

**South Berwick
Town Council Meeting
November 15, 2022**

Chair Mallory Cook called the meeting to order at 6:30pm. 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.

Organizational

1. The Clerk administered the oath of office to Councilors Elect Jeffrey Minihan and Melissa Costella.

2. On a nomination by Mr. James, seconded by Mr. Minihan, it was unanimously voted to elect Mallory Cook as Chair for the ensuing year.

On a nomination by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to elect Jeffrey Minihan as Vice-Chair for the ensuing year.

3. The Council discussed the need to adopt any additional rules of order in addition to the Administrative Code. Referencing former Councilor Jack Kareckas, Mrs. Cook stated that the Council will continue to be respectful even when there are disagreements. When there are non-majority votes, the Council as a whole, will move forward as a group, supporting the vote.

On a motion by Mr. James, seconded by Minihan, it was unanimously voted to also use a 'modified' version of Robert's Rules when necessary.

4. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to sign the Treasurer's Policy for Disbursement of Employee Wages and Benefits.

Approval of Minutes

1. Public Hearing 10-25-22: On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written. Mrs. Costella abstained from voting.

2. Town Council 10-25-22: On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written. Mrs. Costella abstained from voting.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated November 10, 2022 in the amount of \$1,053,102.60. Note was made that this includes the monthly school payment of almost \$728,000.

Public Comment

1. John Costella, Boyd's Corner Rd, (in light of the active school shooter reports across the state, proven to be a hoax) asked about our incident training. Mr. Pellerin responded that our emergency responders are working with the school district on training, updating policies, and modifying procedures. An actual drill is scheduled for next fall.

Unfinished Business

1. Mrs. Cook made note that the Planning Board has been working on the medical cannabis ordinance language and have submitted proposed language for Council review. She asked everyone to review the document and be prepared for the workshop on November 29th.

2. Tammy Bellman, Planner, explained that to streamline the process it would be helpful to include a couple of Councilors on the 'team' to review and amend ordinance language for the upcoming implementation of LD 2003 (land uses). This would help to eliminate some of the back and forth between Council and Planning. Councilors Minihan and Cook agreed to serve as the Council reps to the 'team'.

3. Mr. Pellerin gave the Council an overview of the updated scope of services with Sebago Technics for the traffic study.

-Brett Cropp, Liberty St, asked how the changes will affect side streets and how the affects will be measured after a light is installed in the middle of town. Mr. Pellerin stated that we won't have that information until Sebago completes its process. It is hoped that the proposed traffic light will help mitigate most of the traffic using the side neighborhoods as cut throughs.

New Business

1. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the training policies drafted by the Town Manager for Council, Planning Board, and Zoning Board of Appeals members.
2. No action. Economic and Development Director Denise Clavette will make a presentation about TIF's at the next meeting.
3. Manager Pellerin commented that the Vehicle and Traffic Ordinance is a mess. It has not been equitably administered for years. It has also come to light that the former Town Manager made deals with people regarding the use of various parking lots, especially for overnight parking. (The Manager did not & does not have the authority to make such deals; and they are in direct violation of our ordinances.)

On a motion by Mr. Minihan, seconded by Ms. Cyr, it was unanimously voted to authorize staff to proceed with a review and propose amended language to the Council for Code Chapter 130, Vehicles & Traffic.

4. Mr. Pellerin informed the Council of the current status of the boilers.

David Bradley, Emery's Bridge Rd, asked about our system and why the required annual inspections didn't catch the problems. Mr. Pellerin explained that the system was installed in 1996. At that time, the Manager chose not to replace the entire system, only the burners. Also, after speaking with P. Gagnon & Son, in 2016, the prior manager told them not to perform maintenance unless they were called.

Manager Pellerin had P. Gagnon & Son do a full inspection and it was found that the boilers are failing, and we are lucky they are still running. P. Gagnon is working on a full assessment of the system so we can best determine how to proceed. We will be seeking quotes from other vendors as well.

Town Manager's Report

- Highway: Fall cleanup is underway and winter prep has begun. Line striping on Belle Marsh, Hooper Sands, and Brattle Street is complete.
- Police: 10 arrests, 8 accidents, and 100 traffic stops. Honorable mention to Officers Arsenault & Aguilera for assisting an elderly motorist with a flat tire. Officer Malatak will be leaving the force to enroll in paramedic school. We have two possible candidates to fill the position.
- Fire Dept: 16 calls; 362 YTD. Working on updating policies and procedures. Currently training on new and seldom used equipment.
- Code Enforcement: Issued 2 building permits and 2 plumbing permits. Conducted 19 inspections. There is new addressing for Old Mill Rd, Great Hill Rd, and Vine Street. Working with DEP for new trail on Liberty & Vine Streets.
- Planning: Great Hill Rd subdivision up for final review. Working with Kristie Rabasca on the stormwater concerns on Bittersweet Lane. Reviewing ordinances for compliance with LD 2003.
- Library: The October reading program was a hit with over 45,000 pages read by 60 people. Lee is working on a Technology Tuesday class for teens.
- Recreation: Online Zumba class will start in a couple of weeks. There will be a Lil' Painter's program from November 22nd to December 13th. Gearing up for the winter ski trips. Looking at making South Berwick an 'age friendly' community.
- Assessing: Continued work on the Tax Stabilization Program. Approval letters will be sent out after the December 1st deadline. All sales have been entered into the system. Tax maps have been updated and we are looking into being able to print them in house. GIS/TRIO data reconfiguration ready by the end of the month.

- Town Clerk: Election Day was very busy. We issued a record number of absentee ballots.
- Transfer Station: Had a very busy Sunday; took in \$800 in fees in just 4 hours. The new hire is working out well. Residents love the new bags.
- Economic Development: Continue to work on TIF's. Signed up with Maine Philanthropy Center to have access to more grants. Looking into Land & Water Conservation Fund grant opportunities. Continue to work on the Comp Plan update with SMPD.
- Finance/HR: We currently have only 4 homes in risk of foreclosure on December 1st. Working on the open enrollments for insurances for 2023. Reports show that the solar panels at the library are working at the expected rate. The system is 8 years old and not as efficient as newer systems.
- Administration: Management & leadership training for all department heads will begin in November. The new website is close; staff will soon be receiving training. Working on an RFP for the town hall project. Reviewing the athletic field mowing; what went well, what didn't. Dawn has completed her first steps toward becoming a Certified Welfare Director by getting certified in the fundamentals of general assistance by the Maine Welfare Directors Assoc.

Councilor Comments

1. Mr. James:

- Welcomed Mrs. Costella to the Board and congratulated Mr. Minihan on his re-election.
- Made note that the library has over 200 different shaped cake pans that can be borrowed.
- Sadly, announced that the pharmacy in town has announced that it will be closing.

2. Mrs. Costella:

- Thanked everyone for the warm welcome. She is excited to serve.
- Commended the voters for a great turnout.

3. Ms. Cyr:

- Welcomed Mrs. Costella to the Board.
- Made note of attending a recent Unitil web conference. She added that there was a lot of great info (available to any municipal official requesting a log in) and she has provided it to the school also.
- Loves the new newsletter and received consensus to draft an article for the upcoming addition.

4. Mr. Minihan:

- Welcomed Mrs. Costella.
- Commented that it was great to see such a large turnout. And, voters were happy.

5. Mrs. Cook:

- Welcomed Mrs. Costella and congratulated Mr. Minihan.

Adjournment

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adjourn the meeting at 7:40pm.

Attest:

Barbara Bennett, CCM