

**TOWN OF SOUTH BERWICK, MAINE**

**ABATEMENT RECOMMENDATION FORM**

Owner(s): Conley, Brian M., Linda E. & Eric W.

Mailing Address: 189 Belle Marsh Road  
South Berwick, ME 03908

Abatement # 4  
Location: 0 Belle Marsh Road  
Map/Lot: 003-010-002  
Account #: C1196R

Property Value: 17,200

Tax Year: FY 2011, FY 2010, FY 2009

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**Circumstances:** This parcel was assessed as rear land, currently without access based on an inter-family deed transfer. The Town of York discovered this parcel to be on the York side of the town line. The York Assessor has supplemented this parcel for the past three years. This abatement covers the past three years and eliminates the taxation in both communities of this parcel.

	FY 2011	FY 2010	FY 2009
Assessed Value	\$ 17,200	\$ 17,200	\$ 17,200
Revised Value	\$ 0	\$ 0	\$ 0
Value Abated	\$ 17,200	\$ 17,200	\$ 17,200
<b>Tax Abatement:</b>	<b>\$ 259.72</b>	<b>\$ 261.44</b>	<b>\$ 256.28</b>

ABATEMENT: GRANTED / DENIED

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\_\_\_\_\_ Dated \_\_\_\_\_





# Town of York

186 York Street  
York, Maine 03909-1314

Town Manager/  
Selectmen  
(207)363-1000

Town Clerk/  
Tax Collector  
(207)363-1003

Finance/  
Treasurer  
(207)363-1004

Code Enforcement  
(207)363-1002

Planning  
(207)363-1007

Assessor  
(207)363-1005

Police Department  
(207)363-1031

Dispatch  
(207)363-2557

York Beach Fire  
Department  
(207)363-1014

York Village Fire  
Department  
(207)363-1015

Public Works  
(207) 363-1011

Harbor Master  
(207)363-1000

Senior Center/  
General Assistance  
(207)363-1036

Parks and  
Recreation  
(207)363-1040

Fax  
(207)363-1009  
(207)363-1019

[www.yorkmaine.org](http://www.yorkmaine.org)

## SUPPLEMENTAL TAX ASSESSMENT & BILL 2008, 2009, 2010

Supplement #: 12, 13, 14

Map-Lot: 0092-0043

Property Location: 339 Bell Marsh Road

November 17, 2010

Conley, Brian M., Linda E., Eric W.  
189 Bell Marsh Road  
South Berwick, ME 03908

This letter is to advise you that the following corrections/adjustments were made to your property assessment:

### Corrected ownership

This has resulted in an increase in value from \$0 to \$85,200 for 2008, \$75,300 for 2009, and \$65,200 for 2010, and an increase in taxes as follows:

2008: \$703.75  
2009: \$646.07  
2010: \$593.32

This supplemental tax is due no later than February 4, 2011.

Richard C. Mace  
Tax Assessor  
207-363-1005

Mary-Anne Szeniaewski  
Tax Collector  
207-363-1003

**TOWN OF SOUTH BERWICK, MAINE**

**ABATEMENT RECOMMENDATION FORM**

Owner(s): Conley, Brian M., Linda E.

Mailing Address: 189 Belle Marsh Road  
South Berwick, ME 03908

Abatement # 5  
Location: 189 Belle Marsh Road  
Map/Lot: 003-010  
Account #: C1190R

Property Value: \$ 2,600

Tax Year: FY 2011, FY 2010, FY 2009

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**Circumstances:** This parcel consists of 7.69 acres of which 1.68 acres were discovered to be on the York side of the town line. The York Assessor has supplemented this parcel for the past three years. This abatement covers the past three years and eliminates the taxation in both communities of this portion of the Conley's lot.

