



TOWN OF SOUTH BERWICK  
BOARD/COMMITTEE APPLICATION

Committee desired: Planning

PERSONAL INFORMATION

Name: Lindsay Quinn

Date: 9/21/23

Address: 68 Shaw Rd

email: lindsayquinn531@gmail.com

Sanford, ME

Telephone: (home) 774-212-2735 (work) \_\_\_\_\_

(cell) \_\_\_\_\_

BUSINESS/EDUCATIONAL BACKGROUND

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

Haworth Builders - 2016 - present - Controller

Quinn Services - 2021 - present - owner

NorSouth Management - 2016 - 2021 - Bookkeeper

~~City of Sanford Budget Committee 2022~~

Grit Fitness - Owner

MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE

(In South Berwick or elsewhere)

Board/Committee

Appointment Date

Term Expiration

Budget Committee -  
City of Sanford

2022

2022

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

- mixed use zoning
- bringing more business to town

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

- Construction experience - reading plans

COMMITMENT LEVEL

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

yes

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

3

Applicant's signature



# Memorandum

To: Board of Assessors

From: Verna E. Sharpe, Assessing Agent

Date: October 5, 2023

Re: FY2024 Abatements & Supplementals for St. Pierre & Hay Team

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The attached abatements and supplementals serve to correct errors that have persisted for many years due to a mapping error.

Map/lots 011-029 & 011-030 were mapped at incorrect locations with incorrect acreage, and consequently had the incorrect houses assessed to them. Mr. St. Pierre provided me with a copy of the plan delineating the following 3 lots: 011-029, 011-030 and 011-030-A. This 3<sup>rd</sup> lot (011-030-A) was not taxed separately and should be. I am submitting abatement requests for 011-029 & 011-030 and supplementals for those same lots as well as 011-030-A.

Please see the attached summary, tax map before corrections, the deed plot which delineates the 3 lots, and the property record cards before and after the corrections.



# Town of South Berwick

ASSESSING DEPARTMENT  
180 MAIN STREET  
SOUTH BERWICK, MAINE 03908  
TEL. 207-384-3010

## ABATEMENT RECOMMENDATION

Owner/s: St. Pierre, Dennis SR  
Mailing Address: 233 Portland St.  
South Berwick, ME 03908  
Abatement # 2024-4-A  
Location: 233 Portland Street  
Map/Lot: 011-029  
Account #: 874  
Tax Year: April 1, 2023  
Tax Rate: \$13.96  
Fiscal Year: 2024  
Circumstances:

Acreage and building assessed to the owner and map/lot were incorrect for many years due to a mapping error. Abating this bill entirely will allow for a supplemental bill that has the correct acreage and buildings.

Assessed Value: \$269,400  
Adjusted Value: \$ 0  
Value Abated: \$269,400  
Taxes Abated: \$3760.82

Assessing Agent Recommendation: GRANT DENY

Board of Assessors: GRANT DENY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_



# Town of South Berwick

ASSESSING DEPARTMENT  
180 MAIN STREET  
SOUTH BERWICK, MAINE 03908  
TEL. 207-384-3010

## ABATEMENT RECOMMENDATION

Owner/s: The Hay Team LLC  
Mailing Address: 231 Portland St.  
South Berwick, ME 03908  
Abatement # 2024-5-A  
Location: 231 Portland Street  
Map/Lot: 011-030  
Account #: 875  
Tax Year: April 1, 2023  
Tax Rate: \$13.96  
Fiscal Year: 2024  
Circumstances:

Acreage and building assessed to the owner and map/lot were incorrect for many years due to a mapping error. Abating this bill entirely will allow for a supplemental bill that has the correct acreage and buildings. Additionally, this lot was split prior to 4/1/2023. The split lot 011-030-A will be assessed to the correct owner after this abatement is processed.

Assessed Value: \$457,300  
Adjusted Value: \$ 0  
Value Abated: \$457,300  
Taxes Abated: \$6383.91

Assessing Agent Recommendation: GRANT DENY

Board of Assessors: GRANT DENY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

# Supplemental Tax Bill Memorandum

To: Board of Assessors

From: Verna E. Sharpe, Assessing Agent

Date: September 1, 2023

Re: FY2024 Supplemental Tax Bill #2024-3-S

Account #: 874

Map/Lot: 011-029

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The attached Supplemental Warrant and Certificate corrects the billing of the property to the incorrect owner.

✓ This goes with Abatement # \_\_\_\_\_.

36 M.R.S.A., Sections 713, 713-A, 713-B

GREETING:

~~(e) \* by virtue of Title 36, M.R.S.A., Section 713-B, as a penalty imposed under Section 581 or Section 1112 of Title 36.~~

- *Strike the inapplicable provisions.*

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Assessor (s) of  
South Berwick

## 36 M.R.S.A., Sections 713, 713-A, 713-B

(a) The foregoing list of estates and assessments thereon, recorded in page 1 to 535 of this book, was invalid or void or was omitted from our original invoice and valuation and list of assessments of said 8<sup>th</sup> day of August, 2023 and are made by virtue of Title 36, M.R.S.A., Section 713-B, as amended.

Given under our hands this \_\_\_\_\_ day of  
2023.

Assessor (s) of  
South Berwick

St. Pierre, Dennis SR  
233 Portland St.  
South Berwick, ME 03908

Property Taxes:	\$5364.83
Assessed Value:	\$384,300

Note: - Assessors, paste this in your Valuation Book after the last item assessed in your Supplementary Assessment.

# **Supplemental Tax Bill Memorandum**

To: Board of Assessors

From: Verna E. Sharpe, Assessing Agent

Date: September 1, 2023

Re: FY2024 Supplemental Tax Bill #2024-4-S

Account #: 875

Map/Lot: 011-030

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The attached Supplemental Warrant and Certificate corrects the billing of the property to the incorrect owner.

✓  
This goes with Abatement # \_\_\_\_\_.



**SUPPLEMENTAL TAX WARRANT**  
36 M.R.S.A., Sections 713, 713-A, 713-B

County of YORK, ss. To Tim Pellerin, Tax Collector of the municipality of SOUTH BERWICK, within said County of YORK.

**GREETING:**

Hereby are committed to you a true list of the assessments of estates of the persons hereinafter named. You are hereby directed to levy and collect of each of the several persons named in said lists his respective proportion, therein set down, of the sum of One-thousand twenty-four dollars and sixty-six cents, it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated August 8, 2023 are extended thereto; and we do hereby certify that the list of assessments of estates of the persons named in said list is a supplemental assessment laid: (a) by virtue of Title 36, M.R.S.A., Section 713, as amended, and that the estates and assessments thereon as set forth in said list were invalid or void or were omitted from the original list committed unto you under our warrant dated August 8, 2023.  
~~(b) \*by virtue of Title 36, M.R.S.A., Section 713-A, due to an erroneous foreclosure; or~~  
~~(c) \*by virtue of Title 36, M.R.S.A., Section 713-B, as a penalty imposed under Section 581 or Section 1112 of Title 36.~~

- *Strike the inapplicable provisions.*

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor (s) of  
South Berwick

**SUPPLEMENTAL TAX CERTIFICATE**  
36 M.R.S.A., Sections 713, 713-A, 713-B

We, the undersigned, Assessors of the Municipality of SOUTH BERWICK, hereby certify that:

(a) The foregoing list of estates and assessments thereon, recorded in page 1 to 535 of this book, was invalid or void or was omitted from our original invoice and valuation and list of assessments of said 8<sup>th</sup> day of August, 2023 and are made by virtue of Title 36, M.R.S.A., Section 713-B, as amended.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor (s) of  
South Berwick

Acct #875, Map 011, lot 030

The Hay Team LLC  
233 Portland St.  
South Berwick, ME 03908

Property Taxes: \$1024.66  
Assessed Value: \$73,400

Note: - Assessors, paste this in your Valuation Book after the last item assessed in your Supplementary Assessment.

# **Supplemental Tax Bill Memorandum**

To: Board of Assessors

From: Verna E. Sharpe, Assessing Agent

Date: September 1, 2023

Re: FY2024 Supplemental Tax Bill #2024-5-S

Account #: 3184

Map/Lot: 011-030-A

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The attached Supplemental Warrant and Certificate corrects the billing of the property to the incorrect owner.

\_\_\_\_ This goes with Abatement # \_\_\_\_\_.

**SUPPLEMENTAL TAX WARRANT**

36 M.R.S.A., Sections 713, 713-A, 713-B

County of YORK, ss. To Tim Pellerin, Tax Collector of the municipality of SOUTH BERWICK, within said County of YORK.

**GREETING:**

Hereby are committed to you a true list of the assessments of estates of the persons hereinafter named. You are hereby directed to levy and collect of each of the several persons named in said lists his respective proportion, therein set down, of the sum of Three-thousand seven-hundred sixty dollars and 82 cents, it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated August 8, 2023 are extended thereto; and we do hereby certify that the list of assessments of estates of the persons named in said list is a supplemental assessment laid:

(a) by virtue of Title 36, M.R.S.A., Section 713, as amended, and that the estates and assessments thereon as set forth in said list were invalid or void or were omitted from the original list committed unto you under our warrant dated August 8, 2023.  
~~(b) \*by virtue of Title 36, M.R.S.A., Section 713-A, due to an erroneous foreclosure; or~~  
~~(c) \*by virtue of Title 36, M.R.S.A., Section 713-B, as a penalty imposed under Section 581 or Section 1112 of Title 36.~~

- *Strike the inapplicable provisions.*

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

\_\_\_\_\_  
Assessor (s) of  
South Berwick

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUPPLEMENTAL TAX CERTIFICATE**

36 M.R.S.A., Sections 713, 713-A, 713-B

We, the undersigned, Assessors of the Municipality of SOUTH BERWICK, hereby certify that:

(a) The foregoing list of estates and assessments thereon, recorded in page 1 to 535 of this book, was invalid or void or was omitted from our original invoice and valuation and list of assessments of said 8<sup>th</sup> day of August, 2023 and are made by virtue of Title 36, M.R.S.A., Section 713-B, as amended.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

\_\_\_\_\_  
Assessor (s) of  
South Berwick

\_\_\_\_\_

\_\_\_\_\_

Acct #3184, Map 011, lot 030-A

St. Pierre, Dennis JR  
231 Portland St.  
South Berwick, ME 03908

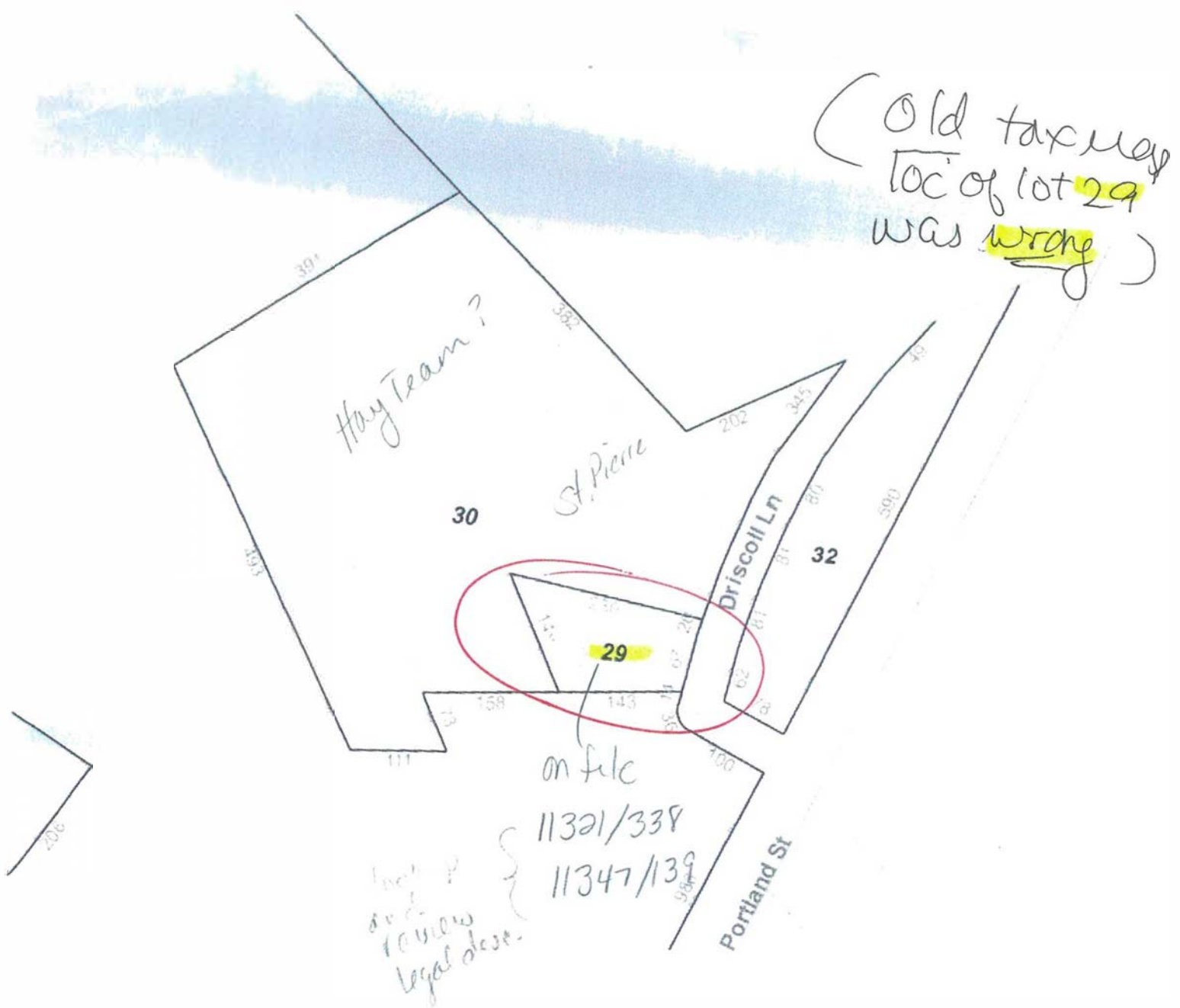
Property Taxes:       \$3760.82  
Assessed Value:       \$269,400

Note: - Assessors, paste this in your Valuation Book after the last item assessed in your Supplementary Assessment.

