

**South Berwick  
Town Council Meeting  
December 27, 2022**

Chair Mallory Cook called the meeting to order at 6:40pm. Councilors present included John James, 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 12-13-22: On a motion by John James, seconded by Jessica Cyr, it was unanimously voted to adopt the minutes as written.

**Treasurer's Warrant**

1. On a motion by John James, seconded by Melissa Costella, it was unanimously voted to sign the warrant dated December 22, 2022 in the amount of \$233,562.81.

**Reports & Presentations**

Peter Hall presented the town audit which can be found posted on the town's webpage. He suggests to continue reviewing and making needed changes.

**Public Comment**

1.No comments.

**New Business**

1. On a motion by Mallory Cook, seconded by Melissa Costella, it was unanimously voted to adopt the Second Amended and Restated Development Program as presented for the Punkin Town Road and CMP Corridor Omnibus Municipal Development and Tax Increment Financing District, hereafter to be known as the Punkintown Business Park Omnibus Municipal Development and Tax Increment Financing District.

On a motion by Mallory Cook, seconded by Melissa Costella, it was unanimously voted to approve the Council Order designating the South Berwick Transit Oriented Municipal Development District and adopting the development program for the district.

2. On a motion by John James, seconded by Melissa Costella, it was unanimously voted to accept Mr. Gagnon and Mr. Dutra's resignation from the Library Board

3. On a motion by John James, seconded by Melissa Costella, it was unanimously voted to allow the Town Manager to sell lot 003-037-C in accordance with Tax Acquired Property A158-2 A 2.

**Councilor Comments**

1. John James wishes everyone a Happy New Year

2. Jessica Cyr asked what happened to the speed signs on Portland and Main Street. Manager Tim Pellerin replied they are being stored during winter months and will return in the spring. The December 26<sup>th</sup> Comprehensive Plan Meeting was moved to January 9<sup>th</sup> to review the Downtown and Arts and Recreation chapters. Thank you to Jen for all the hard work during the audit.

3. Mallory Cook asked when the 236/91 project is to begin. Manager Tim Pellerin replied in the spring.

**Town Manager's Report**

Highway: For this past weekend's storm, we had 8 people for 17 hours each. December 12-18<sup>th</sup> salted and plowed twice at 2 ½ hours each time. 1st storm had 8 people for 13 hours each 2nd storm had 8 people for 33 hours each. 256 tons of salt used so far this winter, which is average.  
Police Department: in the last two weeks has had 2 Arrests on Christmas day for domestic violence. 6 Accidents 42 Traffic stops Mid-January a site tour is scheduled to finalize the Accreditation thru the State of Maine.

Fire Department: in the last two weeks had 61 Calls and YTD is 456 calls 40 of the 61 calls came in Friday & Saturday with the Storm. Fire Station was staffed for 30 hours during the storm.

Code Enforcement in the last two weeks: 2 Building Permits 4 Plumbing permits 12 Inspections 2 violation letters sent out

Planning: Two projects on the table: 406 Main Street and Samville Estates

The Library: Flooding on Friday during the storm, all is dry now and no damage was done. Developing a best book list for 2022. There are about 50 books so far the library has on hand. Recreation: New sessions to begin in January such as Zumba, Yoga, art, music and science. Ski Programs are filling up quickly.

Seniors-Wednesday was the Senior Christmas Lunch and Yankee swap.

Assessing: Last week sent out 332 approval letters for the Property Tax Stabilization program.

Wrapping up the setup of GIS Online. We anticipate adding a link to the website for public access as well as questions and even corrections to come in from property owners. Continuing to review sales in the process of determining our Certified Ratio.

Town Clerk: Kathie Peterson is retiring at the end of this week, and we have started looking for her replacement.

Transfer Station: Still considering composting

Economic Development: Working with several businesses 2 new constructions 1 property acquisition Bringing in a new business to the pharmacy location Working on Grants for the Town. Building up the Economic Development website page.

Finance/HR & Benefits/Safety: We received a \$5000 donation specific for the purchase of Fire Equipment Working on FY24 budgets Great Works Internet will be moving forward on getting Fiber to all our buildings, this was scheduled to be done in August, but was delayed. We are working on Annual Reviews for all the staff. Working on Quotes for the Boilers – Only one has been received so far.

Admin: Tim with Great works land trust is submitting the application to the state for funding for the land on the salmon falls river. Opened a warming center at the Community Center this past weekend. Fire, Police and Highway all worked very well together over the holiday weekend storm. Working on Updating the Parking Ordinance. Planning review meeting planned with EMA, Fire, Police and Public works for storm review policies. Working on finalizing the RFP for the Current Town Hall. Tim rode with Jay during one of the last storms. York Ambulance is working on a letter to send to South Berwick Residents asking for donations for equipment needed for the Ambulance. Met with Economic Development regarding new businesses interested in coming to Town. Working on FY24 Budget Personnel staffing review Will be appointing Ray Delcourt Safety & Health officer for the Town.

### **Adjournment**

On a motion by John James, seconded by Melissa Costella, it was unanimously voted to adjourn the meeting at 7:31pm.

Attest:



Tyanne Vasapoli, Deputy Town Clerk