	FY 2011	FY 2010	FY 2009
Assessed Value	\$ 2,600	\$ 2,600	\$ 2,600
Revised Value	\$ 0	\$ 0	\$ 0
Value Abated	\$ 2,600	\$ 2,600	\$ 2,600
<b>Tax Abatement:</b>	<b>\$ 39.26</b>	<b>\$ 39.52</b>	<b>\$ 38.74</b>

ABATEMENT: GRANTED

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\_\_\_\_\_ Dated \_\_\_\_\_

FEB 10 2011

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

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

1. Name of Applicant: BRIAN CONLEY

2. Mailing Address: 189 Belle Marsh Rd. So. Berwick, Me

3. Telephone #: 207-384-2192

4. Tax Map/Lot #: 3-10 Account #: C1190R

5. Property Address (location): 189 Belle Marsh Rd

6. Assessed valuation of real estate: 252,500

7. Assessed valuation of personal property: \_\_\_\_\_

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

9. Abatement amount requested: \$2600 for Fy 2011, Fy 2010, Fy 2009

10. Reason for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes). \*Note: It is important to answer this question fully. In order to prevail at a hearing on an appeal, the applicant must prove by preponderance of evidence that the Assessment is not equitable. (refer to Property Tax Bulletin #10)

1.68 ACRES OF LOT FOUND TO BE ACROSS TOWN LINE IN YORK

11. Date property purchased: \_\_\_\_\_ Price: \_\_\_\_\_

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

Applicant's Signatures: Brian Conley Date: 2-9-11  
Krista Conley

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



# Town of York

186 York Street  
York, Maine 03909-1314

## SUPPLEMENTAL TAX ASSESSMENT & BILL 2008, 2009, 2010

Supplement #: 15, 16, 17

Map-Lot: 0092-0044

Property Location: 329 Bell Marsh Road

November 17, 2010

Conley, Brian M., Linda E.  
189 Bell Marsh Road  
South Berwick, ME 03908

This letter is to advise you that the following corrections/adjustments were made to your property assessment:

Corrected ownership

This has resulted in an increase in value from \$0 to \$25,200 for 2008, \$22,200 for 2009, and \$19,200 for 2010, and an increase in taxes as follows:

2008: \$208.15  
2009: \$190.48  
2010: \$174.72

This supplemental tax is due no later than February 4, 2011.

Richard C. Mace  
Tax Assessor  
207-363-1005

Mary-Anne Szeniewski  
Tax Collector  
207-363-1003

Town Manager/  
Selectmen  
(207)363-1000

Town Clerk/  
Tax Collector  
(207)363-1003

Finance/  
Treasurer  
(207)363-1004

Code Enforcement  
(207)363-1002

Planning  
(207)363-1007

Assessor  
(207)363-1005

Police Department  
(207)363-1031

Dispatch  
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York Beach Fire  
Department  
(207)363-1014

York Village Fire  
Department  
(207)363-1015

Public Works  
(207) 363-1011

Harbor Master  
(207)363-1000

Senior Center/  
General Assistance  
(207)363-1036

Parks and  
Recreation  
(207)363-1040

Fax  
(207)363-1009  
(207)363-1019

**TOWN OF SOUTH BERWICK, MAINE**

**ABATEMENT RECOMMENDATION FORM**

Owner(s): Hyder, Mary Ann  
Mailing Address: 60 Tamarack Drive  
South Berwick, ME 03908  
Abatement # 6  
Location: 60 Tamarack Drive  
Map/Lot: 035-067  
Account #: L3360R  
Tax Year: FY 2011

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**Circumstances:** The Homestead Exemption was not added to this account due to a clerical error. This abatement will add the exemption to the account for the current tax year.

**Recommendation:** Approve

Prior Land	\$ 91,300	Revised Land	\$ 91,300
Prior Bldg	\$ 108,100	Revised Bldg	\$ 108,100
Exemption	\$ <u>0</u>	Exemption	\$ <u>9,500</u>
Prior Total	\$ 199,400	Revised Total	\$ 189,900
<b>Value Abated:</b>	<b>\$ 9,500</b>	<b>Tax Abatement:</b>	<b>\$ 143.45</b>

ABATEMENT GRANTED / DENIED:

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

\_\_\_\_\_ Dated \_\_\_\_\_

JAN 06 2011

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

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

1. Name of Applicant: Mary Ann Hyder

2. Mailing Address: 60 Tamarack Drive

3. Telephone #: 207 384 0996

4. Tax Map/Lot #: 35-67 Account #: \_\_\_\_\_

5. Property Address (location): 60 Tamarack Drive

6. Assessed valuation of real estate: \_\_\_\_\_

7. Assessed valuation of personal property: \_\_\_\_\_

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

9. Abatement amount requested: \$9500.00

10. Reason for requesting abatement (please be specific, stating grounds for belief that property is overvalued for tax purposes). \*Note: It is important to answer this question fully. In order to prevail at a hearing on an appeal, the applicant must prove by preponderance of evidence that the Assessment is not equitable. (refer to Property Tax Bulletin #10)