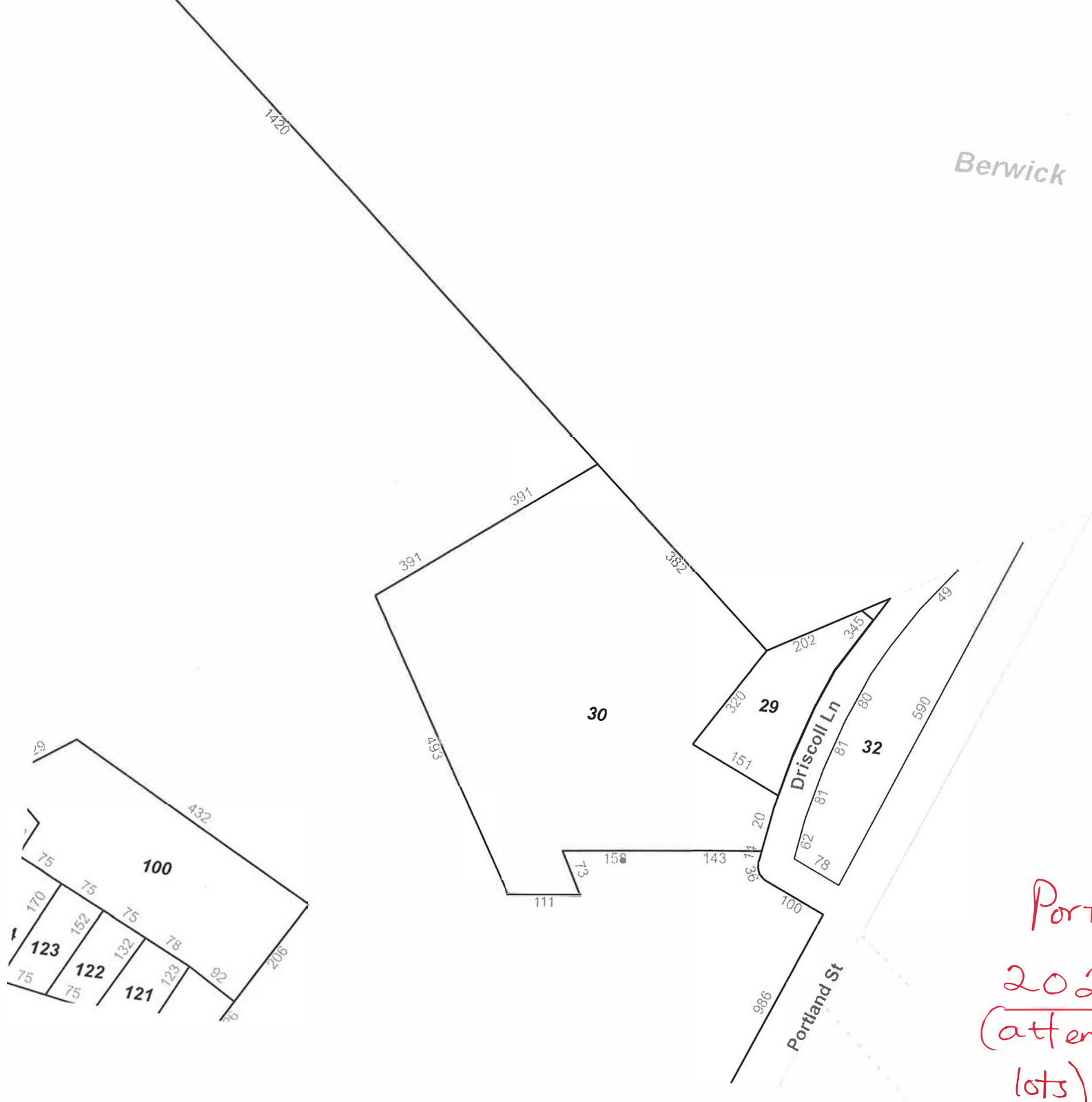
St. Pierre

Map/lot	ABATEMENTS			SUPPLEMENTAL BILLS		
	#	Abated Value	Taxes	#	New Value	Taxes
011-029	2024-4-A	\$ 269,400	\$ 3,760.82	2024-3-S	\$ 384,300	\$ 5,364.83
011-030	2024-5-A	\$ 457,300	\$ 6,383.91	2024-4-S	\$ 73,400	\$ 1,024.66
011-030-A				2024-5-S	\$ 269,400	\$ 3,760.82
			\$ 10,144.73			\$ 10,150.32

Difference: + 5.58



Tax Map 11A Lot 29  
(2021 and prior)





1/24/2002

11321/338

HayTeam → W+D St. Pierre  
SR or JR?  
Does not specify

1/31/2002

11347/139

W+D St. Pierre → HayTeam LLC  
(remaining land)

8/4/2021

18758/568

HayTeam → D. St. Pierre JR  
+ D St. Pierre SR.

18731/376  
HayTeam → D. St. Pierre  
SR.

bk 11321 pg 338 Berwick & So. Berwick Hay Team/St. Pierre

12/23/2021

Scale: 1 inch= 287 feet

File: 11a-30.ndp

Tract 1: 22.7095 Acres, Closure: n87.4242w 34.06 ft. (1/208), Perimeter=7092 ft.

01 n73.1637w 375  
02 n46.2237w 300  
03 s36.2839w 183.51  
04 s38.4133e 296.17  
05 s73.1637e 383.54  
06 s47.5639w 80  
07 s40.0652w 134.45  
08 n49.5308w 84.71  
09 s38.2041w 319.56  
10 s59.1251e 150.52  
11 s6.0730w 91.04  
12 n83.4252w 82.42  
13 n86.5337w 82.42  
14 n26.3307w 518.94  
15 n59.0834e 246.94  
16 n38.4133w 302.01  
17 n38.4847w 100.7

18 n41.0427w 140.25  
19 n37.4103w 123.39  
20 n39.0255w 147.46  
21 n35.5408w 104.29  
22 n39.1200w 126.26  
23 n35.2932w 100.57  
24 n37.4826w 253.97  
25 n59.5041e 546.15  
26 n66.1510e 75  
27 n55.3228e 100  
28 s25.5837e 72.97  
29 s25.5837e 770  
30 s40.0708e 800

# Prior to correction

South Berwick 2024

Valuation Report

08/31/2023

Name: ST. PIERRE, DENNIS SR

Page 1

Account: 874 Card: 1 of 1 Map/Lot: 011-029-000-000  
Location: 231 PORTLAND STREET

Neighborhood 35 XG - Traf Good 35

## Sale Data

Zoning/Use R1 RESIDENTIAL VILLAGE  
Topography  
Utilities All Public  
Street Paved

Sale Date 01/21/2002  
Sale Price 0  
Sale Type  
Financing  
Verified  
Validity Validity

Reference 1 S1300R

Reference 2

Tran/Land/Bldg 101 1 11

X Coord

Y Coord

Exemption(s)

Land Schedule

35

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
0.40	Acres-Homesite (Fract)	131,700	126,177	100%		126,177
Total Acres 0.40						126,177

Land Total

## Dwelling Description

## Replacement Cost New

Dwelling Description				Replacement Cost New	
RANCH	One Story	936 Sqft	Grade C 100	Base	153,850
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
					0
Foundation	Concrete	Basement	Full Bmt	Basement	11,232
Fin. Basement Area	749 Sqft, Grade C	Basement Gar	None	Fin Bsmt	12,359
Heating	100% FWA	Cooling	0%	Heat	2,808
Rooms	6				
Bedrooms	3	Add Fixtures	1		
Baths	2	Half Baths	0	Plumbing	8,800
Attic	Field12			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Full			Insulation	94
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total			
1960	0	Field5	Field7	Above Average	Field8	189,143			
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %			
None		None		73%	100%	100%			
						Value(Rcnld)			
						138,074			
Outbuildings/Additions/Improvements				Percent Good		Value			
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld
Wood Deck	1960	120	C 100	1,588	Avq+	73%	100%	100%	1,159
Frame Shed	1960	720	C 100	8,338	Avq.	67%	60%	100%	3,352
Frame Shed	1960	192	D 100	1,601	Avq.	67%	60%	100%	644
936 SFLA		147.51 =	\$/SFLA (4)			Outbuilding Total			5,155
Accpt Land		126,200		Accepted Bldg		143,200		Total	269,400



South Berwick 2024

Name: ST. PIERRE, DENNIS SR

Account: 874

Valuation Report

08/31/2023

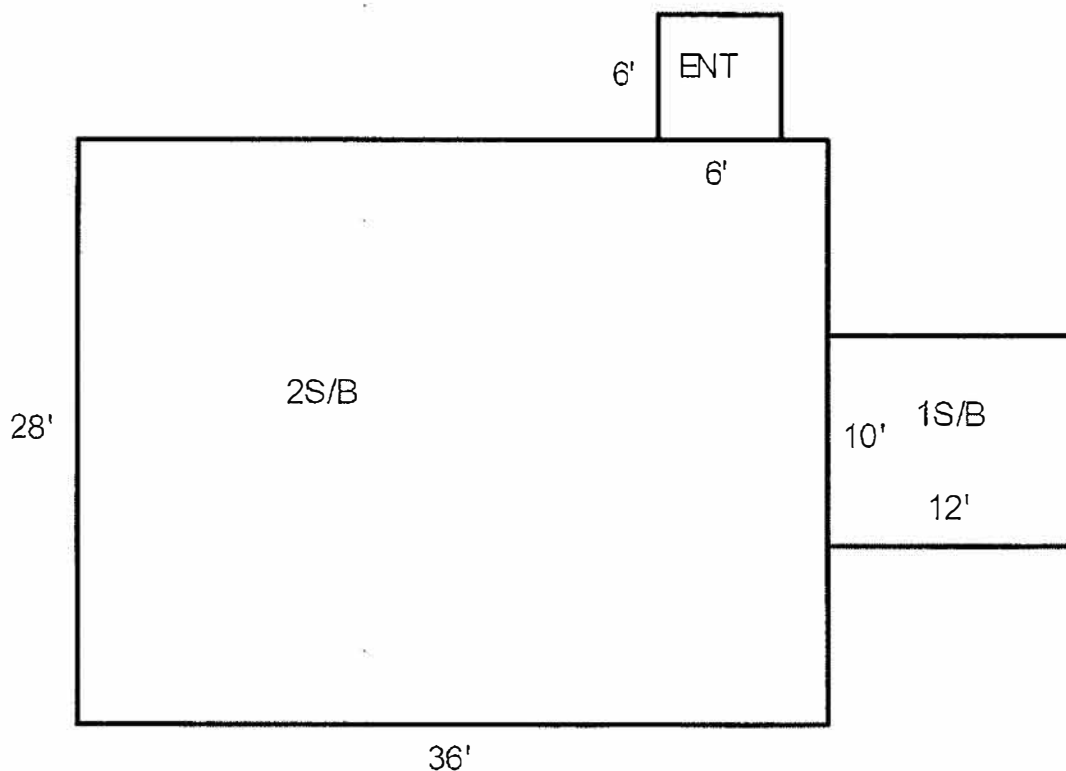
Page 2

Map/Lot:

011-029-000-000

Location:

231 PORTLAND STREET



South Berwick

## Valuation Report

(After)

08/31/2023

Name: ST. PIERRE, DENNIS SR

Page 1

Account: 874 Card: 1 of 1

Map/Lot:

011-029-000-000

Location:

233 PORTLAND STREET

Neighborhood 35 XG - Traf Good 35

## Sale Data

Zoning/Use R1 RESIDENTIAL VILLAGE  
 Topography  
 Utilities All Public  
 Street Paved

Sale Date 01/21/2002  
 Sale Price 0  
 Sale Type  
 Financing  
 Verified  
 Validity Validity

011-029

Reference 1 S1300R

Reference 2

Tran/Land/Bldg 101 1 11

X Coord

Y Coord

Exemption(s) 11 0 0

Land Schedule 35

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
0.77	Acres-Homesite (Fract)	131,700	134,718	100%		134,718
Total Acres 0.77						134,718

## Dwelling Description

## Replacement Cost New

COL - GARR	Two Story	1,008 Sqft	Grade C 110	Base	285,279
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
					0
Foundation	Concrete	Basement	Full Bmt	Basement	13,306
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% FHW	Cooling	0%	Heat	6,653
Rooms	5				
Bedrooms	3	Add Fixtures	1		
Baths	2	Half Baths	1	Plumbing	14,520
Attic	Field12			Attic	0
FirePlaces	1			Fireplace	4,400
Insulation	Full			Insulation	222
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total			
2000	0	Field5	Field7	Average	Field8	324,380			
Functional Obsolescence									
Economic Obsolescence									
None		None		Phys. %	Func. %	Econ. %			
				84%	97%	100%			
Value(Rcnld)						264,305			
Outbuildings/Additions/Improvements									
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
BSMT ENTRY.....	2000	36	C 110	654	Avq.	84%	100%	100%	549
1 STORY / BSMNT	2000	120	C 110	12,011	Avq.	84%	97%	100%	9,786
2,136 SFLA		128.32 = \$/SFLA (4)				Outbuilding Total			10,335.
Acpt Land		134,700	Accepted Bldg		274,600	Total		409,300	

(HE) - 25,000

384,300

South Berwick

Name: ST. PIERRE, DENNIS SR.

