South Berwick Town Council Meeting March 28, 2023

Chair Mallory Cook called the meeting to order at 6:33pm. 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. Public Hearing 2-14-23: On a motion by Mrs. Costella, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.
- 2. Board of Assessors 2-14-23: On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes as written.
- 3. Town Council 2-14-23: On a motion by Mr. Minihan, seconded by Ms. Cyr, 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 February 23, 2023, in the amount of \$170,629.11.
- 2. On a motion by Mr. James, seconded by Ms. Cyr, it was unanimously voted to sign the warrant dated March 9, 2023, in the amount of \$950,376.34. Note was made that this warrant includes the monthly school payment of almost \$729,000.
- 3. On a motion by Mr. James, seconded by Ms. Cyr, it was unanimously voted to sign the warrant dated March 23, 2023 in the amount of \$136,810.40.

Public Comment

None.

Unfinished Business

- 1. Tin Smith of the Great Works Regional Land Trust & Land for Maine's Future was present to discuss the LMF application for the Salmon Falls Tidal Waters Project. The project encompasses 3 parcels totaling 69 acres on Oldfields Road. The GWRLT is looking for more funding; the Town's \$250,000 is being used to leverage other grants (and cover some costs of developing better public access.
- Mr. Smith asked if a representative from the Town would join him at a meeting in Augusta in May for a 7-minute presentation for the Maine Parks & Recreation grant application.
- Mr. Pellerin informed Mr. Smith that when the LMF is ready, a formal written request for the funds would be necessary, with at least a 2-week notice. Mr. Smith stated that they don't expect to request the funds until the end of the year.
- 2. Mr. Pellerin updated the Council on the financing for the York Ambulance Service. The Service has been running at a loss and is looking to get increased funding starting in 2024. This would mean a significant increase for South Berwick; from \$278,324 in 2024 to \$385,526 in 2028.
- 3. The Council briefly discussed the Punkintown Business Park Omnibus TIF. The second amendment has been approved by the State. We are waiting on the approval of the Transit Oriented TIF.

New Business

- 1. On a motion by Mr. Minihan, seconded by Ms. Cyr, it was unanimously voted to accept Burnell Bailey's resignation from the Planning Board.
- 2. The Council discussed the change of appointment of Chris Prunier from an alternate on the Planning Board to a full voting member. Sam Flinkstrom & Roxanne Poulin both spoke in opposition to the appointment.

Due to the nature of the complaints Mr. Flinkstrom & Ms. Poulin made against Ms. Prunier, Town Manager Pellerin halted the discussion stating that it is inappropriate and a violation of our code to discuss a Board member without that member being present. He added that he would contact legal counsel and then schedule a meeting (possible executive session) to discuss the issue.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to table the appointment until the issues are resolved.

- 3. On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to hold a public hearing on Tuesday, April 25, 2023, 6:30pm at the Police Station to receive input on the proposed ordinance changes involving stormwater management.
- 4. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to authorize the taking of Alewives & Blueback Herring in South Berwick, as allowed by the State Recreational Fishing Limit of a maximum of 25 fish per individual per day, for the 2023 harvesting season. Commercial harvesting is not allowed.
- 5. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to approve the renewal of Fogarty's Restaurant's liquor license.
- 6. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted hold a public hearing on May 9, 2023, to receive comment on the proposed changes to the Zoning ordinance regarding Medical Cannabis Registered Caregivers.
- 7. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the draft budget for FY 2023/2024.

On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to set the public hearing date of April 11, 2023, at 6:30pm at the Police Station, to receive input on the proposed budget for FY 2023/2024.

Town Manager's Report

- -Highway: Used 2080 tons of salt. Prepping for spring road work. A new hire will handle the parks and mowing.
- -Police Department: 8 arrests, 10 accidents and 46 traffic stops. The Chief & Lieutenant will be attending a week-long FBI training class. Have received confirmation that South Berwick has obtained its accreditation through the Maine Law Enforcement Accreditation Foundation. We are now 1 of only 20 in the state. The new LED sign is up and running.
- -Fire Department: 17 calls; 188 YTD. The Firefighter Association has raised funds and purchased a boat for water rescues. The Chief and several firefighters attended the annual ME Chief's Professional Development Conference at Sunday River last week. As a result, action items for staff have been identified.
- -Code Enforcement: 11 building permits. Martha the temp is working very well. She is covering for an employee that is out on disability. The CEO is currently working on 3 violations.
- -Planning: Working on 4 projects and more ordinance changes.
- -Library: The Coding Program is finished; it will be back in the fall. Lorena will be starting a 'fairy house' program. Lee has found it necessary to set the computers to shut down 10 minutes prior to closing; some patrons don't want to leave at closing time. May 13th will be another book sale.
- -Recreation: AARP tax preparation has been well utilized this year. April 8th will be the Egg Hunt & Touch a Truck event. Powderhouse had a great season; open 20 days and sold almost 1400 tickets. Over 80 seniors attended the St. Patrick's Day luncheon.
- -Assessing: Continues work on building permit follow-ups. Working on BETE applications and the Town's growth estimate, and map changes.
- -Town Clerk: New hire Britney Spencer starts on the 4th. Beginning prep for the June school budget election.
- -Transfer Station: Officer Arsenault has visited with non-compliant residents; they will now be using the Town's blue bags. Dan is noticing more furniture. Dan is also looking into ways to alleviate some of the "mess" at the donation boxes. He knows of a vendor than will turn old jeans into home insulation.
- -Econ Development: Denise is busy with the Market Analysis project. Waiting on the state for the final approval of the Transit Oriented TIF.

- -Finance: The budget is ready to go; and completing the warrant for the town meeting. Tax payments are rolling in. Was able to secure a higher guaranteed interest rate on our bank funds with Kennebunk Savings, amounting to about \$20k/month. Sharon of Safety Works has been in to do a workstation ergonomic assessment at all locations. April 26th will be the annual walk through for our MMA insurances. Jennifer and several other staff members will be attending a FEMA training in Alfred.
- -Administration: Our Building Committee is working with Port City, we are gathering info as to whether it is better to renovate the current town hall or build a new one. Very early numbers indicate that renovating the current building would be much more costly than building new. A member of the Historical Society met with Tim and stated that he likes the direction the Town is taking by controlling the changes. Staff will be taking a half day and visiting the museum. Waiting on the final draft of the Traffic Study. We may be getting some Federal money (\$12,000) for the Christmas storm.

Councilor Comments

- 1. Mr. James:
- -Kudos to the Police Department for obtaining its accreditation.
- -Reminded everyone that the library has over 300 different cake pans people can borrow.
- 2. Mr. Minihan:
- -Congratulated the Police on getting accredited.
- -He thanked Jennifer for her efforts with increasing our rates at the bank. Most don't know what work goes on behind the scenes.
- -Thanked Dawn & Lee for being so easy to work with.
- 3. Ms. Cyr:
- -Made note that both York and Eliot are Purple Heart towns. We should consider joining.
- -Kudos to the Police for obtaining accreditation.
- -The next Comp Plan update meeting will be on April 10th.
- -Thanked Rep Roberts for her quick response and help with getting our Punkintown TIF approved at the state level.
- 4. Mrs. Costella:
- -Commented that the dwarf blue spruce on the island didn't make it through the winter. She recommended looking for a replacement. She added that this would improve the esthetics and help deter panhandlers. Note was made that we may want to hold off pending the work that could be done because of the traffic study.
- 5. Mrs. Cook:
- -Enjoyed attending the staff meeting. She added that she feels more educated.
- -Kudos to the Police Department.
- -Reminded everyone of the Marshwood presentation of Frozen.

Adjournment

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to adjourn the meeting at 7:35pm.

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Barbara Bennett, CCM

Bank: KENNEBUNK - Operating

Type	Check	Amount	Date	Wrnt	Payee
Р	46330	26,598.21	03/24/23	60	0132 BUREAU OF MOTOR VEHICLES
Ρ	46331	184.84	03/27/23	60	1176 TREASURER STATE OF MAINE
Р	46332	184.84	04/03/23	60	1176 TREASURER STATE OF MAINE
Р	46333	39,900.10	04/03/23	60	0132 BUREAU OF MOTOR VEHICLES
Р	46334	254.94	04/04/23	60	0168 HOME DEPOT CREDIT SVCS
R	46335	1,575.00	04/06/23	60	0891 2-Way Communications Services, Inc.
R	46336	64.00	04/06/23	60	1195 AHM-NORTHERN LIGHT DRUG TESTING
R	46337	504.95	04/06/23	60	0002 ALLIED EQUIPMENT LLC
R	46338	270.00	04/06/23	60	0200 AMERIFLEX
R	46339	33,416.94	04/06/23	60	0059 ANTHEM BLUE CROSS BLUE SHIELD
R	46340	1,276.97	04/06/23	60	0054 BAKER & TAYLOR
R	46341	287.93	04/06/23	60	0686 Beauregard Equipment, INC.
R	46342	3,833.00	04/06/23	60	0012 BERNSTEIN, SHUR, SAWYER & NELSON
R	46343	4,000.00	04/06/23	60	0018 BURKE'S TREE SERVICE LLC
R	46344	530.79	04/06/23	60	0048 Capital One
R	46345	2,271.67	04/06/23	60	0183 CENTRAL MAINE POWER
R	46346	380.37	04/06/23	60	1158 CINTAS CORP
R	46347	75.00	04/06/23	60	1223 CLAVETTE, DENISE
R	46348	280.00	04/06/23	60	0422 COLLINS SHEET METAL, INC.
R	46349	222.00	04/06/23	60	0535 D.M. BURNS SECURITY INC.
R	46350	491.15	04/06/23	60	0497 DELCOURT, RAY
R	46351	105.70	04/06/23	60	0070 DEMCO
R	46352	462.00	04/06/23	60	1209 DESPRES, MARIBEL
R	46353	4,550.00	04/06/23	60	0107 DOUCETTE EXCAVATING
R	46354	900.00	04/06/23	60	1124 DRAGONFLY NEST CREATIONS
R	46355	162.44	04/06/23	60	0156 DRAKE, NICOLE
R	46356	860.77	04/06/23	60	1231 DUGA, BRIANA
R	46357	200.00	04/06/23	60	0911 FADDEN CUSTOM PEST SERVICES LLC
R	46358	599.90	04/06/23	60	0230 FARWELLS AUTO SERVICE
R	46359	60.90	04/06/23	60	0164 FASTENER WAREHOUSE
R	46360	395.00	04/06/23	60	0036 FIRE TECH & SAFETY OF NE, INC
R	46361	327.64	04/06/23	60	0387 H.T. BERRY COMPANY, INC.
R	46362	110.00	04/06/23	60	0209 HUSSEY SEPTIC
R	46363	270.00	04/06/23	60	1204 IDEAL CALIBRATIONS
R	46364	1,824.80	04/06/23	60	1232 INDUSTRIAL TRACTOR PARTS CO., INC
R	46365	15,240.69	04/06/23	60	1233 J.M. HAYDEN EQUIPMENT LLC
R	46366	75.00	04/06/23	60	0699 JANELLE, JENNIFER
R	46367	87.50	04/06/23	60	0169 M W GRENIER ENTERPRISES LLC
R	46368	1,044.44	04/06/23	60	0179 MAINE DEPARTMENT OF INLAND FISHERIES AND
					WILD LIFE
R	46369	120.00	04/06/23	60	0534 MAINE HUMANITIES COUNCIL
R	46370	24,703.50	04/06/23	60	0127 MAINE MUNICIPAL ASSOCIATION
R	46371	728,737.74	04/06/23	60	0129 MAINE SAD 35
R	46372	535.00	04/06/23	60	0595 MAINE TREASURER
R	46373	75.00	04/06/23	60	1187 MCCABE, JENI
R	46374	105.00	04/06/23	60	1230 MOREAU, SHANNON
R	46375	43.00	04/06/23	60	0284 NEPTUNÉ UNIFORMS & EQUIPMENT
R	46376	28.24	04/06/23	60	0650 NEW ENGLAND BARRICADE CO

A / P Warrant

South Berwick 10:00 AM

Bank: KFNNFBUNK - Operating Page 2

Type	Check	Amount	Date	Wrnt	Paye	е
R	46377	22.80	04/06/23	60		OMNI SERVICES INC.
R	46378	45.67	04/06/23	60	0944	O'REILLY FIRST CALL
R	46379	3,729.66	04/06/23	60	8800	P GAGNON & SONS INC
R	46380	75.00	04/06/23	60	1071	PELLERIN, TIMOTHY
R	46381	34.94	04/06/23	60	1132	PORTSMOUTH FORD
R	46382	75.00	04/06/23	60	0167	REDIMARKER, JAY
R	46383	1,600.32	04/06/23	60	1229	ROBERT HALF
R	46384	19,672.57	04/06/23	60	11/1	SEBAGO TECHNICS
R	46385	2,010.00	04/06/23	60	0240	SIGNS BY MO
R	46386	60,539.01	04/06/23	60	0203	SOUTH BERWICK WATER DISTRICT
R	46387	4,131.00	04/06/23	60	0195	SOUTHERN MAINE PLANNING & DEVLOPMENT, INC
R	46388	224.44	04/06/23	60	0226	SOUTHWORTH MILTON INC
R	46389	145.30	04/06/23	60	0936	STAPLES-LIBRARY ACCOUNT
R	46390	6 ,4 21.79	04/06/23	60	0095	STELLAR NETWORKS
R	46391	30.00	04/06/23	60	0594	TREASURER STATE OF MAINE
R	46392	376.00	04/06/23	60	0180	Treasurer, State of Maine
R	46393	24.00	04/06/23	60	0520	TREASURER, STATE OF MAINE
R	46394	216.80	04/06/23	60	0827	Treasurer, State of Maine DR&Vital Statistics
R	46395	3,480.00	04/06/23	60	1214	TRUE BRIGHT ELECTRIC LLC
R	46396	144.17	04/06/23	60	0676	UNITED COMMUNICATIONS CORP.
R	46397	4,401.33	04/06/23	60	0366	US BANK CORPORATE TRUST BOSTON
R	46398	747.30	04/06/23	60	1175	WELCH OIL, LLC
R	46399	660.53	04/06/23	60	0100	WEX BANK
R	46400	23.58	04/06/23	60	0799	WOZNY, LINDA
R	46401	8,191.50	04/06/23	60		YORK AMBULANCE ASSN INC
	Total	1,015,249.67				

Count

Checks	72
Voids	n

This is to certify that there is due and chargeable to the appropriations listed above the sum set against each name and you are directed to pay unto the parties name in this schedule as signed by the Town Council below:

Melissa Costella	John James	
Jeff Minihan		
Mallory Cook	<u> </u>	
	APPROVED	
	DATE	
	TOWN MANAGER	-

ROUTE 236 PLANNING STUDY

Town Council Meeting April 11, 2023





AGENDA

- Introductions
 - Nikki Conant, P.E. Senior Transportation Engineer / Project Manager
 - Brad Lyon, P.E., PTOE, Vice President of Transportation Engineering
- Study Area and Project Background
- Study Overview



STUDY AREA AND PROJECT BACKGROUND

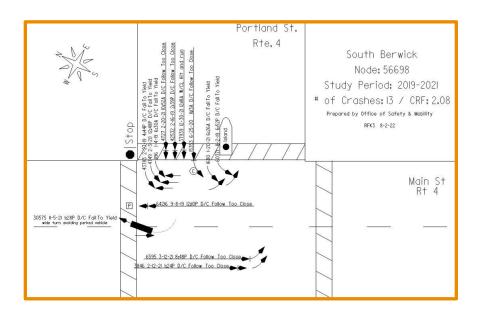


- August Kick-Off Meeting with Town Staff and Present Project to Council
- October Held Public Meeting
- January Submitted Technical Memorandum to Town to gather feedback on analysis to date
- March Draft Planning Study to Town
- April Final Planning Study, Review with Council, and Presentation to the Public.



STUDY OVERVIEW – EXISTING CONDITIONS

- Completed traffic counts (vehicular, bicycle, pedestrian, and heavy vehicle volumes).
- Obtained historical crash data.
- Completed a site walk to inventory existing facilities.
- Modeled existing traffic flows in Synchro/SimTraffic
- Completed traffic signal warrant evaluations





STUDY OVERVIEW — EXISTING CONDITIONS

Takeaways

- Intersections of Portland Street, Dow Highway, Academy Street are high crash locations, as designated by MaineDOT. Between Academy Street and Portland Street and Portland Street and Young Street have historically been high crash locations.
- Models showed extreme congestion throughout the study area with side street movements having inadequate gaps to make turns onto Main Street.
- Both Portland Street and Main Street warrant traffic signalization for eight-hour volumes.
 Academy Street and Norton Street also warrant signalization*



Reviewed over 10 options for solutions for the corridor and narrowed it down to three major options:

<u>Traffic Signal Option 1</u>: signalizing Portland Street and Dow Highway with the current lane configuration

<u>Traffic Signal Option 2</u>: signalizing Portland Street and Dow Highway with new turn lanes

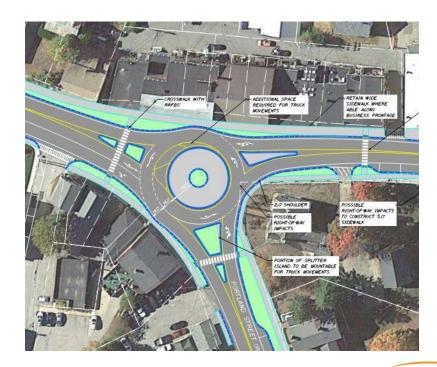
Roundabouts

Signalization with the existing lane configuration still did not solve long-term congestion issues, so signal option 2 was pursued conceptually.