Clerical error processing homestead exemption

11. Date property purchased: \_\_\_\_\_ Price: \_\_\_\_\_

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

Applicant's Signatures: Mary Ann Hyder Date: 12/1/2010

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



35/67

# APPLICATION FOR HOMESTEAD EXEMPTION

Title 36 MRSA Sections 681-689

APR 01 2010

201

INSTRUCTIONS: Completed forms must be filed with your local assessor by April 1. Forms filed after April 1 of any year will apply to the subsequent year tax assessment. See reverse for additional instructions

### SECTION 1: CHECK ALL THAT APPLY

- |  | YES                                 | NO                       |
|--|-------------------------------------|--------------------------|
| A. I am a legal resident of the State of Maine   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. I have owned homestead property in Maine for at least the past 12 months.<br>(1) If you owned a homestead in another municipality within the past 12 months, state the municipality where located: _____          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. I declare this homestead is my permanent place of residence and the only property for which I have claimed a homestead exemption.<br>(Summer camps, vacation homes and 2 <sup>nd</sup> residences do not qualify) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

### IF YOU HAVE NOT ANSWERED YES TO ALL QUESTIONS, STOP HERE

You must meet all three of these requirements to qualify for a homestead exemption under the terms of the homestead exemption statute

### SECTION 2

- Names of all Property Owners (names on your tax bill): Mary Ann Hyden Ulund
- Physical location of Homestead property (i.e. 14 Maple St.): 60 Tamarack Dr  
City/Town South Berwick Telephone #: 384-0996
- Mailing Address, if different from above: \_\_\_\_\_  
City/Town South Berwick State ME Zip 3908

### SECTION 3: CLAIM OF RESIDENCY IN THE MUNICIPALITY IS BASED ON ONE OR MORE OF THE FOLLOWING:

- |  | YES                                 | NO                                  | N/A                                 |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| ❖ I am a registered voter in the municipality.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ❖ I pay Motor Vehicle Excise Tax in the municipality.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| ❖ The place of legal residence on my resident fishing and/or hunting license is the same as the above homestead address. | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ❖ The address on my driver's license is the same as the above address.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

(If you answer "No" to any question, please explain on a separate sheet. N/A means Not Applicable)

(F) - don't vote

I (we) hereby declare, aware of penalties for perjury, that the answers to the above are, to the best of my/our knowledge and belief, true, correct and complete. A person who knowingly files false information for the purpose of obtaining a homestead exemption is guilty of a criminal offense.

Signature of Homestead Owner(s) Mary Ann Hyden Ulund Date: 4-1-10



**SOUTH BERWICK TOWN COUNCIL  
SPECIAL MEETING  
FEBRUARY 23, 2011**

Chairman David Burke called the meeting to order at 6:15pm. Those present included Councilors Jean Demetracopoulos, Gerald W. MacPherson, Sr., David H. Webster, and John Kareckas. Town Manager Perry A. Ellsworth was also in attendance.

**MINUTES**

1. Public Hearing – Punkin Town RD/CMP TIF 2-22-11: On a motion by Mr. Webster, seconded by Mrs. Demetracopoulos, it was unanimously voted to adopt the minutes as written.

2. Town Council 2-22-11: On a motion by Mrs. Demetracopoulos, seconded by Mr. MacPherson, it was unanimously voted to adopt the minutes after amending them to include the following: "The motion to adopt the Development Program passed with a 4-1 vote (Mr. Kareckas opposed). On a motion by Mr. Kareckas, seconded by Mr. MacPherson, it was unanimously voted to amend the Development Program by inserting the following language in Section II B, second paragraph "... (75%) of certain taxes paid by the developer for a maximum of 20 years of the term of the District.....".

Mr. Webster questioned why the attorneys were listed as being present in the roll call for the meeting since other people were present but not listed. The Clerk stated that they were listed because the Attorney did speak during the meeting. Mr. Burke added that he specifically asked her to stay.

On a motion by Mrs. Demetracopoulos, seconded by Mr. Kareckas, it was unanimously voted to suspend the rules (of acting only on business on the agenda) to discuss budgets.