**Valuation Report**

08/31/2023

Page 2

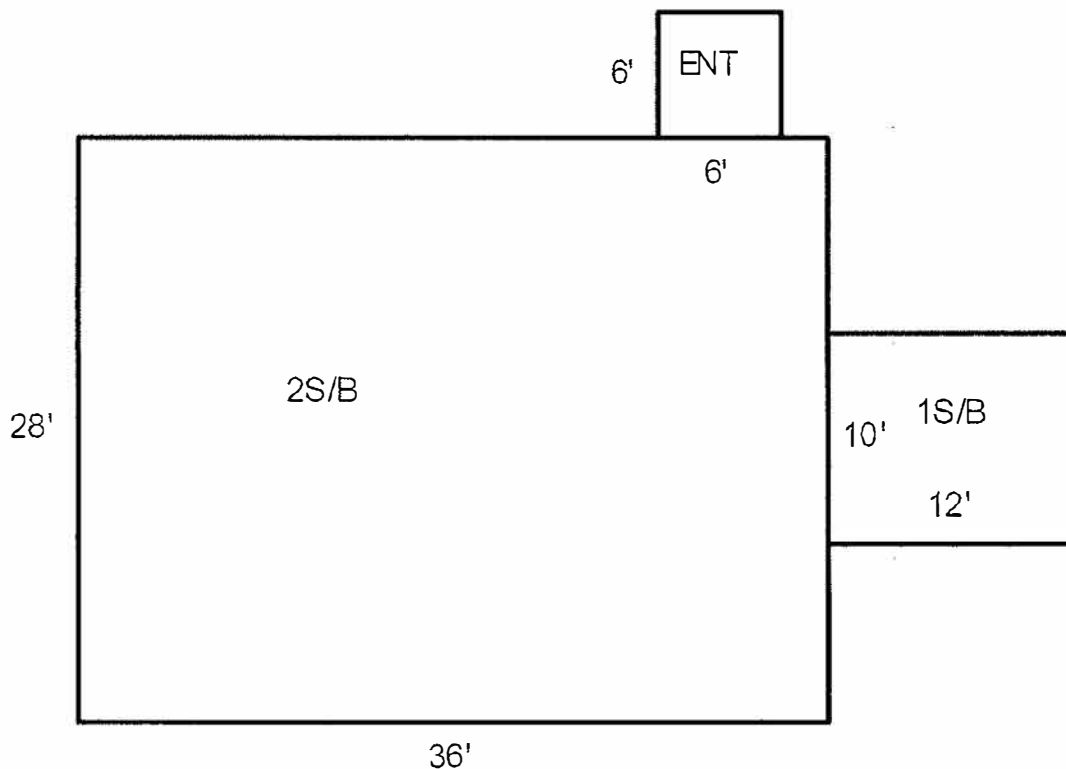
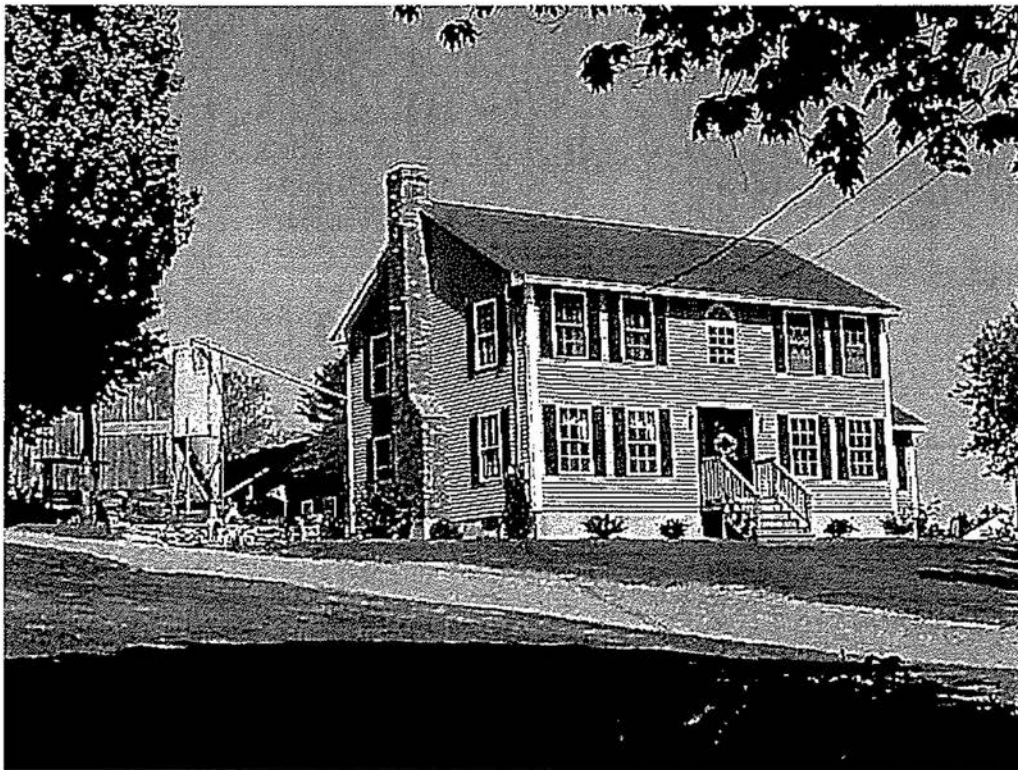
Map/Lot:

011-029-000-000

Account: 874

Location:

233 PORTLAND STREET



# Prior To Correction

South Berwick 2024  
Name: THE HAY TEAM LLC

## Valuation Report

08/31/2023

Page 1

011-030-000-000

Account: 875 Card: 1 of 1 Map/Lot: Location: 233 PORTLAND STREET

Neighborhood 35 XG - Traf Good 35

Zoning/Use R1 RESIDENTIAL VILLAGE  
Topography  
Utilities All Public  
Street Paved

**Sale Data**  
Sale Date 06/08/2001  
Sale Price 85,000  
Sale Type  
Financing  
Verified  
Validity Validity

Reference 1 S1310R

Reference 2

Tran/Land/Bldg 101 1 11

X Coord Y Coord

Exemption(s) 11 0 0 Land Schedule 35

### Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
1.00	Acres-Homesite (Fract)	131,700	138,285	100%		138,285
3.60	Acres-Rear Land 1-10	3,880.00	14,666	100%		14,666
Total Acres 4.60					Land Total	152,951

### Dwelling Description

Dwelling Description				Replacement Cost New	
COL - GARR	Two Story	1,008 Sqft	Grade C 110	Base	285,279
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
					0
Foundation	Concrete	Basement	Full Bmt	Basement	13,306
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% FHW	Cooling	0%	Heat	6,653
Rooms	5				
Bedrooms	3	Add Fixtures	1		
Baths	2	Half Baths	1	Plumbing	14,520
Attic	Field12			Attic	0
FirePlaces	1			Fireplace	4,400
Insulation	Full			Insulation	222
Unfin. Living Area	NONE			Unfinished	0

### Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
2000	0	Field5	Field7	Average	Field8	324,380
<b>Functional Obsolescence</b>		<b>Economic Obsolescence</b>		<b>Phys. %</b>	<b>Func. %</b>	<b>Econ. %</b>
None		None		84%	97%	100%
						264,305

### Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
BSMT ENTRY.....	2000	36	C 110	654	Avq.	84%	100%	100%	549
1 STORY / BSMNT	2000	120	C 110	12,011	Avq.	84%	97%	100%	9,786
1.50 ST BARN....	1947	323	D 100	8,917	Avq-	60%	85%	100%	4,548
1.50 ST BARN....	1947	132	D 100	4,365	Avq-	60%	85%	100%	2,226
1 ST BARN.....	1947	675	D 100	12,127	Avq-	60%	50%	100%	3,638
1 ST BARN.....	1947	1485	D 100	25,634	Avq-	60%	50%	100%	7,690
1 ST BARN.....	1947	560	D 100	10,210	Avq-	60%	50%	100%	3,063
1 ST BARN.....	1947	4416	D 100	74,509	Avq-	60%	75%	100%	33,529
2,136 SFLA		128.32 = \$/SFLA (4)							65,029

Acpt Land

153,000

Accepted Bldg

329,300

Total

482,300

South Berwick 2024  
Name: THE HAY TEAM LLC

**Valuation Report**

08/31/2023

Page 2

Account: 875

Map/Lot:

011-030-000-000

Location:

233 PORTLAND STREET





South Berwick

## Valuation Report

After

09/01/2023

Name: THE HAY TEAM LLC

Page 1

Map/Lot:

011-030-000-000

Account: 875

Card: 1 of 1

Location:

PORTLAND STREET

Neighborhood 35 XG - Traf Good 35

## Sale Data

Zoning/Use R1 RESIDENTIAL VILLAGE  
 Topography  
 Utilities All Public  
 Street Paved

Sale Date 06/08/2001  
 Sale Price 85,000  
 Sale Type  
 Financing  
 Verified  
 Validity Validity

Reference 1 S1310R

Reference 2

Tran/Land/Bldg 106 1 98

X Coord

Y Coord

Exemption(s) Land Schedule 35

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
4.60	Acres-Rear Land 1-10	3,880.00	18,740	100%		18,740
Total Acres 4.60					Land Total	18,740

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Percent Good			Value Rcnld
						Phy	Func	Econ	
1.50 ST BARN....	1947	323	D 100	8,917	Avg-	60%	85%	100%	4,548
1.50 ST BARN....	1947	132	D 100	4,365	Avg-	60%	85%	100%	2,226
1 ST BARN.....	1947	675	D 100	12,127	Avg-	60%	50%	100%	3,638
1 ST BARN.....	1947	1485	D 100	25,634	Avg-	60%	50%	100%	7,690
1 ST BARN.....	1947	560	D 100	10,210	Avg-	60%	50%	100%	3,063
1 ST BARN.....	1947	4416	D 100	74,509	Avg-	60%	75%	100%	33,529
Outbuilding Total									54,694

Acpt Land

18,700

Accepted Bldg

54,700

Total

73,400

South Berwick  
Name: THE HAY TEAM LLC

## Valuation Report

09/01/2023

Page 2

Account: 875

Map/Lot:

011-030-000-000

Location:

PORTLAND STREET



South Berwick

## Valuation Report

New  
lot

08/31/2023

Name: ST. PIERRE DENNIS JR

Page 1

Account: 3184

Card: 1 of 1

Map/Lot:

011-030-A

Location:

231 PORTLAND ST

Neighborhood 35 XG - Traf Good 35

## Sale Data

Zoning/Use R1 RESIDENTIAL VILLAGE  
 Topography  
 Utilities All Public  
 Street Paved

Sale Date 07/30/2021  
 Sale Price 0  
 Sale Type Land & Buildings  
 Financing  
 Verified Public Record  
 Validity Related Parties

Reference 1

Reference 2

Tran/Land/Bldg 101 1 11

X Coord

Y Coord

Exemption(s)

Land Schedule

35

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
0.40	Acres-Homesite (Fract)	131,700	126,177	100%		126,177
Total Acres 0.40						126,177

Land Total

## Dwelling Description

## Replacement Cost New

Dwelling Description				Replacement Cost New	
RANCH	One Story	936 Sqft	Grade C 100	Base	153,850
Exterior	VINYL	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete	Basement	Full Bmt	Basement	11,232
Fin. Basement Area	749 Sqft, Grade C	Basement Gar	None	Fin Bsmt	12,359
Heating	100% FWA	Cooling	0% None	Heat	2,808
Rooms	6				
Bedrooms	3	Add Fixtures	1		
Baths	2	Half Baths	0	Plumbing	8,800
Attic	Field12			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Full			Insulation	94
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total			
1960	0	Field5	Field7	Above Average	Field8	189,143			
Functional Obsolescence									
Economic Obsolescence									
Phys. %									
Func. %									
Econ. %									
Value(Rcnld)									
None						138,074			
Outbuildings/Additions/Improvements									
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Wood Deck	1960	120	C 100	1,588	Avq+	73%	100%	100%	1,159
Frame Shed	1960	720	C 100	8,338	Avq.	67%	60%	100%	3,352
Frame Shed	1960	192	D 100	1,601	Avq.	67%	60%	100%	644
936 SFLA		147.51	= \$/SFLA (4)			Outbuilding Total			5,155
Acpt Land		126,200		Accepted Bldg		143,200		Total	269,400



South Berwick  
Name: ST. PIERRE DENNIS JR

Valuation Report

08/31/2023

Page 2

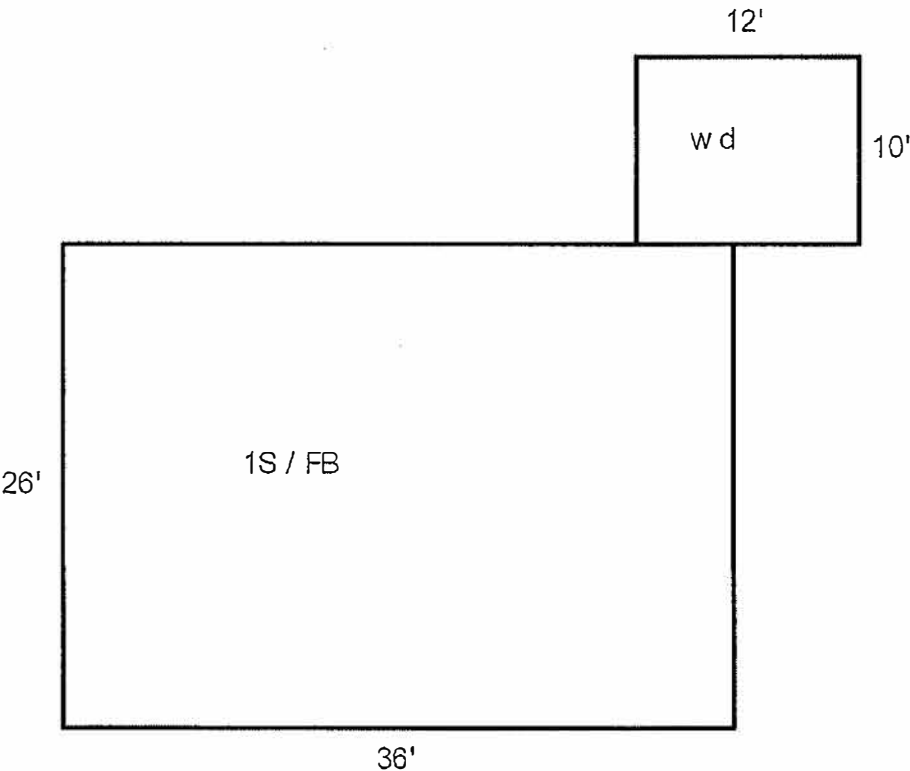
011-030-A

Account: 3184

Map/Lot:

Location:

231 PORTLAND ST



AS OF DATE	TOTAL VALUE OF ABATEMENTS	TOTAL TAXES ABATED	TOTAL VALUE OF SUPPLEMENTAL BILLS	TOTAL TAXES BILLED VIA SUPPLEMENTAL	NET TAXES
10/5/2023 \$	2,006,800 \$	22,334.74 \$	1,813,900 \$	25,322.04 \$	2,987.30

## FY2024 Abatement Suppl Activity.xlsx

[illegible]

## FY2024 Abatement Suppl Activity.xlsx

[illegible]

**South Berwick Town Council  
Public Hearing  
General Assistance Ordinance Appendices  
September 26, 2023**

Chair Mallory Cook opened the hearing at 6:30pm. Councilors present included Jeffrey Minihan, John James, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

The purpose of the hearing was to receive public comment on the annual updates to the General Assistance Ordinance appendices and housing maximums for the upcoming year.