Main Street at Portland Street

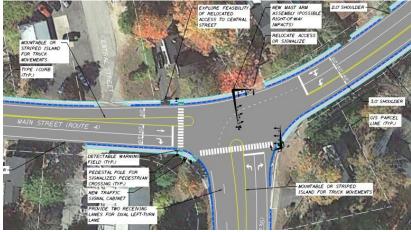






Main Street at Dow Highway







Recommended Alternative: Signalization at both Portland Street and Dow Highway

- 1. Provides longer term capacity under future volumes. Two lane roundabouts likely required in the future and there is not space to build them.
- 2. Signals can be retimed in the future depending on changing volumes and patterns. They can also be coordinated to optimize the traffic flow through the corridor.
- 3. Pedestrian phasing is signalized.
- 4. Signalized option allows retainage of parking in front of the businesses for southbound Main Street.
- 5. Signals can provide emergency preemption technology to provide priority for emergency vehicles.
- 6. Reduction of queues due to the signals likely to have positive implications on diverted traffic.







Corridor Recommendations:

- Provide access management to minimize conflict points by reducing number of driveways or size, sharing access points, providing proper corner clearance from intersections, or altering access to the lower volume roadway.
- 2. Provide traffic calming and additional pedestrian visibility in the form of curb extensions.
- Strategically place crosswalks through the corridor and outfit them with Rectangular Rapid Flashing Beacons (RRFBs).
- 4. Reconstruct existing sidewalks for Americans with Disabilities Act (ADA) compliance. Install new sidewalk from Dow Highway to Academy Street.



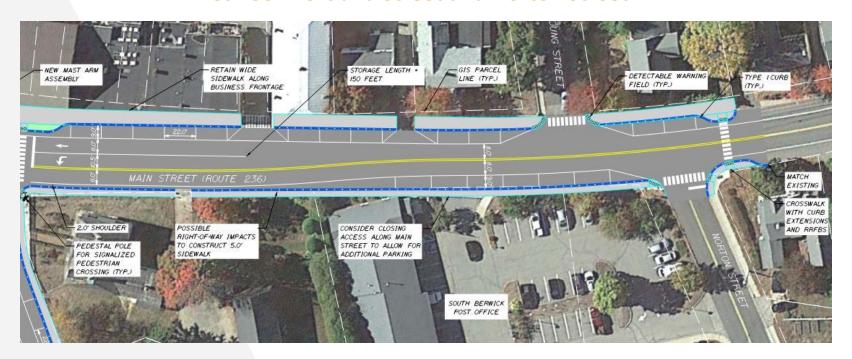


Between Academy Street and Portland Street





Between Portland Street and Norton Street





Preliminary Opinion of Cost

	Alternative	Cost Estimate (2023 Dollars)
Α	Intersection of Main Street and Dow Highway	\$1,200,000.00
В	Intersection of Main Street and Portland Street	\$1,300,000.00
С	Between Academy Street and Portland Street – Option 1	\$625,000.00
D	Between Academy Street and Portland Street – Option 2	\$750,000.00
	Approximate Preliminary Cost (A + B + C)	\$3,125,000.00
	Approximate Preliminary Cost (A + B + D)	\$3,250,000.00

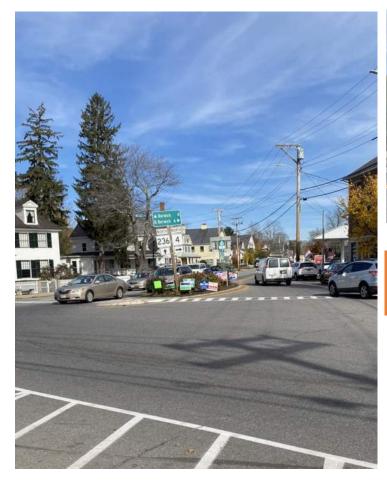




QUESTIONS/COMMENTS



Route 236 Planning Study South Berwick, Maine



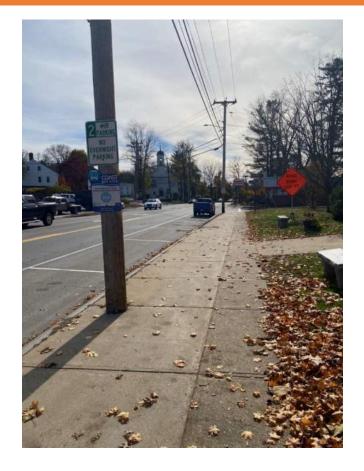


Final Report April 2023



Town of South Berwick





Route 236 Planning Study

South Berwick, Maine

Table of Contents

Glossary of Terms and Definitions

1.0	Introduction	1
	Purpose and Need	
	Previous Study Efforts	
	Public Outreach	3
3.0	Existing Conditions	3
	Traffic Volumes	4
	Safety Review	7
	Intersection Analysis	<u>S</u>
4.0	Summary of Alternatives	12
	Intersection Alternatives	13
	Corridor Considerations	18
5.0	Recommended Alternative	21
	Future Volume Analysis	22
	Environmental Impacts	24
	Opinion of Cost	24
6.0	Summary and Conclusions	25

Attachments

Concept Plans

Technical Appendix

Provided Under Alternate Cover



Glossary of Terms and Definitions

<u>Transportation Demand Management (TDM):</u> the application of strategies or policies to reduce travel demand. TDM strategies aim to provide greater support for alternative transportation options such as transit, rideshare, walking, cycling, etc.

<u>National Highway System (NHS):</u> includes the Interstate Highway System and other roads important to the nation's economy and mobility.

Average Annual Daily Traffic (AADT): the average daily traffic volume at a given location over 365 days.

<u>Turning Movement Count (TMC)</u>: The collection of data at a location depicting the volumes and directionality of traffic.

<u>High Crash Location (HCL)</u>: defined by MaineDOT as an intersection of segment of roadway that has a greater than expected number of crashes (Critical Rate Factor > 1.0) over a three-year period.

<u>Critical Rate Factor (CRF)</u>: the ratio of the actual crash rate at an intersection or segment of roadway to the statistically calculated critical rate.

Synchro / SimTraffic: The software utilized to model traffic flow simulations.

<u>Level of service (LOS)</u>: the metric utilized to determine the control delay, measured A through F, with A being optimal and F being unacceptable.

<u>Manual on Uniform Traffic Control Devices (MUTCD):</u> defines the standards used by road managers nationwide to install and maintain traffic control devices on public streets, highways, bikeways, and private roads.

<u>WB-67:</u> A typical semi-trailer truck as defined by the Federal Highway Administration. The WB-67 is 67 feet between the centerline of the front and rearmost axle, plus overhangs for an effective length of 76 feet.

<u>National Cooperative Highway Research Program (NCHRP):</u> a national research program carried out through the support of the Federal Highway Administration and other partners. The NCHRP develops cooperative research reports that are utilized nationwide for engineering-based decision making.

<u>Access Management:</u> the management of access points to adjacent land parcels along roadways aimed at reducing conflict points. Access management implementations can increase capacity, manage congestion, and reduce crashes.

<u>Road Diet:</u> a technique in transportation to reduce the number of vehicular travel lanes, or the effective roadway width to reallocate space or achieve alterative goals through a roadway corridor.

<u>Two-Way Left-Turn Lane (TWLTL):</u> a shared center lane exclusive for the use of left-turning traffic in either direction.

<u>Americans with Disabilities Act (ADA):</u> prohibits discrimination against people with disabilities in this case, in the transportation and public accommodation sector.

<u>Rectangular Rapid Flashing Beacon (RRFB):</u> a traffic control device that is pedestrian actuated and is intended to increase driver awareness of pedestrians at mid-block or uncontrolled intersections. RRFBs flash with an alternating frequency when activated.



1.0 Introduction

The Town of South Berwick, Maine is a York County bedroom community located on the New Hampshire border. Comprised of a historic village centered on Main Street (Route 236/Route 4), businesses, residences, and schools are all located within a half mile radius of the downtown.

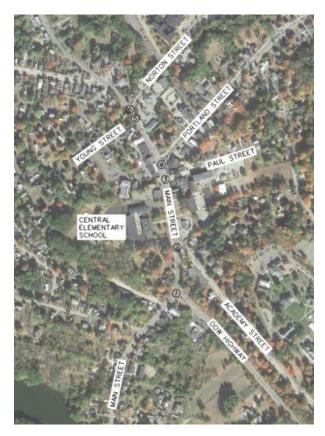
The downtown corresponds with an approximate 1,000-foot stretch of roadway where Route 4 and Route 236 coincide as a major thoroughfare. Commuters from neighboring communities utilize Main Street as the primary throughway to access local employment opportunities, contributing to an average daily vehicle count through the corridor of just under 19,500 vehicles per day. This level of traffic provides challenges to the approximate 7,500 residents of South Berwick.

These challenges are not unique and have been documented within the community for several years. There is an extensive list of previous studies that have been undertaken to develop a solution to the ongoing traffic congestion and safety concerns, dating back to the 1980's and most recently by Sebago Technics, Inc. (Sebago) in 2010.

Recommendations compiled from that study were not implemented. Therefore, the Town of South Berwick (Town) retained Sebago to reevaluate existing and future traffic considerations along Main Street.

The determined study area is shown in Figure 1 in the Technical Appendix and includes the following intersections with Main Street:

- 1. Dow Highway (Route 236)
- 2. Academy Street
- 3. Paul Street
- 4. Portland Street (Route 4)
- 5. Young Street
- 6. Norton Street



Study Area Figure

Additionally, the access drives for the Central Elementary School were included to understand impacts from the traffic volumes and patterns to and from the school.



2.0 Purpose and Need

A kick-off meeting was held with Town Staff on August 8, 2022, to discuss goals for the study and to walk the Main Street corridor. The Town's goals for the traffic study include:

- Review mitigation opportunities for vehicular congestion.
- Provide pedestrian safety and connectivity through the corridor.
- Acknowledge the larger goal of the downtown vitalization, including vehicular and pedestrian access to local businesses.
- Understand the implications of traffic changes on Main Street to nearby local roads and neighborhoods.

It was determined that the study should focus on recommendations for tangible physical improvements, as opposed to Transportation Demand Management (TDM) strategies, as TDM strategies were a significant focus of the 2010 study.

Previous Study Efforts

Through discussions with the Town, it was determined the previous study would remain as background and basis for the current reevaluation efforts, rather than replacing the study given the amount of time that has passed. Sebago was retained for the previous study in 2008 by the Kittery Area Comprehensive Transportation System (KACTS) and the Town to expand on a 2008 study completed by the Maine Department of Transportation (MaineDOT) for the Route 236 corridor. The MaineDOT study highlighted several safety and capacity issues within the Town that warranted further investigation.

Sebago's efforts included a robust public process with five (5) advisory committee meetings and three (3) public meetings. This process directed the purpose and need: to focus on improving vehicular mobility through access management and increase pedestrian and vehicular safety. The study reviewed several options, including providing for a bypass, intersection reconfigurations, and access management strategies. Recommendations included development of a TDM program aimed at reducing the number of commuters via carpool, increasing van share, reviewing park and ride opportunities, and exploring transit feasibility. A phased implementation plan included the following:

<u>Phase 1</u>: Relocate the Central Elementary School Access from Main Street to a backdoor entrance to Young Street.



Rendering from previous report, showing development of a backdoor entrance to Young Street.



<u>Phase 2</u>: Streetscaping implementations including curb bump outs, sidewalk construction, gateway treatments, and added green space with street trees. Underground infrastructure for future signal installations were to be provided at the Main Street intersections of Portland Street and Dow Highway.

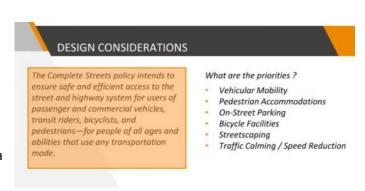
<u>Phase 3</u>: Determine if implementations from TDM strategies had measurable impacts on the corridor. If not, install the traffic signal at the intersection of Main Street and Dow Highway and retain police officer traffic control during the AM peak hour at the intersection of Main Street and Portland Street.

<u>Phase 4</u>: Install the traffic signal at Main Street and Portland Street to replace the longstanding use of police officer traffic control during the AM peak hour period. The total estimate cost for the four phases was \$2.2 million in 2009 construction dollars.

Public Outreach

Following a meeting with the Town Council to introduce the study efforts on August 23, 2022, a Town Council Meeting was held on October 18, 2022, with public comment.

Sebago solicited feedback on existing concerns and requested input for future considerations, utilizing MaineDOT's *Complete Streets Policy* as a basis to understand corridor priorities. Over 25 members of the public spoke, generating the following consistent themes from the meeting:



Slide from the Public Meeting Presentation outlining options to consider for future implementation.

- Speeding is problematic at times and traffic calming is a high priority.
- Significant amounts of traffic make intersection movements challenging.
- The corridor lacks pedestrian visibility and generally pedestrians do not feel safe.

It was evident that the residents are passionate about the South Berwick community but find that the traffic challenges have negative impacts on the character of the community. There is a strong desire to find solutions that are inviting and compliment the historical nature of the downtown.

3.0 Existing Conditions

MaineDOT classifies roadways in the state by priority ranging from 1 (Maine Turnpike, the Interstate System, and key arterials) to 5 (local roadways). Main Street (Route 236/4), Dow Highway (Route 236), and Portland Street (Route 4) are all Priority 2 State Highways, which means they are high priority, but not on the National Highway System (NHS). Because the roadways are classified as State Highways, the intersections are considered "major" intersections. The remaining roadways within the study area are priority 5, local roads and are considered "minor" intersections with Main Street. All the roadways within the study area have a posted speed limit of 25 miles per hour (MPH).



Main Street from Dow Highway to Norton Street has a singular lane in each direction for northbound and southbound through traffic. In the southbound direction, an exclusive left-turn lane is provided at the intersection of Dow Highway. In the northbound direction an exclusive right-turn lane is provided at the intersection of Portland Street.

Between Academy Street and Portland Street are several access points to local businesses and the Central Elementary School. A two-way left-turn lane is provided to accommodate these movements. Onstreet parking is also provided throughout the corridor and is most densely located between Portland Street and Norton Street.

Traffic Volumes

A review of historical count data from MaineDOT was completed utilizing MaineDOT's Traffic Database to understand vehicular volume trends within the last



On-street parking in the vicinity of Portland Street.

ten (10) years. Average annual daily traffic (AADT) volumes were reviewed in the study area and are summarized in Table 1.

MaineDOT		Count Year			
Count Station	Location	2013	2016	2019	2022
01206	Route 4 (Main St), SW/O Central St	10,340	9,890	10,600	9,540
01605	Route 4/236 (Main St), S/O Paul St	-	20,210	19,820	19,040
01601	Route 236 (Main St), N/O Route 4 (Portland St)	10,020	-	9,740	9,260
01204	Route 236 (Dow Highway), S/O Route 4 (Main St)	13,760	13,950	1	13,130
01508	Academy St, NW/O Union St	1,840	1,600	-	-
00106	Route 4 (Portland St), SW/O Colcord St	13,020	13,270	13,500	12,080
01802	Norton St, NE/O Route 236 (Main St)	3,070	3,480	2,580	3,140

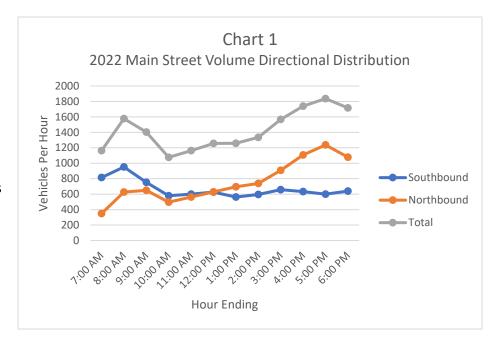
Table 1 - Average Annual Daily Traffic Data

As demonstrated above, the AADT on Main Street increased in the long-term period from 2013 to 2019 and then decreased during the short-term period from 2019 to 2022.

To determine peak hour volumes for analysis purposes, 12-hour turning movement counts (TMCs) were collected on September 14, 2022, from 6:00 AM to 6:00 PM at the study area intersections. The counts, which are included in the Appendix, were completed in September to assure both vehicular

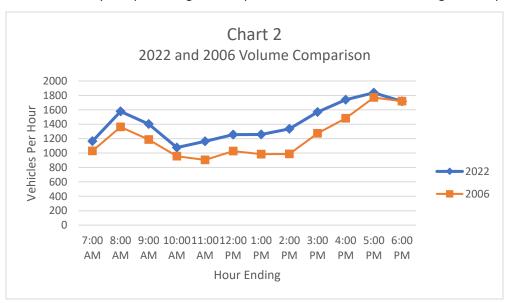


and pedestrian traffic data associated to the Central Elementary School was captured. The volumes were factored to the 30th highest hour, the volumes utilized for traffic analysis purposes as they represent peak summer conditions. Main Street is classified by the MaineDOT as a Group I – Urban Roadway, resulting in a 3% increase from



observed September volumes to adjusted peak summer conditions. The peak hour volumes are summarized in Figure 2 in the Appendix.

