;
- qq. Sewer infrastructure improvement costs of sewer lines, sewer services, and any sewer related improvements within District or outside District but directly related to or made necessary by District's commercial/industrial or transit-oriented development \$30,000,000; Ψ



JANET T. MILLS
GOVERNOR



HEATHER JOHNSON
COMMISSIONER

- rr. Energy generation and transmission related to electrical vehicle charging stations in commercial areas for commercial uses or related to such activities/Wireless power transmission and other energy generation and transmission projects for commercial uses or related to such activities \$5,000,000;
- ss. Construction or operation costs of a public safety facility, the need for which is related to general economic development within Town, not to exceed 15% of District CAV/Costs related to fire & rescue equipment made necessary by District commercial growth \$5,000,000;
- tt. Funds/costs of services and equipment to provide skills development and training for jobs created or retained in Town \$750,000;
- uu. Costs related to environmental improvements for commercial use or related to such activities, fisheries and wildlife or marine resources projects, or employment training within municipality \$1,000,000.

DECD notes while the Program may list multiple statutory citations with the public project costs in the application, not all citations apply to all activities/projects described within each cost description. South Berwick is obligated to verify proper authorization for each project cost to be undertaken. DECD advises Town to plan for debt retirement to coincide with the District term end of June 30, 2053.

DECD encourages South Berwick to review/consider Maine Department of Transportation (MDOT) advisory **during District development and ahead of public projects'/activities' implementation.**

Please contact Development Program Officer Tina Mullins with questions about this certification. The Department extends best wishes for the District's success.

Sincerely,

Heather Johnson
Commissioner

cc: via e-mail only
 Senator Mark W. Lawrence (SD-35)—131st Legislature
 Representative Tiffany Roberts (HD-149)—131st Legislature
 Representative Michele Meyer (HD-150)—131st Legislature
 Megan Hodgkins, MRS Property Tax Division Director
 Verna Sharpe, South Berwick Assessor
 Dale Doughty, MDOT Director of Planning & Public Outreach, Bureau of Planning
 Philip Saucier, Bernstein, Shur, Sawyer & Nelson, P.A.

◊ To the extent a project is outside the District, South Berwick must prorate/allocate costs not directly related to or made necessary by establishment/operation of this District to other funding sources.

≈ Most projects are common to development programs of Punkintown Business Park Omnibus (fka Punkin Town Road and CMP Corridor Omnibus) district.

EXCLUDING FOLLOWING COSTS/FUNDING:

⊖ Public park(s)

⊖ Private residential distribution line(s)

‡ Unauthorized project costs as defined under 30-A M.R.S.A 5225 (2)



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

April 3, 2023

Tina Mullins
Development Program Officer
Office of Community Development
Dept. of Economic & Community Development
Augusta, ME 04333

Dear Tina,

Maine Department of Transportation (MaineDOT) has reviewed the South Berwick Transit-Oriented Omnibus Development MTIF. The District spans the full length of Rt. 236 in South Berwick and encompasses 550+ parcels zoned for commercial or residential development. Currently, the location is served by a single, daily, round-trip bus run provided by COAST and connecting Somersworth, NH with Kittery/PNSY, with stops in South Berwick.

The location of the District meets the definition of transit-oriented development: "a type of development that links land use with transit facilities to support and be supported by a transit system."¹ What will determine if the proposed District evolves into a transit-oriented development district is the nature and scale of residential and business development that occurs along the corridor and its coordination with COAST's transit service and its expansion. If District residents and workers use COAST transit to access services/commute and if transit shelters and parking is developed to support transit use and reduce vehicle miles traveled, then the goal of a transit-oriented development district will be met. This goal requires intentional and regular communication and investment on the part of the Town of South Berwick and the Cooperative Alliance for Seacoast Transportation (COAST).

Thank you for the opportunity to review this MTIF application.

Sincerely,

Stephen Cole
Regional Planner, Southern & Midcoast Maine

¹ Title 30-A, 5222; Definitions

MTIF: Application Synopsis for Commissioner Consideration

■ DISTRICT DATA

MUNICIPALITY	South Berwick	COUNTY	York	TERM	30
DISTRICT NAME	South Berwick Transit-Oriented Omnibus				
ORIGINAL DISTRICT (OD): Y/N	Y	AMENDED: Y/N	N	#AMD	
				RP CAPTURE%	100%
DOWNTOWN EXEMPT: Y/N	N	TRANSIT-ORIENTED DISTRICT: Y/N	Y	PAPER MILL EXEMPT: Y/N	N
APPLICATION BASIS	To promote the District area as an attractive place for economic development and to capitalize on the development that occurs in the area to finance municipal public projects.				
HISTORY	3/31/023: Conditional approval of District and Program to establish 30-year term, OAV of \$142,782,600 for real property as of March 31, 2022, acreage of 820.18 and 100% CAV. Removal of conditional approval pending receipt and review of MDOT advisory.				
TERM DATES	START: July 1, 2023- June 30, 2024 (FY 2024)		END: July 1, 2052- June 30, 2053 (FY 2053)		
DESIGNATION DATE OF ORIGINAL DISTRICT AND DEVELOPMENT PLAN:			December 27, 2022		

Increased Assessed Value (IAV); Real/Personal Property (RP/PP)

■ COMPANY OR DEVELOPER DATA

ENTITY ADDRESS	TBD						
PROJECT							
NEW INVTMNT \$	n/app	#NEW JOBS	n/app	FT JOBS NEW	n/app	FT JOBS RETAINED	n/app
NEW PAYROLL \$	n/app	AVGE WAGE \$	n/app	AVG WAGE/YR	n/app	AVG WAGE/YR	n/app

Company (CO); Developer (DEV)

■ STATUTORY REQUIREMENTS

WITHIN ACREAGE CAP?	820.18 (718.65 TO exempt, 101.53 non-TO exempt)	Partial EX, Y	MUNICIPAL BONDS ISSUED? Y/N/MAY	M
	ON SUITABLE PROPERTY?	Partial EX, Y	TAX SHIFTS CALCULATED?	Y
OAV CERTIFIED?	\$142,782,600 (\$133,563,200 TOD-exempt, \$9,219,400 non-TOD-exempt)	Partial EX, Y	PUBLIC NOTICE AND HEARING?	Y
	WITHIN VALUE CAP?	Partial EX, Y	PASSED BY MAJORITY VOTE? 4/0	Y

Downtown; Transit-Oriented Development; Community Wind Power; Single Taxpayer/High Valuation exemptions may apply (EX).