No one present or on zoom wished to comment.

The hearing was closed at 6:32pm.

Attest:

Barbara Bennett, CCM

Draft

**South Berwick Town Council  
Public Hearing  
Assessor's Lot Merger Policy  
September 26, 2023**

Chair Mallory Cook opened the hearing at 6:35pm. Councilors present included Jeffrey Minihan, John James, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

The purpose of the hearing was to receive public comment on the proposed changes to Chapter A142, Assessor's Lot Merger Policy. The changes would only allow lot mergers for planning purposes. Requests for a lot merger would have to go through Planning for approval.

No one present or on zoom wished to comment.

The hearing was closed at 6:37pm.

Attest:

Barbara Bennett, CCM

Draft

**South Berwick  
Town Council Meeting  
September 26, 2023**

Chair Mallory Cook called the meeting to order at 6:38pm. Councilors present included John James, Jeffrey Minihan, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

**Approval of Minutes**

1. Town Council 09-12-23: On a motion by Mrs. Cook, seconded by Ms. Cyr, it was unanimously voted to adopt the minutes as written.
2. Public Hearing 09-19-23: On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to adopt the minutes as written.

**Treasurer's Warrant**

1. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the warrant dated September 20, 2023, in the amount of \$340,859.20.

**Reports & Presentations**

1. Jeff Preble of Wright Pierce gave the Council an overview of the proposed Downtown Revitalization & Action Plan. Key issues to be addressed include funding opportunities, preserving the historic character of downtown, pedestrian safety, ADA accessibility, downtown parking, and building facades.
2. The Manager gave a brief overview of the status of several road projects. Park St and Winding Brook Ln are complete for a total of \$144,000. One mile of mill & fill on Boyd's Corner Rd will be about \$116,000. To Shim and overlay Railroad Ave and Front St will be \$45,000. To shim & overlay Demers Ln will be \$22,000.
3. Mr. Pellerin informed the Council that after the last heavy rainstorm, multiple places in the town hall were found wet. The main lobby has crumbling plaster at the bottom of the entry doors and a new leak in the ceiling above the doors. The front entrance and Code Office both have water leaks. The Clerk & Finance Offices both have leaks. And the water-stained tile in the auditorium is getting worse and has a black substance growing around it.

**Public Comment**

None.

**Unfinished Business**

1. The Council discussed the pending appointments to the Planning Board.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to appoint Aaron Rouse to the regular voting member seat on the Planning Board with a term to expire June 30, 2026.

Mrs. Cook made a motion to appoint Elizabeth Ware to the Planning Board with a term to expire June 30, 2024. Mr. Minihan seconded the motion. Motion failed unanimously.

2. Mrs. Cook made note that the Council has received about 70 comments on the proposed traffic changes. Survey results indicate that over 80% of residents consider traffic a significant issue. It has been suggested that a temporary light be installed as a trial. Mrs. Cook explained that for more accurate results and cost savings, the MDOT does not use temporary lights, it uses software simulations. Sebago Technics did run a simulation during its process and the MDOT will accept that data. Also, we have been unable to keep traffic officers and our Police Department is too busy to take on that task. We have been able to secure funding for most of the \$520,000 project cost; our share would be about \$52,000. This would have no impact on property taxes. Mrs. Cook also noted that this project is about more than just traffic lights. It's about vehicle and pedestrian safety.

-Cliff Cleary, Spillane's Hill, commented that he is in favor of moving forward, but is concerned with the loss of any downtown parking for businesses.

-Tiffany Roberts, State Rep & resident, commended the Council on its work. She offered her assistance as a liaison with the MDOT.

-David Bradley, Emery's Bridge Rd, stated that after conducting his own informal survey, which was a 50/50 split for lights, he has changed his mind and hopes that "lights may bring some civility back to downtown.

Each Councilor expressed their desire to move forward and must keep in mind what is best for the future of the whole town. Councilor Costella expressed some concerns about moving too fast and stated that she believed there should be more discussion.

On a motion by Mr. Minihan, seconded by Mrs. Cook, it was voted 4-1 (Mrs. Costella opposed) to authorize the Town Manager to proceed with the Route 236/Downtown Traffic Signals and Improvements Project Preliminary Design Report, to be funded by SMPDC/KACTS; and to accept the funding amount of up to \$520,000; and to commit to a 10% match from the Town in an amount up to \$52,000 to be funded out of the Punkintown TIF.

### **New Business**

1. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the annual updates to the General Assistance Ordinance Appendices A-H and the housing maximums from October 1, 2023, to September 30, 2024.
2. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to approve the renewal of the Stage House Inn's liquor license and special amusement permit.
3. On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to award the Downtown Revitalization Plan contract to Wright Pierce in the amount of \$29,970, funds to be expended from the Punkintown TIF account.
4. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the warrant calling the municipal election for November 7, 2023.

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

-HR: Working on taxes.

-Town Clerk: Have issued almost 2800 transfer stickers. Continue to work on 'how to's' for next clerk. Office will close early on October 5<sup>th</sup> so staff can attend the York County Clerk's Association semi-annual dinner training.

-Code/Planning: Issued 4 building permits, 3 plumbing permits and conducted 16 inspections. Working on lot splits and ordinance amendments for combining I1 & I2 zones.

-Fire: 24 calls/394 YTD. Had live burn training at the red barn. Installing new software that will help track specific issues. Attended an EMA meeting; being more proactive.

-Police: Two officers are in training. Have been conducting wellness exams. Officers will be attending firearms training.

-Library: Has been slow since school started. The new lights are working great. Porch dumping has stopped. Will be starting a Wednesday adult move night program.

-Recreation/Seniors: Thanked the Chief for monitoring of the ball fields. New lights at the Community Center are working great. Fall soccer began with over 240 kids. Work at Powderhouse is progressing so everything will be ready for the season. A new rope must be installed.

-Highway: Still some issues to fix on Pleasant Street. Took down the old salt shed. Ditching and mowing continue. Starting to prep for winter. Will be setting up the new truck for use.

-Economic Development: Working on the downtown revitalization plan, comp plan, and helping with the formation of the downtown alliance. Working with the farmer's market to find a better location. Was able to work with KACTS and MDOT to help secure funding for traffic changes in the downtown area. We will have to pay a small portion of the projected \$520,000 project cost.



-Finance: Working with Firefly Media to finalize the videos of town hall. The audit begins tomorrow. The chimney was relined on Friday. Our Workers' Comp has increased by 27%.  
-Administration: Town Hall has a lot of water leaks causing damage in several areas of the building. Will be getting the air quality tested. Preliminary assessment shows significant problems with lack of maintenance and suggested the old police station be closed off due to mold. Mr. Pellerin also distributed a booklet from Jensen Baird regarding the new law changes that will affect municipalities.

### **Councilor Comments**

1. Mr. Minihan:

-Commented that although attendance is down, the Comp Plan Update Committee is still doing good work.

-Thanked the public and encouraged increased participation in municipal affairs.

2. Ms. Cyr:

-Reminded everyone that it is Marshwood Homecoming

-Made note of available training for shelter volunteers.

-Happy to see that we have increased our public outreach.

3. Mrs. Costella:

-Asked if we could create short surveys on our website or Facebook page. Staff will check into it.

4. Mrs. Cook:

-Made note that moving forward with the new traffic lights will make traffic worse before it gets better. Construction will take time.

### **Adjournment**

On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to adjourn the meeting at 8:02pm.

Attest:

Barbara Bennett, CCM



South Berwick  
9:18 AM

## A / P Warrant

Bank: KENNEBUNK - Operating

10/05/2023  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	47217	50,915.00	09/21/23	21	1132 PORTSMOUTH FORD
P	47218	7,500.00	09/25/23	21	0018 BURKE'S TREE SERVICE LLC
P	47219	1,305.00	09/26/23	21	1285 Somersworth Stove Shop
P	47220	369.68	09/27/23	21	1176 TREASURER STATE OF MAINE
P	47221	30,416.56	09/28/23	21	0132 BUREAU OF MOTOR VEHICLES
P	47222	32,548.81	10/02/23	21	0132 BUREAU OF MOTOR VEHICLES
P	47223	2,355.00	10/03/23	21	1286 CHESTNUT HILL CHIMNEY AND HEARTH
R	47224	4,735.00	10/05/23	21	1265 A MERRIE SWEEPE CHIMNEY SERVICE
R	47225	500.45	10/05/23	21	0042 ADMIRAL FIRE & SAFETY
R	47226	1,740.11	10/05/23	21	0787 ADVANTAGE TRUCK GROUP
R	47227	175.50	10/05/23	21	1288 ALLEGRA
R	47228	2,500.00	10/05/23	21	0002 ALLIED EQUIPMENT LLC
R	47229	185,443.62	10/05/23	21	0813 ANDROSCOGGIN BANK
R	47230	39,199.77	10/05/23	21	0059 ANTHEM BLUE CROSS BLUE SHIELD
R	47231	1,305.92	10/05/23	21	0771 ATLANTIC FUELS
R	47232	7.93	10/05/23	21	0054 BAKER & TAYLOR
R	47233	1,854.50	10/05/23	21	0012 BERNSTEIN, SHUR, SAWYER & NELSON
R	47234	36.70	10/05/23	21	0048 Capital One
R	47235	6,271.45	10/05/23	21	0183 CENTRAL MAINE POWER
R	47236	367.80	10/05/23	21	1158 CINTAS CORP
R	47237	215.17	10/05/23	21	1223 CLAVETTE, DENISE
R	47238	525.80	10/05/23	21	0142 COLONIAL LIFE & ACCIDENT INS.
R	47239	351.61	10/05/23	21	0181 CONSOLIDATED COMMUNICATIONS
R	47240	222.00	10/05/23	21	0535 D.M. BURNS SECURITY INC.
R	47241	197.84	10/05/23	21	1064 DONOVAN SPRING CO, INC.
R	47242	41.92	10/05/23	21	0156 DRAKE, NICOLE
R	47243	1,266.14	10/05/23	21	0109 ELECTION SYSTEMS & SOFTWARE
R	47244	200.00	10/05/23	21	0911 FADDEN CUSTOM PEST SERVICES LLC
R	47245	62.00	10/05/23	21	0164 FASTENER WAREHOUSE
R	47246	3,750.00	10/05/23	21	1280 FIREFLY MEDIA
V	47247	0.00	10/05/23	21	0056 FISHER AUTO PARTS, INC.
R	47248	1,414.87	10/05/23	21	0056 FISHER AUTO PARTS, INC.
R	47249	5,265.75	10/05/23	21	0310 GENERAL CODE PUBLISHERS
R	47250	1,686.75	10/05/23	21	1169 GREAT WORKS INTERNET-GWI
R	47251	103.50	10/05/23	21	0045 GROUP DYNAMIC, INC.
R	47252	1,198.43	10/05/23	21	0387 H.T. BERRY COMPANY, INC.
R	47253	437.36	10/05/23	21	0052 HAMEL, NICHOLAS
R	47254	1,012.53	10/05/23	21	0168 HOME DEPOT CREDIT SVCS
R	47255	233.34	10/05/23	21	0695 Howard P. Fairfield, LLC
R	47256	751.38	10/05/23	21	1291 HSE FIRE SAFETY EQUIPMENT
R	47257	110.00	10/05/23	21	0209 HUSSEY SEPTIC
R	47258	100.00	10/05/23	21	0117 HYGRADE BUSINESS GROUP
R	47259	808.90	10/05/23	21	1245 INGRAM LIBRARY SERVICES
R	47260	75.00	10/05/23	21	0699 JANELLE , JENNIFER
R	47261	1,742.00	10/05/23	21	0046 KOFIE TECHNOLOGIES INC
R	47262	261.66	10/05/23	21	0251 LAWSON PRODUCTS
R	47263	20,489.69	10/05/23	21	0080 LIBBY SCOTT INC.
R	47264	40.00	10/05/23	21	0169 M W GRENIER ENTERPRISES LLC

**A / P Warrant**

South Berwick  
9:18 AM

Bank: KENNEBUNK - Operating

10/05/2023  
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	47265	327.75	10/05/23	21	0179 MAINE DEPARTMENT OF INLAND FISHERIES AND WILD LIFE
R	47266	12,351.75	10/05/23	21	0127 MAINE MUNICIPAL ASSOCIATION
R	47267	85.00	10/05/23	21	0139 MAINE MUNICIPAL ASSOCIATION
R	47268	1,105.00	10/05/23	21	0082 MAINE RESOURCE RECOVERY
R	47269	752,849.08	10/05/23	21	0129 MAINE SAD 35
R	47270	40.00	10/05/23	21	0396 MAINE TOWN & CITY CLERKS ASSOC MTCCA
R	47271	110.00	10/05/23	21	0595 MAINE TREASURER
R	47272	75.00	10/05/23	21	1187 MCCABE, JENI
R	47273	306.57	10/05/23	21	0084 MICK BODYWORKS INC
R	47274	239.92	10/05/23	21	1278 MMEHT
R	47275	104.07	10/05/23	21	0243 MOTOROLA SOLUTIONS
R	47276	385.00	10/05/23	21	1290 NEW ENGLAND FOOLS INC
R	47277	1,195.00	10/05/23	21	1146 NEW ENGLAND VEHICLE OUTFITTERS
R	47278	1,526.59	10/05/23	21	0255 NORTHEAST HYDRAULICS INC
R	47279	76.41	10/05/23	21	0044 OFFICE OF INFORMATION TECH A/P
R	47280	59.69	10/05/23	21	0158 OMNI SERVICES INC.
R	47281	400.00	10/05/23	21	0341 OVERHEAD DOOR COMPANY
R	47282	75.00	10/05/23	21	1071 PELLERIN, TIMOTHY
R	47283	256.50	10/05/23	21	0172 PERMA-LINE CORPORATION
R	47284	1,323.94	10/05/23	21	0089 PIKE INDUSTRIES INC
R	47285	7,800.00	10/05/23	21	1070 PRECISION ROOFING LLC
R	47286	75.00	10/05/23	21	0167 REDIMARKER, JAY
R	47287	200.00	10/05/23	21	1289 ROWAN, PAMELA
R	47288	267.00	10/05/23	21	1287 SNAPOLOGY OF DOVER
R	47289	234.95	10/05/23	21	1182 SNAP-ON
R	47290	78,971.87	10/05/23	21	0203 SOUTH BERWICK WATER DISTRICT
R	47291	60.00	10/05/23	21	0195 SOUTHERN MAINE PLANNING & DEVELOPMENT, INC
R	47292	9,900.00	10/05/23	21	0174 STANTEC ARCHITECTURE INC
R	47293	324.34	10/05/23	21	0936 STAPLES-LIBRARY ACCOUNT
R	47294	634.53	10/05/23	21	0095 STELLAR NETWORKS
R	47295	135.00	10/05/23	21	0397 SULLIVAN TIRE CO.
R	47296	184.84	10/05/23	21	1176 TREASURER STATE OF MAINE
R	47297	34.00	10/05/23	21	0180 Treasurer, State of Maine
R	47298	3,000.00	10/05/23	21	0520 TREASURER, STATE OF MAINE
R	47299	269.60	10/05/23	21	0827 Treasurer, State of Maine DR&Vital Statistics
R	47300	75,852.08	10/05/23	21	0366 US BANK CORPORATE TRUST BOSTON
R	47301	737.82	10/05/23	21	0100 WEX BANK
R	47302	8,470.00	10/05/23	21	0102 YORK AMBULANCE ASSN INC
<b>Total</b>		<b>1,372,155.74</b>			

**Count**

Checks	85
Voids	1

Melissa Costella \_\_\_\_\_

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

Jeff Minihan \_\_\_\_\_

Jessica Cyr \_\_\_\_\_

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

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

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

\_\_\_\_\_  
**TOWN MANAGER** \_\_\_\_\_





# *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: 7/26/2023

RE: Chapter A142, Assessors Lot Merger Policy

On May 17, 2023, the Planning Board received an Amendment to the Chapter A142 Assessors Lot Merger Policy Ordinance. I have attached the letter from Verna Sharpe, Town Assessor here, as well as the court case that accompanied the letter.