Chart 1 demonstrates that the corridor experiences two distinct peaks between the periods of 7:00 to 9:00 AM and 3:00 to 5:00 PM, as typical of a commuter heavy corridor. The peak hours for the corridor occurred from 7:15 to 8:15 AM and from 4:15 to 5:15 PM. Based on the above graph, overall traffic volumes steadily rise preceding the AM peak hour and decrease following the PM peak hour,



demonstrating that the peaks for the corridor were likely captured within the data collection period.

The 2010 study utilized a 12-hour TMC at the intersection of Main Street and Portland Street from June 1, 2006. To understand

long-term traffic trends for a typical peak summer day, this data was compared to the 2022 volumes in Chart 2. The 12-hour peak summer volume was approximately 14,680 vehicles in 2006 and 17,095 in 2022. In 2006, volumes during the peak hours were approximately 7% and 8% lower than 2022 volumes during the AM and PM peak hour periods, respectively.



Heavy Vehicles

An important metric for existing conditions analysis and future intersection evaluation is the percentage of heavy vehicles in the overall traffic volumes. The percentages for movements at the two major intersections, collected in the TMCs, are shown in Table 2 and graphically in Figure 3 in the Appendix.

Table 2 – Heavy Vehicle Percentage by Movement

Intersection of Main Street and Portland Street					
Movement	AM Peak Hour	PM Peak Hour			
Main Street Southbound Left	5.5%ª	0.0%			
Main Street Northbound Right	6.5%	2.0%			
Portland Street Westbound Left	7.5%	4.0%			
Portland Street Westbound Right	0.0%	1.0% ^b			
Intersection of Ma	in Street and Dow Highw	ay			
Movement	AM Peak Hour	PM Peak Hour			
Main Street Southbound Left	5.5%	3.0%			
Main Street Northbound Right	2.5%	1.0%			
Dow Highway Westbound Left	4.5%	0.0%			
Dow Highway Westbound Right	9.0%	2.5%			

^a Two trucks of 36 total movements

Pedestrian and Bicycle Volumes

Main Street does not have dedicated bicycle facilities but has consistent pedestrian facilities. Sidewalks are located on both sides of Main Street from Academy Street to Norton Street, varying in width from 5 feet to 10 feet in the vicinity of the businesses at Portland Street. Between Academy Street and Dow Highway, sidewalk is provided along the west side of Main Street.

Crosswalks are located just south of Academy Street, north and south of Portland Street, and just south of Norton Street. Additional mid-block crossing locations occur at the Post Office Access and in the vicinity of the Town Hall and Central Elementary School. Both locations have pedestrian actuated Rectangular Rapid Flashing Beacons (RRFBs).

The TMCs captured both pedestrian and bicycle volumes through the corridor. Near the Central School, 15 bicycles southbound and 16 bicycles northbound on Main Street



RRFB at the Central Elementary School and Town Hall crosswalk.

were observed, accounting for 0.5% of the total volume along Main Street. Pedestrian volumes are summarized in Table 3 and graphically in Figure 4 in the Appendix.

^b One truck of 98 total movements



Table 3 – Pedestrian Volumes Crossing Main Street

Intersection of Main Street and Dow Highway						
Peak Hour Period	AM Peak Hour	PM Peak Hour				
Vehicular Peak Hour	0	0				
Pedestrian Peak Hour	2 (8:15 – 9:15 AM)	1 (3:00 – 4:00 PM)				
Intersection	Intersection of Main Street and Academy Street					
Peak Hour Period	AM Peak Hour	PM Peak Hour				
Vehicular Peak Hour	1	7				
Pedestrian Peak Hour	5 (10:00 – 11:00 AM)	8 (3:15 – 4:15 PM)				
Main Street at	Central Elementary School	and Town Hall				
Peak Hour Period	AM Peak Hour	PM Peak Hour				
Vehicular Peak Hour	10	7				
Pedestrian Peak Hour	12 (7:45 – 8:45 AM)	23 (3:00 – 4:00 PM)				
Intersection	on of Main Street and Portl	and Street				
Peak Hour Period	AM Peak Hour	PM Peak Hour				
Vehicular Peak Hour	1	15				
Pedestrian Peak Hour	13 (9:45 – 10:45 AM)	18 (3:15 – 4:15)				

Safety Review

MaineDOT compiles crash data for roadways across the state to outline locations that have a higher-than-expected crash rate and potential safety deficiency. The metrics utilized to characterize a high crash location (HCL) include the number of crashes over a three-year period and the critical rate factor (CRF). The critical rate factor is the ratio of the actual crash rate at an intersection or segment of roadway to the statistically calculated critical rate.

An intersection or section of roadway is deemed an HCL if two criteria are met: a CRF greater than 1.0 and a minimum of eight (8) crashes during that three-year period. As such, crash data for the most recent three-year period from 2019 to 2021 was obtained from MaineDOT for the study area. The detailed crash data is included in the Appendix and is summarized in Tables 4 and 5.

Table 4 – Intersection Crash Summary

Node	Location	# of Crashes (CRF)
63402	Main Street and Dow Highway	10 (1.52)
56697	Main Street and Academy Street	10 (1.63)
57011	Main Street and Paul Street	0 (0.00)
56698	Main Street and Portland Street	13 (2.08)
56012	Main Street and Young Street	0 (0.00)
55799	Main Street and Norton Street	4 (1.11)



Table 5 – Segment Crash Summary

Segment / Link	Location	# of Crashes (CRF)
56694 - 63403	Dow Hwy between Vine St and Cumberland Farms	7 (0.38)
63402 - 56697	Main St between Dow Hwy and Academy St	2 (0.35)
56697 - 57011	Main St between Academy St and Paul St	5 (0.68)
57011 - 56698	Main St between Paul St and Portland St	2 (0.69)
56698 - 56012	Main St between Portland St and Young St	5 (1.35)
66042 - 56699	Portland St between Main St and Colcord St	7 (1.64)
56012 - 55799	Main Street between Young Street and Norton Street	0 (0.00)

As demonstrated in the previous tables, there are three (3) high crash locations within the study area: the Main Street intersections of Dow Highway, Academy Street, and Portland Street. The MaineDOT crash diagrams for these locations are included in the Appendix and summarized below. It should be noted that the Main Street links from Academy Street to Paul Street and Portland Street to Young Street were recently high crash locations. The most recent available crash diagrams were also reviewed below.

Intersection of Main Street and Dow Highway

The intersection of Main Street and Dow Highway had ten (10) crashes and a CRF of 1.52 from 2019 to 2021. Five (5) crashes were angle collisions caused by Dow Highway vehicles failing to yield to a Main Street vehicle. Four (4) crashes were rear-end crashes on the Dow Highway approach. One (1) crash was a single-vehicle roadway departure crash caused by cell phone use. It should be noted that this intersection has been a high crash location every study period from 2012 to 2014 through 2017 to 2019.

Intersection of Main Street and Academy Street

The intersection of Main Street and Academy Street had ten (10) crashes and a CRF of 1.63 from 2019 to 2021. The ten (10) crashes included seven (7) angle collisions and three (3) rear-ends. Six (6) of the angle collisions were caused when a vehicle turning left from Academy Street failed to yield to traffic on Main Street. It should also be noted that two (2) of the crashes were attributed to vehicular action while a pedestrian was in the Main Street crosswalk. This intersection has been classified as a high crash location since the 2017 to 2019 period.

Intersection of Main Street and Portland Street

The intersection of Main Street and Portland Street had 13 crashes and a CRF of 2.08 from 2019 to 2021. The crashes include seven (7) rear-ends, five (5) angle collisions, and one (1) sideswipe when a tractor trailer made a wide turn to avoid a parked vehicle. It should be noted that this intersection has been a high crash location since the 2012 to 2014 period.



Main Street Segment between Academy Street and Paul Street

The segment of Main Street between Academy Street and Paul Street was identified as a previous high crash location from the 2006 to 2008 period to the 2009 to 2011 period and then again from 2014 to 2016 period to the 2017 to 2019 period. Given the extensive crash history, the most recent available crash diagram from 2017 to 2019 was reviewed for crash patterns. The link had nine (9) crashes and a CRF of 1.21. Three (3) crashes were rear-ends, two involving vehicles that stopped for pedestrians in the crosswalks. Three (3) crashes involved parked vehicles, one from a door swing, one due to backing into a parked vehicle, and one attributed to operating under the influence (OUI). The final three (3) crashes were a single vehicle departure from the roadway attributed to an OUI, a single vehicle overturn due to sand on the road, and a failure to yield taking a left from a commercial driveway.

Main Street Segment between Portland Street and Young Street

Similarly, the Main Street segment between Portland Street and Young Street was a previous high crash location from 2013 to 2015 through the period of 2017 to 2019. As such, the most recent available crash diagram from 2017 to 2019 was reviewed. The link had eight (8) crashes and a CRF of 2.14. One (1) crash was a rear-end involving a vehicle stopped for pedestrians in the crosswalk. The seven (7) additional crashes involved parked vehicles failing to navigate either in or out of a parking space.

Intersection Analysis

Capacity and Queue Analysis

An existing conditions model of the corridor was built to analyze conditions during the peak hour periods. Capacity analysis was performed utilizing Synchro/SimTraffic v.11 to determine the level of service (LOS) at each study area intersection. LOS is the metric utilized to determine the control delay, measured A through F, with A being optimal and F being unacceptable. The LOS and control delay for unsignalized and signalized intersections are depicted in the Highway Capacity Manual (HCM) 6 and shown in Table 6.

Table 6 – Level of Service from Control Delay

Level of Service (LOS)	Unsignalized Control Delay (Sec./Vehicle)	Signalized Control Delay (Sec./Vehicle)
А	≤10	≤10
В	>10-≤15	>10-≤20
С	>15-≤25	>20-≤35
D	>25-≤35	>35-≤55
E	>35-≤50	>55-≤80
F	>50	>80



Capacity analysis was completed utilizing the above methodologies during the AM and PM analysis periods for 2022 existing conditions. The results are summarized with the delay in seconds followed by the level of service in Table 7 for the major Main Street intersections of Dow Highway and Portland Street, as well as the minor intersection of Academy Street. The reports for the entire corridor are provided in the Appendix.

Table 7 – Level of Service from Control Delay 2022 Existing Conditions

Marramant	Delay in Seconds/Vehicle (LOS)		
Movement	AM Peak Hour	PM Peak Hour	
Main Street and Dow Highway	Unsignalized		
Main Street SB Left	23.9 (C)	41.9 (E)	
Dow Highway NW Left	(F)	(F)	
Dow Highway NW Right	(F)	(F)	
Overall Intersection	(F)	(F)	
Main Street and Portland Street	Unsignalized		
Main Street SB Left	9.8 (A)	(F)	
Portland Street SW Left	(F)	(F)	
Portland Street SW Right	(F)	(F)	
Overall Intersection	(F)	(F)	
Main Street and Academy Street	Unsignalized		
Academy Street WB Left	(F)	(F)	
Academy Street WB Right	27.4 (D)	(F)	
Main Street NB Left	10.7 (B)	5.3 (A)	
Main Street SB Left	6.6 (A)	14.9 (B)	

As outlined above, it is evident that there are significant capacity constraints through Main Street during both peak hour periods, with the levels of traffic on Main Street significantly impacting movements to and from the major side streets. Both the intersections of Dow Highway and Portland Street are operating overall at LOS "F" during both peak hour periods. Additionally, the following movements through the study area are operating at LOS "E" or worse during either peak hour period:

- Aroma Joe's lefts (AM)
- Central School Driveway lefts and rights (AM)
- Town Hall Driveway lefts (AM and PM)
- Paul Street lefts (AM)
- Young Street lefts and rights (PM)
- Norton Street lefts and rights (PM)



A queue analysis was also completed utilizing Synchro/SimTraffic. The 95th percentile queues during the peak hours are summarized in Table 8 with queues that exceed 1,000 feet or exceed the available storage highlighted.

Table 8 – 95th Percentile Queue Analysis 2022 Existing Conditions

Marramant	Length (Feet)		
Movement	Available Storage	AM Peak Hour	PM Peak Hour
Main Street and Dow Highway	Unsignalized		
Main Street SB Left	310	339	304
Dow Highway NW Left	•	1,172	1,169
Dow Highway NW Right	360	551	678
Main Street and Portland Street	Unsignalized		
Main Street NB Right	290	27	51
Main Street SB Left	-	198	437
Portland Street SW Left	-	1,284	1,036
Portland Street SW Right	250	424	310
Main Street and Academy Street	Unsignalized		
Academy Street WB Left	-	217	470
Academy Street WB Right	65	80	115
Main Street SB Left	45	55	43

Signal Warrant Evaluation

Often mitigation efforts for failing levels of service and angle collisions at an unsignalized intersection include review for traffic signalization. The Manual on Uniform Traffic Control Devices (MUTCD) has nine (9) warrants for review to determine the need for a traffic signal. As such, these warrants were reviewed for average day volumes. Because the Town of South Berwick is an isolated community with a population of less than 10,000 people, it is appropriate to apply the 70% reduction factor to the signal warrant analysis for each location.

Warrant 1 – Eight-Hour Vehicular Volume requires that eight (8) of the 12 counted hours exceed the volume thresholds for critical movements. This warrant allows for traffic signalization if one of two conditions are met:

- Condition A Minimum Vehicular Volume: "intended for application at locations where a large volume of intersecting traffic is the principal reason to consider installing a traffic control signal."
- Condition B Interruption of Continuous Traffic: "intended for application at locations where
 Condition A is not satisfied and where the traffic volume on a major street is so heavy that traffic
 on a minor intersecting street suffers excessive delay or conflict in entering or crossing the major
 street."



Sebago reviewed Warrant 1 for the Main Street intersections of Dow Highway, Portland Street, and Academy Street given the failing levels of service and demonstrated crash history. Additionally, Norton Street was reviewed given the volumes, the delay for exiting Norton Street movements, and feedback from the Town and the Public. The warrant charts are provided in the Appendix and summarized in Table 9.

Table 9 – Traffic Signal Warrant 1 Results 2022 Existing Volumes

Location	Major Approach	Minor Approach	Warrant Results
Main Street and Portland Street	Main Street (NB + SB)	Portland Street Lefts	Yes, Condition A
Main Street and Dow Highway	Man Street (NB)	Main Street Lefts (SB)	Yes, Condition A
Main Street and Academy Street	Main Street (NB + SB)	Academy Street Lefts + Rights ¹	No
Main Street and Norton Street	Main Street (NB + SB)	Norton Street Lefts	Yes, Condition A + B ²

¹ Rights turns are generally subtracted from this volume if there is the ability to by-pass left-turns. Academy Street is wide enough to provide by-pass for approximately 65 feet. However, given the high volume of right-turns they are likely contributing to long queues and delays on this approach and were therefore included.

As outlined in Table 9, both Main Street intersections of Portland Street and Dow Highway meet signal warrants under existing conditions.

Norton Street meets warrants under Condition A + B which is defined in the MUTCD as "the combination of Conditions A and B is intended for application at locations where Condition A is not satisfied, and Condition B is not satisfied and should be applied only after an adequate trial of other alternatives that could cause less delay and inconvenience to traffic has failed to solve the traffic problems."

Given the results of Warrant 1 for both Norton Street and Academy Street, Warrant 2 – Four-Hour Vehicular Volume was reviewed. Both intersections meet the minimum volumes for the four-hour warrant. It should be noted that Academy Street would not meet these signal warrants if the right-turns were discounted completely from the analysis.

4.0 Summary of Alternatives

Based on the results of the existing conditions analysis and feedback from the Town and the Public, Sebago explored several iterations of proposed solutions. The corridor was modeled in Synchro/SimTraffic with over ten iterations of options to determine feasible scenarios to bring to conceptual design level. These options are provided in more detail in the Appendix.

² Meets 7/8 hours for Condition A, volumes are 3% short of meeting all 8 hours.



Intersection Alternatives

The intersection alternatives focus on the major Main Street intersections of Dow Highway and Portland Street. Academy Street and Norton Street were considered for intersection implementations but ultimately not pursued conceptually.

Norton Street primarily provides access to residential and small-scale traffic generators, and the traffic patterns observed from the turning movement counts appear to be greater than generated by the uses alone. With residential uses, more traffic generally exits during the AM period and enters during the PM. Norton Street has more exiting traffic consistently throughout the 12-hour count period, with a heavy percentage turning left. It is likely that the imbalance is due to drivers attempting to bypass the long queues for left-turns on Portland Street by navigating to Norton Street. For this reason, Sebago recommends focusing on improvements at Main Street and Portland Street. If the delay for traffic on Portland Street can be minimized, it is likely there would be a reduction in vehicles using Norton Street to avoid the congested intersection.