■ PLANNED REVENUE DISTRIBUTION

TO GENERAL FUND (NON-TIF)?	\$0	
FOR MUNICIPAL DEBT?	TBD	IF AMD, ANY BONDS TO DATE? n/app
FOR CREDIT ENHANCEMENT AGREEMENT?	TBD	OMNIBUS DISTRICT Y TIF POLICY
REIMBURSEMENT SCHEDULE	Up to 50% of CAV of developer/business' parcel/project for a term no longer than District term within Town Council discretion, after holding a minimum of one public hearing.	
FOR BONA-FIDE ECONOMIC DEVELOPMENT?	\$42,163,933	

MTIF: Application Synopsis for Commissioner Consideration

PUBLIC PROJECTS/COSTS	<p>[\$142,920,000] *</p> <p>(T1) Prorated assessing services related to TIF District \$300,000; Consultant/legal costs related to TIF and general economic development District-specific efforts \$150,000; District capital improvements cost including land acquisition, redevelopment costs to develop a business technology park, arts business neighborhood, and/or municipally funded commercial buildings such as co-working space \$5,000,000;</p> <p>(T1/T2) Prorated capital, borrowing or leasing costs of equipment purchase associated with District development as it directly relates to or made necessary by District establishment or operation and new commercial District development to provide better, year-round conditions for businesses to thrive \$4,750,000 Ψ; Sidewalk rehabilitation/extension, parking and connectivity improvements related to design and construction, ADA adjustments, lighting, crosswalks and curb from the two Main Street intersections of Route 4/236 throughout District, including cross streets within District and outside District to extent directly related to or made necessary by District establishment or operation \$5,000,000; Parking improvements to facilitate access to District, including acquisition of land, design, construction, and other associated costs within and outside District so long costs are directly related to or made necessary by District commercial/industrial development or related to transit-oriented District need \$4,000,000±; Costs associated with municipal/private partnerships for pedestrian access and parking to businesses \$1,000,000; Design and construction of moving various utilities underground within District and outside District to extent directly related to or made necessary by District establishment or operation of new commercial and transit-oriented development \$3,000,000 Ψ; Road and Intersection improvements costs related to new commercial and transit-oriented District development such as design and construction of street and intersection reconstruction, signal adjustments and traffic calming improvements \$20,000,000 Ψ; Design, construction, and other work associated with installation of three-phase power to serve commercial users located within the District or outside the District but directly related to or made necessary by the District commercial/industrial development \$5,000,000 Ψ; Prorated costs to replace piers and floats at various water access points within District, along the Salmon Falls River to attract customers to businesses within District, including costs associated with an enhanced public boat launch, portage trail, and enhanced navigability and access to points within District \$1,000,000; Fund construction of and associated construction costs for a Town owned highway garage located inside District on a prorated basis according to District property need \$200,000;</p> <p>(T1/T3) Prorated salary and overhead costs of an Economic & Community Development Director for general economic development work and for District-specific efforts \$4,200,000; Prorated salary and overhead costs of economic development support staff for general economic development work and for District-specific efforts \$1,500,000; Town Economic & Community Development Department programming and operations funding for general of economic development work and for District-specific efforts \$3,000,000; Prorated salary and overhead costs of Town Manager, Town Manager's Executive Assistant, Town Planner's and Finance Director's efforts related to general economic development activities and District-specific efforts \$3,200,000; Broadband and fiber expansion and facilities/construction/design costs in District, including prorated costs of creating free Wi-Fi for an area of Town for business/commercial users \$2,000,000;</p> <p>(T1/T2/T3) Bicycle and pedestrian residential-to-business community connections and improvements related to trails having significant potential to promote economic development as allowed pursuant to MRS 30-A (1)(C)(6)\$2,000,000 Φ; Streetscape improvements in District, or outside District as it directly relates to or made necessary by District establishment and operation, including benches, sidewalks and lighting, along with gateway/signage/way-finding system as it relates to marketing Town as a business location \$2,000,000; Stormwater and drainage improvements to rehabilitate existing drainage to accommodate new District business development/Permit design and construction of new stormwater drainage system including but not limited to infrastructure within District or outside District as necessary to support these infrastructure systems within District related to commercial users \$13,200,000 Ψ; Sewer infrastructure improvement costs of sewer lines, sewer services, and any sewer related improvements within District or outside District but directly related to or made necessary by District's commercial/industrial or transit-oriented development \$30,000,000 Ψ; Energy generation and transmission related to electrical vehicle charging stations in commercial areas for commercial uses or related to such activities/Wireless power transmission and other energy generation and transmission projects for commercial uses or related to such activities \$5,000,000; Construction or operation costs of a public safety facility, the need for which is related to general economic development within Town, not to exceed 15% of District CAV/Costs related to fire & rescue equipment made necessary by District commercial growth \$5,000,000;</p>
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MTIF: Application Synopsis for Commissioner Consideration

(T3) Costs of economic development planning studies and plans/Funding the marketing of Town as an arts and business location \$500,000; Capitalize/fund a permanent revolving loan fund for businesses as it relates to economic development for costs authorized by 30-A M.R.S.A. § 5225 and DECD rules as amended from time to time \$1,500,000; Marketing Town as a business or arts location for economic development tourism \$1,500,000; Fund economic development events \$300,000; Grant match funding for state and federal grants, as it relates to 30-A M.R.S.A. §§ 5221-5235 economic development activities \$1,000,000; Grant match funding related to 30-A M.R.S.A. §§ 5221-5235 economic development activities \$10,000,000; Create/support economic development opportunities related to local agriculture such as a year-round Farmers' Market and other agricultural opportunities \$500,000; Costs of Town's economic development annual contribution to So Bo Central corporation \$750,000; Costs of Town's share of various economic development membership dues supporting economic development and business promotion projects \$270,000; Town's share of costs related to marketing town as a business location and prorated staffing salaries related to economic development activities, and for membership dues costs for regional area economic development corporations \$150,000; Transit service capital costs for new or expanded transit services allowable pursuant to MRS Title 30-A §5225 (1)(C)(7)(a) and allowable ongoing costs of adding to an existing transit system or creating a new transit service and strictly limited to transit operator salaries, transit vehicle fuel and transit vehicle parts replacements \$1,700,000; Geographic Information System (GIS) mapping capital improvement program to support ongoing maintenance and upgrade of infrastructure, related to economic development and to provide enhanced services to commercial users within District, to be prorated to commercial uses \$500,000; Funds/costs of services and equipment to provide skills development and training for jobs created or retained in Town \$750,000; Costs related to environmental improvements for commercial use or related to such activities, fisheries and wildlife or marine resources projects, or employment training within municipality \$1,000,000; Cost of funding an economic development program of improvements, facilities for economic development tourism and destination attraction including kiosks, public space improvements for concerts and events which include sounds systems and stages \$2,000,000 ±.

EXCLUDING ANY COSTS/FUNDING FOR:

Φ Public park(s)

Ψ Private residential distribution line(s)/benefit residential users

‡ Unauthorized project costs as defined under 30-A M.R.S.A 5225 (2)

Projects unique to this District/Program? [] YES [X] NO: *Most projects common to Punkintown Business Park Omnibus district.

