



TOWN OF SOUTH BERWICK
BOARD/COMMITTEE APPLICATION

Committee desired: Board of Assessment Review

PERSONAL INFORMATION

Name: Nathan Durika Date: 09 MAR 23
Address: 9 Quarry Drive email: nate.durika@gmail.com
South Berwick, ME 03908
Telephone: (home) _____ (work) _____ (cell) 757 619 2134

BUSINESS/EDUCATIONAL BACKGROUND

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

B.S. Political Science (Carnegie Mellon Univ), MA Government (Regent Univ)
2001-2021- Active Duty Navy. 6 years Surface Warfare, 14 years Intelligence Officer
2021- Present - Stay at home parent
2022- Present - Part time consultant for Gradient Marine

MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE
(In South Berwick or elsewhere)

| Board/Committee | Appointment Date | Term Expiration |
|-----------------|------------------|-----------------|
| <u>None</u> | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

would like to work to create a transparent and taxpayer friendly
process for submitting appeals.

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

Certified Lean Six Sigma Green Belt Through The Dept. of the Navy

COMMITMENT LEVEL

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

Yes

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

4-6

spouse of active
duty military. could
receive orders to
relocate.

Applicant's signature



TOWN OF SOUTH BERWICK
BOARD/COMMITTEE APPLICATION

Committee desired: Board of assessment Review

PERSONAL INFORMATION

Name: Mark F. Zimmer

Date: 3/3/2023

Address: 72 Vine St

email: mzimmer@gmail.com

South Berwick ME 03908

Telephone: (home) _____ (work) _____

(cell) 207.451.8718

BUSINESS/EDUCATIONAL BACKGROUND

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

BS Economics Belknap University 1981

BS Finance " 1981

Extensive Risk Capital Experience

Resume on Request

Licensed Real Estate Agent N.H. - lapsed 2015

MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE
(In South Berwick or elsewhere)

| Board/Committee | Appointment Date | Term Expiration |
|-----------------------------------|------------------|-----------------|
| <u>Bryn Athyn Borough Council</u> | <u>1997-8</u> | <u>1999</u> |
| <u>Board of Directors GTH</u> | <u>2005</u> | <u>2010</u> |
| <u>Treasurer</u> | <u>2007</u> | <u>2010</u> |

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

Overall fairness

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

Extensive experience in optimality and asset valuation
Risk Capital for a 25B hedge fund

COMMITMENT LEVEL

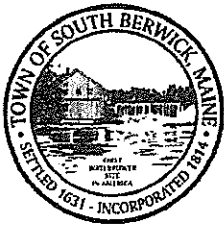
Are you available to commit to this committee for a minimum of three years?

Yes

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

4

Mark F. Zimmer
Applicant's signature



TOWN OF SOUTH BERWICK BOARD/COMMITTEE APPLICATION

Committee desired: Board of Assessment Review

PERSONAL INFORMATION

Name: Shannon Murphy Date: 4/19/23
Address: 7 Quarry Drive email: swmurphy5326@gmail.com
South Berwick ME.
Telephone: (home) _____ (work) _____ (cell) 207-333-8020

BUSINESS/EDUCATIONAL BACKGROUND

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

12th grade education. 24 years in the U.S. Navy
Owned and operated an international Security
Company until I retired in 2020 after
retiring from the Navy.

MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE

(In South Berwick or elsewhere)

| Board/Committee | Appointment Date | Term Expiration |
|-----------------|------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

First and foremost see the Board fully staffed
it's my understanding it's been vacant for
nearly 10 years.

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

Common Sense.

COMMITMENT LEVEL

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

yes

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

10

Shannon Murphy
Applicant's signature

**South Berwick Town Council
Public Hearing
Chapter 121 Subdivision of Land & Chapter 140 Zoning
May 23, 2023**

Chair Mallory Cook opened the hearing at 6:30pm. Councilors present included John James, Jessica Cyr, Jeffrey Minihan, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance. Jenifer McCabe, Code Enforcement Officer was also present to answer any questions.

The purpose of the hearing was to receive public comment on the proposed changes to the Subdivision Ordinance §121.7, Sketch Plan Procedures and the Zoning Ordinance Table B, Dimensional Requirements in the I1 and I2 Zones.

-CEO Jeni McCabe explained that the change to Chapter 121 would streamline the process for sketch plan submissions. The CEO & Planner will review and if necessary, forward the application to the Planning Board.