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

1. Chapter A142, Assessors Lot Merger Policy

After deliberations about Verna's Letter, and the court case that Verna attached, the Planning Board discussed the process for adopting ordinances. Accordingly, the planning Board conducted a public hearing June 7, 2023 at 7:00pm.. At the conclusion of the public hearing the Planning Board voted to send the proposed changes to the Town Council.

Sincerely,

Greg Zinser, Chair

# Memorandum

To: Planning Board

From: Verna E. Sharpe, Assessing Agent

Date: April 27, 2023

Re: Chapter A142. Assessors Lot Merger Policy

Att: Exhibit A, Maine Supreme Court decision 2019 ME 172  
Exhibit B, Portland Press Herald article, August 2016

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I would like to propose a change to § A142-2 of ordinance known as **Chapter A142. Assessors Lot Merger Policy**, approved by the Board of Assessors in 2005. In light of Maine Supreme Court decision **2019 ME 172 Kenyon C. Bolton III et al<sup>1</sup> v. Town of Scarborough**, I believe change is warranted to avoid or minimize any potential future legal liability on the part of the Town. A copy of the decision is attached as Exhibit A for your review. In summary, the Court found that the so-called “abutting lot program” of merging lots for property tax savings to be unlawfully discriminatory and violated the Taxpayers’ right to equal protection. The Town of Scarborough had been found to be merging lots at owner request, resulting in substantial tax savings for those few owners. This is unconstitutional because the reduced assessments did not reflect just value<sup>2</sup> and the rest of the taxpayers in the Town were burdened by this inequity. The Court remanded back to the Superior Court with the remedy of abating the Taxpayers the difference in the amount they paid and what they would have paid if the merged lots were assessed at just value, plus interest, on multiple years.

There may be circumstances when a lot merger is warranted and should be allowed. These circumstances may include a proposed building that would straddle a property line, or when required setbacks are not met and a lot merger or lot line revision would remedy the deficiency. In these cases, it should be in the Planning Board’s jurisdiction and clearly stated in the Findings of Fact or Notice of Decision. However, I would like to see language that addresses this and encourages a conservative approach. For example, if an owner submits a site plan for review and there is a need to incorporate area from the abutting lot, that a lot line revision may be the preferred option, instead of a lot merger.

---

<sup>1</sup> Also known as “the Taxpayers”, 34 residents who appealed the Town’s practice of merging lots.

<sup>2</sup> Just value is the same as market value.



## Chapter A142. ~~Assessors~~ Lot Merger Policy

### § A142-1 Purpose.

The intent of this policy is to provide the Board of Assessors or ~~the Planning Board~~ with a general rule for the voluntary merger of contiguous parcels and to assure all parcels are being assessed at their just value.

### § A142-2 Voluntary merger of preexisting approved or subdivided lots or parcels.

Any owner of two or more contiguous preexisting approved or subdivided lots or parcels who wishes to merge them ~~for planning for municipal regulation and taxation~~ purposes may do so by applying in writing to ~~the Board of Assessors or the Planning Board~~. Except where such merger would create a violation of then-current ordinances or regulations, all such applications shall be approved, and no public hearing or notice shall be required. The application must be signed by all owners of the property, including mortgagees. The application must be accompanied by ~~a new deed which shall include the legal description for the merged lots~~ and a Certificate of Merger signed by all the owners (including mortgagees) stating that, ~~in consideration of the tax benefits achieved by merging the lots or parcels~~, the owners agree that the merged lots or parcels shall thereafter be considered a single lot for all purposes under the Town's land use ordinances and that the owners waive any rights to divide the merged lot, separately convey any portion of the merged lot or separately develop any portion of the merged lot unless such division, conveyance or development meets all applicable requirements of the Town's land use ordinances at the time it occurs. Upon approval of the merger application by ~~the Board of Assessors or the Planning Board~~, ~~the Board of the Planning Board~~ shall endorse such approval on the Certificate of Merger. The owners shall then record the Certificate of Merger in the registry of deeds and return a copy of the recorded certificate, endorsed with book and page number, ~~to the Board of Assessors or the Planning Board within thirty days of approval~~. The merger shall not be effective until the Certificate of Merger has been recorded. If the merged lots are depicted on a previously recorded plan, no new plan needs ~~to~~ be recorded, ~~provided the Certificate of Merger is recorded~~.

### § A142-3 Discovery of previous combined lots.

Any owner of two or more contiguous preexisting approved or subdivided lots or parcels which were previously merged for taxation purposes but not merged by deed or other instrument recorded in the registry of deeds shall receive written notification by the Board of Assessors or its designee requesting voluntary merger. Such notice shall state that if the owner wishes to keep these lots combined, the owner must comply with the voluntary merger policy of the Town of South Berwick as described above. If no application for a voluntary merger is received, the preexisting approved or subdivided lots or parcels shall be separately assessed at their individual values commencing on the next assessment date.

Deleted: Assessors

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

<b>Meeting Date: 10/10/2023</b>	<b>NB #2</b>
<b>Agenda Item:</b> Fire Fly Media	
<b>Informational:</b>	
<b>Town Manager's Recommendation:</b>	
To accept Fire Fly Media's video, 3D Tour, and pictures, and allow the staff to post to the town's website for residents to review at their leisure.	
<b>Requested Action:</b>	
To accept Fire Fly Media's video, 3D Tour, and pictures, and allow the staff to post to the town's website.	
<b>Vote</b>	



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

<b>Meeting Date: 10/10/2023</b>	<b>NB #3</b>
<b>Agenda Item:</b> Civil Consultants Memorandum	
<b>Informational:</b>	
Civil Consultants was hired in July to preform a review of the exterior concrete and brick conditions of both the Town Hall and Community Center, per the request of our Insurance Carrier.	
<b>Town Manager's Recommendation:</b>	
<b>Requested Action:</b>	
Council to accept the Memorandum from Civil Consultants.	
<b>Vote</b>	

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## CIVIL CONSULTANTS MEMORANDUM

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**TO: Town of South Berwick**

**FROM: Geoffrey R. Aleva, PE –President**

**SUBJECT: South Berwick Town Hall – Exterior Masonry Inspection**

**DATE: OCTOBER 3, 2023**

**PROJECT: EXTERIOR REVIEW – TOWN HALL / COMMUNITY  
CENTER**

This memorandum provides a summary of the visual analysis completed at the exterior of the Town Hall and the masonry entry of the Community Center. The review was requested to determine areas of concern for renovations and for safety.

### **TOWN HALL**

The near 100-year-old Town Hall exterior exhibits signs of deterioration and spalling of the decorative concrete sections along the building. The front entry stairs have been blocked from use due to debris falling from the concrete decorative façade sign piece above the door. The Town provided renovation plans from 1990 that indicated repairs to exterior sections of the building along the third floor windows. The plans detailed window replacement including replacing the concrete sills, many of these areas show deterioration that should have lasted longer than the 30 years.

The attached elevation plans prepared by Civil Consultants indicate the results of the visual inspection and provide potential repair strategies for the restoration of the building. The information presented on the plans As will be described later in this memorandum, a large portion of the work centered on the windows can be completed when they are replaced.

Most of the exterior brick work is in good condition, as areas have been repointed over the years to address observed issues. There are areas of the brick that will need to be addressed with repointing of the mortar beds. This will involve removal of existing mortar and placement of new. These areas are indicated on the attached elevation sheets.

The current issues center around the decay and deterioration of the concrete façade pieces that are showing their age. Moisture intrusion and general aging seem to be causes for the deterioration.

At the windows, many sills exhibit cracks, and several have been patched. Cracks in these sills will allow moisture to enter the building. A temporary repair is to cover the existing cracks with a flexible sealant until more permanent repairs can be completed. These repairs can occur during a window replacement project. When windows are replaced, the entire opening can be inspected. The concrete sills at that time can be replaced or repaired with a more long-term method.



The steel header above the window should also be included in the window replacement project. The steel header should be inspected, cleaned and repainted before a new window is installed. This will increase the longevity of the building.

The concrete decorative façade pieces around the building (Photograph 1) are showing their age from exposure over the years. The attached photograph indicates a typical situation. These areas can be repaired by a competent mason or concrete contractor. The repair method involves removal of all loose concrete, cleaning the exposed steel reinforcing, sealing the reinforcing and application of new



*Photograph 1 – Concrete Banding Deterioration*

concrete surfacing. This new surface can be formed to match the original profile of the concrete. The adjacent areas may need to be cleaned to reveal hidden damage not visible for the on the ground observations.

This repair strategy can also be applied to the large decorative concrete window surrounds as seen in Photograph 2. The damaged concrete will be removed, the area cleaned and repaired. The repair materials can have a similar texture to the existing to blend in with the surrounding location.



*Photograph 2 – Window Concrete Deterioration*



The repair to the main entry detail above main door will require more than a surface repair. The head sign detail has degraded to a condition that a majority of the face needs to be removed and replaced. If desired by the Town the existing detail can be recreated to have the pillars and signage above the door.

The front door decorative concrete surround appears to have had a plaster type of repair (unknown age) that does not match the remainder of the building. It is possible that this coating could be removed to restore the original appearance. A restoration contractor would need to be consulted to address this area further.



Photograph 3

The top band of the building along the roof parapet should be investigated as part of any exterior renovation project. The top side of the parapet was not visible during the inspection from the ground, but no major areas were observed that needed to be repaired. The inspection process will involve reviewing the metal flashing and connection to the masonry.



Photograph 4





The front entry stairs are in need of repair. In order to properly repair this area, the granite slab treads would need to be removed and supports investigated. It appears that most of the existing treads could be reused.



*Photograph 5*

The cost to complete exterior repairs to the building was not part of this project. We can assist the Town and consult with contractors to provide budget costs for repairs.



## **COMMUNITY CENTER**

At the community center water is entering the brick arch entranceway covering and has caused significant damage to the masonry. As a result of the moisture intrusion, significant amounts of efflorescence and scaling is visible due to the water and moisture moving through the masonry.



*Photograph 6*

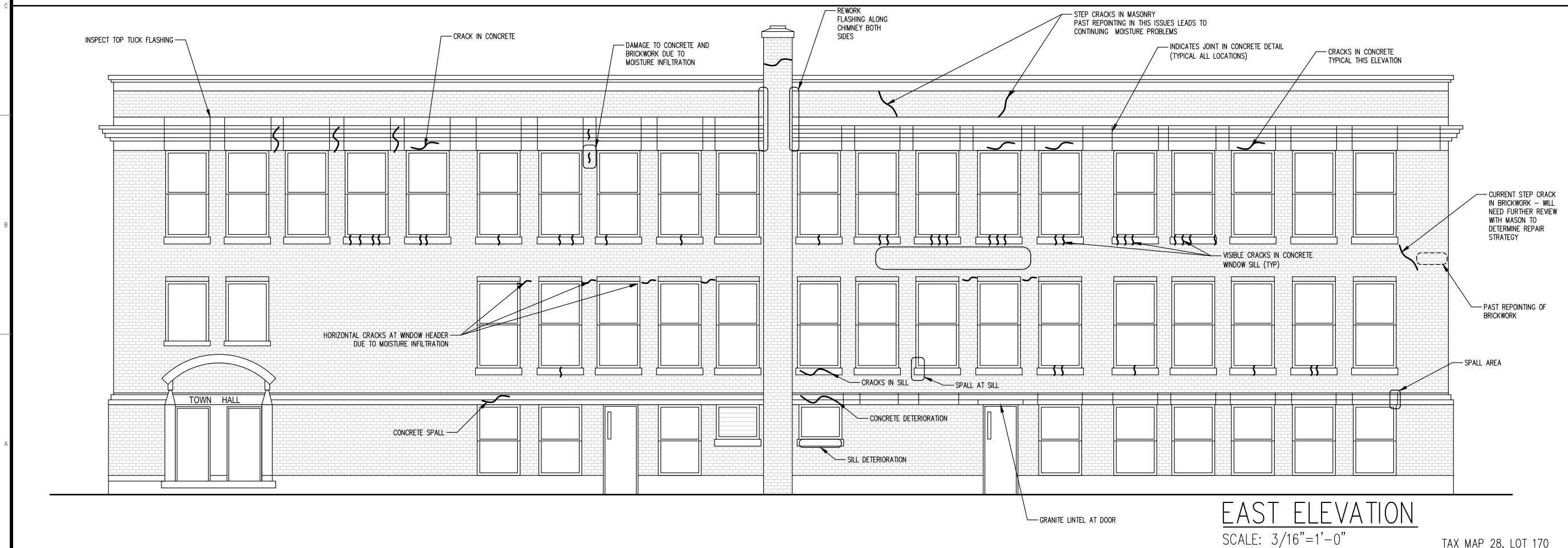
The building plans provided by Town Staff indicate that the brick arch is supported by concrete block masonry. The block details were designed by the project architect during the renovation, not the project structural engineer. The details on the plan do not indicate how the arch of brick veneer is supported. It is our recommendation that some destructive testing and removal of finishes be completed to determine the damage to the existing masonry support. The work should be conducted by a mason with engineering oversight. Moisture is entering the brick veneer and causing the leaks and staining. The investigation will reveal if there is damage to the veneer supports. We recommend that this be completed sooner rather than later.