At Academy Street, alternatives were explored for improvements as this location is a high crash location. Both signalization and roundabout treatment were reviewed as a part of the SimTraffic model. However, adding delay for Main Street movements with either of these options created queue spillback to Dow Highway and ultimately negative impacts to the network. Like Norton Street, the intersection also has a higher volume of right-turns during the PM peak hour that may be bypass longer queues at Dow Highway. The volumes do not signify as obvious of a bypass correlation as Norton Street, but it is possible some percentage of vehicles may relocate after improvements at Dow Highway. For these reasons, Sebago recommends focusing on improvements at Dow Highway and Main Street to understand if overarching corridor improvements have positive results on the intersection.

Traffic Signals - Alternative 1

Two alternatives for signalization were reviewed for 2022 existing volumes. These volumes include an assumption of approximately 75% of Norton Street cut through traffic relocating, as shown in Figure 5 in the Appendix. It should be noted that no Academy Street traffic was relocated given the less obvious bypass correlation.

The first alternative focused on analysis to signalize both Main Street intersections of Portland Street and Dow Highway, retaining the existing lane uses. The traffic signals were modeled as a coordinated signal system, which is defined as signal timing that synchronizes traffic movements and manages the progression speed where uninterrupted flow is desired along a corridor (in this case Main Street). The capacity results are summarized in Table 10.



Table 10 – Level of Service from Control Delay Signalization with Existing Geometry – 2022 Existing Volumes

D.C. company	Delay (LOS)					
Movement	AM Peak Hour	PM Peak Hour				
Main Street and Dow Highway	Signalized					
Main Street NB Thru	32.3 (C)	37.2 (D)				
Main Street NB Right	26.0 (C)	36.6 (D)				
Main Street SB Left	17.4 (B)	20.1 (C)				
Main Street SB Thru	2.6 (A)	5.6 (A)				
Dow Highway NW Left	42.0 (D)	53.4 (D)				
Dow Highway NW Right	12.6 (B)	37.8 (D)				
Overall Intersection	17.8 (B)	32.2 (C)				
Main Street and Portland Street	Signo	alized				
Main Street NB Thru	7.0 (A)	7.2 (A)				
Main Street NB Right	1.1 (A)	1.5 (A)				
Main Street SB Left	44.2 (D)	297.7 (F)				
Main Street SB Thru	29.1 (C)	249.5 (F)				
Portland Street SW Left	67.1 (E)	37.2 (D)				
Portland Street SW Right	24.9 (D)	11.8 (B)				
Overall Intersection	29.0 (D)	38.7 (D)				

The signalization of the two intersections, retaining the existing lane uses demonstrated overall intersection improvements during the AM and PM peak hour periods. At Portland Street, Main Street is failing during the PM peak hour as left-turn traffic is continually blocking through traffic. During the AM period, Portland Street lefts are operating at LOS "E." At Dow Highway, many movements are operating at LOS "D". These results signify that this alternative would provide improvements in the short-term to the majority of the movements, but likely would not provide long-term improvements if traffic volumes continue to increase.

Traffic Signals – Alternative 2

The second alternative reviewed opportunities to implement additional capacity at the intersection by adding auxiliary turn lanes. The National Cooperative Highway Research Program (NCHRP) *Report 457 – Evaluating Intersection Improvements* was reviewed for lane addition recommendations based on volume thresholds. The following guidance is provided:

- Add an exclusive left-turn lane when lefts exceed 100 vehicles per hour and the opposing and adjacent through movements exceed 450 vehicles per hour.
- Dual left-turn lanes if the volume exceeds 300 vehicles per hour.
- Exclusive right-turn lane when rights exceed 300 vehicles per hour and adjacent through movement exceeds 300 vehicles per hour.



Based on the above guidance, a left-turn lane for southbound Main Street at Portland Street would be recommended as well as dual left-turn lanes southbound at Dow Highway. To accomplish a dual left-turn, an additional receiving lane on Dow Highway would be required to allow for two lanes of left-turning traffic. Additionally, a right-turn lane was added northbound at Dow Highway. Although the right-turn volume does not surpass the thresholds, the addition of a right-turn lane provides improvements for the overall intersection and approach levels of service. The capacity results for this alternative are summarized in Table 11.

Table 11 – Level of Service from Control Delay
Signalization with Proposed Geometry – 2022 Existing Volumes

Marramant	Delay (LOS)				
Movement	AM Peak Hour	PM Peak Hour			
Main Street and Dow Highway	Signo	alized			
Main Street NB Thru	30.9 (C)	27.1 (C)			
Main Street NB Right	9.6 (A)	9.8 (A)			
Main Street SB Left	19.8 (B)	24.7 (C)			
Main Street SB Thru	24.0 (C)	31.1 (C)			
Dow Highway NW Left	32.0 (C)	35.0 (C)			
Dow Highway NW Right	12.0 (B)	22.8 (C)			
Overall Intersection	20.3 (C)	25.0 (C)			
Main Street and Portland Street	Signo	alized			
Main Street NB Thru	15.7 (B)	13.1 (B)			
Main Street NB Right	1.9 (A)	3.5 (A)			
Main Street SB Left	26.9 (C)	31.3 (C)			
Main Street SB Thru	20.8 (C)	8.4 (A)			
Portland Street SW Left	28.3 (C)	29.1 (C)			
Portland Street SW Right	6.4 (A)	8.8 (A)			
Overall Intersection	17.0 (B)	12.6 (B)			

This alternative provides significant improvement with all movements operating at LOS "C" or better. At the intersection of Main Street and Portland Street, a 150-foot left-turn lane for southbound Main Street improves the operational performance of the intersection from LOS "D" to LOS "B" during both peak periods.

At Main Street and Dow Highway, the overall intersection operations are similar between alternatives. However, this option provides greater capacity improving all movements to LOS "C" or better during both peak hour periods. The addition of the dual left-turn lanes also minimizes the potential for queue spillback to extend to Academy Street. With overall better operations at the intersection, movements are serviced more often, reducing the necessary storage length for the Dow Highway approach from 360 feet to 200 feet.

While these implementations offer solutions to the two major intersections, it should be noted that the other intersections and driveways through the corridor still experience capacity constraints.



Roundabouts

In addition to signalization, roundabouts were also evaluated as potential intersection solutions. Planning level design criteria for roundabouts was reviewed from the NCHRP 672 Report – *Roundabouts*. To determine the required roundabout size at each intersection the following criteria was noted:

- The threshold for one lane entry is 1,000 vehicles per hour on an approach with 1,000 to 1,300 vehicles potentially warranting two-lane entry.
- The typical inscribed diameter for a single-lane roundabout is 90 to 180 feet. To accommodate large tractor trailer trucks (classified as WB-67 by the Federal Highway Administration) diameters are recommended in the range of 130 to 180 feet.

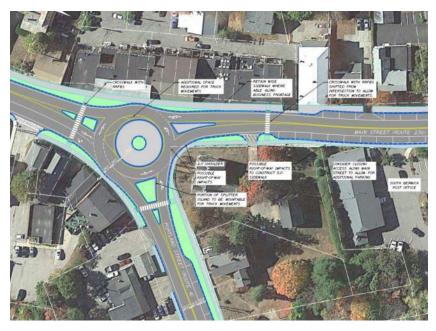
Given the possible right-of-way constraints with building faces and historical properties, it was assumed a single lane roundabout was likely the most feasible. Based on a review of the volumes, this is marginally feasible, with northbound Main Street at Portland Street requiring a two-lane approach. The analysis of the lane requirements and thresholds is provided in the Appendix and the capacity results are summarized in Table 12.

Table 12 – Level of Service from Control Delay Roundabout Analysis – 2022 Existing Volumes

D.C. company	Delay (LOS)				
Movement	AM Peak Hour	PM Peak Hour			
Main Street and Dow Highway	Round	labout			
Main St NB Thru	12.8 (B)	57.3 (F)			
Main St NB Right	12.3 (B)	60.3 (F)			
Main St SB Left	7.3 (A)	3.1 (A)			
Main St SB Thru	7.2 (A)	3.2 (A)			
Dow Highway NW Left	4.9 (A)	43.4 (E)			
Dow Highway NW Right	4.8 (A)	41.1 (E)			
Overall Intersection	8.0 (A)	35.2 (E)			
Main Street and Portland Street	Round	labout			
Main St NB Thru	1.2 (A)	2.2 (A)			
Main St NB Right	1.2 (A)	1.3 (A)			
Main St SB Left	13.4 (B)	3.5 (A)			
Main St SB Thru	12.3 (B)	3.6 (A)			
Portland St SW Left	9.7 (A)	6.5 (A)			
Portland St SW Right	9.5 (A)	6.5 (A)			
Overall Intersection	7.2 (A)	3.1 (A)			

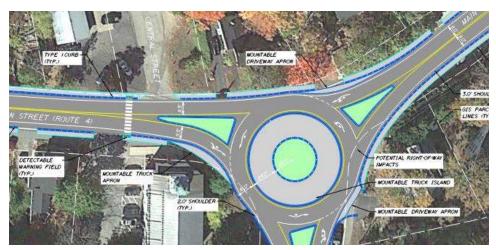


At the intersection of Main Street and Portland Street, the analysis showed significantly improved operations with all movements at LOS "B" or better. Given the results, a Concept Plan, which is attached to this report and included in the Technical Appendix, was developed to determine the feasibility. A single-lane roundabout with a northbound dual entry approach was determined to be feasible with an inscribed diameter of 124 feet. The provided inscribed diameter is less than the 130-



Roundabout concept at the intersection of Main Street and Portland Street.

foot minimum listed previously for planning purposes, as the existing geometry of the intersection approaches allow a lesser diameter while still accommodating WB-67 movements. It should be noted that the northbound approach angle is considered substandard, and the crosswalks would need to be moved further away from the intersection in some instances to accommodate truck movements.



Roundabout concept at the intersection of Main Street and Dow Highway.

At the intersection of Main Street and Dow Highway, some movements were operating at LOS "E" with the intersection at LOS "F" overall, as also confirmed by the 6th edition of HCM's roundabout capacity methodology. Similarly, a Concept Plan for a single-lane roundabout was

developed to determine if a multi-lane roundabout was feasible to pursue. The inscribed diameter required for a single lane roundabout would likely require right-of-way impacts. As such, a two-lane roundabout was determined to be infeasible and not pursued further from a capacity of conceptual level.



Corridor Considerations

Additional review of the entire corridor was completed to compile recommendations for access management, pedestrian improvements, parking, and traffic calming. The Concept Plans, which are attached to this report and provided in the Technical Appendix, outline those considerations.

Access Management

Access management is the strategy of reducing conflict points by means of reducing driveway widths, the number of driveways, and the spacing of driveways. Considerations provided align with the MaineDOT's Chapter 299 Highway Driveway and Entrance Rules as follows:

- Reducing parcel driveways to one full movement, or two with one-way flow. Driveways should be between 22 feet and 30 feet for two-way flow.
- Corner clearance should be 100 feet from an unsignalized intersection and 125 feet from a signalized intersection.
- Sharing access points when practical.
- Removing the Main Street access on corner parcels that have access to a side street.

A recommendation of the previous report was to provide access management for the Central Elementary School, which currently has access along Main Street in the area with the highest traffic volumes. A backdoor access to Young Street was proposed via vacant land adjacent to the library. This was not completed, and new development has since occurred on the previously identified land. To revisit this possibility, right-of-way impacts would be required on an undeveloped portion of the parcel referred to as Map 028/Lot 027.

Sebago also reviewed opportunities for connection to Central Street to the south. Upon further investigation, Central Street is a privately owned way. This connection would require right-of-way impacts on an undeveloped portion of the parcel referred to as Map 028/Lot 081.

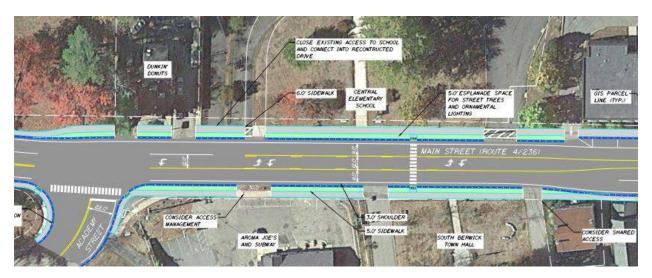


South Berwick parcel maps showing parcels adjacent to the Central Elementary School that would be impacted to create a backdoor access for the school to either Young Street or Central Street.



Traffic Calming

A theme that was consistently heard from the public was the need for traffic calming through the corridor. Alternatives were reviewed with a focus on the area between Academy Street and Portland Street. The first alternative aimed to reduce the amount of pavement by means of a "road diet." It was determined that the two-way left turn-lane (TWLTL) should be retained for safety and mobility to provide left-turning traffic a location to wait while completing a left-turn into the numerous properties and side streets. The TWLTL also provides the opportunity for a two-stage exit for vehicles taking a left from the driveways in this area. To provide pavement reduction strategies without removing the TWLTL, a provided alternative removes the on-street parking. The space is reallocated as esplanade that could be utilized for street trees or pedestrian scale lighting.



Alternative to remove on-street parking and reallocate the space to esplanade. The Town could consider landscaping or lighting opportunities within the esplanade.

An option that was discussed with the Town was providing a raised median island along Main Street, replacing the two-way left-turn lane between Academy Street and Portland Street. In reviewing left-turn movements through this section, many of them operate at LOS "E" or LOS "F" due to the high volumes of traffic on Main Street during the peak hours. A raised island would restrict movements to rights in and out only and would also serve as traffic calming. Given the existing Central Elementary School access, it was determined this option should not be pursued.

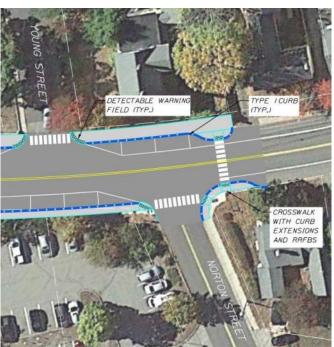
Pedestrian Accommodations

The Concept Plans outline sidewalk reconstruction efforts throughout the corridor to accommodate shifting curb lines and upgrades to the Americans with Disabilities Act (ADA) standards. The corridor has existing infrastructure on both sides of Main Street, aside from a short segment on the east side between Dow Highway and Academy Street. It is recommended this section be added to provide additional connectivity from Academy Street to Dow Highway, providing the opportunity for pedestrians to continue south without the need to cross Main Street.



Depending on the alternative outlined in the Concept Plans, crosswalk locations are outlined as follows:

- An existing crosswalk south of Dow Highway is proposed to be retained. This would be a signalized crossing if a signal is installed at this intersection.
- An existing crosswalk south of Academy Street was removed in the Dow Highway signalized
 condition. Based on the counts, this does not appear to be a highly utilized crosswalk and
 contributed to a crash history at the intersection. Pedestrians southbound could continue along
 a newly installed sidewalk and cross via a controlled crosswalk at Dow Highway. Alternatively,
 pedestrians can continue north and cross via the retained mid-block crosswalk with RRFBs.
- The existing mid-block crosswalk at the Central Elementary School was retained. The RRFBs should be upgraded to current standards. If on-street parking is retained in this area, the Concept Plans show curb extensions to provide greater pedestrian visibility and a shorter crossing distance. It should be noted that curb extensions are also recommended as a traffic calming implementation.
- All crosswalks at Portland Street are retained. These would all be signalized crossings if a signal is installed at this intersection.
- The existing mid-block crossing at the post office was removed. If the proposed access management at the post office is completed and the crosswalk removed, additional accommodations for on-street parking can be completed.
- The existing Norton Street crosswalk was retained to the north of the intersection with proposed curb extensions to provide visibility around the on-street parking and act as traffic calming as vehicles enter the downtown. It is recommended this crosswalk be outfitted with RRFBs.

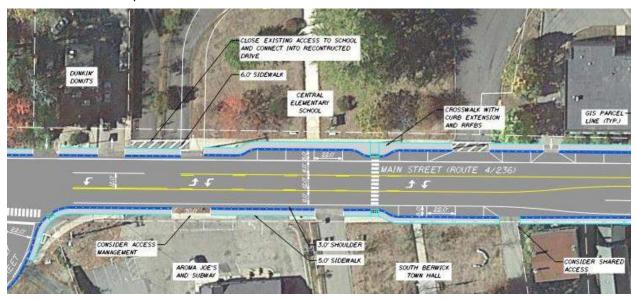


Conceptual crosswalk option at Norton Street with curb extensions that would provide traffic calming to vehicular traffic entering the downtown.



On-Street Parking

MaineDOT provides design guidance for on-street parking. This guidance outlines parking restrictions within 20 feet of a crosswalk (unless curb extensions are provided), within 25 feet of an intersection, or within 10 feet of a driveway. As such, the Concept Plans demonstrate locations where parking may remain based on this guidance. Additionally, an alternative from Academy Street to Portland Street shows an option to retain the on-street parking through this section as opposed to the previously discussed road diet option.



Conceptual option to retain on-street parking were available from Academy Street to Portland Street.