-Mrs. Cook read an email from Roxanne Poulin and Sam Flinkstrom stating their opposition to the ordinance changes. A copy of the email is included with the official minutes.

-Mrs. Cook stated that the proposed change would help made better use of the Planning Boards time. She added that the Town has contracted with SMPDC for full-time planning services.

-Rob (Richard) Bernier, Mountain Rd, commented that seemed very typical and was a good move.

-Pat Robinson, Brattle St, asked if the Conservation Commission could be notified of any new developments. Note was made that it would require more information and could be looked at later.

-Elizabeth Ware, Witchtrot Rd, asked if this gave the CEO or Planner more authority. Response: No, they review the documents (for completeness) prior to submission to the Planning Board. The Planning Board makes the decision.

Mrs. Cook read a letter from Economic Development Director Denise Clavette. A copy of the letter is attached. Mrs. Clavette stated that the change to the setbacks in the Industrial Zones will make it more business friendly.

Mrs. Cook closed the hearing at 6:41pm.

Attest:

Barbara Bennett, CCM

**South Berwick
Town Council Meeting
May 23, 2023**

Chair Mallory Cook called the meeting to order at 6:30pm. Councilors present included John James, Jeff 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 05-09-23: On a motion by Mr. Minihan, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes as written.
2. Town Council 05-09-23: On a motion by Mr. Minihan, seconded by Mrs. Cook, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to sign the warrant dated May 18, 2023, in the amount of \$1,275,031.68. Note was made that \$1,000,000 is being deposited into a 1-year CD with Androscoggin Bank at a rate of 4.6%.

Reports & Presentations

Mrs. Cook made note that this is a very important presentation and is the first time the Council will see it. She stated that there will be no public input tonight. She asked that everyone listen and digest the information. There will be ample time for public input at future meetings. We have just begun the process and it could take several years to come to fruition as did the Police Station.

Lita Semrau from Port City Architecture gave a presentation of its findings regarding the existing town hall and what would be required to rehab the current building vs. building new. [The presentation may be viewed on the Town's YouTube channel as part of the 5-23-23 Council meeting.]

The current town hall is in significant need of repair and updating. There is no insulation in the exterior walls and portions of exterior are falling off the building. The roof is showing wear and the bricks need repointing. Doors and windows are old, don't work properly and need replacing. The parking lot needs work and must be brought to code for ADA.

The interior of the building is not poorly laid out and provides little to no security. Staff lack proper views to monitor anyone in their office or the building in general. The elevator is old, needs repair (parts may not be available), and could possibly fail. Lack of proper storage has created an issue with storing land use documentation in unsecured areas. The Clerk's Office has no ergonomic workstations, no queuing space for customers, is not ADA compliant, and the Clerk's built-in desk is completely inadequate. The Code office (like most others) has new ergonomic furniture: but has no security for staff or files.

It is hard to find your way around the building; there are multiple isolated rooms. There are no ADA compliant workstations, customer counters, bathrooms, or sinks. Stairwells do not meet current codes. Mechanical and electrical systems are old, inefficient and should be replaced. Existing boilers & tanks are being replaced because they are failing. The generator is old and barely sufficient. The increased electrical needs have caused shortages and some breakers are permanently off. The air handlers (not heating & cooling) are at the end of their expected life and if they fail this creates a health and safety issue because they provide fresh air to the building.

Projected costs to renovate the existing building, which could be done in phases (and cost more), is estimated at \$3,450,000 for the shell, egress & required infrastructure, per floor cost is estimated at \$2,300,000, and the cost to house town hall functions during construction is \$150,000. Note was made that finding a location to serve as a temporary town hall may be difficult. The total estimated cost to renovate the existing building (2 floors, no public meeting space, and no council chambers) is \$10,500,000.

Projected costs to build a new "turnkey" building of approximately 11,600^{sf} is \$6,400,000. This would include adequate space for current uses and provide for growth.

The building could be a single story and contain sufficient space for public meetings. Office staff would have better views and security controls over files, storage, sensitive materials, and the public areas. The building would be built to all current codes and create long-term savings for energy-related systems.

Note was made that the pictures included are merely a representation of what a new town hall could look like. There have been no decisions made regarding a location if the current building is not renovated. The actual design, if a new building is chosen, would partially depend on the location.

The Council briefly discussed the steps moving forward. It was agreed that the agenda for the June 27th meeting would contain an item to set a public hearing date.