Over TIF Term (OTT); §5225(1) (A-C) = Tier (T) 1-3

■ STAFF RECOMMENDATION

DEVELOPMENT PROGRAM OFFICER (DPO) REVIEWED APPLICATION AND OFFERS THIS OPINION:	In receipt of MDOT Advisory. Encourage Town to review/consider MDOT advisory prior to/during District development and ahead of any public projects/activities' implementation. Advanced to Commissioner for review/approval.		
DPO RECOMMENDS COMMISSIONER APPROVAL? Y/N/OTHER	Y	<i>T. M.</i>	4/18/2023
APPLICATION RECEIPT DATE	1/5/2023	CHECK AFTER DATA ENTRY <input type="checkbox"/>	

Form revised 5/14/2020

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	UB #2
Agenda Item: Sebago Technics	
Department Head Recommendation:	
<p>Sebago Technics has brought to our attention that they underestimated the cost to complete the traffic study, and have come in over budget by \$15,980-</p> <p>While they do not require the town to pay anything, they asked that we consider paying some if not all towards the extra work that was done in and out of scope for this project.</p>	
Town Manager's Recommendation	
<p>Consider meeting them in the middle and pay ½ of the extras since the work was completed to give the town a completed and through traffic study.</p> <p>To be funded out of the TIF fund.</p>	
Requested Action	
<p>Council Wishes – (To be paid out of the TIF Funds).</p>	
Vote	



April 3, 2023
08316-01

Timothy Pellerin, Town Manager
Town of South Berwick
180 Main Street
South Berwick, ME 03908

Fee Outline for Professional Engineering Services Route 236 Planning Study, South Berwick, Maine

Tim:

As discussed in our meeting on March 21, 2023, we are providing a summary of our fees for your review for the Route 236 Planning Study. Table 1 outlines our current contracted fees, our discussed out of scope fees, and the fees estimated to complete the remaining project efforts. A more detailed breakdown of costs associated with the tasks outlined in our original proposal was provided via e-mail prior to the meeting.

Table 1: Fee Schedule	
Original Contract	\$ 50,950.00
Invoiced as of Meeting 3/21	\$ 31,277.43
March Invoice	\$ 19,672.57
Total Invoiced to Date	\$ 50,950.00
A Out of Contract Charges Discussed on 3/21	\$ 9,880.00
B Charges for 3/21 Meeting and to Finalize Report	\$ 2,780.00
C Estimate for Council Meeting and Public Meeting	\$ 3,320.00
Additional Requested Fee (A+B+C)	\$ 15,980.00

If the above outlined fees are acceptable to you, please sign below as an authorization. Please do not hesitate to call if you have additional questions or would like to follow up on discussions regarding the additional fees.

SEBAGO TECHNICS, INC.

Nicole Conant, P.E.
Senior Transportation Engineer/ Project Manager

Bradley R. Lyon, P.E., PTOE
Vice President of Transportation Engineering

ACCEPTED and AUTHORIZED
(Sebago Technics Job # 08316-01)

By _____

Title _____

Representing _____

Date _____

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	UB 4
Agenda Item: Transfer Station Rules	
Department Head Recommendation:	
See attached Rules to be considered for adoption, and have signs made for the Transfer Station.	
Town Manager's Recommendation	
Order two signs to display the rules adopted rules at the Transfer Station	
Requested Action	
Make a motion to accept the rules as written to be displayed at the Transfer Station.	
Vote	

Town of South Berwick

Transfer Station Rules

111 Agamenticus Road

- Must be South Berwick Resident and/or property owners.
- Admission by permit only, which shall be displayed on vehicle.
- Attendant instructions MUST be followed.
- ONLY Town Bags (PAYT) accepted.
- No Commercial or Industrial waste is disposed of in hopper.
- No Hazardous Waste shall be delivered.
- All Safety rules must be followed.
- Recyclables must be sorted.
- No Dump picking.
- No Loitering, official business only.

Hours of Operation:

Wednesday 7am – 6pm

Saturday 7am – 6pm

Sunday 7am – 12pm

Chapter 115 Solid Waste, Article § 115-6

Any person who violates any provision of the article commits a civil violation, punishable by a civil penalty of not less than \$200 and not more than \$2500 for each violation.

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	UB 4
Agenda Item: Transfer Station Glass Update	
Department Head Recommendation:	
<p>We (Tim, Jen, and Dan) met with Casella, and unfortunately no one local is recycling glass right now, because it is just too dirty to recycle. What Casella does get for glass is being dumped in landfills. They are hoping to have more options open up in the future. But for now Casella suggests just doing what all of our surrounding towns are doing, and that is just dumping the glass into the hopper until we have another option. Knowing this information, it is not worth fixing or replacing our glass crusher, if the glass ends up in the landfill anyway.</p> <p>*The glass does not need to be in Town Trash Bags-</p>	
Town Manager's Recommendation	
Requested Action	
None, Informational only	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	NB #1
Agenda Item: Representative for York River Stewardship Committee	
Department Head Recommendation:	
To set a date to review the resumes and applications of Karl Honkenon and Philip Brekke for the positions of Representative and Alternate for the York River Stewardship Committee.	
Town Manager's Recommendation	
Make a motion to interview and appoint for the positions on May 9, 2023.	
Requested Action	
Town Council to pass a motion as stated above.	
Vote	

TOWN OF YORK APPLICATION FOR MEMBERSHIP

York River Partnership Wild and Scenic Stewardship Committee

PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE

By mailing it to: Diana Janetos, 4 Marketplace Dr. York ME or emailing it to: djanetos@yorkmaine.org

Applications are due by March 31, 2023

The York River was designated as a Partnership Wild and Scenic River by an act of Congress in December of 2022. The law names the York River Stewardship Committee as the local implementor and partner for coordination with the National Park Service Partnership Wild and Scenic Rivers Program. The Stewardship Committee will be formed with voting members appointed by the four watershed towns (York, Eliot, Kittery, and South Berwick). Information on the composition and duties of the Stewardship Committee may be found in the [York River Watershed Stewardship Plan](#) available on www.yorkrivermaine.org.

Name: Philip Brekke

Date: 4/01/23

Physical Address: 26 Pave Street Rd., South Berwick, ME 03908

Mailing Address: Same as above

Telephone: 603-397-2799

Email: philipbrekke@gmail.com

1. Why do you wish to serve?

I am interested in investing my time and energy into my community, particularly in the areas of conservation and recreation. I have a diverse background and skillset that would add an additional perspective to the committee.

2. Describe interests, skills, or expertise you would provide. *(A good candidate for the York River Stewardship Committee will have a broad interest and some level of knowledge, expertise and/or inquisitiveness about the ecology and habitats, historic resources, recreation and commercial uses, cultural importance, water quality, and/or ecosystem services of the York River and its watershed.)*

I started working in the outdoor recreation industry as a trip leader/guide in 2004. More specifically, the majority of my professional career has been contributing to the field of adaptive outdoor recreation. I have in-depth knowledge and experience with wildland accessibility for individuals with disabilities. I became a Maine Guide in Sea Kayaking in 2013 and spend a lot of time in various regions of the York River Watershed

paddling and as a sportsman. I greatly value the conserved lands and waters of our region and would be honored to work toward their continued protection and access.

3. Describe connections to the community, including service on relevant committees, that you have in the towns and/or region that could be helpful in implementing the [York River Watershed Stewardship Plan](#).

I have worked at Northeast Passage, a local nonprofit adaptive sports and Therapeutic Recreation organization, since 2012. I have worn many hats and am now running the Development / Fundraising arm of the organization, which continues to broaden my network. I started a chapter of Project Healing Waters Fly Fishing in 2017 and have operated as a program lead creating opportunities for Disabled Veterans to heal. I have been on the board of Little Harbor Charitable Foundation since 2018 and have helped continue their mission of serving the most vulnerable in the Seacoast. I am quite connected to the local recreational fishing community through these endeavors.