### **ATTACHMENTS:**

- SHEETS A1 & A2 PREPARED BY CIVIL CONSULTANTS INDICATING RESULTS OF EXTERIOR VISUAL OBSERVATIONS
- SHEET A4 FROM 1990 TOWN HALL RENOVATION PROJECT
- SHEETS A8 & A9 FROM 1995 COMMUNITY CENTER RENOVATION PROJECT

J:\AAA\2023\2318800\CIVCON REVIEW MEMO.DOCX





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**CIVIL CONSULTANTS**  
Engineers  
Planners  
Surveyors  
P.O. Box 100  
South Berwick  
Maine  
03908  
207-384-2550  
www.civcon.com

DATE	INT.	REVISIONS	NO.
			1

**TOWN HALL EXTERIOR EVALUATION**  
**TAX MAP 28, LOT 170**  
**TOWN OF SOUTH BERWICK**  
**180 MAIN STREET SOUTH BERWICK, MAINE**  
PREPARED FOR:  
TOWN OF SOUTH BERWICK  
CLIENT ADDRESS: 180 MAIN STREET SOUTH BERWICK, MAINE 03908

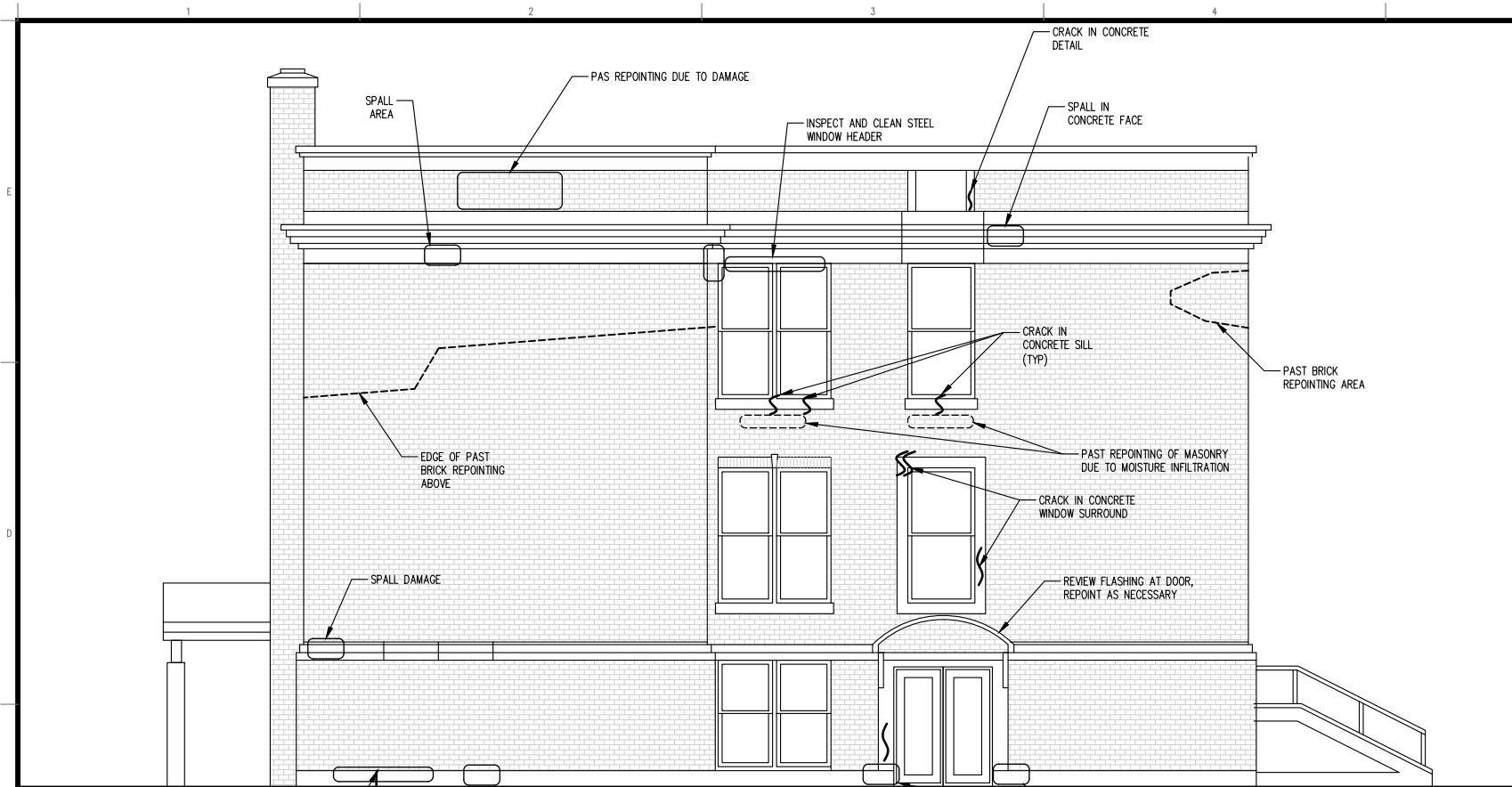
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0' 6'  
DATE: 10/3/23  
DRAWN BY: JAA/GRA  
CHECKED BY:  
APPROVED BY: GRA

**EXTERIOR ELEVATIONS**

PROJECT NO: 23-188.00

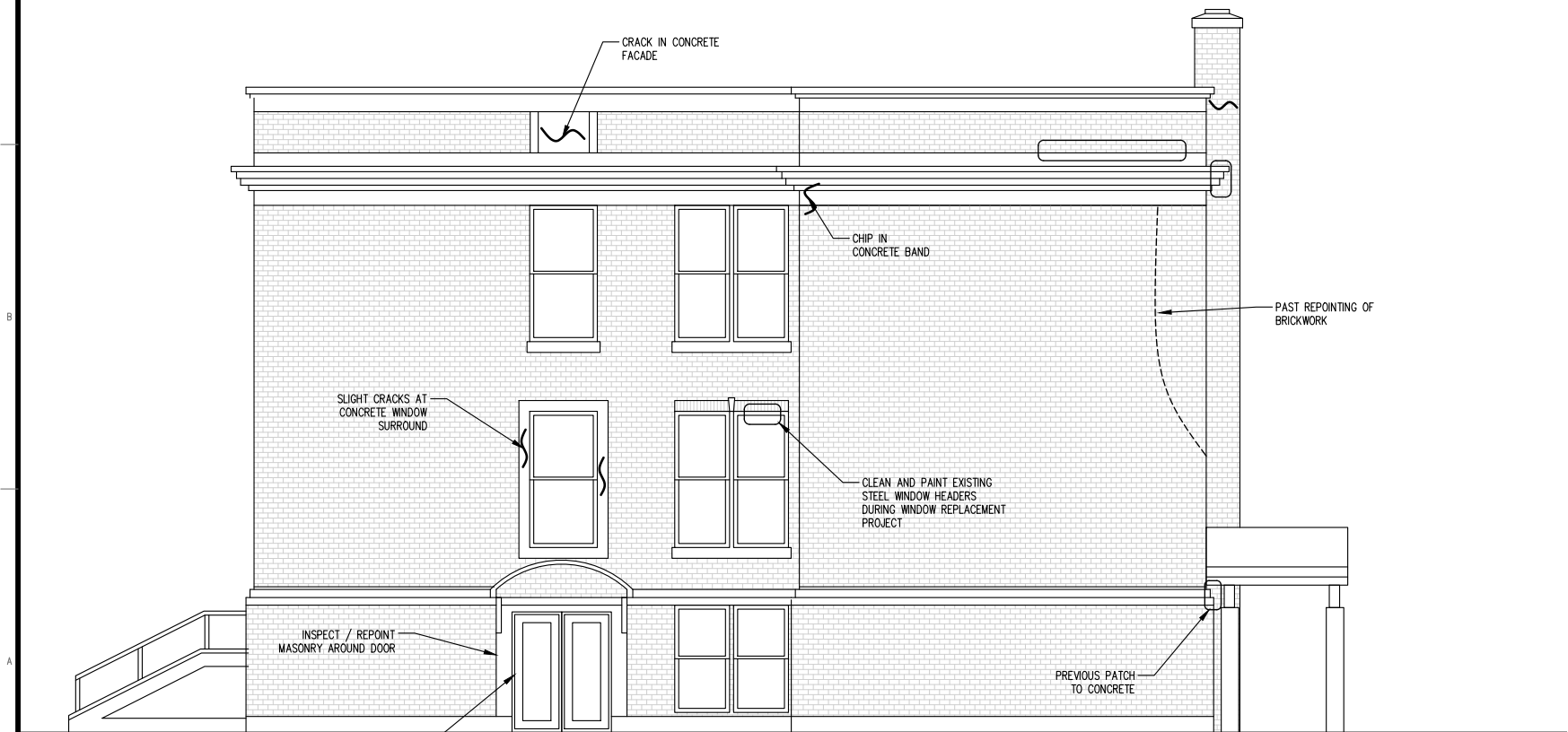
**A1**  
SHEET: 1 OF 2





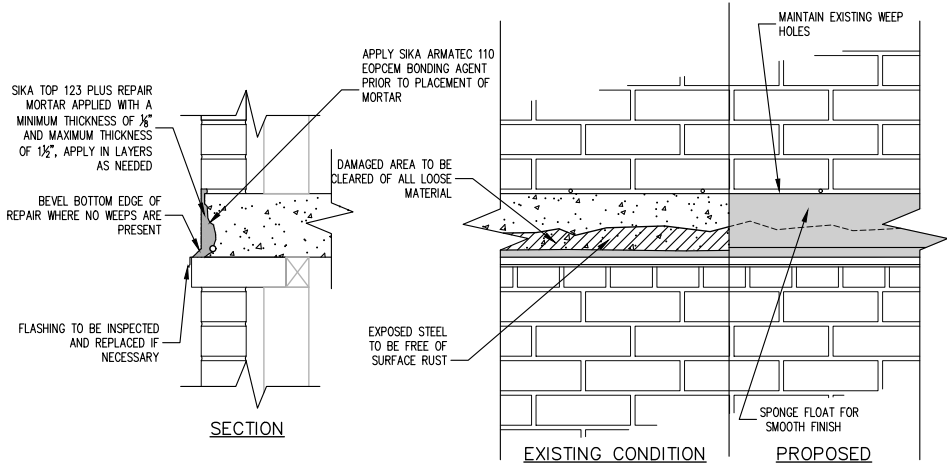
NORTH ELEVATION

SCALE: 3/16"=1'-0"



SOUTH ELEVATION

SCALE: 3/16"=1'-0"



CONCRETE REPAIR DETAIL

NOT TO SCALE

EXISTING CONDITION NOTES

1. FIELD WORK COMPLETED ON SEPTEMBER 21, 2023 COMPOSED OF VISUAL INSPECTION FROM THE GROUND TO REVIEW THE EXISTING CONDITION OF THE BUILDING EXTERIOR. DEFICIENCIES IN THE EXTERIOR CONDITION ARE NOTED AND INDICATED ON THESE PLANS.
2. ORIGINAL PLANS OF THE BUILDING WERE NOT AVAILABLE. THE ELEVATIONS INDICATED ON THESE SHEETS ARE BASED ON INFORMATION PREPARED BY T&H ARCHITECTS IN 1990 FOR A PREVIOUS TOWN HALL RENOVATION PROJECT. AS PART OF THAT PROJECT NUMEROUS EXTERIOR REPAIRS TO THE BRICK MASONRY AND CONCRETE SILLS WERE COMPLETED. THESE REPAIRS IN SOME LOCATIONS ARE SHOWING SIGNS OF DETERIORATION AND ARE NOTED ON THE PLANS.

PROPOSED EXTERIOR REHABILITATION – SCOPE OF WORK – ASSUMED TO BE PART OF WINDOW REPLACEMENT PROJECT

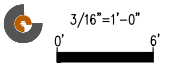
1. BUILDING SHOULD BE CLEANED. CLEANING WILL REVEAL ADDITIONAL AREAS THAT NEED TO BE ADDRESSED THAT COULD NOT BE SEEN DURING THE VISUAL INSPECTION. ENGINEER SHALL REVIEW ALL PROPOSED CLEANING MATERIALS AND METHODS. ACIDS AND HIGH PRESSURE ARE NOT TO BE USED.
2. INSPECT ALL FLASHING AREAS AROUND DOORS AND PARAPETS DURING THE CLEANING PROCESS.
3. DURING A WINDOW REPLACEMENT PROJECT: ALL STEEL WINDOW LINTELS TO BE INSPECTED. ANY CAULKING AT THE LINTEL/BRICK INTERFACE SHALL BE REMOVED AND WEEPS TO BE CLEANED TO ENSURE PROPER DRAINAGE. IF APPROPRIATE, ROUTE VERTICAL HEAD JOINT TO PROMOTE DRAINAGE PATHWAY. SCRAPE AND CLEAN STEEL LINTEL AND PAINT. INSPECT CONCRETE WINDOW SILL, REPAIR OR REPLACE AS DIRECTED DURING THE WORK
4. DAMAGED BRICKWORK TO BE REPOINTED, CONSISTS OF ROUTING DAMAGED MORTAR JOINTS AND APPLYING NEW MORTAR TO CREATE A WEATHERTIGHT JOINT. BRICK TO BE REPLACED OR ADDED WILL HAVE CONSISTENT SIZE, TYPE, AND DESIGN OF EXISTING BRICK. ALL MASONRY PENETRATIONS TO BE COMPLETED BY A MASON AND FLASHED APPROPRIATELY TO MAINTAIN A WEATHERTIGHT CONDITION. MASON SHALL HAVE A MINIMUM OF 5 YEARS WORKING WITH AGED MASONRY.
5. DAMAGED PORTIONS OF THE PRE-CAST CONCRETE PANELS ARE TO BE CLEANED, WITH ALL LOOSE OR DAMAGED MATERIAL REMOVED. VOIDS SHALL BE FILLED WITH CORROSION INHIBITING VERTICAL GROUT (SIKATOP 123 PLUS OR SIMILAR MATERIAL). SEE PLANS FOR LOCATIONS. APPLY GROUT REPAIRS IN APPROPRIATE LAYERS TO MATCH EXISTING PROFILE.
6. BRICK SEALANT CAN BE APPLIED TO BUILDING AFTER REPAIR WORK IS COMPLETED. A SILOXANE TYPE OF PRODUCT IS RECOMMENDED. ENGINEER SHOULD BE CONSULTED PRIOR TO SELECTION OF SEALING MATERIAL.