One opportunity for additional on-street parking is the conversion of Paul Street to one-way only in the easterly direction. Paul Street is located just 80 feet south of where the stop bar would be located if the intersection of Main Street and Portland Street is signalized. Vehicles exiting Paul Street may often be blocked by the queue from the signalized condition and often may choose an alternative route. Additionally, the intersection will be located within MaineDOT's corner clearance recommendation of 125 feet from a signalized intersection. Given the proximity to the downtown businesses, Paul Street may be an opportunity to provide additional downtown parking.

5.0 Recommended Alternative

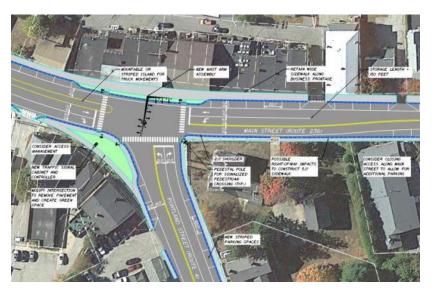
Based on the previous discussions, it is Sebago's professional opinion that the Town should pursue signalization with the implementation of new auxiliary turn lanes at the Main Street intersections of Dow Highway and Portland Street.

Although the roundabout at Main Street and Portland Street works from an operational perspective under 2022 conditions, the single lane roundabout does not provide significant reserve capacity to accommodate future growth in traffic volumes. A two-lane roundabout at either intersection is not feasible due to geometric and space constraints.



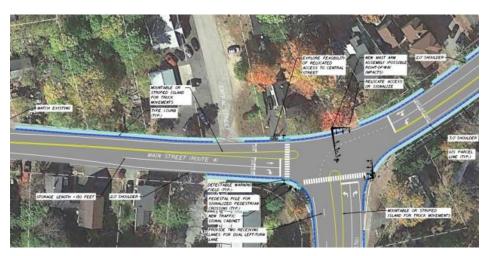
Analysis of signalization at both Portland Street and Dow Highway demonstrate available capacity under 2022 conditions.

Additionally, signalization provides the greatest flexibility, by means of both retiming the signals as traffic patterns grow and change, and by also coordinating the two signals to optimize platooning traffic through the corridor. It is also important to note that traffic signalization allows the implementation of emergency vehicle pre-emption technology.



 ${\it Concept Plan to signalize the intersection of Main Street and Portland Street.}$

With emergency services located in close proximity to Norton Street, this will allow prioritization of emergency vehicles through the corridor.



The signalization of both Portland Street and Dow Highway will also provide pedestrian phases with vehicular traffic stopped, providing more protection than under the free-flowing or roundabout conditions.

Concept Plan to signalize the intersection of Main Street and Dow Highway.

Future Volume Analysis

The recommended alternative for the intersections was reviewed for future conditions to determine long-term capacity and determine queue lengths for storage lanes. As discussed in Section 3, the corridor saw long-term growth of approximately 0.5% annually. This rate was utilized to project the 2022 volumes to 2042 future conditions. The 2042 volumes are shown in Figure 6 in the Appendix. Based on these volumes, the corridor timings were reevaluated, resulting in the capacity analysis results shown in Table 13 and 95th percentile queue results in Table 14.



Table 13 – Level of Service from Control Delay Signalization with Proposed Geometry – 2042 Future Volumes

Na	Delay (LOS)				
Movement	AM Peak Hour	PM Peak Hour			
Main Street and Dow Highway	Signo	alized			
Main Street NB Thru	30.2 (C)	46.0 (D)			
Main Street NB Right	9.3 (A)	26.4 (C)			
Main Street SB Left	29.7 (C)	31.0 (C)			
Main Street SB Thru	34.9 (C)	42.7 (D)			
Dow Highway NW Left	30.0 (C)	37.9 (D)			
Dow Highway NW Right	15.3 (B)	30.1 (C)			
Overall Intersection	25.8 (C)	36.4 (D)			
Main Street and Portland Street	Signa	alized			
Main Street NB Thru	15.6 (B)	13.3 (B)			
Main St NB Right	2.2 (A)	4.0 (A)			
Main Street SB Left	34.5 (C)	35.9 (D)			
Main Street SB Thru	33.1 (C)	11.1 (B)			
Portland Street SW Left	40.1 (D)	31.3 (C)			
Portland Street SW Right	15.3 (B)	10.5 (B)			
Overall Intersection	24.3 (C)	13.9 (B)			

Table 14 – 95th Percentile Queue Analysis Signalization with Proposed Geometry – 2042 Future Volumes

Movement	Length (Feet)					
Wovement	Available Storage	AM Peak Hour	PM Peak Hour			
Main Street and Dow Highway		Signalized				
Main Street NB Thru	-	330	784			
Main Street NB Right	200	195	297			
Main Street SB Left	320	347	254			
Main Street SB Left/Thru	-	356	309			
Dow Highway NW Left	150	132	212			
Dow Highway NW Right	-	319	492			
Main Street and Portland Street		Signalized				
Main Street NB Thru	-	120	110			
Main Street NB Right	290	106	124			
Main Street SB Left	150	162	149			
Main Street SB Thru	-	410	192			
Portland Street SW Left	-	647	322			
Portland Street SW Right	175	132	144			



Environmental Impacts

As requested at the Public Meeting, before and after emissions were reviewed for the existing conditions and the recommended proposed condition. SimTraffic reports were utilized to obtain the data for fuel consumption and carbon monoxide (CO) emissions and the results are shown for the peak hours in Table 15. SimTraffic utilizes a fuel consumption-based emissions model where the rates for grams of emissions per gallon of fuel consumed are based on research completed by Oak Ridge Nation Labs for the FHWA in 1999. The estimation model for fuel consumption utilizes the total travel distance, total delay, and number of stops for each vehicle within each simulation and is based on research completed by the McTrans Center at the University of Florida in 2010.

Table 15 - Before and After Network Emissions

Measurement	Existing Peak Hour	Proposed Peak Hour
AM Fuel Use (gal)	78.6	55.4 (-30.8%)
PM Fuel Use (gal)	128.1	59.2 (-68.9%)
AM CO Emissions (g)	19,757	16,809 (-14.9%)
PM CO Emissions (g)	15,534	13,019 (-16.2%)

While the proposed signalization demonstrates an improvement through the corridor, it should be noted that the results in the table above represent only the peak hour of traffic and not an entire day. Typically, a signalized intersection is less environmentally friendly than an unsignalized intersection when the unsignalized intersection is operating at reasonable levels of service. Given the existing conditions model was oversaturated during the peak hours, there is likely an overestimation in the level of improvement between the existing and proposed values.

Opinion of Cost

Planning level construction costs for the recommended intersection improvements have been estimated in 2023 dollars. Both alternatives provided between Academy Street and Portland Street have also been estimated for the Town's consideration. The estimate spreadsheets are included in the Appendix and summarized in Table 16. It should be noted that the estimates provided are construction costs and do not include any preliminary engineering, construction engineering, or right-of-way related costs.

Table 16 - Preliminary Opinion of Cost

	Alternative	Cost Estimate (2023 Dollars)
Α	Intersection of Main Street and Dow Highway	\$1,200,000.00
В	Intersection of Main Street and Portland Street	\$1,300,000.00
С	Between Academy Street and Portland Street – Option 1	\$625,000.00
D	Between Academy Street and Portland Street – Option 2	\$750,000.00
	Approximate Preliminary Cost (A + B + C)	\$3,125,000.00
	Approximate Preliminary Cost (A + B + D)	\$3,250,000.00



6.0 Summary and Conclusions

Sebago Technics has completed an analysis of the Main Street (Route 236) corridor from Dow Highway to Norton Street. Several alternatives for the corridor were reviewed, with primary focus on the Main Street intersections of Portland Street and Dow Highway. Both intersections have long-standing capacity constraints and safety deficiencies and have been previously acknowledged for the need for traffic signalization. Other intersections and access points within the study area are also challenged with capacity constraints due to the volume of traffic that travels daily through the corridor.

Traffic analysis and Concept Plans were completed to determine the most feasible improvements that provide long-term benefit to the corridor. Both traffic signalization and roundabout treatments were evaluated at the two major intersections. Although the roundabout at Main Street and Portland Street works from an operational perspective, a single lane roundabout does not provide significant reserve capacity to accommodate future growth in traffic volumes. A two-lane roundabout at either intersection is not feasible due to geometric and space constraints.

Traffic signalization at these intersections also provides the greatest flexibility, by means of both the ability to retime the signals as traffic patterns grow and change, and by also coordinating the two signals to provide optimization of the platooning traffic through the corridor. It should also be noted that at the intersection of Main Street and Portland Street, signalization allows for the retainage of greater amounts of parking for southbound Main Street in the vicinity of the businesses.

At the intersection of Main Street and Dow Highway, it is recommended to modify the intersection to include a shared left-turn and through lane on the southbound approach, allowing for dual left-turns onto Dow Highway. On the northbound approach, construct a through lane and dedicated right-turn lane with 150 feet of storage. At the intersection of Main Street and Portland Street, it is recommended to retain the northbound through lane and dedicated right-turn lane and construct a through lane and dedicated left-turn lane with approximately 150 feet of storage.

The improvements at these two intersections are likely to provide long-term improvements and have greater impacts to this area of South Berwick, as mitigating the existing long delays for Portland Street and Dow Highway should reduce diverted traffic through the local neighborhoods attempting to bypass long queues. Because of that, it is recommended to allow for traffic volumes to re-balance at the intersections of Norton Street and Academy Street. These intersections were also reviewed for potential improvements as a part of this study, however it is Sebago's opinion that mitigating the existing deficiencies at the two major intersections will have positive impacts on diverted traffic to these intersections.

Throughout the remainder of the corridor, Concept Plans were developed with a focus towards access management and pedestrian connectivity. Between Dow Highway and Portland Street, two alternatives were provided: one that reduces pavement widths by removing parking and reallocating space for an esplanade with lighting and street trees, or a second that retains the on-street parking where available.



From a pedestrian connectivity standpoint, the corridor is well equipped with existing infrastructure on both sides of Main Street, aside from a short segment on the east side between Dow Highway and Academy Street. It is recommended to install a new sidewalk through this area to facilitate additional pedestrian connectivity. The plans are inclusive of this new section and provide planning level costs to reconstruct the existing facilities to upgrade to Americans with Disabilities Act (ADA) standards.

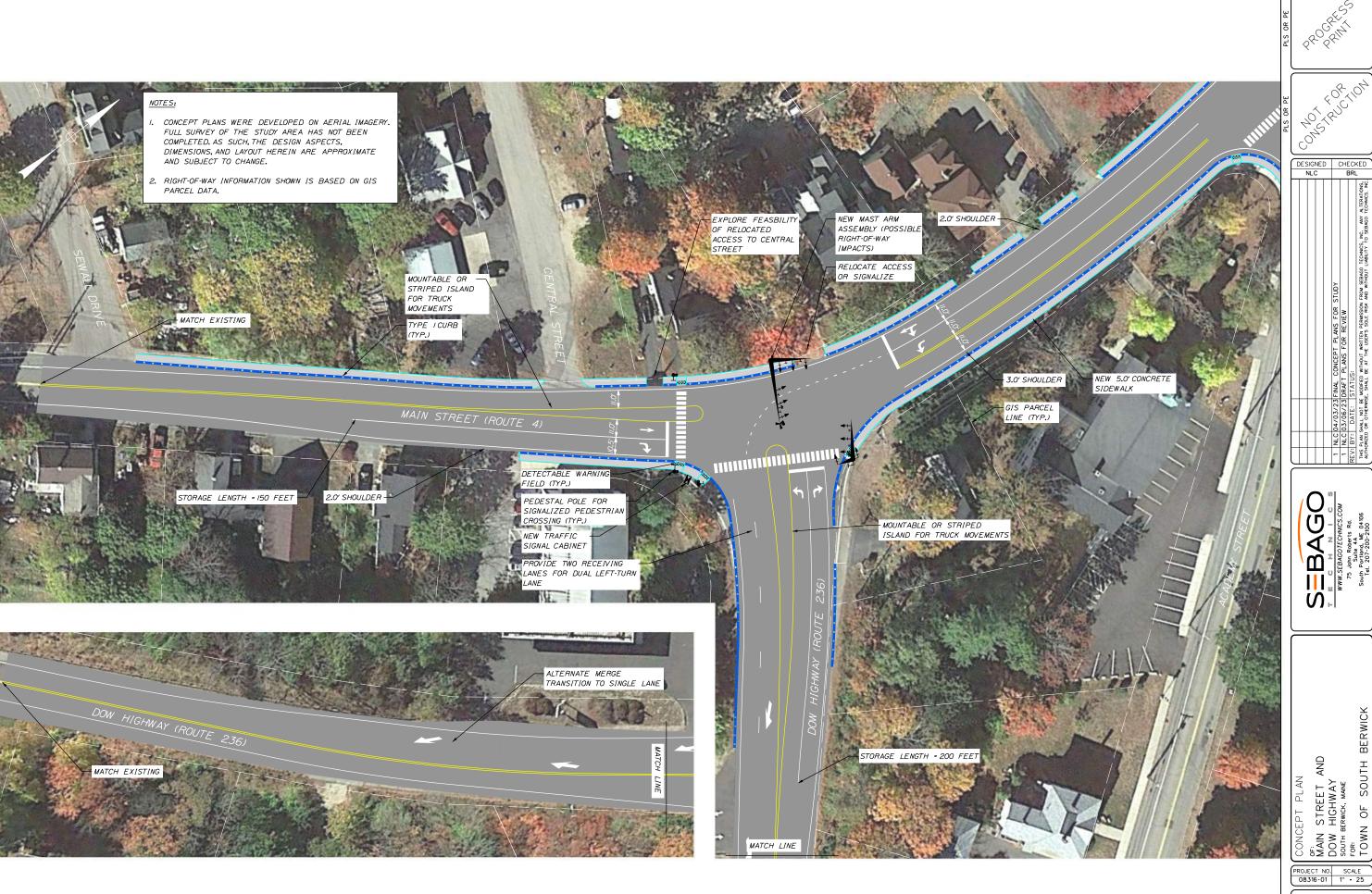
It is recommended to relocate curb lines and reconstruct sidewalk as feasible throughout the study area to seek opportunities for shortened crosswalks, additional pedestrian visibility, and for traffic calming purposes. Additionally, it is recommended to pursue access management opportunities between Academy Street and Portland Street and between Portland Street and Norton Street. Reducing the number and width of the existing access points will aid in reducing conflict points not only between vehicles but also between vehicles and pedestrians.

Finally, the Concept Plans outline the recommended crosswalk locations. It was determined that signalization of the Main Street intersections of Portland Street and Dow Highway was also more advantageous than the roundabout options. With the implementation of the roundabout, the crosswalks had to be pushed further away from the intersection and many of the refuge areas were required to be mountable to accommodate large truck movements. Signalization allows a pedestrian phase to operate with vehicles stopped, as opposed to yielding within the roundabout alterative. At the crosswalks located at unsignalized locations, Rectangular Rapid Flashing Beacons are recommended, assuring that all crosswalks within the study area have additional treatments to provide added visibility for pedestrians.