4. Though not necessary, please submit any supporting materials to elaborate on the types of skills and expertise you would bring to the Stewardship Committee or describe below.

My time spent in the outdoors as a guide and a sportsman has given me a keen eye and appreciation for our shared resources. I have held a multitude of paddling endorsements and certifications over the years in addition to being a Certified Interpretive Guide, which allowed me to better understand and explain our natural resources to other users. I have carried a Wilderness First Responder certification since 2009 and still enjoy teaching others skills so they, too, can enjoy their time in nature.

Questions about river designation or the York River Wild and Scenic Study can be directed to: [Judy Spiller](#), Chair, York River Study Committee or [Paul Dest](#), Vice-Chair, York River Study Committee

Questions about the town's appointment process or this application can be directed to: Diana Janetos

BELOW IS FOR TOWN OFFICE USE ONLY

Received Date: 4 / 11 / 2023 Received By: Dawn Ineum

Interview Date: / / Appointment Date: / /

TOWN OF South Berwick APPLICATION FOR MEMBERSHIP

York River Partnership Wild and Scenic Stewardship Committee

PLEASE FILL OUT AND RETURN TO THE TOWN MANAGER'S OFFICE

By mailing it to: STAFF NAME & MAILING ADDRESS or emailing it to: STAFF NAME & EMAIL ADDRESS

Applications are due by

The York River was designated as a Partnership Wild and Scenic River by an act of Congress in December of 2022. The law names the York River Stewardship Committee as the local implementor and partner for coordination with the National Park Service Partnership Wild and Scenic Rivers Program. The Stewardship Committee will be formed with voting members appointed by the four watershed towns (York, Eliot, Kittery, and South Berwick). Information on the composition and duties of the Stewardship Committee may be found in the [York River Watershed Stewardship Plan](#) available on www.yorkrivermaine.org.

Name: Karl Honkonen

Date: 02/08/2023

Physical Address: 238 Witchtrot Road, South Berwick, ME 03908

Mailing Address: same

Telephone: 339-788-1150

Email: khonkonen@comcast.net

1. Why do you wish to serve?

I would like to see York River watershed natural and cultural resources managed in a sustainable manner that encourages user interaction over the long term.

2. Describe interests, skills, or expertise you would provide. (A good candidate for the York River Stewardship Committee will have a broad interest and some level of knowledge, expertise and/or inquisitiveness about the ecology and habitats, historic resources, recreation and commercial uses, cultural importance, water quality, and/or ecosystem services of the York River and its watershed.)

I will bring decades of resource management experience at the local, state, and federal level to help achieve the stewardship goals of the watershed.

3. Describe connections to the community, including service on relevant committees, that you have in the towns and/or region that could be helpful in implementing the [York River Watershed Stewardship Plan](#).

Previous committee experience: South Berwick Conservation Commission- member, Mt. Agamenticus Steering Committee- town rep., Boy Scouts of America Troop 338- Assistant Scoutmaster, White Pine Programs- Board Member

4. Though not necessary, please submit any supporting materials to elaborate on the types of skills and expertise you would bring to the Stewardship Committee or describe below.

Federal resume attached.

Questions about river designation or the York River Wild and Scenic Study can be directed to: [Judy Spiller](#), Chair, York River Study Committee or [Paul Dest](#), Vice-Chair, York River Study Committee

Questions about the town's appointment process or this application can be directed to: **TOWN STAFF INFO**

BELOW IS FOR TOWN OFFICE USE ONLY

Received Date: 3 / 27 / 2023 Received By: Dan Urean
Interview Date: ____ / ____ / ____ Appointment Date: ____ / ____ / ____

Karl Warren Honkonen

238 Witchtrot Road

South Berwick, ME 03908

Mobile: (339)788-1150

Email: khonkonen@comcast.net

Job Type: Permanent, Temporary, Term, Detail and Telework

Work Experience:**USDA Forest Service**

Green Mountain and Finger Lakes National Forest

PO Box 220

Rutland, VT 05702

10/2022 - Present

Hours per week: 40

Series: 0401 **Pay Plan:** GS **Grade:** 13

Ecosystem Services Staff Officer (90-day detail)

Duties, Accomplishments and Related Skills:

Areas of responsibility include Vegetation Management, Fish & Wildlife, Hydrology, Plants, Soil, GIS, and Fire. Serves as a member of the Forest Leadership Team providing advice and support to the Forest Supervisor, District Rangers, and other Team members in the development of functional programs including formulation of local policies and objectives, the coordination between activities, and the establishment of program priorities for the Forest.

Key Accomplishments:

- Provided leadership, coordination, direction, inventory planning, and budgetary oversight for natural resource program areas.
- Coordinated staff priorities with District Rangers and other Staff Officers to ensure natural resource program goals and objectives are thoroughly understood.
- Monitored staff performance to ensure resource program goals and objectives are successfully achieved.

Supervisor: John Sinclair (443-286-8838)

Okay to contact this Supervisor: Yes

USDA Forest Service

Eastern Region/State and Private Forestry
Durham Field Office
271 Mast Road
Durham, NH 03824

03/2014 - Present

Hours per week: 40

Series: 0460 **Pay Plan:** GS **Grade:** 12

Forest Watershed Specialist**Duties, Accomplishments and Related Skills:**

Provides technical assistance and leadership to develop collaborative resource management strategies addressing forest, soil, land, water, wildlife habitat, and recreation concerns in seven states (Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, and New York). Strategies include developing and implementing policies and standards to support forestry Best Management Practices, silvicultural prescriptions, source water protection, municipal watershed management, Green Infrastructure, and Forest Stewardship plans.

Key Accomplishments:

- Developed collaborative relationships with federal, state, tribal, municipal, and non-profit interests to accomplish forestry projects that protect and enhance water quality and quantity. Identified common interests of all parties in negotiations and project development.
- Coordinated US Forest Service involvement in international Great Lakes Restoration Initiative projects between the US and Canada. Developed a five-year Lake Action Management Plan for Lake Ontario to improve water quality. Monitored 22 grant-funded projects from start to finish.
- Evaluated Landscape Scale Restoration proposals and then monitored +/- 27 grants/year to full and successful completion.
- Built innovative water quality partnerships with researchers in universities, government, private forestry, and water supply industries. Ongoing partnerships include:
 1. Northeast/Mid-Atlantic Source Water Partnership (13 states)
 2. Lake Ontario Partnership Working Group (US & Canada)
 3. Saco Watershed Collaborative (NH, ME)
 4. Salmon Falls Watershed Collaborative (NH, ME)