Public Comment

1. No one in the audience or on zoom wished to speak.

Unfinished Business

1. Mrs. Cook stated that the Council held a public hearing on May 9th and did not receive any public comments.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the amendments to the Zoning Ordinance §140-9 Definitions and new section 140-67.3 Medical Marijuana Registered Caregiver Performance Standards and Local Licensing Requirements, as written and presented.

2. The Council discussed the new Rules of Order & Procedures draft presented by the Manager at the last meeting.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to adopt the Rules of Order & Procedures dated May 4, 2023, with the following amendments:

§6C, the reference to paragraph 12C should be paragraph 11C.

§6D(v), last sentence to read "All formal complaints must be submitted to the Town Manager in writing via hard copy. [Emails are not considered formal complaints]

New Business

1. On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to adopt the amendments to Code Chapter 121 §27, Sketch Plan Review, as presented.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to adopt the amendments to Code Chapter 140 Table B, decreasing the setbacks in the I1 & I2 Zones.

2. The Council discussed the need to make appointments to the Planning Board, Zoning Board of Appeals, and the Board of Assessment Review. All three boards serve vital roles and need to be appropriately staffed and trained. The Council agreed to hold a special meeting on June 13th to conduct interviews in executive session, beginning at 6:00pm, at the Police Station training room.

3. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted:

1) That a Capital Acquisition Project (the "Project") consisting of a lease of One F550 Truck with plow and sander and associated equipment is hereby approved; and

2) That the financing for the Project in the principal amount of up to \$154,000.00 is awarded to Androscoggin Bank with terms consistent with the proposal submitted hereto dated May 8, 2023, and titled "Municipal Lease Purchase Proposal" at an interest rate of 5.49%, subject to annual appropriation; and

3) That the Town Manager/Treasurer and Chair of the Town Council are hereby authorized to, each individually in the event the other is unavailable, execute the Municipal Lease Purchase Agreement (the "Lease") and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require; and

4) That the Town Council hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project; and

5) That said Lease is hereby designated a "bank qualified tax-exempt obligation" of the Town for the 2023 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

4. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to authorize the Town Manager to sign a Quitclaim Deed for Map 13 Lot 50, Rodier Rd.

5. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to sign the Maine Municipal Workers' Compensation Safety Incentive Program Resolve.

Town Manager's Report

-Highway: Drainage has been fixed at the ballfields and at Powderhouse Hill. Fixed 4 washed-out roads, pricing the cost of grub control for the Police Station front lawn. Hauled 47 loads of brush from the Transfer Station. Currently looking for a maintenance custodian and mechanic/laborer.

-Police: Made 3 arrests, attended 9 accidents, and made 25 traffic stops. Our new officer started May 22nd and will be attending training in August. Officer Sprouse completed his training and graduated 5th in class on May 19th, he was also President of his class.

-Fire: Attended 16 calls; 244 YTD. Engine 4 responded to the six-alarm fire in Kittery on May 17th. The same day, crews attended several brush fires. Tank 3 shows severe corrosion. Looking for quotes for repairs.

-Code: Issued 10 building permits, 1 plumbing permit, 1 stop work order, and 3 certificates of occupancy.

-Planning: Working on the preliminary plan for PKS Woodworks for the I1 Zone. Working on LD 2003 ordinance language and amendments to the Lot Merger Policy.

-Library: The book sale was successful. The Girl Scouts took the leftover books.

-Recreation: Youth and adult programming is going well. Fall soccer registrations are open. Finishing up on sponsor materials for the Strawberry Run.

-Assessing: Have finalized the contract with KRT Appraisal to conduct the revaluation over the next 3 years. Attended MMA training for the Board of Assessment Review. Working on exemptions, solar energy data compilation, and mailing address changes.

-Town Clerk: It is boat season. Have issued over 120 transfer station stickers thus far. The school budget vote passed with only 33 voters participating. Absentee ballots are available for the June election.

-Transfer Station: The stickers and new signs are working; it has slowed down a bit. Currently have 1 part-time position available.

-Economic Development: The Downtown Revitalization Plan will begin in July after the Market Analysis is completed. Well attended focus groups were held last week.