Mr. Burke and Mr. Ellsworth both stated that they would not be available or fully prepared (respectively) for the budget workshop on March 1<sup>st</sup>, and questioned if pushing the workshop back a week would create any problems. Mr. Kareckas expressed his concern with delaying due to deadlines, especially for printing the budget in the town report. Mr. Kareckas asked for a time line on the budget process to be sure deadlines were met.

Mr. Kareckas recommended holding a brief Council meeting on March 8<sup>th</sup> to conduct necessary business allowing time to hold the budget workshop immediately following the Council meeting. Unanimous consensus was to cancel the workshop on March 1<sup>st</sup>, hold a brief Council meeting on the 8<sup>th</sup>, then hold the budget workshop after the Council meeting.

**ADJOURNMENT**

On a motion by Mrs. Demetracopoulos, seconded by Mr. Webster, it was unanimously voted to adjourn the meeting at 6:30pm.

Attest:

Barbara Bennett, CCM



TOWN OF SO. BERWICK  
CHECK REGISTER

Check Number	Account	Date Paid	Amount
00027809	060260 FASTENAL COMPANY	03/08/2011	-118.95
00027871	190528 JOHN SCHEMPF	03/08/2011	44.43
00027872	140532 NCO FINANCIAL SYSTEMS INC	03/09/2011	14.28
00027873	133050 TREAS.STATE OF MAINE/IV-D	03/08/2011	131.56
00027874	189999 REFUNDS	03/08/2011	224.54
00027875	189999 REFUNDS	03/08/2011	50.00
00027876	010490 ALGONQUIN PRODUCTS CO	03/08/2011	102.84
00027877	011250 TREASURER,STATE OF MAINE	03/08/2011	76.00
00027878	011495 ATLANTIC RECYCLING EQUIP LLC	03/08/2011	960.00
00027879	020225 BAKER & TAYLOR	03/08/2011	95.89
00027880	021580 BIT O'GREEN LANDSCAPING LLC	03/08/2011	3,877.50
00027881	021800 BOB'S TROPHIES & AWARDS	03/08/2011	19.00
00027882	022503 SHARON BRASSARD	03/08/2011	5.08
00027883	030510 CENTRAL MAINE POWER	03/08/2011	1,974.52
00027884	030725 CITIZENS BANK (CHG)	03/08/2011	1,197.27
00027886	030920 CLEAN-O-RAMA	03/08/2011	719.47
00027887	031425 COLONIAL LIFE & ACCIDENT INS.	03/08/2011	1,674.12
00027888	031430 COMCAST	03/08/2011	99.95
00027889	031570 CONSOLIDATED ELECTRICAL	03/08/2011	82.39
00027890	031579 CONSTELLATION NEW ENERGY	03/08/2011	1,811.92
00027891	040168 DICK DELANEY	03/08/2011	100.00
00027892	050204 EASTERN SALT CO INC	03/08/2011	16,858.60
00027893	050815 EMPLOYEE HEALTH & BENEFITS	03/08/2011	591.47
00027894	060210 FARONICS TECHNOLOGIES	03/08/2011	183.75
00027895	060260 FASTENAL COMPANY	03/08/2011	154.37
00027896	060300 FAVORITE FOODS INC	03/08/2011	332.49
00027897	060875 BRADLEY FLETCHER	03/08/2011	75.00
00027898	061500 FOSTER'S DAILY DEMOCRAT	03/08/2011	217.35
00027899	061535 FRIENDS/SOBERW SR CTR	03/08/2011	96.00
00027900	070200 P GAGNON & SON INC	03/08/2011	4,108.65
00027901	070280 GENERAL CODE PUBLISHERS	03/08/2011	3,527.42
00027902	070565 GORHAM LEASING GROUP	03/08/2011	96.56
00027903	070880 GRANITE STATE GATE SYSTEMS	03/08/2011	165.00
00027904	071086 GREAT WORKS FAMILY PRACTICE	03/08/2011	50.00
00027905	071180 GROUP DYNAMIC INC	03/08/2011	550.00
00027906	080248 HANSCOM'S TRUCK STOP INC	03/08/2011	9,017.32
00027907	080450 HARVARD PILGRIM HEALTH CARE	03/08/2011	22,212.96
00027908	090120 INLAND FISHERIES & WILDLIFE	03/08/2011	557.00
00027909	100150 JANETOS MARKET	03/08/2011	135.58
00027910	100200 JEWETT/EASTMAN MEMORIAL COM	03/08/2011	239.00
00027911	100819 DOUG KEENE	03/08/2011	31.15
00027912	100870 KENNEBUNK SAVINGS BANK	03/08/2011	45,000.00
00027913	120510 LAWSON PRODUCTS INC.	03/08/2011	356.92
00027914	127000 CORRINE J MAHONY	03/08/2011	1,420.00
00027915	132400 MAINE SAD #35	03/08/2011	506,747.81
00027916	133375 MAINE ENERGY RECOVERY CO.	03/08/2011	1,442.54
00027917	132700 MAINE STATE FEDERATION	03/08/2011	312.00
00027918	132247 MAINE LABOR RELATIONS BOARD	03/08/2011	450.00
00027919	133373 BRUCE MARTIN	03/08/2011	28.72
00027920	134200 MAINE MUNICIPAL ASSO (INS)	03/08/2011	1,936.75
00027921	134300 MAINE MUNICIPAL EMPLOYEES	03/08/2011	3,944.97
00027922	140105 NAPA OF SOMERSWORTH	03/08/2011	98.33
00027923	141080 NEXTEL	03/08/2011	211.83
00027924	141300 NO.BERWICK LUMBER & HARDWARE	03/08/2011	41.88
00027925	141400 NORTHERN DATA SYSTEMS INC	03/08/2011	2,162.42
00027926	200700 PIKE INDUSTRIES INC	03/08/2011	677.55