5. Connecticut Source Water Collaborative (CT)
 6. Forest Ecosystem Monitoring Collaborative (VT, NH, NY, MA, CT, RI)
 7. Long Island Sound Study (NY, CT)
 8. New England Watershed Managers (VT, NH, ME, NY, MA, CT, RI)
 9. MassConn Sustainable Forest Partnership (MA, CT)
 10. Mystic Watershed Urban Federal Partnership (MA)
 11. Lake Champlain Basin Program (VT, NY)
 12. Southeast New England Program (MA, RI)
- Emergency Response Qualifications:
 1. Wildland Firefighter (FFT1/ICT5), Intermediate Faller (FAL2), Resource Advisor (READ/REAF), Heavy Equipment Boss (HEQB), and Interagency Resource Representative (IARR) dispatched to wildfire assignments in CA, WY, VA, ID, NM, and MT. 126 days rigorous wildland fire experience.
 2. Emergency Services Function Lead (ESFL) responding to Hurricanes (Harvey, Maria, Dorian) and all-hazard incidents (COVID-19 vaccination centers in NY and RI, post-fire flood mitigation in NM).
 - Created an environment in which diversity is valued. Represent the Durham Field Office on the Region 9 Civil Rights Committee and am a designated Change Champion for current Stand Up for Each Other efforts.
 - Developed a strategy for the Region 9 Environmental Analysis and Decision Making (EADM) program to streamline the Planning, Appeals and Litigation process across all units.

Supervisor: Connie Carpenter (603-809-8666)

Okay to contact this Supervisor: Yes

USDA Forest Service

Eastern Region/State and Private Forestry

St. Paul Field Office

1992 Folwell Ave.

St. Paul, MN 55108

09/2021– 01/2022

Hours per week: 40

Series: 0401 **Pay Plan:** GS **Grade:** 12

Natural Resources Specialist (Great Lakes Restoration Initiative (GLRI) Coordinator) (120-day detail)

Duties, Accomplishments and Related Skills:

Serves as a liaison with Great Lakes partners and stakeholders, helping to formulate program policies and guidance, developing materials that communicate the intent

and importance of the program, and assisting with the development and management of federal financial assistance and accomplishment tracking and reporting tools.

Key Accomplishments:

- Broaden public, other agency, and Congressional understanding of and appreciation for the role forests and trees play in protecting water quality in the Great Lakes region, and the Forest Service role in delivering this value.
- Develop and manage GLRI multi-program Request for Applications release, outreach, review & notification.
- Ensure federal requirements are being met by GLRI grantees and facilitate dialogue about issues, concerns, and opportunities.
- Work with Regional Office GLRI lead on program budget, Interagency Agreement development, administration, and reporting.

Supervisor: Sunny Lucas (651-649-5180)

Okay to contact this Supervisor: Yes

USDA Forest Service

Lincoln National Forest
Smokey Bear Ranger District
901 Mechem Road
Ruidoso, NM 88345

10/2020 – 02/2021

Hours per week: 40

Series: 0340 **Pay Plan:** GS **Grade:** 13

District Ranger (120-day detail)

Duties, Accomplishments and Related Skills:

Serves as the District Ranger with responsibility for the management of the resources, goods, and services of the District. Directly responsible for the development, production, conservation, and utilization of the natural resources of forests and associated lands of the District; and the inventory, planning, evaluation, and management of each forest resource including timber, soil, land, water, wildlife and fish habitat, minerals, forage, wilderness and visual areas, and outdoor recreation. Provides Unit managerial leadership in all areas of employee and public safety. Provides leadership and supervision of the District's prescribed burn program and serves as the lead Agency decision maker for wildfire suppression or other incidents.

Key Accomplishments:

Supervise District staff in Recreation, Wildlife, Grazing and Fire. Major program areas include:

- Ski Apache alpine ski area permit management with the Mescalero Apache tribe. This seasonal operation was complicated by ongoing visitor restrictions due to the COVID-19 pandemic.
- Supervise and support staff projects in the FY21 Program of Work as well as new recreation projects funded by the Great American Outdoors Act.
- Confirm Annual Operating Instructions for 45 grazing allotments on the District.
- Manage wildlife and highly complex prescribed fire projects while considering multiple Threatened & Endangered species including the Mexican Spotted Owl.
- Coordinated District response for the National Environmental Policy Act (NEPA) objection process for the Hale Lake Travel Management Project, designating multiple use road and trail restrictions.

Supervisor: Travis Moseley (575-434-7306)

Okay to contact this Supervisor: Yes

USDA Forest Service

Watershed, Fish, Wildlife, Air and Rare Plants Program

1400 Independence Ave, SW.

Washington, DC 20250

10/2019-12/2019

Hours per week: 40

Series: 1315 **Pay Plan:** GS **Grade:** 13

Hydrologist (60-day detail)

Duties, Accomplishments and Related Skills:

Serves as the National Watershed Program Leader in Washington, DC. Developed an initial draft of an implementation strategy for the Water Source Protection provision of the 2018 Farm Bill. This draft strategy involved networking and engagement with other key staff areas, including Forest and Range Management, Ecosystem Management Coordination, Engineering, and the National Partnership Office.

Key Accomplishments:

- Engaged with internal and external partners to form a preliminary strategy for water source protection on National Forest System land as well as adjacent watersheds.
- Facilitate National hydrology accomplishment reporting. FY19 accomplishments reviewed and reported in the databases of record.
- Participate in National program conference calls with Regional watershed improvement, hydrology, and soil staff.

Supervisor: Chris Carlson (202-503-6756)

Okay to contact this Supervisor: Yes

USDA Forest Service

Eastern Region/State and Private Forestry

Durham Field Office

271 Mast Road

Durham, NH 03824

05/2017 - 08/2017

Hours per week: 40

Series: 1315 **Pay Plan:** GS **Grade:** 13

Forest Management Group Leader (120-day detail)

Duties, Accomplishments and Related Skills:

Provides leadership, direction, administration, and technical assistance in Cooperative Forestry activities within six New England States and New York. Supervised Field Office personnel who administer, plan, and implement cooperative forestry programs designed to monitor, protect, and report on forest management activities. Encouraged open communications among all employees. Effectively edited complex reports and materials. Monitored political and economic trends that impacted Cooperative Forestry priorities.

Key Accomplishments:

- Supervised staff in the Forest Stewardship, Urban and Community Forestry, Tree Improvement, Watershed Management and Resource Conservation and Development programs. Treated all staff with dignity and respect and handled interpersonal problems tactfully.
- Managed operating budgets and applications to support landscape scale restoration projects.
- Developed and maintained interagency and multi-organization projects using Cooperative Forestry authorities.
- Identified short and long-term goals and objectives for the Forest Management Group that were consistent with the Northeast Area Five-Year Strategic Plan.

Supervisor: Connie Carpenter (603-868-7694)

Okay to contact this Supervisor: Yes

Federal Emergency Management Agency

99 High Street

Boston, MA 02110

05/2013 - 10/2013

Hours per week: 40

Environmental Specialist

Duties, Accomplishments and Related Skills:

As a member of Federal Emergency Management Agency (FEMA) Region 1 Environmental and Historic Preservation (EHP) branch, provided subject matter expertise to internal and external stakeholders on environmental laws, executive orders, regulations, and policies, including, among others: Endangered Species Act, National Historic Preservation Act, Clean Water Act, and Executive Orders 11988 (Floodplains), 11990 (Wetlands), and 12898 (Environmental Justice). Daily job duties range from basic to advanced level environmental and historic preservation compliance reviews as well as the determination and preparation of National Environmental Policy Act (NEPA) related documents [e.g., Record of Environmental Compliance (REC), Environmental Assessment (EA), Finding of No Significance (FONSI), and Environmental Impact Statement (EIS)] to ensure federal compliance for FEMA funded activities.