-Finance/HR: Sent out 90 30-day demand notices for unpaid taxes. There are currently 58 accounts unpaid, totaling \$131,000. Have met with Dept. Heads to review budgets. FEMA will be visiting on June 5th. Moody's has the Town listed with an A- rating. Asst. Town Manager will be on vacation June 11-24. Moving \$1,000,000 to a 1-year CD at Androscoggin Bank with a rate of 4.6%. Adopting the MMA Workers' Comp Resolve will earn the Town a 5% credit on our Workers' Comp Insurance.

-Administration: Have met with several entities including a citizen regarding a complaint about a road name, camion about the Market Analysis, Salmon Falls Tidal Water/Land for Maine's Future Board, the Christian school about a new playground ceremony, and the Chair & Vice-Chair of the Planning Board. The Town Offices will be closed on Monday, July 3rd. Staff will take a vacation day. 8 staff were able to attend the Counting House tour. Dealing with 4 personnel issues. Have made 5 phone calls to the attorney.

Councilor Comments

1. Mr. Minihan:

-Congratulated Officer Sprouse; excited he has come on board.

-Appreciates the public's interest.

2. Ms. Cyr:

- Made note of the Memorial Day Parade on Monday.
- Reminded everyone that Hike-thru-History is Friday, June 2nd.

3. Mrs. Costella:

- Asked if we could do something on the island in town to discourage panhandling.
- Questioned the significant amount of heavy truck traffic on Belle Marsh Rd. Area residents have expressed their concern for the road and the bridge. The Town Manager stated that he and Jay would check into it. Note was made that the load limit signs had been taken down several years ago, and the bridge has been in good shape.

Executive Session

1. On a motion by Mr. Minihan, seconded by Mrs. Cook, it was unanimously voted to enter executive session at 8:50pm pursuant to 1MRSA §405.6A to discuss a personnel issue.

The Chair reported the following to the Clerk:

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to end the executive session at 9:43pm.

Adjournment

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adjourn the meeting at 9:43pm.

Attest:

Barbara Bennett, CCM

**South Berwick
Town Council Meeting
June 13, 2023**

The Chair reported the following to the Clerk:

Chair Mallory Cook called the meeting to order at 6:00pm. Councilors present included John James, Jeff Minihan, Jessica Cyr, and Melissa Costella.

New Business

1. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to hold a public hearing on Wednesday June 28th at 6:00pm at the Town Hall to receive public input on a "new" town hall.
2. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated June 8, 2023, in the amount of \$1,008,768.71.
3. The Council and Assessing Agent held a discussion regarding the process and procedures for assessing properties.

Executive Session

On a motion by Mrs. Costella, seconded by Mr. Minihan, it was unanimously voted to enter executive session at 6:24pm, pursuant to 1MRSA §405.6A to conduct interviews with prospective board members.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to end the executive session at 8:16pm.

Adjournment

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adjourn the meeting at 8:17pm.

Attest:

Barbara Bennett, CCM

South Berwick
10:22 AM

A / P Warrant

Bank: KENNEBUNK - Operating

06/22/2023
Page 1

| Type | Check | Amount | Date | Wrnt | Payee |
|------|-------|-----------|----------|------|--|
| P | 46705 | 29,461.95 | 06/09/23 | 76 | 0132 BUREAU OF MOTOR VEHICLES |
| P | 46706 | 363.72 | 06/09/23 | 76 | 0204 READY REFRESH |
| P | 46707 | 8,228.59 | 06/13/23 | 76 | 0182 CARD MEMBER SERVICE |
| P | 46708 | 184.84 | 06/16/23 | 76 | 1176 TREASURER STATE OF MAINE |
| P | 46709 | 100.73 | 06/16/23 | 76 | 1131 LOCALIQ |
| P | 46710 | 184.84 | 06/20/23 | 76 | 1176 TREASURER STATE OF MAINE |
| P | 46711 | 27,327.18 | 06/20/23 | 76 | 0132 BUREAU OF MOTOR VEHICLES |
| P | 46712 | 200.00 | 06/22/23 | 76 | 0156 DRAKE, NICOLE |
| R | 46713 | 500.00 | 06/22/23 | 76 | 1177 455 SOUTH BERWICK, LLC |
| R | 46714 | 1,320.00 | 06/22/23 | 76 | 0606 All Sports Events |
| R | 46715 | 34.00 | 06/22/23 | 76 | 1018 AMIOKA, ALLAN |
| R | 46716 | 573.56 | 06/22/23 | 76 | 0054 BAKER & TAYLOR |
| R | 46717 | 106.40 | 06/22/23 | 76 | 0060 BENNETT, BARBARA |
| R | 46718 | 250.00 | 06/22/23 | 76 | 0018 BURKE'S TREE SERVICE LLC |
| R | 46719 | 3,005.02 | 06/22/23 | 76 | 0183 CENTRAL MAINE POWER |
| R | 46720 | 589.00 | 06/22/23 | 76 | 1253 CERTIFIED MAIL DONE FAST, INC |
| R | 46721 | 449.50 | 06/22/23 | 76 | 1158 CINTAS CORP |
| R | 46722 | 1,385.40 | 06/22/23 | 76 | 0023 DEB & DUKE MONOGRAMMERS |
| R | 46723 | 1,728.00 | 06/22/23 | 76 | 0069 ELIMINATOR INC |
| R | 46724 | 3,766.00 | 06/22/23 | 76 | 0337 GENEST PRECAST |
| R | 46725 | 5,952.00 | 06/22/23 | 76 | 1128 GREAT EAST CRUSHING |
| R | 46726 | 1,634.85 | 06/22/23 | 76 | 1169 GREAT WORKS INTERNET-GWI |
| R | 46727 | 90.00 | 06/22/23 | 76 | 0045 GROUP DYNAMIC, INC. |
| R | 46728 | 229.52 | 06/22/23 | 76 | 0867 HANNAFORD |
| R | 46729 | 19,268.04 | 06/22/23 | 76 | 1255 HILL VIEW MINI BARNs |
| R | 46730 | 305.00 | 06/22/23 | 76 | 1245 INGRAM LIBRARY SERVICES |
| R | 46731 | 184.58 | 06/22/23 | 76 | 1233 J.M. HAYDEN EQUIPMENT LLC |
| R | 46732 | 650.00 | 06/22/23 | 76 | 1239 KOLTKO, VICTOR |
| R | 46733 | 100.00 | 06/22/23 | 76 | 1095 LEXISNEXIS RISK SOLUTIONS |
| R | 46734 | 44,671.35 | 06/22/23 | 76 | 0080 LIBBY SCOTT INC. |
| R | 46735 | 800.00 | 06/22/23 | 76 | 1257 LINCOLN, JUDITH A |
| R | 46736 | 35.00 | 06/22/23 | 76 | 0049 MAINE LOCAL GOVERNMENT |
| R | 46737 | 5,805.21 | 06/22/23 | 76 | 0141 MAINE MUNICIPAL ASSOCIATION |
| R | 46738 | 217.00 | 06/22/23 | 76 | 0082 MAINE RESOURCE RECOVERY |
| R | 46739 | 412.50 | 06/22/23 | 76 | 0595 MAINE TREASURER |
| R | 46740 | 47.55 | 06/22/23 | 76 | 0081 MAINE TURNPIKE AUTHORITY |
| R | 46741 | 97.81 | 06/22/23 | 76 | 0084 MICK BODYWORKS INC |
| R | 46742 | 64.00 | 06/22/23 | 76 | 1256 NATIVE HAUNTS |
| R | 46743 | 3.00 | 06/22/23 | 76 | 0128 NH EZ-PASS CSC |
| R | 46744 | 5,779.00 | 06/22/23 | 76 | 1254 NIGHT VISION NETWORK INC |
| R | 46745 | 4,000.00 | 06/22/23 | 76 | 0087 OAKWOODS LUMBER INC |
| R | 46746 | 115.06 | 06/22/23 | 76 | 1258 PHILBROOK SKI, BOARD AND BIKE |
| R | 46747 | 2,501.77 | 06/22/23 | 76 | 0089 PIKE INDUSTRIES INC |
| R | 46748 | 182.58 | 06/22/23 | 76 | 0219 PITNEY BOWES GLOBAL FINACIAL SERVICES |
| R | 46749 | 1,883.71 | 06/22/23 | 76 | 1229 ROBERT HALF |
| R | 46750 | 100.00 | 06/22/23 | 76 | 0565 ROBINSON, PAT |
| R | 46751 | 460.00 | 06/22/23 | 76 | 1259 RORY PUTNAM/ATLANTIC LIFE SAFETY SERVICES |
| R | 46752 | 7,700.00 | 06/22/23 | 76 | 0451 S.A. MCLEAN & SONS |