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

<b>Meeting Date: March 8, 2011</b>	<b>Item # UB 1</b>
<b>Agenda Item: Budget Workshop Schedule</b>	
<b>Town Manager's Recommendation</b>	
Enclosed is a tentative budget workshop schedule.	
<b>Requested Action</b>	
Consensus	
<b>Vote</b>	

BUDGET REVIEW SCHEDULE – FISCAL YEAR 2012

ALL WORKSHOPS TO BEGIN AT 6:00 PM  
(Location as noted)

Wednesday March 9<sup>th</sup> – Town Manager’s office

Revenue  
Police, Dispatch, Animal Control and Public Safety CIP  
Rescue  
Emergency Management

Tuesday March 15<sup>th</sup> - Council Chambers

Public Works: Town Hall, Community Center, Highway, Public Facilities, Town Garage, Transfer Station, Solid Waste Transportation and the following CIP accounts: Highway Equipment and Facilities, Transfer Station Equipment, Municipal Facilities & Roads

Wednesday March 16<sup>th</sup> – Council Chambers

Library  
Social Services and Social/Civic Contributions  
Fire and Fire Equipment CIP

Wednesday, March 23<sup>rd</sup> - Auditorium Hall

Budget wrap-up

Tuesday, March 29<sup>th</sup> – Council Chambers

Budget wrap-up (if necessary)

These budgets will be reviewed any evening which ends early or on Tuesday March 29<sup>th</sup>.

Council, Town Manager, Administration, Control/Collection, Computer, Assessing, Town Clerk, Planning, Code Enforcement & Zoning Board of Appeals, Historic District Commission, Employee Benefits, Water Assessment, Streetlights, Long Term Debt, Contingency Funding, Recreation, Recreation Fields & Facilities CIP, Computer Equipment CIP.

Public Hearing: Tuesday, April 12<sup>th</sup>  
Approve Town Meeting Warrant: Tuesday, April 26<sup>th</sup>  
Town Meeting: Tuesday, June 7<sup>th</sup>



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

<b>Meeting Date: March 8, 2011</b>	<b>Item # NB 1</b>
<b>Agenda Item: Municipal Ordinance Prosecutor</b>	
<b>Department Head Recommendation: Chief Dana P. Lajoie</b>	
Approval of Designation of Municipal Ordinance Prosecutor Authorization	
<b>Town Manager's Recommendation</b>	
<p>The District Attorney's office no longer prosecutes local ordinance violations. Maine Statute provides the ability for the Chief of Police to designate an officer to handle these violations. In order for Chief Lajoie to make this designation, the Municipal Officers must first give that authority to the Chief of Police and the officer designated must complete a Maine Criminal Justice Academy approved course. If approved tonight, Lt. Burbank will be designated for the Town. Lt. Burbank has completed the required training for this service. I endorse this authorization.</p>	
<b>Requested Action</b>	
Motion to approve the Municipal Ordinance Prosecutor Authorization and to sign same.	
<b>Vote</b>	