Key Accomplishments:

- Coordinated environmental reviews in Maine, New Hampshire, Massachusetts, and Rhode Island.
- serve as a technical specialist, providing advice and assistance to FEMA programs, state, Tribal, local governments, and eligible private non-profit entities for development, execution, and monitoring of EHP requirements.
- technical project monitoring and evaluations, and analyzing a wide range of environmental, floodplain, historic preservation, scientific, technical, management, engineering, socio-economic, and legal issues for all FEMA's programs.

Supervisor: Lynne Starnes (505-238-5445)

Okay to contact this Supervisor: Yes

Enso Engineering

PO Box 1041

Portsmouth, NH 03802

10/2012 - 04/2013

Hours per week: 60

Forensics Specialist

Duties, Accomplishments and Related Skills:

Conducted flood/storm damage assessments for properties affected by Superstorm Sandy across the New England region. Inspected commercial and residential properties to determine scope and cause of loss and developed conceptual repair plans.

Key accomplishments:

- Scheduled site visits with insured parties and surveyed the site to determine losses and causes. Anticipated customer needs.
- Compiled reports including comprehensive photographic inventories and site maps within seven days of site visit.
- Identified cost-effective new technologies to improve forensic data collection and reporting systems.

Supervisor: Paul Serrano (603-781-7688)

Okay to contact this Supervisor: Yes

American Community School

Portsmouth Road
Cobham, United Kingdom

08/2010 - 06/2011

Hours per week: 20

Substitute Teacher

Duties, Accomplishments and Related Skills:

Taught a variety of subjects in Lower, Middle, and High School levels as needed. Subjects include math, science, and social studies.

Supervisor: Fran Bidwell (+44 1932 867251)

Okay to contact this Supervisor: Yes

University of New England

11 Hills Beach Road
Biddeford, ME 04005

08/2009 - 12/2009

Hours per week: 20

Adjunct Professor

Duties, Accomplishments and Related Skills:

Taught "Introduction to Environmental Issues" which discussed air, water, and land pollution, climate change, population growth, urban issues, human health, biodiversity, ecology, and sustainability.

Supervisor: Owen Grumbling (207-602-2245)

Okay to contact this Supervisor: Yes

Marshwood High School

260 Dow Highway

South Berwick, ME 03908

08/2008 - 06/2009

Hours per week: 40

Science Teacher

Duties, Accomplishments and Related Skills:

Taught Conceptual Physics (freshmen), College Preparatory and Honors Chemistry (sophomores), and Environmental Science (seniors). Served as class advisor to 11 Juniors.

Supervisor: Paul Mehlhorn (207-384-4500)

Okay to contact this Supervisor: Yes

Berwick Academy

31 Academy Street

South Berwick, ME 03908

09/2007 - 06/2008

Hours per week: 40

Teaching Intern

Duties, Accomplishments and Related Skills:

Taught 7th grade Science, 8th grade pre-Algebra, 5th grade Science and 5th grade Social Studies classes.

Supervisor: Ruth Rioux (207-384-2164)

Okay to contact this Supervisor: Yes

Weston and Sampson Engineers, Inc.

5 Centennial Drive

Peabody, MA 01960

07/2005 - 07/2007

Hours per week: 40

Project Manager

Duties, Accomplishments and Related Skills:

Developed and implemented solutions for a wide range of environmental projects, particularly municipal and private water supply projects in Massachusetts. Successfully contributed to Business Development activities for the Water Group.

Key accomplishments:

- Prepared state and federal permits including Wetlands, Water Quality Certifications and Endangered Species Act impacts for a variety of water supply projects.
- Prepared Resource Management Plans, Non-Point Source Pollution Evaluations, Stormwater Management Plans and Dam Safety inspections.
- Built a shared vision for the Company's future in Smart Growth and Green Infrastructure strategies.

Supervisor: Blake Martin (1-800-726-7766)

Okay to contact this Supervisor: Yes

Commonwealth of Massachusetts, Executive Office of Environmental Affairs

100 Cambridge Street
Suite 900
Boston, MA 02114

01/2003 - 07/2005

Hours per week: 40

Director of Water Policy

Duties, Accomplishments and Related Skills:

Supplied policy direction on all issues related to water resources protection including water quality, quantity, and wastewater disposal. Worked independently to advance these priorities with state agencies, with members of the Massachusetts Water Resources Authority (MWRA) Board of Directors, the Massachusetts Water Resources Commission (serving as Executive Director) and with municipal officials.

Key accomplishments:

- Developed the first wetlands banking program to reclaim abandoned cranberry bogs and to promote no net loss of wetlands via development in the Taunton River Watershed.
- Coordinated stakeholder input creating an agreement between landowners and water suppliers which protects 100,000 acres surrounding the Quabbin and Wachusett Reservoirs in central Massachusetts.
- Coordinated the interagency review of water supply development projects including Reading, MA municipal water supply and Massachusetts' first water desalination plant in Dighton, MA.

- Coordinated stakeholder input leading to the completion of the first comprehensive Water Policy in Massachusetts.

Contact: Vandana Rao (617-626-1248)

Okay to contact: Yes

Commonwealth of Massachusetts, Executive Office of Environmental Affairs

100 Cambridge Street

Suite 900

Boston, MA 02114

01/2000 - 12/2003

Hours per week: 40

Watershed Manager

Duties, Accomplishments and Related Skills:

Managed all aspects of the Massachusetts Watershed Initiative, a statewide partnership of local communities with state and federal agencies formed to solve today's environmental problems more effectively.

Key accomplishments:

- Coordinated a \$4.5M annual budget to implement priority environmental restoration projects identified by 27 watershed teams.
- Effectively managed a staff of 20 watershed team leaders in offices across the state and five central support staff. Responsible for all recruitment, hiring, training and employee performance evaluations.
- Assisted in the development and implementation of the Community Preservation Act that enhances open space, historic preservation, and affordable housing in 351 Massachusetts municipalities.

Supervisor: Bob O'Connor (617-626-1170)

Okay to contact this Supervisor: Yes

Commonwealth of Massachusetts, Executive Office of Environmental Affairs

100 Cambridge Street

Suite 900

Boston, MA 02114

03/1998 - 12/2000

Hours per week: 40

Buzzards Bay Watershed Team Leader

Duties, Accomplishments and Related Skills:

Coordinated activities of an interdisciplinary team that built strong partnerships between communities, citizens, and government agencies to address environmental problems. This comprehensive approach connected communities by their geographic watershed.

Key accomplishments:

- Helped secure the permanent protection of 209 acres of wooded trails, open field, and rocky shoreline, creating Nasketucket State Reservation in Mattapoisett, MA.
- Worked with farmers and other constituents to improve water quality due to non-point source pollution, especially for mitigating the impacts of pathogens on shellfish beds and swimming beaches.
- Utilizing organizational, project coordination and communication skills, worked effectively with a broad range of people to achieve short and long-term environmental objectives.