South Berwick
10:22 AM

A / P Warrant

Bank: KENNEBUNK - Operating

06/22/2023
Page 2

| Type | Check | Amount | Date | Wrnt | Payee |
|------|-------|-----------|----------|------|---|
| R | 46753 | 27.99 | 06/22/23 | 76 | 0254 SANEL AUTO PARTS |
| R | 46754 | 3,963.50 | 06/22/23 | 76 | 0483 SEACOAST PRINTING INC. |
| R | 46755 | 7,672.94 | 06/22/23 | 76 | 0195 SOUTHERN MAINE PLANNING & DEVELOPMENT, INC |
| R | 46756 | 13,196.00 | 06/22/23 | 76 | 1147 SPORTS FIELDS INC. |
| R | 46757 | 37.96 | 06/22/23 | 76 | 0936 STAPLES-LIBRARY ACCOUNT |
| R | 46758 | 6,916.93 | 06/22/23 | 76 | 0095 STELLAR NETWORKS |
| R | 46759 | 30.00 | 06/22/23 | 76 | 0594 TREASURER STATE OF MAINE |
| R | 46760 | 350.00 | 06/22/23 | 76 | 0520 TREASURER, STATE OF MAINE |
| R | 46761 | 669.72 | 06/22/23 | 76 | 0097 VERIZON WIRELESS |
| R | 46762 | 896.62 | 06/22/23 | 76 | 1175 WELCH OIL, LLC |

Total 216,809.92

Count

| | |
|--------|----|
| Checks | 58 |
| Voids | 0 |

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 _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

TOWN OF SOUTH BERWICK

Economic Development Market Analysis





In business
since
1999

27
employees

We have
completed
1,500+
projects

We have
worked in
46
US states and
territories

We are the only **full-service** economic development, workforce development, and lead generation consulting firm in the country

Why is an Economic Development Market Analysis Important?

Resilient local business environment

Quality of life and place

Inform policy and planning

Meet local consumer demand

Strengthen the tax base

Prosperity for residents and businesses

Assets and Opportunities



Opportunity Area for Growth: Downtown

Challenges

- Traffic congestion
- Parking
- Aging building facades, deteriorating sidewalks
- Lacks signage, wayfinding, lighting, and cohesive brand/vision
- Some commercial vacancies

Strengths and Opportunities

- Strong foundation of existing assets and infrastructure
- Town will develop a Downtown Revitalization Plan
- Market demand for additional retail, restaurants, business, and personal services
- Talented mix of business owners dedicated to downtown
- Town has a Transit-Oriented TIF District that goes through the downtown
- Town will be pursuing a Downtown TIF District in late 2023/early 2024

Opportunity Area for Growth: Route 236 Corridor

Challenges

- Fronted by Central Maine Power corridor
- Punkintown is located on a major slope
- Lack of public water and sewer in Punkintown
- Most of Route 236 is zoned residential, not mixed use-residential
- Lack of traffic light on Route 236 hinders access

Opportunities

- Significant land area for development
- Willing property owners
- Existing businesses already located in the area and new light industrial business moving to the area
- Existing traffic and activity provide market/customer potential
- Adjacent to land trust (an amenity for mixed-use)
- Existing Tax Increment Financing Districts
- Re-zone appropriate land areas along Route 236 to commercial/industrial
- Market opportunities for:
 - Small-to-mid industrial/flex space
 - Construction
 - Local personal services and mixed-use businesses
 - Grocery store/pharmacy to serve the local market

Actions/Projects

Project 1: Redevelop and Ignite the Downtown

Downtown can be transformed into an attractive, connected, and inviting commercial hub.

- 1.1 Utilized tax increment financing (TIF) and other public dollars for needed public infrastructure improvements
- 1.2 Prioritize downtown businesses for BRE
- 1.3 Create Downtown business and property owner's group
- 1.4 Host more downtown events
- 1.6 Explore opportunities for new housing downtown

Actions/Projects

Project 2: Establish a Business Retention and Expansion (BRE) Program

Proactively engaging with South Berwick businesses can enable the early identification of needs and efficient allocation of resources.

2.1 Implement the ExecutivePulse Customer Relationship Management (CRM) System

2.2 Populate the CRM

2.3 Define and organize data

2.4 Design digital intake survey

2.5 Design digital update survey

2.6 Employ and annual marketing campaign

2.7 Conduct in-person business visits

2.8 Track trends

2.9 Report annual findings

Actions/Projects

Project 3: Route 236 Development Prioritization

Inventorying and effectively marketing existing sites can help spur development along Route 236.