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Engineers  
Planners  
Surveyors  
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Maine  
03908  
207-384-2550  
www.civcon.com

DATE	INT.	REVISIONS	NO.
			1

TOWN HALL EXTERIOR EVALUATION  
TAX MAP 28, LOT 170  
TOWN OF SOUTH BERWICK  
180 MAIN STREET SOUTH BERWICK, MAINE  
PREPARED FOR:  
TOWN OF SOUTH BERWICK  
CLIENT ADDRESS:  
180 MAIN STREET SOUTH BERWICK, MAINE 03908



DATE: 10/3/23  
DRAWN BY: JAA/GRA  
CHECKED BY:  
APPROVED BY: GRA

EXTERIOR  
ELEVATIONS

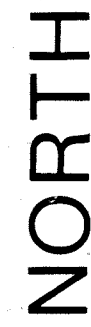
PROJECT NO: 23-188.00

A2

SHEET: 2 OF 2

TAX MAP 28, LOT 170



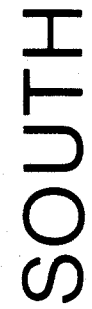


1. REMOVE BRICK & RELAY  
NEW BRICK TO MATCH  
EXISTING BRICK, WATERPROOF

2.) REPOINT AND WATERPROOF  
(APPROX. SQUARE FOOTAGE SHOWN IS FOR ONE AREA,  
OR A TOTAL FOR SEVERAL SMALL AREAS)




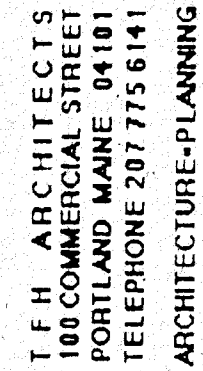
SANDBLAST & EPOXY PATCH ALL CRACKS  
IN ALL UPPER FLOOR PRECAST WINDOW  
SILLS. SEE ALTERNATE #1 FOR REMAINING  
EXTERIOR PRECAST CONCRETE SANDBLASTING



EXTERIOR  
ELEVATIONS

B.E. DUFFY

PROJECT NUMBER	SCALE
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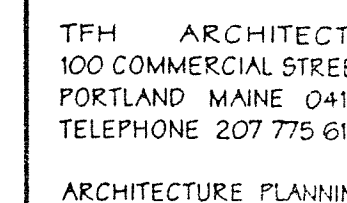
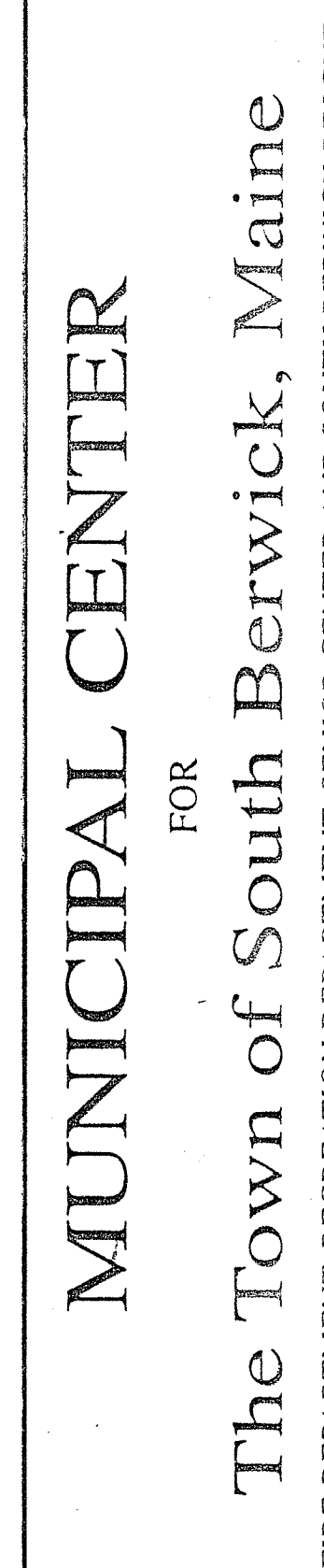
TFH ARCHITECTS  
100 COMMERCIAL STREET  
PORTLAND MAINE 04101  
TELEPHONE 207 775 6141  
ARCHITECTURE-PLANNING

TELEPHONE 207 775 6141  
ARCHITECTURE-PLANNING

# Town of South Berwick

# RENOVATIONS TO TOWN HALL





MITCHELL & ASSOCIATES  
70 CENTER STREET  
PORTLAND, MAINE 04101  
207.774.1427

STRUCTURAL ENGINEER:  
PINKHAM & GREER  
CONSULTING ENGINEERS  
170 U.S. ROUTE 1  
FALMOUTH, MAINE 04105  
207 781-5242

MECHANICAL ENGINEER;  
PINKHAM & GREER  
CONSULTING ENGINEERS  
170 U.S. ROUTE 1  
FALMOUTH, MAINE 04105  
207 781 5242

ELECTRICAL ENGINEER:  
ELECTRICAL DESIGN  
CONSULTANTS  
P.O. BOX 282  
LONG ISLAND, MAINE 04059  
207.266.5041

REVISIONS  
RELEASED FOR BIDDING  
JULY 27, 1995

DATE <sup>NOV</sup> JUNE 16, 1995

PROJECT No. 9442

DRAWN BY W.T./B.E.D

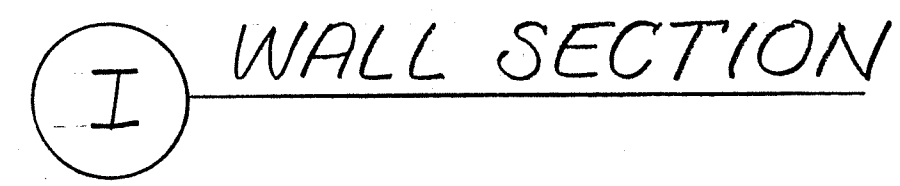
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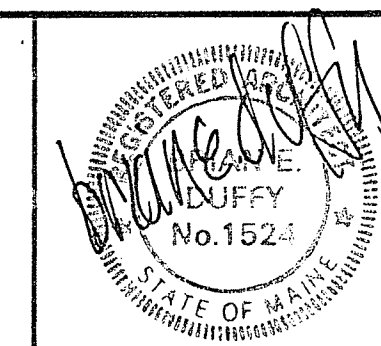
SHEET TITLE

## WALL SECTIONS

SHEET No.

A.8





**MUNICIPAL CENTER**  
FOR  
**The Town of South Berwick, Maine**  
FIRE DEPARTMENT, RECREATION DEPARTMENT, SENIOR CENTER AND SOUTH BERWICK RESCUE

**TFH ARCHITECTS**  
100 COMMERCIAL STREET  
PORTLAND, MAINE 04101  
TELEPHONE 207 775 6141  
ARCHITECTURE PLANNING

**CIVIL/LANDSCAPE:**  
MITCHELL & ASSOCIATES  
70 CENTER STREET  
PORTLAND, MAINE 04101  
207 774 4427  
**STRUCTURAL ENGINEER:**  
PINKHAM & GREER  
CONSULTING ENGINEERS  
170 U.S. ROUTE 1  
FALMOUTH, MAINE 04105  
207 781 5242  
**MECHANICAL ENGINEER:**  
PINKHAM & GREER  
CONSULTING ENGINEERS  
170 U.S. ROUTE 1  
FALMOUTH, MAINE 04105  
207 781 5242  
**ELECTRICAL ENGINEER:**  
ELECTRICAL DESIGN  
CONSULTANTS  
P.O. BOX 282  
LONG ISLAND, MAINE 04050  
207 766 5041