Supervisor: Bob O'Connor (617-626-1170)

Okay to contact this Supervisor: Yes

Massachusetts Department of Environmental Management

251 Causeway Street

Suite 600

Boston, MA 02114

03/1985 - 03/1998

Hours per week: 40

Chief, Bureau of Interpretive Services

Duties, Accomplishments and Related Skills:

Managed a statewide educational program in the Massachusetts State Forests and Parks. Responsible for recruitment, hiring, training, and supervising a staff of 87 Park Interpreters and Visitor Services Staff.

Key Accomplishments:

- Created innovative brochures, exhibits, trails, and audio-visual productions designed to enhance visitor understanding and appreciation of park resources.
- Formed and sustained relationships with volunteer Park Advisory Groups and "Friends of the Parks" non-profit organizations.
- Developed award-winning educational exhibits at parks and the New England Spring Flower Show.

Supervisor: Todd Frederick (207-251-3718)

Okay to contact this Supervisor: Yes

Education:

University of New England Biddeford, ME

Master's Degree- Teaching Methodologies

University of New Hampshire Durham, NH

Bachelor's Degree- Environmental Conservation/Forestry Option

Job Related Training:

Aquatic Organism Passage at Road-Stream Crossings 2022

Conservation Finance 2022

Managing By Network: Partnership and Community Collaboration Academy 2019

ArcGIS Online for Wildland Fire Management 2018

Northeast Silviculture Institute 2018

NEPA Line Officer Training 2018

Eastern Province Middle Leader Program 2018

Basic & Advanced Erosion & Sediment Control 2018

Large Wood Structures for Aquatic Ecosystem Restoration and Management 2017

ATV and Trailing 2017

Basic First Aid and CPR 2017

Congressional Briefing 2016

Monitoring Federal Grants and Cooperative Agreements 2015

Facets of Leadership 2015

Social Media Skills and Strategy 2015

Water Quality Best Management Practices 2014

Affiliations:

White Pine Education Programs, York, ME- former Board Member [White Pine Programs](#)

Maine Woodland Owners – Member [Maine Woodland Owners](#)

Society of American Foresters - Maine Chapter Executive Committee [Maine Division – New England Society of American Foresters \(nesaf.org\)](#)

References:

Name	Employer	Title	Phone	Email
Kira Jacobs (*)	USEPA REGION 1 - New England	Source Water Protection Program	617- 918- 1817	jacobs.kira@epa.gov
Robert Clark (*)	US Forest Service	Forest Management Group Leader (retired former Supervisor)	603- 397- 2243	ne4ster@gmail.com
Bob Harrington	The Nature Conservancy	Contractor	406- 544- 6045	rah6759@gmail.com
Ted Hebert			207- 252- 2182	hebertt@comcast.net

(*) professional reference

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	NB #2
Agenda Item: Spirit of America Foundation Tribute winner	
Department Head Recommendation:	
<p>Town Council is asked to pick the local person, project, or group to receive the 2023 South Berwick Spirit of America Foundation Tribute for outstanding community service using your own criteria and to honor the recipient at a town meeting.</p> <p>A submission for the community's pick must be submitted before June 30th.</p> <p>Spirit of America information was sent via email to all Town Councilor's on 12/11/2022 and 4/16/2023. Visit the website for more information. https://spirame.org</p>	
Town Manager's Recommendation	
Make a motion to appoint a recipient of the award on 6/13/2023.	
Requested Action	
Council wishes	
Vote	

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: April 25, 2023	NB #4
Agenda Item: Affinity LED Lighting	
Department Head Recommendation:	
<p>*The Community Center and Library interior lighting fixtures will be upgraded with new higher efficiency, cost-saving Intelligent lighting.</p> <p>*Cost savings per year are approximately \$11,500, the new annual payment would be \$10,500, (at a 5.5% Interest Rate) No Increased costs to the annual budgets.</p> <p>*Return on investment by the end of year 6, and a \$47,000 savings by year 10.</p> <p>*These lights have a Warranty for 7 years.</p> <p>*These lights have a 20 to 30+ year lifespan.</p> <p>*At year 20 the Return on investment will be a savings of approximately \$160,000.</p>	
Town Manager's Recommendation	
Allow Town Manager to sign contract and move forward with this cost savings lighting project.	
Requested Action	
Allow the Town Manager to sign the contract with Affinity Lighting for the lighting project, and Municipal Leasing Consultants for the financing.	
Vote	

Project Highlights

Updated to
Include Library

Product Summary

	<u>Total Fixtures</u>	<u>Smart Fixtures</u>	<u>CLIQ IQ</u>
Community Center	232	201	87%
Library	169	30	18%
Totals	401	231	58%

Project Financial Summary

	<u>Project Cost</u>	<u>Estimated Incentive Award</u>	<u>Project Net</u>	<u>Estimated Annual Savings</u>	<u>Simple Payback (Yrs)</u>
Community Center	\$62,568	\$16,655	\$45,913	(\$7,422)	6.19
Library	\$22,378	\$181	\$22,197	(\$4,113)	5.40
Totals	\$84,946	\$16,836	\$68,110	(\$11,535)	5.90

Project Energy Profile

	<u>Annual kWh Reduction</u>	<u>Reduction %</u>	<u>kWh Reduction Due to CLIQ</u>	<u>CLIQ Reduction %</u>	<u>Annual CO2 Reduction (tons)</u>
Community Center	-48,012.48	-83%	-9099.86	19%	-39.37
Library	-14583.96	-65%	-933.96	6%	-11.96
Totals	-62596.44	-74%	-10,033.82	13%	-51.33

Below we compare the project investment with the estimated savings from our comprehensive energy & costing model.