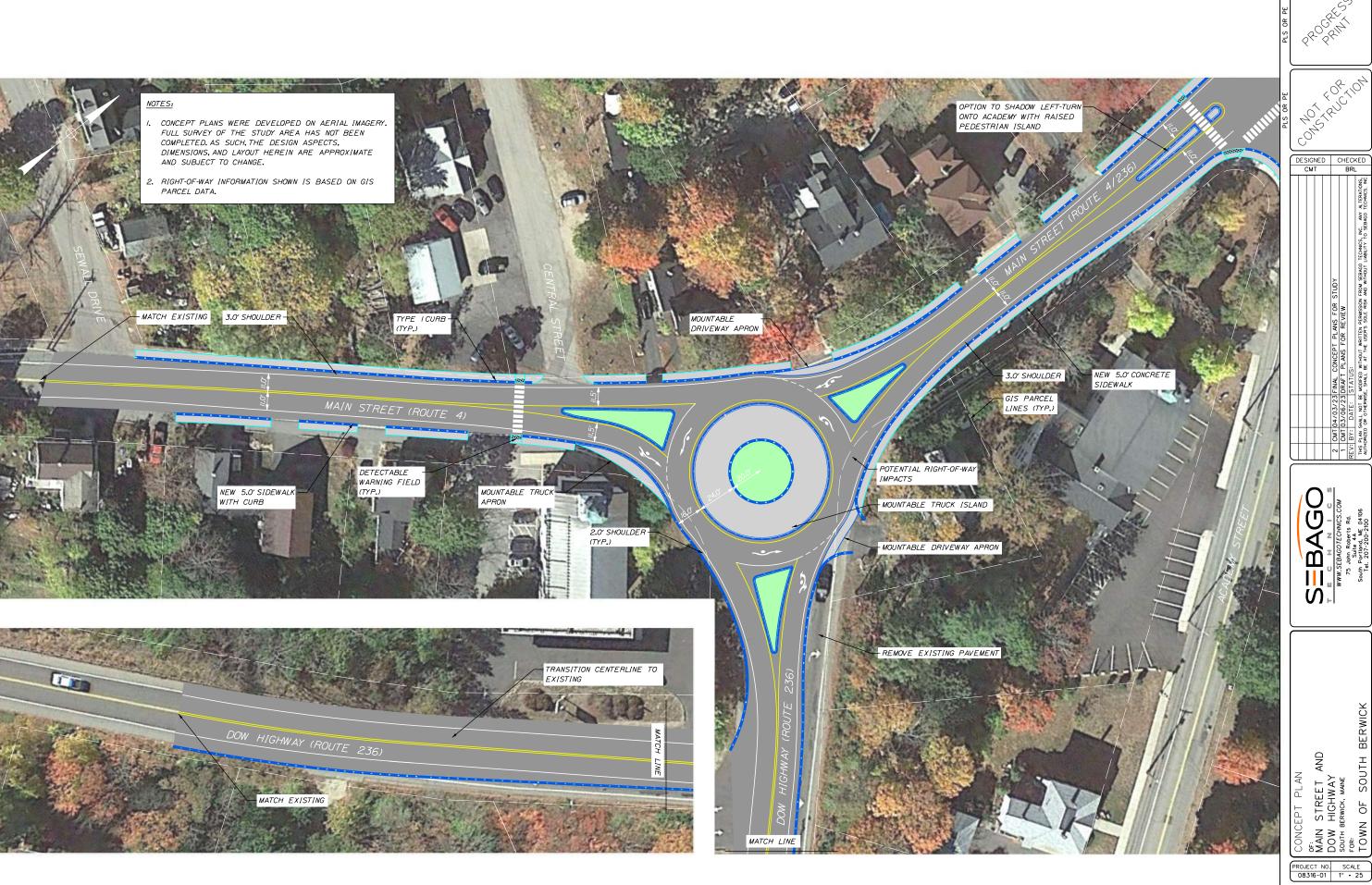


Attachments

Concept Plans

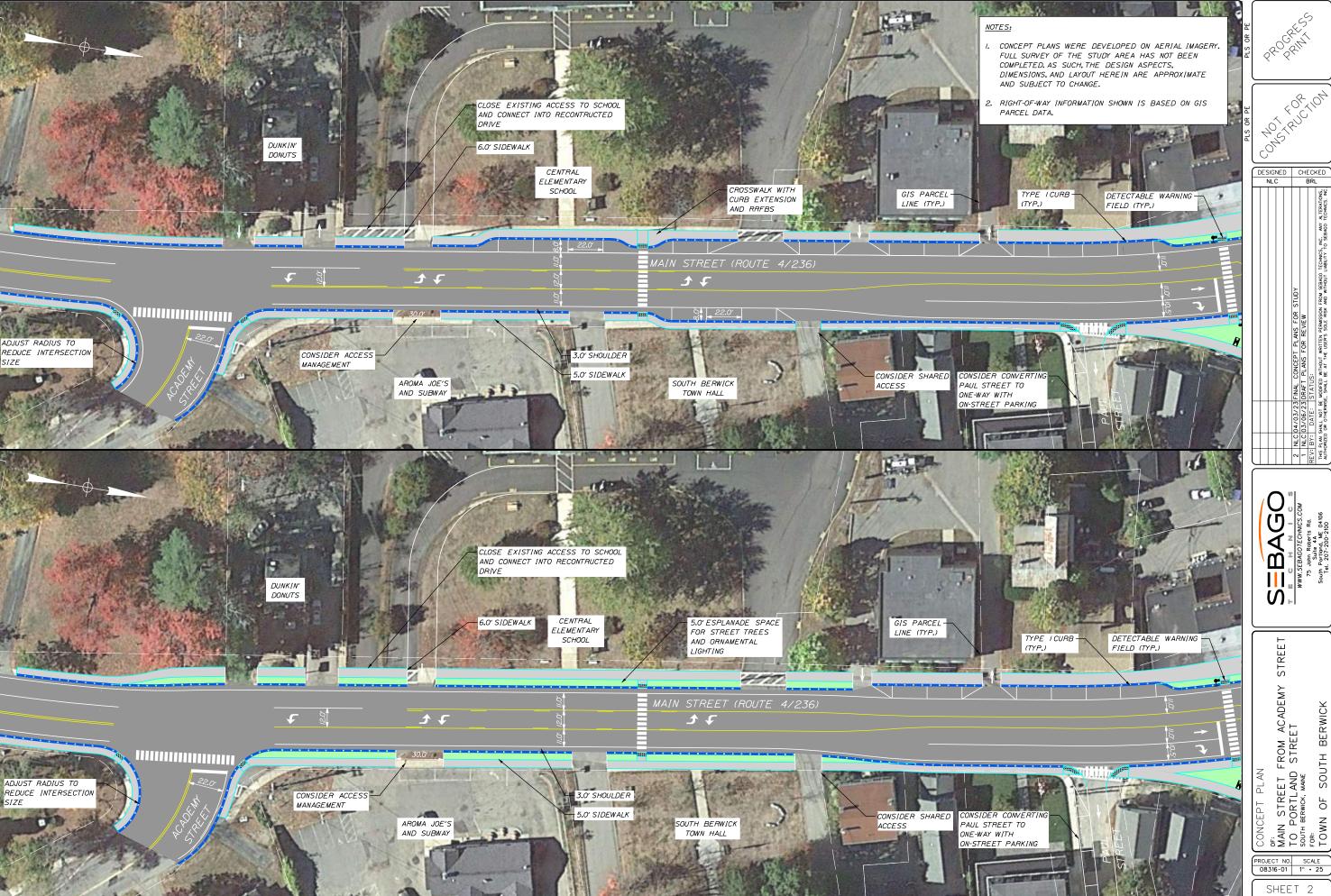


SHEET 1A



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OF:
MAIN STREET FROM ACADEMY S
TO PORTLAND STREET
SOUTH BERWICK, MAINE
FOR:
TOWN OF SOUTH BERWICK

PROJECT NO. SCALE 08316-01 1" - 25



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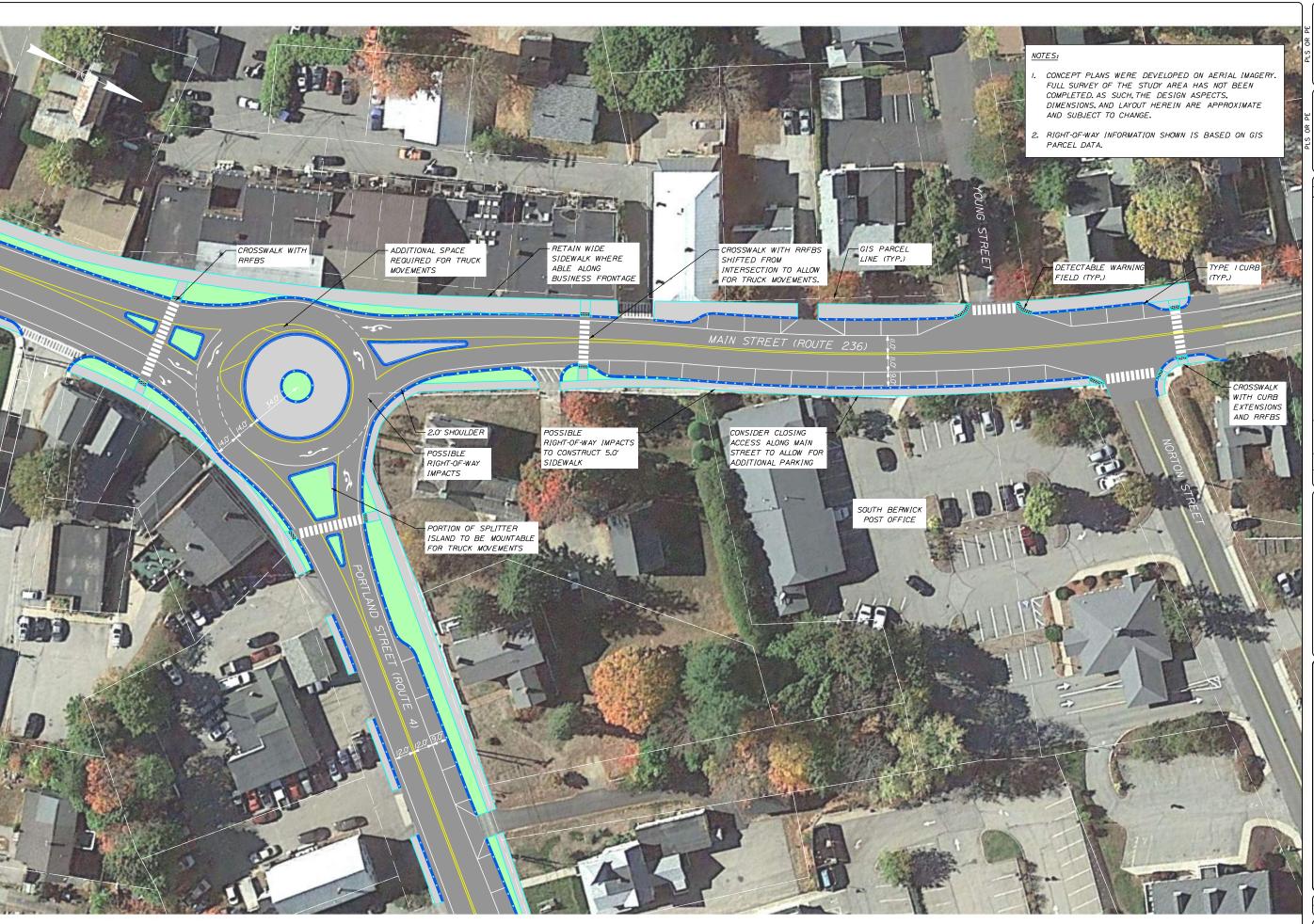
TECHNICSCOM
WWW.SEBAGOTECHNICS.COM
75 John Roberts Rd.
South Portland, ME 04 106

STREET

OF:
MAIN STREET AND
PORTLAND STREET
SOUTH BERWICK, MAINE
FOR:
TOWN OF SOUTH BE

PROJECT NO. SCALE 08316-01 1" - 25

SHEET 3A



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STREET AND ILAND STREET BERWICK, MAINE

OF:

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SHEET 3A

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: April 11, 2023		UB #1		
Agenda I tem: Town Hall Boilers – 3 quotes receiv	/ed.			
Staff Recommendation:				
Replace the Oil-fired Boilers, keep the current tanks.				
Tank Replacement is an additional	Tank Replacement is an additional \$10,500.			
Town Manager's Recommendat	ion:			
 P. Gagnon & Sons Admiral Climate Control Specialty Services 	\$63,800	10-12 week lead time 10-12 week lead time Not available until Nov		
Also asked for quotes from; Stroge HVAC – but they don't do this kind		ast Heating, and Pro-		
Requested Action:				
Authorize the Town Manager to accept & sign Proposal# from, to get the boilers ordered, and scheduled to be replaced.				
Vote				

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: 4/11/2023	UB #2	
Agenda Item: Transit TIF Program - Informational		
Staff Recommendation:		
Town Managaria Decommendation		
Town Manager's Recommendation: We have received a Conditional Approval of the South Berwick Transit- Oriented Omnibus Municipal Tax Increment Financing and development program.		
*Waiting on the advisory from the Maine Department of Transportation		
Requested Action:		
None needed		
Vote		



STATE OF MAINE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



HEATHER JOHNSON COMMISSIONER

March 31, 2023

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

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

CONDITIONAL APPROVAL

Dear Mr. Pellerin,

The Maine Department of Economic and Community Development (DECD) reviewed your application for the above-referenced Transit-Oriented Development (TOD) Municipal TIF District and Program. The District and Program have <u>CONDITIONAL</u> approval effective today, subject to DECD receipt/review of the following:

a. An advisory from the Maine Department of Transportation.

This approval is limited to establishing:

- a. District term of 30 years starting July 1, 2023, and ending June 30, 2053;
- b. District taxable Original Assessed Value of \$142,782,600 for real property, as of March 31, 2022 (April 1, 2021)—acreage 820.18;
- c. Real property Increased Assessed Value (IAV) capture of 100%:
- d. District revenues deposited/held in a <u>DEDICATED</u>
 Development Program Fund account;
- e. Any non-captured incremental property values resulting in General Fund revenue/deposits <u>MUST</u> be included/reported with Town equalized assessed value;
- f. Any future amendment <u>MUST</u> comply with 30-A M.R.S.A. §§ 5221-5235 and DECD rules;
- g. When District expires, or is terminated, <u>SOUTH</u>
 <u>BERWICK MUST NOTIFY DECD IN WRITING</u>.

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

Sincerely,

Heather Johnson

Hoshu Sher

Commissioner

cc: (via e-mail only) Senator Mark W. Lawrence (SD-35)—131st Legislature, Representative Tiffany Roberts (HD-149)—131st Legislature, Representative Michele Meyer (HD-150)—131st Legislature, Peter Lacy, MRS Property Tax Division Director, Verna Sharpe, South Berwick Assessor, Amanda J. Methot, Bernstein, Shur, Sawyer & Nelson, P.A.

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: April 11, 2023	NB #1
Agenda I tem: Planning Board Alternate appoi	ntment
Staff Recommendation:	
If appointed, Mr. Rouse's term as an alternate v June 30, 2025	vould expire
Town Manager's Recommendation:	
Requested Action:	
Council wishes.	
Vote	



TOWN OF SOUTH BERWICK BOARD/COMMITTEE APPLICATION

Committee desired: Menning Board

Λ	PERSONAL INFORMATION	
Name: HORON HOR	<u>sc</u>	Date: 3-10-93
Address: 11 High Kwall	DC	email:
S. Beswick ME	03908	
Telephone: (home)	(work) 207.619-149	5(cell) 719-330-4282
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	attach a resume if you prefer, please	be specific)
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Number of hours you are able to commit to		41
		Applicant's signature

Aaron Miles Rouse

Objective

To obtain gainful employment in a workplace that encourages problem solving, team work, and advancement.

Experience

2022-Present RE/MAX Shoreline - Portsmouth, NH REALTOR / Sales Agent

Assist clients in the buying and selling of Real Estate. Specializing in First Time Home Buyers, Renovation, Investors and Probate

2020-2022 Academy Mortgage - Glen Burnie, MD Senior Underwriter / DE & SAR / Conventional / Jumbo / Bond

Perform credit, income, asset and property analysis FHA, Conventional, Jumbo and Bond products Complete analysis for exceptions, escalations and denials Ensured salability and insurability of loans in mortgage brokerage, multiple investor / multiple guideline environment.

2014-2019 Cherry Creek Mortgage Company - Denver, CO Senior Underwriter / DE & SAR / Conventional / Jumbo / Bond

Perform credit, income, asset and property analysis of FHA, VA, Conventional, Jumbo, Alt-A and Bond product Assisted in training and test case review of new underwriting staff seeking DE and SAR certifications Complete manual underwrites and analysis for exceptions, escalations and denials Ensured salability and insurability of loans in mortgage brokerage, multiple investor / multiple guideline environment.

2009-2014 Wells Fargo Home Mortgage - Denver, CO Underwriter 4 / Government / DE & SAR / Conventional Underwriter

Perform credit, income, asset, property and transactional analysis of FHA, VA and Conventional products in addition to unusual and complex FHA 203k and Conventional Renovation financing Assisted in training and test case review of new underwriting staff seeking DE and SAR certifications Complete manual underwrites and analysis for exceptions, escalations and denials

2006-2009 Essential Funding Company - Colorado Springs, CO Loan Officer / Loan Processing Manager

Verify all loans meet rigorous Fannie / Freddie, FHA & VA investor guidelines
Ensured salability of loans in mortgage brokerage, multiple investor / multiple guideline environment.
Perform credit, income, and asset analysis and verifications, order title, appraisals, and ILCs
Trained all new loan processors in a wholesale, multiple investor / multiple guideline environment
Structured, submitted, and ensured closing of Conventional, VA, FHA, and Sub-Prime Mortgages

Education

1999-2002 - Seattle Central Community College Seattle, WA

Associate of the Arts, Economic & Cultural Anthropology

2011-2014 - Metropolitan State College of Denver, CO

Studied Computer Science, Mathematics & Physics

Certifications & Skills

Real Estate Sales Agent / Associate Broker - Licensed in Maine and New Hampshire CHUMS – FHA DE Underwriter & SAR – VA Staff Appraisal Reviewer Proficient in numerous mortgage systems including LP, DU, Encompass, Relay and Calyx Point Skilled in JAVA, C++, and ARM programming languages

TOWN OF SOUTH BERWICK WARRANT 2023/2024

State of Maine County of York, ss.

TO: Bridget Pote, a Resident of South Berwick in the County of York, State of Maine.