REVISIONS  
RELEASED FOR BIDDING  
JULY 27, 1995

DATE **JUNE 16, 1995**

PROJECT No. **9442**

DRAWN BY **N.T./B.E.D.**

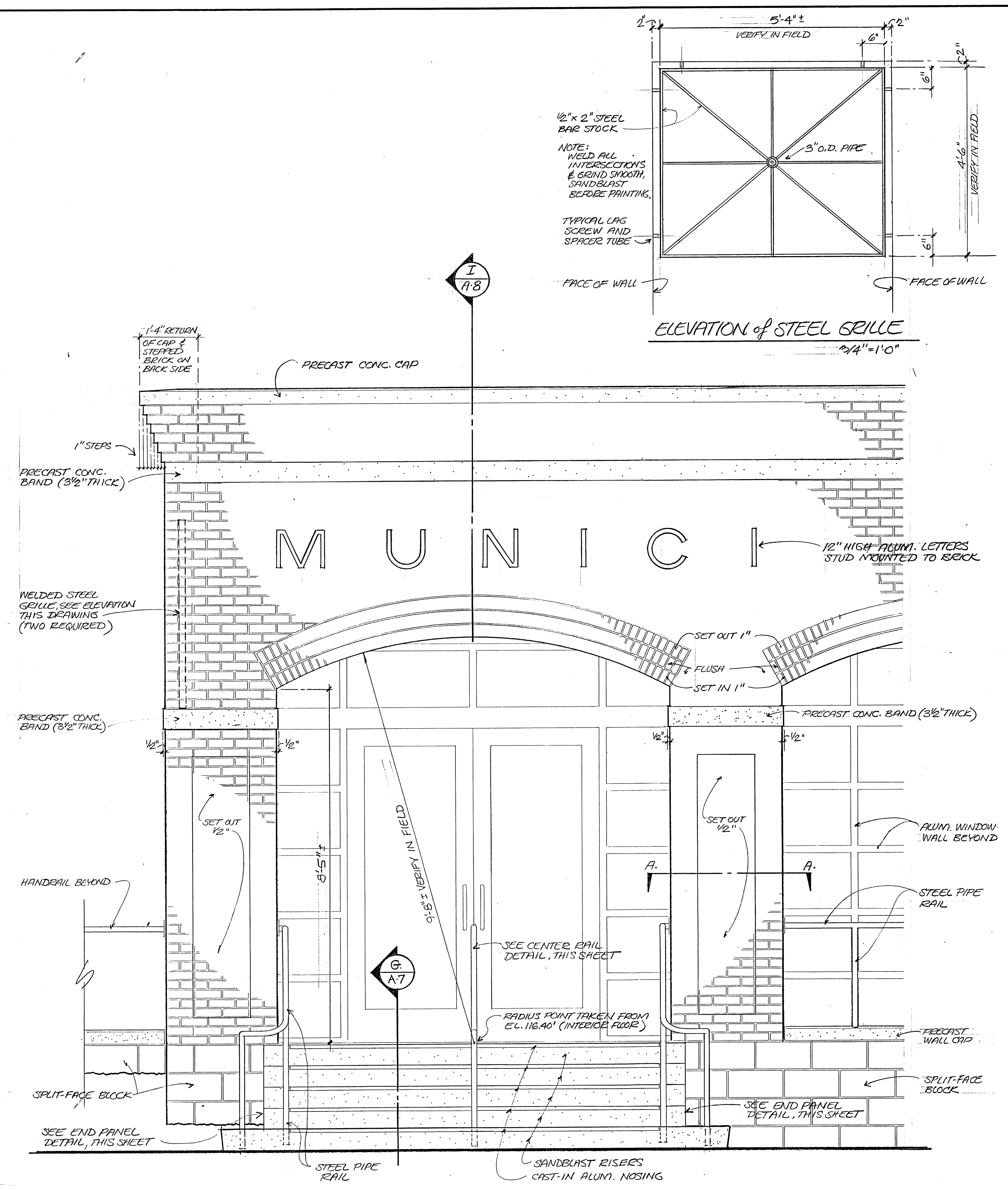
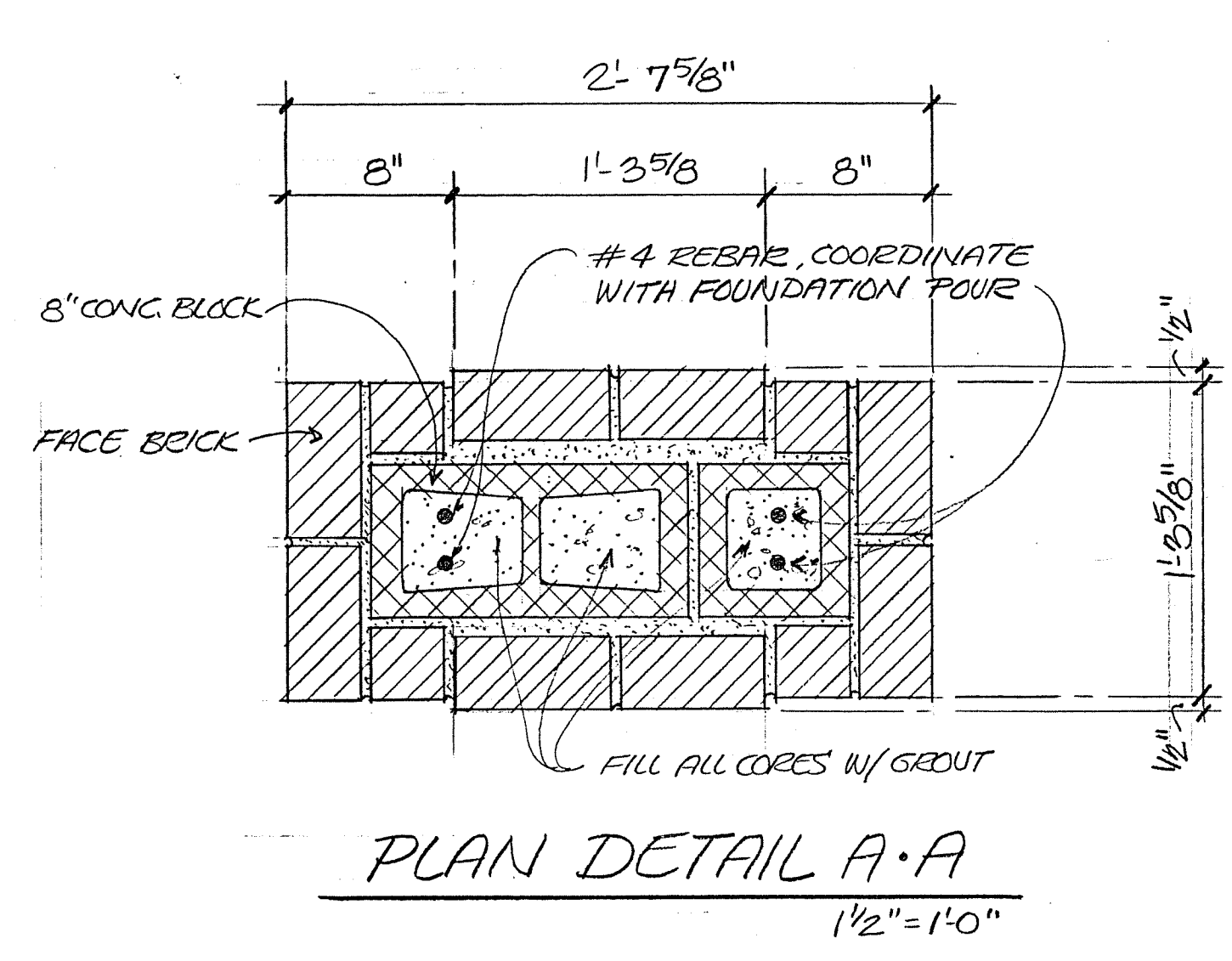
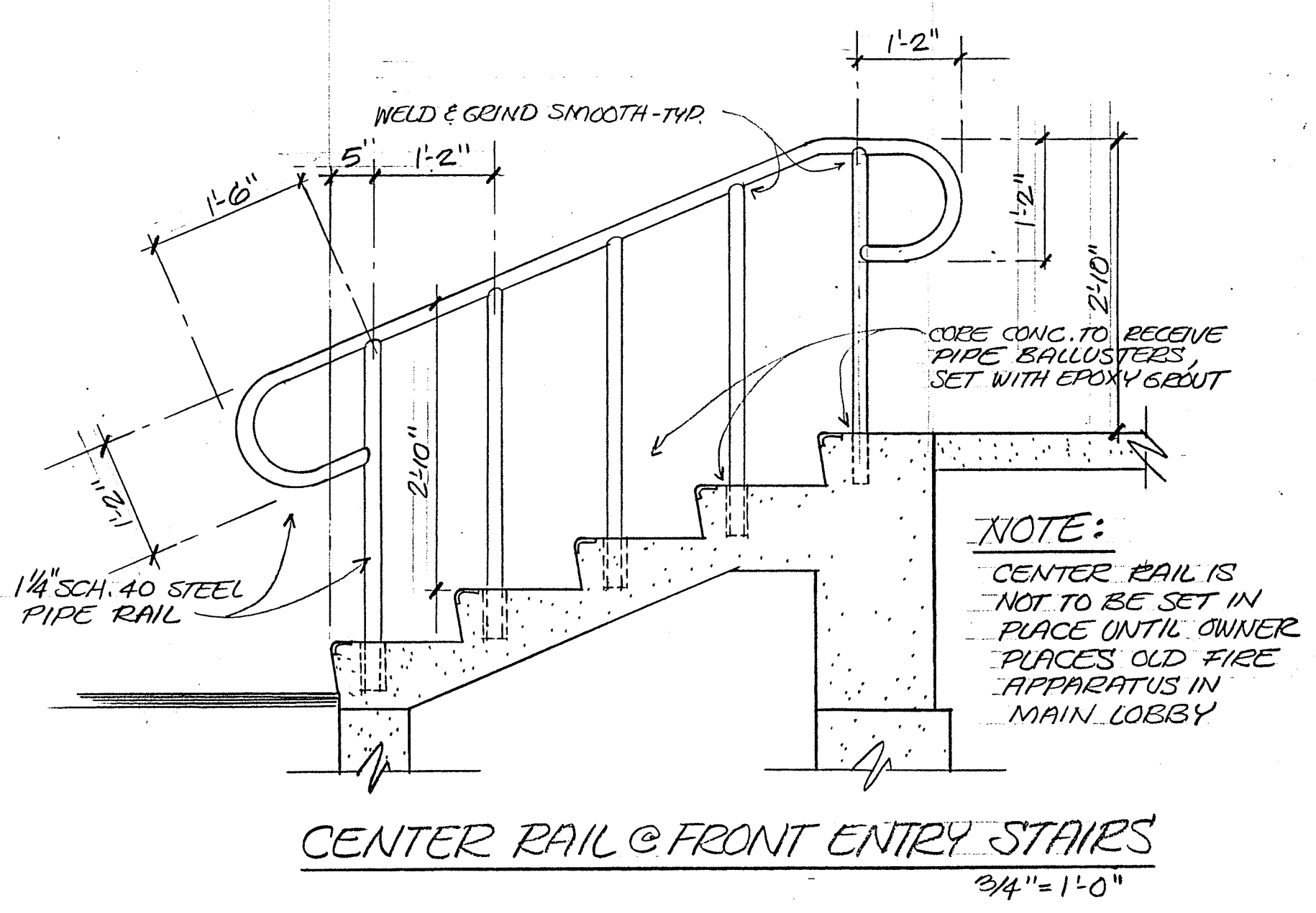
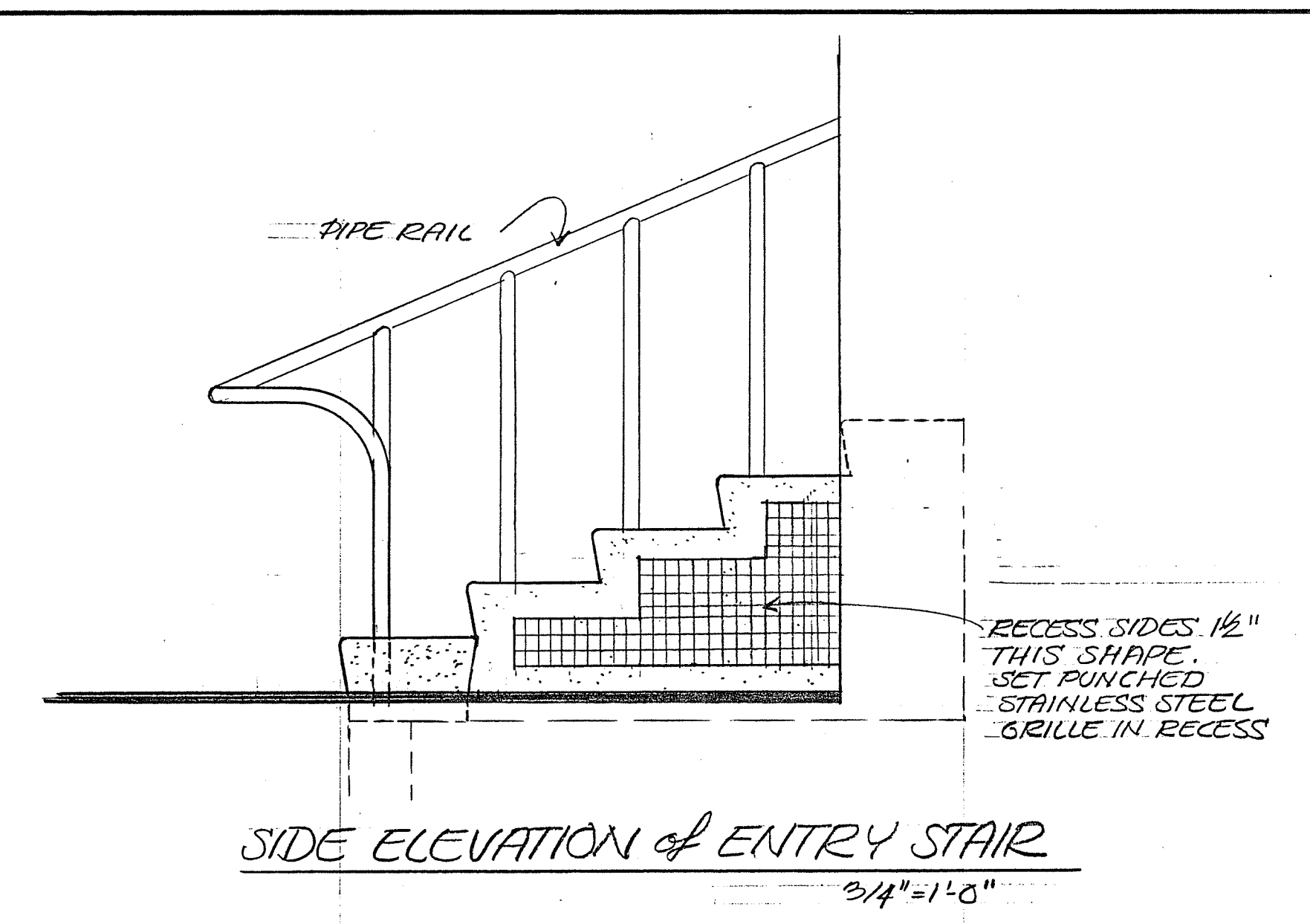
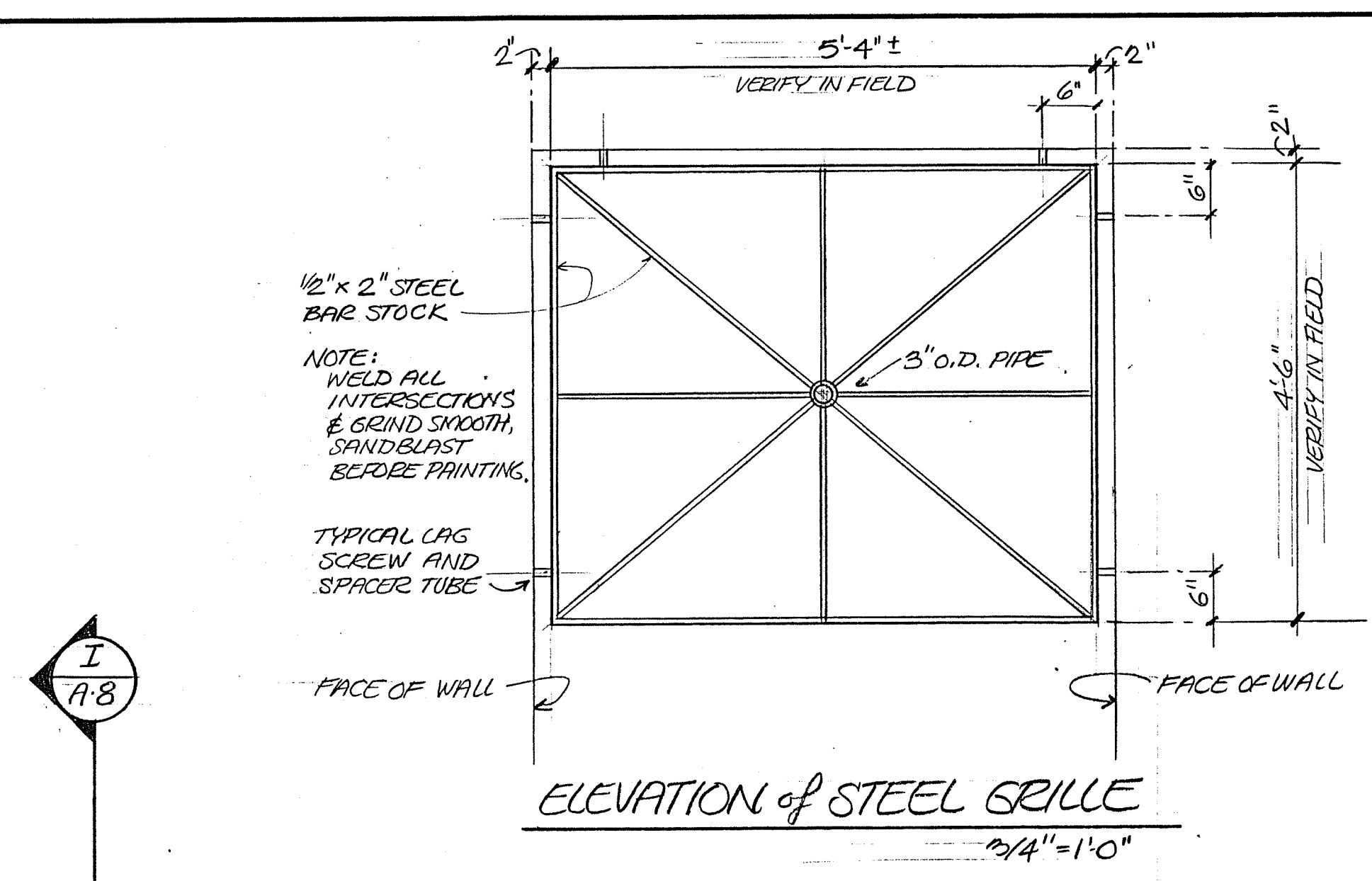
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SHEET TITLE

**WALL SECTIONS**

SHEET No.

**A-9**







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

<b>Meeting Date: 10/10/2023</b>	<b>NB #4</b>
<b>Agenda Item:</b> Halloween Events	
<b>Informational:</b>	
Some roads are typically closed off to just trick or treaters for safety.  The Halloween parade starts at the Community Center at 5:30pm, and they walk to Central School.	
<b>Town Manager's Recommendation:</b>	
<b>Requested Action:</b>	
Town Council to allow the normal roads to be closed for the safety of the trick or treaters on the evening of October 30 <sup>th</sup> .  To also allow the Parade starting at the Community Center at 5:30 and to end at Central School.	
<b>Vote</b>	