**To:** Perry Ellsworth and Chief Lajoie

**From:** Lt. Chris Burbank

**Date:** March 1, 2011

**REF:** *Municipal Ordinance Prosecutor Authorization*

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On 2/23/11 I attended training at the Maine Criminal Justice Academy designed to allow me to prosecute local municipal ordinance violations in the District Court. In addition to attending the training in order to become fully certified the statute requires the following:

**The Town Officers must authorize the Chief of Police to designate an officer to handle such matters. (See attached sample Designation form).**

**The Chief of Police must then sign the authorization form - which is then submitted back to the Maine Criminal Justice Academy for my final certification. (See attached Certification form).**

The District Attorney's office does not prosecute local ordinance violations and currently our only recourse is seeking a plea agreement or contacting the town attorney. The program was created to allow local municipalities the authority and means to handle these matters.

If you have any questions please feel free to see me.

Thanks in advance.

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Sample Designation by Municipal Officers

Pursuant to 30-A M.R.S.A. § 2671(3), the Chief of Police is authorized to represent the Town in District Court in the prosecution of alleged violations of those ordinances that the Police Department is empowered to enforce, if duly certified in accordance with 25 M.R.S.A. § 2803-A(8), or successor statute. The Chief of Police may designate any officer under the Chief's command, if so certified, to perform this prosecutorial function.

Dated: November 10, 2008

The Municipal Officers:

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**APPLICATION FOR MUNICIPAL ORDINANCE PROSECUTOR'S CERTIFICATION**

Name of Officer: \_\_\_\_\_

Department of Officer: \_\_\_\_\_

Pursuant to Specification S-19 of the Maine Criminal Justice Academy, I am designating the above named certified law enforcement officer as a municipal ordinance prosecutor and am requesting that they be certified by the Maine Criminal Justice Academy as a municipal ordinance prosecutor.

Under Title 30-A, MRSA, Section 2671(3), the municipal officers of the city/town of \_\_\_\_\_ have delegated, to me, their power to authorize individual qualified law enforcement officers to represent the municipality and/or have reserved that power to themselves, and are anticipated to appoint the above named officer to represent the municipality in ordinance prosecutions.

The above-named officer successfully completed an MCJA Board approved course of instruction for municipal prosecution at:

\_\_\_\_\_ (location of class)

\_\_\_\_\_ (date of class)

\_\_\_\_\_  
Signature of Chief Law Enforcement Officer

\_\_\_\_\_  
Date

**NOTE:**

In addition to being certified as a municipal prosecutor by the Maine Criminal Justice Academy, the municipal officers must, in writing, authorize the law enforcement officer to represent the municipality. The municipal officers may delegate this power to the chief law enforcement officer for that municipality. This delegation must also be in writing. It is strongly recommended that a copy of the written authorization be presented WITH the MCJA Municipal Prosecutor's Certificate in any court proceeding in which it may be required.

# Maine Criminal Justice Academy

Maine Department of Public Safety

Specialized Training



**CHRISTOPHER BURBANK**

*is granted this certificate  
for having satisfactorily completed  
the requirements for*

**MUNICIPAL ORDINANCE  
PROSECUTION**

Given **February 23, 2011**

at  
Vassalboro, Maine

**4 Hours**

*Brian MacMaster*

Chairman Board of Trustees

*John E. Monio*

Commissioner of Public Safety

*Joe [Signature]*

Director of Academy

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

<b>Meeting Date: March 8, 2011</b>	<b>Item # NB 2</b>
<b>Agenda Item: Designate Project Manager</b>	
<b>Town Manager's Recommendation</b>	
In order to facilitate the construction project on Young Street, I request the Council make a motion to designate me as the project manager effective immediately.	
<b>Requested Action</b>	
Motion to designate Perry Ellsworth as the project manager for the library construction project on Young Street.	
<b>Vote</b>	