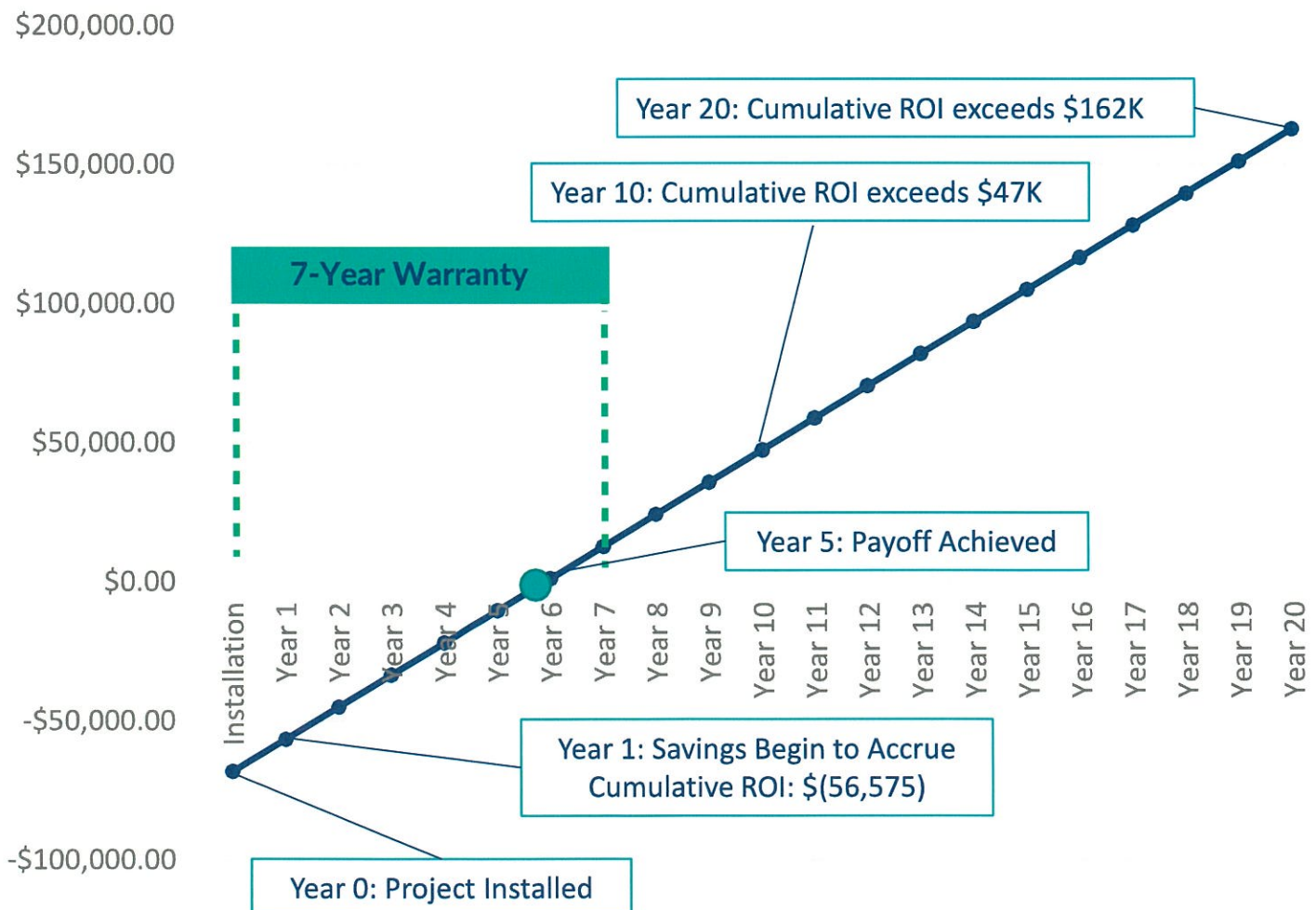
Here's what is represented:

- Actual CMP billing rates
- Hours of occupancy based on past projects
- Savings due to high-end trim, occupancy sensors and daylight harvesting

Here's what is **NOT** represented:

- Maintenance savings (no more ballast replacements or ladder time!)
- Energy savings due to manual dimming
- Energy costs will go up – therefore so will your savings!

Based on the current assumptions, **we expect the project will return more than \$100K over the life of the LED fixtures!**



TOWN COUNCIL
Agenda Information Sheet

Meeting Date: April 25, 2023	NB #5
Agenda Item: P Gagnon Oil Tank Quote	
Department Head Recommendation:	
<p>We had a meeting with P Gagnon's head of Maintenance, Mike regarding the Oil tanks, and the tanks are worse than first thought, and are currently leaking.</p> <p>It is highly recommended that we change out the oil tanks at the same time as the boilers, since it will be much more expensive to do it later, and have to work around the new boilers, especially if they break open and have a big oil spill.</p>	
Town Manager's Recommendation	
<p>Allow the Town Manager to sign the contract and move forward with replacing the oil tanks at the same time the boilers are replaced.</p>	
Requested Action	
<p>Authorize the Town Manager to sign the contract and move forward with replacing the oil tanks when the boilers are replaced.</p>	
Vote	

Municipal Building-Town S.B.
180 Main St.
So. Berwick, Me. 03908

December 20, 2022

Account # 65202
(207) 384-3007
jjanelle@sbmaine.us

P Gagnon & Son, Inc. is pleased to submit this proposal to install a
(Three) Granby (205201) 330 Gallon Steel Vertical Oil Storage Tank

All the work will be done by licensed technicians to manufacture, state, and federal codes.

- 1 Pump the good oil from the old oil tank into a holding tank
- 2 Remove all of the components of the old oil tank and dispose of it
- 3 *Install the new oil tank in the same location on 12 inch tall legs with flanges*
- 4 Install a new vent alarm and gauge onto the new oil tank
- 5 *Install a new 1 1/4" black iron pipe for the fill and vent ports on the new oil tank out to the fill location through the existing holes in the house*
- 6 Install a new fill adapter and fill cap outside on the new oil tanks fill pipe
- 7 Install a new vent cap outside onto the new vent alarm gauges pipe
- 8 Install a new complete oil filter and firomatic shut-off to the new oil tank
- 9 *Install a coated oil line from the heating system over to the new oil tank*
- 10 Pump the good oil from the holding tank into the new oil tank
- 11 Bleed the air from the oil line and restart the system

This quote which includes material and labor is \$10,490.90

Tank Size Is: 72 Inch Long, 27 Inch Wide, And 44 Inch Tall. Tank Weights 290 lbs

Permit cost will be determined at a later date and will be billed out separately

This quote is only good for 30 days and will expire on Thursday, January 19, 2023

Account # 65202

Municipal Building-Town S.B.

December 20, 2022

(Three) Granby (205201) 330 Gallon Steel Vertical Oil Storage Tank

Total Contract Price: \$10,490.90

Down Payment:* \$5,245.45

Balance Due: \$5,245.45

PAYMENTS TERMS

*** Down payment to be 1/2 of contract price. Balance due on completion.**

WARRANTY: In addition to any additional warranties agreed to by the parties, the contractor warrants that the work will be free from faulty materials, constructed per the standards of the building code applicable for this location and constructed in a skillful manner, fit for habitation. The warranty rights are remedies set forth in the Maine Uniform Commercial Code apply to this contract.

RESOLUTION OF DISPUTES: If a dispute arises concerning the provisions of this contract or the performance by the parties, then the parties agree to settle this dispute by jointly paying for one of the following (check only one):

* Binding arbitration as regulated by the Maine Uniform Arbitration Act, with the parties agreeing to accept as final the arbitrator's decision.

* Nonbonding arbitration, with the parties free to not accept the arbitrator's decision and to seek satisfaction through other means, including a lawsuit.

* Mediation, with the parties agreeing to enter good faith negotiations through a neutral mediator to attempt to resolve their differences.

CHANGE ORDERS: Any alteration or deviation from the above contractual specifications that involve extra cost will be executed only upon the parties entering into a written change order.

ACCEPTANCE OF CONTRACT BY BOTH PARTIES:

Signature: _____
(Homeowner of Lessee)

Date _____

Signature: _____
(Authorized P. Gagnon & Son Rep.)

Date _____

Mike Place

Equipment Sales

(207)-252-0424

mplace@pgagnon.com

Heating Oils * Propane Gas * Heating Systems * Sales * Service