GREETINGS:

In the name of the Town of South Berwick, you are required to notify the inhabitants of said Town, qualified to vote in Town affairs, to assemble at the Town Hall on 180 Main Street in said Town on Tuesday, the 16th of May 2022, at 6:00 o'clock in the evening, then and there to act on the following articles:

- ARTICLE 1. To elect a moderator to preside at said meeting. Election to take place at 6:30 p.m. Business session will be held immediately following.
- ARTICLE 2. To see if the Town will authorize the Town Council to dispose of tax acquired property in any manner in which the Town Council deems to be in the best interests of the Town.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 3. To see if the Town will vote to authorize the Tax Collector to charge and collect interest at a rate of eight (8) percent per annum on all unpaid taxes not paid by the due dates, with one-half of the taxes due on September 30, 2023 and one-half due on March 31, 2024.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 4. To see if the Town will vote to authorize the Tax Collector to accept prepayment of taxes not yet due or assessed. Any excess paid in over the amount finally assessed shall be repaid at zero (0) percent interest.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 5. To see if the Town will vote to authorize the Tax Collector to continue an eight (8) month payment plan known as the "Tax Club", with interest waived for all members of the Club making regular payments in accordance with the rules and regulations governing said Club.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 6. To see if the Town will vote to set the rate of interest paid on overpayment of taxes due to abatement at four (4) percent per annum as per MRSA36/506A.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 7. To see if the Town will vote to appropriate from the Undesignated Fund for the payment of property tax abatements (and applicable interest) granted during this fiscal year.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 8. To see If the Town will vote to authorize the deposit of all proceeds from the Parking Lease Agreement between the Town and Avesta Young Street LP dated December 12, 2014 and December 22, 2015 into a non-lapsing designated reserve account and to appropriate and expend those funds to pay any costs associated with the repair and maintenance of said parking lot.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 9. To see if the voters will allow the Town Council to utilize funds from the TIF Accounts for the purposes denoted in the Final TIF agreements approved in 2023.

TOWN COUNCIL RECOMMENDS: Adoption

ARTICLE 10. To see if the Town will vote to raise and appropriate the following amounts for Police Services:

Police Department/Animal Control	\$ 1,377,050
Dispatch	273,922
Total	\$1,650,972

TOWN COUNCIL RECOMMENDS:

Raise and appropriate from general taxation

and other revenue sources \$1,650,972

ARTICLE 11. To see if the Town will vote to raise and appropriate the following amounts for Emergency Services:

Fire Department/Emergency Management Services	\$	346,415
Water Assessment/Fire Protection		299,735
Ambulance/Rescue Services	_	101.640
Total	\$	747,790

TOWN COUNCIL RECOMMENDS:

Raise and appropriate from general taxation

and other revenue sources \$ 747,790

ARTICLE 12. To see if the Town will vote to raise and appropriate the following amounts for Public Works:

Town Hall	\$ 110,320
Community Center	79,670
Community Center Food Pantry	200
Highway	1,109,794
Public Parks/Fields/Monuments	64,785
Town Garage Buildings	37,100
Transfer Station	<u>561,687</u>
Total	\$ 1,963,556

TOWN COUNCIL RECOMMENDS:

Raise and appropriate from general taxation

and other revenue sources \$ 1,963,556

ARTICLE 13. To see if the Town will vote to appropriate \$86,634 from the Department of Transportation Highway Block Grant (URIP/LRAP) funds and raise and appropriate the following amounts for Capital Improvements - Roads and Road Bond Debt:

CIP Roads	\$	272,000
Road Bond Debt	W-0.0	428,000
Total	\$	700,000

TOWN COUNCIL RECOMMENDS:

Appropriate from DOT Highway Block Grant (URIP/LRAP) \$ 86,634

Raise and appropriate from general taxation

\$ 613,366 and other revenue sources

\$ 700,000 Total

ARTICLE 14. To see if the Town will vote to appropriate \$850,000 from Undesignated funds and to raise and appropriate for the following amounts for General Government:

Town Council	\$	9,250
Town Manager		239,049
Town Clerk		162,030
Finance		124,957
Computer		71,662
Administration		228,519
Tax Assessment		132,181
Employee Benefits	1	,458,300
Streetlights	3	8,800
Total	\$ 2	,434,748

TOWN COUNCIL RECOMMENDS:

Appropriate from Undesignated Fund Balance \$850,000

Raise and appropriate from general taxation

and other revenue sources \$1,584,748

Total \$ 2,434,748

To see if the Town will vote to appropriate from general taxation and other revenue sources the ARTICLE 15. following amounts for Debt Service:

Young Street Debt	\$ 39,501
2010 CIP Debt	45,713
Library Construction Debt	112,125
Police Bond	275,365
Hwy Equipment	25,343
Hwy Building	 29,980
Total	\$ 528,027

TOWN COUNCIL RECOMMENDS:

\$ 528,027

Raise and appropriate from general taxation and other revenue sources

ARTICLE 16. To see if the Town will vote to raise and appropriate the following amounts for Code Enforcement and Health Departments:

Code Enforcement	\$ 92,975	5
Planning	85,465	õ
Historic District Commission	250)
Zoning Board of Appeals	750	<u>)</u>
Total	\$ 179,44	0

TOWN COUNCIL RECOMMENDS:

Raise and appropriate from general taxation

and other revenue sources \$ 179,440

ARTICLE 17. To see if the Town will vote to raise and appropriate the following amounts for Public Welfare:

\$	48,200
	11,500
	142,671
	4,750
_	230,801
\$	437,922
	\$

TOWN COUNCIL RECOMMENDS:

Raise and appropriate from general taxation

and other revenue sources \$ 437,922

ARTICLE 18. To see if the Town will vote to appropriate \$37,500 from TIF funds and to raise and appropriate the following amounts for

Capital Improvements – Reserves:

Highway Equipment	\$ 130,000
Office Equipment	15,000
Fire Equipment	95,000
Police Equipment	70,000
Transfer Station	10,000
Town Buildings Reserve	90,000
Compensated Absence Reserve	50,000
Pedestrian Safety	2,000
Comprehensive Plan Updates	12,000
Town Clerk Record Preservation	1,500
Emergency Disaster Necessities	2,500
Ambulance Services	90,000
Assessing Town Revaluation	<u>83,500</u>
Total	\$ 651,500

TOWN COUNCIL RECOMMENDS:

Appropriate from TIF fund balance \$37,500

Raise and appropriate from general taxation

and other revenue sources \$ 614,000

Total \$ 651,500

ARTICLE 19.	To see if the Town will vote to apply the following amounts from Excise Taxes, Non-Tax General Fund Revenues, Revenue Sharing, BETE Reimbursement and Homestead Exemption Reimbursement to use toward the 2023/2024 Budget Appropriations, thereby decreasing the amount to be raised by taxation.			
	TOWN COUNCIL RECOMMENDS THE FOLLOWING APPLICATIONS:			
	Excise Taxes Non-Tax General Fund Revenues State Revenue Sharing Homestead Exemption Reimbursement BETE Reimbursement Total	\$ 1,435,000 1,463,934 1,225,000 480,000 <u>13,000</u> \$ 4,616,934		
	TOWN COUNCIL RECOMMENDS:	Adoption		
ARTICLE 20.	for the Town of South Berwick by State	the property tax levy limit of \$ 5,421,245 established law in the event that the municipal budget approved a tax commitment that is greater than that property		
	TOWN COUNCIL RECOMMENDS:	Adoption		
ARTICLE 21.	To see if the Town will vote to adjourn to	he Town Meeting.		
Given under ou	ır hands in the Town of South Berwick, th	is 11th day of April 2023 A.D.		
	·	, '		
Mallory Cook		John J James		
Jeff Minihan		Jessica Cyr		
Melissa Costel	a			

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: April 11, 2023	NB #3	
Subject: Spring Hill liquor license & special amusement permit		
Information:		
Spring Hill's current liquor license and special at expire May 2 nd .	musement permit	
Staff Comments/Recommendation:		
There are no issues to report.		
Requested Action:		
Motion to approve the renewal of Spring Hill's li-	guar licansa & special	
amusement permit.	quoi ilcerise a special	
Vote:		

STATE OF MAINE



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only			
License No:			
Class:	Ву:		
Deposit Date:			
Amt. Deposited:			
Payment Type:			
OK with SOS:	Yes □	No □	

Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A):
Spring Hill, Inc.	Spring Hill Banquet Hall
Individual or Sole Proprietor Applicant Name(s):	Physical Location:
na	117 Pond Rd., South Berwick, ME
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
na	na
Mailing address, if different from DBA address:	Email Address:
na	springhillmaine@gmail.com
Telephone # Fax #:	Business Telephone # Fax #:
na	(207) 384-2693 (207) 384-8399
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #:
20-0622559	1080464
Retail Beverage Alcohol Dealers Permit:	Website address:
na	springhillmaine.com
1. New license or renewal of existing license? \square	lew Expected Start date:
⊠ R	Lenewal Expiration Date: 05/02/2023
A F	Expiration Date: 03/02/2023
2. The dollar amount of gross income for the licensure period	d that will end on the expiration date above:
Food: \$ 177,295.10 Beer, Wine or Spirits: \$	58,911.50 Guest Rooms:
2001, Will of Spiritor	Guoti Itolini.
3. Please indicate the type of alcoholic beverage to be sold:	(check all that apply)
Malt Liquor (beer)	, Spirits

4.	Indicate the type of license applying for: (choose only one)										
	×	Restaurant (Class I, II,	III, IV)		İ	Class (Class	A Restaurant/Lounge XI)			Class (Class	A Lounge X)
		Hotel (Class I, II, I	III, IV)		İ	Hotel (Class	– Food Optional I-A)			Bed & (Class	z Breakfast V)
		Golf Course (included optional licens (Class I, II, III, IV)			ses, please check if apply) \Box A			ary		Mobile Cart	
		Tavern (Class IV)					Other:				
		Qualified Ca	aterer				Self-Sponsored Ever	its (Qua	lified C	aterers	Only)
				Refer to 2	<u>Section</u>	n V for t	he License Fee Schedule o	n page 9			
5.	5. Business records are located at the following address: 117 Pond Rd., South Berwick, ME 03908										
6.	Is the l	icensee/appli	icant(s)	citizens (of the	Unite	d States?	×	Yes		No
7.	Is the l	licensee/appli	icant(s)	a resider	nt of t	he Stat	te of Maine?	×	Yes		No
		OTE: Applications of the state		it are no	ot citi	zens o	f the United States ar	e requi	red to	file for	the license as a
8.	Is licer	nsee/applican	t(s) a bu	isiness e	ntity [like a c	corporation or limited	liability	compa	ny?	
	×	Yes [] I	lo If	Yes,	compl	ete Section VII at the	end of tl	nis appl	ication	
9.	manag	er, sharehold	ler or pa	ırtner ha	ve in	any w	ty as noted in Section ay an interest, directly lesaler license granted	y or ind	irectly,	in their	capacity in any
		Yes 💆	X N	lo							
		Not appl	licable -	- license	e/app	licant(s	s) is a sole proprietor				

endorsement of c entity within or w	0. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.								
□ Yes	₩ No								
If yes, please	provide details:				A A 4 4 5 - 7 - 8 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1				
If yes, please list	ave any interest in any and license number, business using the same format)	•			No ttach additional				
Name of Business		License Number	Complete Pl	nysical Address					
	A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				A				
	of birth, place of birth t. Provide maiden name,								
	Full Name		DOB	Plac	e of Birth				
Rosalie G. Scharf (Goodwin)	0	6/10/1940	Dover, NE	I				
Name Rosalie G Scharf Name	123 Pond Rd., So	Address: uth Berwick, ME 0 Address:	3908						
Name	A	Address:							
Name	A	Address:							

13. Will any law enforcement officer directly benefit fir	nancially from this license, if issued?						
□ Yes 💢 No							
If Yes , provide name of law enforcement offices	r and department where employed:						
14. Has the licensee/applicant(s) ever been convicted of the United States? ✓ Yes □ No	f any violation of the liquor laws in Maine or any State of						
If Yes, please provide the following informatic format.	on and attach additional pages as needed using the same						
Name: Eric Scharf (bartender)	Date of Conviction:*						
Offense: Failure to notice fake ID							
Disposition: fine - *The conviction was Mid-late 1	980's - all business records were lost in fire, Feb. 2001						
violations, in Maine or any State of the United State	of any violation of any law, other than minor traffices? No on and attach additional pages as needed using the same						
Name:	Date of Conviction:						
Offense:	Location:						
Disposition:							
16. Has the licensee/applicant(s) formerly held a Maine	liquor license? 💢 Yes 🗆 No						
17. Does the licensee/applicant(s) own the premises?	▼ Yes □ No						
If No, please provide the name and address of the	ne owner:						

18. If you are applying for a liquor license for a Hotel rooms available:	or Bed & Breakfast, please provide the number of guest
19. Please describe in detail the area(s) within the prediagram in Section VI. (Use additional pages as need	mises to be licensed. This description is in addition to the ded)
One story building with three function rooms,	attached deck and in summer a tent approximately 200 ft
in field from back of building.	
	earest school, school dormitory, church, chapel or parish emises to the main entrance of the school, school dormitory urse of travel?
Name: Our Lady of the Angels Catholic Church	ch
Distance: ±1.5 miles	
-	
Section II: Signature of Applicant(s)	
punishable by law. Knowingly supplying false inform	derstands that false statements made on this application are ation on this application is a Class D Offense under Maine's ne year, or by monetary fine of up to \$2,000 or by both.
Please sign and date in blue ink.	
Dated:	
Rosalie Scharl	
Signature of Duly Authorized Person	Signature of Duly Authorized Person
Rosalie Scharf	
Printed Name Duly Authorized Person	Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated:	04/11/2023				
Who is app	proving this application?	XX Municipal Off	icers of	South Berwick	
		☐ County Comm	issioners	of	County
X	records of Local Opt be licensed by the Bu	ion Votes have been areau for the type of	verified to	Commissioners must confirm that allows this type of establishments be sold for the appropriate days eation was completed.	ment to
	Signature of Offi	cials		Printed Name and Title	
			Mall	ory Cook, Council Cha	air
		×	Jeff	rey Minihan, Councilo	or
			John	J James, Councilor	
			Jess	ica Cyr, Councilor	
			Meli	ssa Costella, Council	lor

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html

§653. Hearings; bureau review; appeal

- 1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - **A.** The bureau shall prepare and supply application forms.

- **B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.
- C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filling of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filling of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filling of the application.
- **D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.
- 2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class C crime;
- **B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;
- C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;
- **D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;
- **D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;
 - E. A violation of any provision of this Title;
- **F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G.After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for
 its <u>Retail Beverage Alcohol Dealers</u> permit. See the TTB's website at
 https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers for more information.

Section V: Fee Schedule

<u>Filing fee required</u>. In addition to the license fees listed below, a filing fee of \$10.00 must be <u>included</u> with all applications.

<u>Please note:</u> For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License Type of liquor/Establishments included Fee

Class I For the sale of liquor (malt liquor, wine and spirits) \$ 900.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers

Class I-A For the sale of liquor (malt liquor, wine and spirits) \$1,100.00

This class includes only hotels that do not serve three meals a day.

Class II For the Sale of Spirits Only \$ 550.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III For the Sale of Wine Only \$ 220.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV For the Sale of Malt Liquor Only \$ 220.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class III and IV For the Sale of Malt Liquor and Wine Only \$ 440.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class V For the sale of liquor (malt liquor, wine and spirits) \$ 495.00

This class includes only a Club without catering privileges.

Class X For the sale of liquor (malt liquor, wine and spirits) \$2,200.00

This class includes only a Class A Lounge

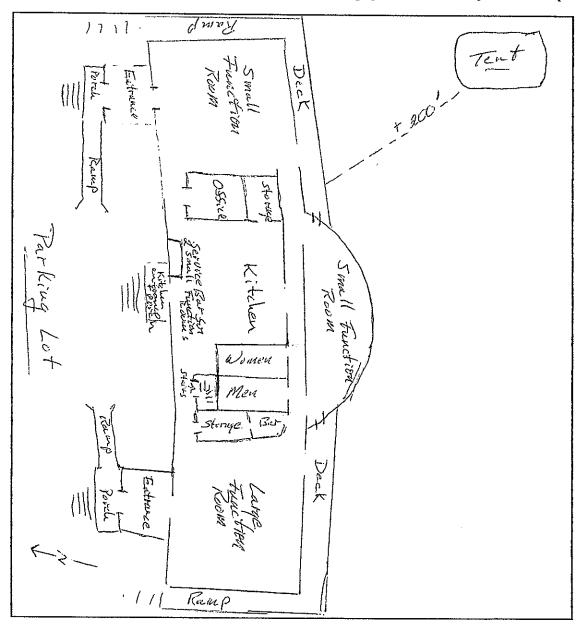
Class XI For the sale of liquor (malt liquor, wine and spirits) \$1,500.00

This class includes only a Restaurant Lounge

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1.	Exact legal name: Spring Hill, Inc.
2.	Doing Business As, if any: Spring Hill Banquet Hall
3.	Date of filing with Secretary of State: 01/21/2004 State in which you are formed: Maine
4.	If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:
5.	List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Rosalie Scharf	123 Pond Road, So. Berwick, ME	06/10/1948	Owner	100.0000
			3	
, H. W.				
1000				

(Ownership in non-publicly traded companies must add up to 100%.)