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

<b>Meeting Date: March 8, 2011</b>	<b>Item # NB 3</b>
<b>Agenda Item: Authorize contract for architectural services</b>	
<b>Town Manager's Recommendation</b>	
<p>I am currently working with the architectural firm to fine tune their contract for services for the final design of the library. I expect to be able to finalize terms during our next meeting with JCJ which is scheduled for Tuesday afternoon. At this time, I request authorization to sign a contract for the first two portions of work as outlined:</p> <p>Item 1. Detailed design drawings  Item 2. Construction documents</p> <p>If the architect and I are unable to come to mutually acceptable terms on Tuesday, I will request the Council table this action to a time certain.</p>	
<b>Requested Action</b>	
<p>Motion to authorize the Town Manager sign a contract for architectural services with JCJ Architecture to complete detailed design drawings and construction documents.</p>	
<b>Vote</b>	



**SCOPE OF SERVICES & FEE**  
**Addition and Renovations**  
**St. Michaels Church**

The purpose of this phase of the work will be to detail and document the proposed first phase addition of approximately 1600 SF, and interior improvements to the Church to provide publicly biddable documents, along with construction administration services. Integration of the previously complete Exterior Envelope drawings will be included to provide one, cohesive package for bidders. Professional services within this scope include Architectural, Mechanical, Electrical and Plumbing Engineering and Interior Design. The defined site boundary for the purposes of the documentation will extend 50 feet beyond the perimeter of the existing church. Total remaining fee: **\$124,150**

**1. DESIGN DEVELOPMENT PHASE: \$40,000**

- Based upon previously approved and presented Schematic Design drawings, and the budget as agreed upon, this phase of drawings will include further detailed drawings including plans, sections, elevations, typical construction details and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, mechanical, plumbing and electrical systems.
- All exterior and interior materials and components will be selected and agreed upon for inclusion in the construction documents. These will be presented for approval to the committee, organized around "exterior materials" and "interior materials" and will include samples of primary material recommendations.
- At 90% completion of Design Development, cost estimate and project schedule to be updated and reviewed with Committee.

**2. CONSTRUCTION DOCUMENTS: \$40,000**

- Prepare all necessary drawings, details and specifications for completion of work for public bidding purposes. Drawings will include, but not limited to; floor plans, elevations, roof plan, wall sections, details, and specifications with quality level of materials and systems and other requirements for the construction of the project.
- JCJ to insert into documents design requirements to meet applicable building codes and ADA.

**3. BIDDING AND NEGOTIATION SERVICES: \$4,150**

- JCJ will assist during bidding process, either by working with a local printer to distribute documents, working with the Town Hall staff to distribute documents, or by handling an electronic distribution of documents. Electronic distribution would be handled through the JCJ FTP site and would enable the Town to maintain control of documents and keep track of who has downloaded them.
- JCJ to attend pre bid walk through during bidding with potential contractors to describe the work and answer questions.
- JCJ to assist in reviewing bids and contacting references of two lowest bidders for final recommendation.

**2. CONSTRUCTION ADMINISTRATION SERVICES: \$39,600**

- Representative from JCJ to be on site for periodic project meetings, assumed to be every other week.
- Shop drawings, product data, and other similar submittals from contractor will be reviewed.
- Review and approval of monthly contractor requisitions, proposal request and potential change orders.
- Punch list preparation and final review of compliance with design and documents.

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

<b>Meeting Date: March 8, 2011</b>	<b>Item # NB 4</b>
<b>Agenda Item: Discuss/Take Action on Disposition of Rectory</b>	
<b>Town Manager's Recommendation</b>	
<p>In August of last year the Council charged the Building Committee with researching the best use of the Young Street property. The committee requested proposals from developers and has spent considerable time in discussions with their first choice, Avesta Housing. Avesta has completed its due diligence in reviewing the options they believe exist with this property and has determined the Rectory is not useable for their efforts.</p> <p>In order to proceed with the construction of the Library, the Rectory needs to be moved or dismantled. Accordingly, I request the Council's support to issue a Request for Proposal (RFP). A draft RFP is attached for your review.</p>	
<b>Requested Action</b>	
<p>Motion to authorize the Manager to issue a RFP for the moving or dismantling of the Rectory at 26 Young Street.</p>	
<b>Vote</b>	

## REQUEST FOR PROPOSAL

The Town of South Berwick, Maine is seeking proposals to move or dismantle the former St. Michael's Parish Rectory located at 29 Young Street. Bid work may include: Interior Building Dismantling or Complete Building Demolition, Asbestos Abatement, Clearing & Hauling. Information packages are available from Perry Ellsworth Town Manager, 180 Main Street, with responses due to the Town by April 15, 2011.