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: April 11, 2023	NB #4						
Subject: Odd Fellows Tavern liquor licens	Subject: Odd Fellows Tavern liquor license						
Information:							
Odd Fellows Tavern current liquor license expi	res May 13th.						
Staff Comments/Recommendation:							
There are no issues to report.							
Requested Action:							
Motion to approve the renewal of Odd Fellows	Tavern liquor license						
Vote:							

STATE OF MAINE



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS

DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Divi			
License No:			
Class:	Ву:		
Deposit Date:			
Amt. Deposited:		•	
Payment Type:			
OK with SOS:	Yes □	No □	

Section I:	Licensee/Applicant(s) Information
	Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A):			
ODD Fellows maine uc	odd fellows Towern			
Individual or Sole Proprietor Applicant Name(s):	Physical Location:			
Gregg and Knstin Sessier	18 Portland Street, South Berwick			
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:			
Mailing address, if different from DBA address:	Email Address:			
38 Tomarack Drive, south Berwick, ME	oddFellows maine & gmail.com			
Telephone # Fax #:	Business Telephone # Fax #:			
732-664-0071 (cen)	207-704-0382			
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #:			
84-3981092				
Retail Beverage Alcohol Dealers Permit:	Website address:			
	oddfellowsmaine. com			
1. New license or renewal of existing license? \square N	ew Expected Start date:			
R	enewal Expiration Date: OS 13 23			
2. The dollar amount of gross income for the licensure period	d that will end on the expiration date above:			
Food: \$399, 772.71 Beer, Wine or Spirits:	207 S 21			
Food. Vigitz: Beer, wine or Spirits:	Guest Rooms:			
3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)			
☑ Malt Liquor (beer) ☑ Wine □	Spirits			

4.	. Indicate the type of license applying for: (choose only one)										
	¥	Restaurant (Class I, II, III, IV)		Class A Restauran (Class XI)	t/Lounge		Class (Class	A Lounge X)			
		Hotel (Class I, II, III, IV)		Hotel – Food Opti (Class I-A)	onal		Bed & (Class	: Breakfast V)			
		Golf Course (included (Class I, II, III, IV)	d optional licens	ses, please check if app	ly) 🗆 Aux	kiliary		Mobile Cart			
		Tavern (Class IV)		Other:							
		Qualified Caterer		□ Self-Spons	ored Events (Q	ualified C	aterers (Only)			
			Refer to Section	n V for the License Fee	Schedule on page	<u>. 9</u>					
5.	Business records are located at the following address: 38 Tamarack Drive South Bewick, MC 03508										
6.	Is the l	icensee/applicant(s)	citizens of the	e United States?	V	Yes		No			
7.	Is the l	icensee/applicant(s)	a resident of t	the State of Maine?		Yes		No			
	NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.										
3.	Is licer	nsee/applicant(s) a bu	siness entity	like a corporation o	or limited liabili	ty compa	ıy?				
	₽	Yes □ N	o If Yes,	complete Section	VII at the end o	f this appl	ication				
Э.	manag	icensee/applicant wh er, shareholder or pa usiness entity which	rtner have in	any way an intere	st, directly or is	ndirectly,	in their	capacity in an	ι, y		
		Yes 🖬 N	O								
		Not applicable –	licensee/app	licant(s) is a sole p	roprietor						

Full Name Gregs Sessier Knstn Sessier Residence address on all the above for p Name Gregs Sessier Name 1605th Sessier Name	revious 5 years	1-17-1979 8-24-1981	Place of Birth FASI Liverpool, OHIO TOMS River, NJ Drive, South Berwick, a
Full Name Gregs Sessier Knshn Sessier Residence address on all the above for p Name Gregs Sessier	revious 5 years	1-17-1979 8-24-1981	East Liverpool, OHIO toms River, NJ
Full Name Gregs Sessier Knstn Sessier		1-17-1979	East Liverpool, OHIO
Full Name Gregs Sessier		1-17-1979	East Liverpool, OHIO
Full Name			
ioimat)			
2. List name, date of birth, place of licensee/applicant. Provide maiden r format)	birth for all applications, if married. (cants including any n	nanager(s) employed by the
1. Do you own or have any interest in an If yes, please list license number, bus pages as needed using the same forms	siness name, and co		
If yes, please provide details:			
□ Yes □ No			

13. Will any law enforcement o	fficer directly benefit financially from this license, if issued?
□ Yes ☑ N	o
If Yes, provide name of	law enforcement officer and department where employed:
14. Has the licensee/applicant(s the United States? □	ever been convicted of any violation of the liquor laws in Maine or any State o Yes V No
If Yes, please provide the format.	he following information and attach additional pages as needed using the same
Name:	Date of Conviction:
Offense:	Location:
Disposition:	
violations, in Maine or any S	s) ever been convicted of any violation of any law, other than minor traffic State of the United States? Yes No ne following information and attach additional pages as needed using the same
Name:	Date of Conviction:
Offense:	Location:
Disposition:	
	formerly held a Maine liquor license?
17. Does the licensee/applicant(s) own the premises?
If No, please provide the	name and address of the owner:
Regularch 110	- 36 Vallahoos lone suth Because MA

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available:
19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)
Two indoor dining rooms, addoor patio for seating. Lockable liquor storage in office. Bar Seating for 10-12. Keg Storage in WAIK in cooler plus two weech in coolers behind the bar. Bottle display behind bar
20. What is the distance from the premises to the <u>nearest</u> school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?
Name: Central School
Distance: 500ft.
Section II: Signature of Applicant(s)
By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.
Please sign and date in blue ink.
Dated: 1/15/23
Signature of Duly Authorized Person Signature of Duly Authorized Person

Printed Name Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

cation.	
	
nicipal Officers of	
nty Commissioners of	County
Officers or County Commissioners is have been verified that allows this ty the type of alcohol to be sold for the appropriate this verification was complete.	pe of establishment to appropriate days of the
Printed Na	me and Title
t	Officers or County Commissioners have been verified that allows this ty the type of alcohol to be sold for the a nidicate this verification was complete.

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

Section V: Fee Schedule

<u>Filing fee required</u>. In addition to the license fees listed below, a filing fee of \$10.00 must be <u>included</u> with all applications.

<u>Please note:</u> For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License Type of liquor/Establishments included Fee

Class I For the sale of liquor (malt liquor, wine and spirits) \$ 900.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers

Class I-A For the sale of liquor (malt liquor, wine and spirits) \$1,100.00

This class includes only hotels that do not serve three meals a day.

Class II For the Sale of Spirits Only \$ 550.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III For the Sale of Wine Only

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV For the Sale of Malt Liquor Only \$ 220.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class III and IV For the Sale of Malt Liquor and Wine Only \$ 440.00

This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class V For the sale of liquor (malt liquor, wine and spirits) \$ 495.00

This class includes only a Club without catering privileges.

Class X For the sale of liquor (malt liquor, wine and spirits) \$2,200.00

This class includes only a Class A Lounge

Class XI For the sale of liquor (malt liquor, wine and spirits) \$1,500.00

This class includes only a Restaurant Lounge

\$ 220.00

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Ouestions Must Be Answered Completely. Please print legibly.

1.	Exact legal name: ODP	Fellows manne LLC
2.	Doing Business As, if any:	ODD PELLOWS TAVELA
3.	Date of filing with Secretary of State: _	12/12/19 State in which you are formed: ME
4.	If not a Maine business entity, date on v	which you were authorized to transact business in the State of Maine:
5.	List the name and addresses for previou or partners and the percentage ownershi	s 5 years, birth dates, titles of officers, directors, managers, members ip any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Gregsessier	38 tomoraul Drive Benner 38 tamarack Drive South Berwick, ME 0398	101/17/79	member	50%
Gregsessier Knstn Sessier	38 tamarack Orive South Berwick, ME 03960	8/24/1981	member	50%

(Ownership in non-publicly traded companies must add up to 100%.)

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: April 11, 2023 **NB** #5 Agenda Item: Transfer Station Stickers **Department Head Recommendation:** To implement the use of stickers at the Transfer Station to dispose of trash. The stickers would be at no cost to the citizens and would be required as of 9/1/2023 and would be valid until 12/31/2024. Town Manager's Recommendation Make a motion to implement the use of Transfer Station stickers for citizens starting 9/1/2023. **Requested Action** Town Council to pass a motion as stated above.

Vote

TOWN OF SOUTH BERWICK, ME Transfer Station Pass 2024

Permanently attached to assigned vehicle windshield

NON-TRANSFERABLE

0001



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: March 15,2023

RE: Change in Ordinance- Chapter 121-27-Sketch Plan Procedures

The Planning Board received an Ordinance Amendment from Town Staff for an amendment to the sketch plan procedures. As the Planning Board sees more applications, it makes sense for a required meeting at the Staff level first to ensure ordinances are being met before the Planning Board hears the application. This will not only help the Planning Board but the applicant as well.

In summary, the changes affect the following chapter of the South Berwick Code: Chapter 121-27 Sketch Plan Procedures

The Planning Board held a public hearing on March 1, 2023, with no comments from the public. The Planning Board recommends this Ordinance Change.

Sincerely,

Greg Zinser, Chair

C. Street layout. Wherever existing or planned streets, topographical features and public safety permit, streets shall run in east-west directions and lots on a north-south axis, to maximize access to direct sunlight for solar energy systems. The character, extent, width and grade of all streets shall be considered in their relation to existing or planned streets.

Article IV Sketch Plans

[Amended 2-26-1990; 6-15-2009; 10-11-2011; 10-10-2017, 02/27/2023]

§ 121-26 Purpose.

The purpose of the sketch plan meeting and the on-site inspection/site walk is for the applicant to present general information regarding the proposed subdivision to the Board and receive the Board's comments prior to expenditures on such things as soil analysis and engineering by the applicant.

§ 121-27 Sketch plan procedures.

A. 4. Prior to formal application submittal- Pre-Submittal Meeting shall be held with the Town Planner and the Code Enforcement Officer before submittal of documents to the planning board to ensure ordinances are being met and any waivers being submitted are properly addressed.

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- B. A At the time of application, the subdivider shall submit a sketch plan and other data relative to the proposed subdivision which may be of assistance to the Planning Board during informal discussion. See § 121-28 for submission requirements. The Planning Board shall meet to discuss the application within 30 days of application submission.
 - 1. Pre-Submittal Meeting shall be held with the Town Planner and the Code Enforcement Officer before submittal of documents to the planning board to ensure ordinances are being met and any waivers being submitted are properly addressed.
- C. The applicant shall present the sketch plan and make a verbal presentation regarding the site and the proposed subdivision to the Planning Board.
- Following the applicant's presentation, the Board may ask questions, point out potential problems or issues for future discussions, and make suggestions to be incorporated by the applicant into the subsequent preliminary plan application.
- P.E. Prior to concluding the discussion, a date for the site inspection walk is selected. Site walks allow the Planning Board to be fully informed about the site and be in a knowledgeable position to discuss the plans.

§ 121-28 Submissions.

- A. Ten copies of the sketch plan shall be submitted to the Planning Board according to a submission schedule set by the Town. The plan shall be presented on a standard-sized sheet (24 inches by 36 inches) and at a scale of 50 feet to the inch or less.
- B. The sketch plan shall show, in simple sketch form on a topographic map, the proposed layout of streets, lots and other features in relation to existing conditions.
- C. The sketch plan, which may be a freehand penciled sketch, should include the data listed in § 121-32 or such of it as the Planning Board determines is necessary for its consideration of the proposed sketch

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plan.

- D. General subdivision information shall describe or outline the existing conditions of the site and the proposed development as necessary to supplement the drawing required above. This information shall include data on existing easements or covenants, high-intensity soil survey and soil interpretation log sheets, available community facilities and utilities, and information describing the subdivision proposal, such as number of residential lots, typical lot width and depth, price range, service areas, playgrounds, parks, open space areas and other public areas, proposed protective covenants and proposed utilities and street improvements. All wetlands, water bodies, streams and existing drainage patterns shall be shown. The applicant shall provide a list of all permits required for approval of the subdivision, including, but not limited to, permits from the Maine Department of Environmental Protection, Maine Department of Transportation, and permits for common water supply and septic systems, if applicable. In order to integrate the subdivision into both the built and natural environment, the following information in the form of plans and statements will be required:
- (1) A context plan showing the site and its surrounding scale should be appropriate to show major ecological systems, natural features, rivers, developed areas, trail systems and wetlands as defined in the Town Zoning Ordinance and Shoreland Zoning.
- (2) Existing site vegetation plan.
- (3) Schematic plan showing how the proposed subdivision fits into the given site and off-site context.
- (4) Planting and vegetation plan along with items in § 121-32.
- (5) The Planning Board may wish to limit or expand on the above, based upon the complexity and size of the project.

§ 121-29 Status of sketch plans.

- A. The acceptance of a sketch plan indicates acceptance of rough overall concepts only. Details of the proposal will be reviewed at the preliminary plan and final stages. All sketch plans shall include the two previous sentences on the plan itself.
- B. Failure to achieve sketch plan acceptance within one year of submission shall require resubmission of the sketch plan to the Planning Board.
- C. The sketch plan meeting, subsequent meetings or discussion of the sketch plan, the submittal or review of the sketch plan or the site inspection walk shall not be considered substantive review as described by 1 M.R.S.A. § 302.

Article V Preliminary Plans

[Amended 2-26-1990; 8-26-1991; 6-15-2009; 10-11-2011; 10-17-2017]

\S 121-30 Purpose.

The purpose of the preliminary subdivision plan process is to allow a detailed review and discussion of the proposed subdivision in order to provide guidance to the applicant prior to submission of a final plan.

§ 121-31 Application procedure.

A. Within six months after acceptance of the sketch plan by the Planning Board, the subdivider shall submit an application for the consideration of a preliminary plan. See § 121-32 for submission requirements. Failure to do so within six months shall require resubmission of the sketch plan to the Planning Board. The preliminary plan shall conform to the layout shown on the sketch plan accepted by



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: March 15,2023

RE: Change in Chapter 140 Attachment 2, Table B, Dimesional Requirements I1 and I2 Zone

The Planning Board received an Ordinance Amendment from Town Staff a change in Chapter 140 Attachment 2, Table B, Dimensional Requirements for the I1 and I2 Zone to reduce the setbacks from 75'-40'. This Amendment was accompanied by a letter from Denise Clavette, Director of Economic and Community Development, which the Planning Board has attached to this letter.

In summary, the changes affect the following chapter of the South Berwick Code: Chapter 140 Attachment 2- Table B- Dimensional Requirements

The Planning Board held a public hearing on March 1, 2023 with no comments from the public. The Planning Board recommends this Ordinance Change.

Sincerely,

Greg Zinser, Chair



Denise M. Clavette, Director Economic and Community Development Town of South Berwick 180 Main Street South Berwick, ME 03908 dclavette@sbmaine.us

TO:

Jenifer McCabe, Town Planner/CEO and Planning Board Members

FROM:

Denise Clavette, Director, Economic and Community Development

CC:

Tim Pellerin, Town Manager

DATE:

February 6, 2023

RE:

Recommendation to Change I1 and I2 front setbacks from 75 to 40 feet

I am writing in support of changing the I1 and I2 zone front setbacks from the current requirements of 75 feet, down to 40 feet. When businesses are interested in locating in South Berwick (or other communities), setbacks of 75 feet can be quite prohibitive for businesses to appropriately locate within the sites / lots they are exploring.

Whether small businesses, with building footprints of less than 5000 SF or large businesses with business footprints of over 100,000 SF – both would find these front setbacks challenging. In all likelihood, many would rule out South Berwick on that basis, or if interested – would need to spend significant resources just to request a waiver with no guarantee on approval. For example, a small business would have to spend a disproportionate amount of funds in order to develop a road, its infrastructure and utility expenses just to make it to their building. And a large business may not be able to locate on the site, due to site restrictions and conditions, when eliminating available land that they could develop, along a major route or roadway. In addition, a building's /business' visibility along a major roadway is a great "marketing" tool – for free – both for the business and our South Berwick community.

Please let me know, Jeni or members of the Planning Board, if you have any questions or would like me to provide additional information. Happy to help.

ZONING

140 Attachment 2

Town of South Berwick

Table B Dimensional Requirements [Amended 4-13-2009; 5-11-2009]

		_						Ι	Т	Т		T						Г	
BR		NA	NA	10,000	5,000	3,500 (19)	5,000	10,000		NA	70	150		20 (18)	10	15	09	35	
I and I2		80,000	80,000					80,000		200	200			45 40	35	35	09	35	
B2		40,000	10,000					(2)		100	100			20	15	15	50	35	
B1		NA	NA					NA		NA	NA			NA	NA	NA	NA	NA	
R5		120,000	120,000					(1)		300	300			50	50	. 05	15	35	
R4		120,000	120,000					(1)		300	300			50	50	50	20	35	
R3		80,000	80,000					(1)		200	200			50	25	25	20	35	
R2A		80,000	40,000					(1)		200	150			50(5)	25	25	25	35	
R2		40,000	30,000					(1)		125	125			25	25	25	25	35	
RIA		80,000	20,000					(1)		200	125			50(4)	25.	25	30	35	
RI		40,000	10,000					(1)		100	100			20	15	15	30	35	
	Residential minimum lot size (square feet)	Without sewer	With sewer	Single-family	Two-family	Multifamily	Congregate	Commercial minimum lot size (square feet)	Minimum street frontage (feet)	Without sewer	With sewer	Maximum street frontage	Minimum yard dimensions (feet)	Front setback	Side setback	Rear setback	Lot coverage (%)	Height limitation (feet)	[See footnote (16) and (17)]

140 Attachment 2:1