- 3.1 Prioritize opportunity industries
- 3.2 Revise zoning to accommodate desired development
- 3.3 Complete corridor infrastructure plan
- 3.4 Work with business and property owners

Actions/Projects

Project 4: Facilitate the Development of Attainable Housing

Housing that is attainable to workers and persons seeking to remain in South Berwick and age in place is critical to a resilient local economy and community.

4.1 Revise land-use and zoning ordinances

4.2 Housing developers

4.3 Utilize Tax Increment Financing

4.4 Work with housing trust

4.5 Addressing Comprehensive Plan

Actions/Projects

Project 5: Promote South Berwick for Economic Development

Strategic marketing and communication can establish a consistent message and brand for economic development in South Berwick.

5.1 Listing priority development sites

5.2 Engage with regional economic and business development partners

5.3 Review the [Economic and Community Development portion](#) of the Town's website

5.4 Focus external messaging on building the town's brand for economic development

5.5 Focus internal messaging on educating and engaging the public

What's Next?

Continue to get engagement from businesses and residents

Continue to integrate into the comprehensive plan

Now you have your road map, get to work!





Thank You!



TOWN COUNCIL
Agenda Information Sheet

| | |
|---|--------------|
| Meeting Date: June 27, 2023 | NB #3 |
| Agenda Item: Comprehensive Plan | |
| Department Head Recommendation: Denise Clavette | |
| There is \$890.00 left from the original \$28,480.00 budget. I am recommending that the Town amend the original MOU and add \$12,000.00 in funds to complete the project. | |
| Town Manager's Recommendation | |
| Town Council to accept and authorize the Town Manager to sign the amended MOU. | |
| Requested Action | |
| Town Council to pass a motion as stated above. | |
| Vote | |



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

TO: Tim Pellerin, Town Manager
FROM: Denise Clavette, Economic and Community Development Director
DATE: June 21, 2023
RE: Comprehensive Plan Phase III / Final Phase

Please see attached memorandum, and draft MOU, from SMPDC, for the final phase of the Comprehensive Plan for South Berwick. This final phase of the Comprehensive Plan includes: finalizing the inventory, drafting a goals, policies and strategies matrix, drafting a future land use plan, and finalizing the full document. It is anticipated that the final scope of this project will be completed by January 2024.

To date, \$890 remains in the original \$24,480 budget for Phases 1 and 2 in the Comprehensive Plan Inventory component. The MOU, and proposal from SMPDC would add \$12,000 to complete the project. I am recommending that the Town amend the original MOU, and add \$12,000 in funds to complete the project. With SMPDC's familiarity with South Berwick, great work with the Committee, and knowledge of all inventory sections of the Comprehensive Plan, it is best that the Town finishes the project with SMPDC.

Thanks for your consideration; please let me know if you have any questions.



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180 Main Street
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Thanks for your consideration; please let me know if you have any questions.



Memo: June 22, 2023

To: Tim Pellerin, South Berwick Town Manager; Denise Clavette, Economic and Community Development Director; South Berwick Town Council

From: Paul Schumacher, Executive Director, Southern Maine Planning and Development Commission (SMPDC); Raegan Young, Special Projects & Communications Manager

Re: South Berwick Comprehensive Plan Update

SMPDC, working closely with the Committee, has nearly completed a first draft of the Comprehensive Plan Inventory, completed a successful community wide survey, and held four engaging Focus Groups with local experts on priority topics. These accomplishments mark the end of the Phase 1 & 2 of the Comprehensive Planning project, as outlined in the town's original RFP and our proposed scope of work.

We have approximately \$890 remaining in the original \$28,480 budget for these phases and are requesting an amended MOU to add an additional \$12,000 in funds to complete the final phase of the work, the implementation section of the plan. Therefore, the total scope of work cost is not to exceed \$40,480.

This final phase will include:

- **Finalizing the inventory**, which includes collecting data from a few final sources, and incorporating results from town plans completed simultaneously to this one.
- **Drafting a Goals, Policies, and Strategies matrix** that forms the recommendations for the town going forward, based on issues and concerns arising from the inventory, survey, and focus groups.
- **Drafting a Future Land Use Plan** to identify specific changes to land use in the future, in keeping with the recommendations.
- **Finalizing the full document**, supporting a public informational session, and the final public hearing before plan adoption.








Please see attached a proposed timeline and meeting schedule which we will do our best to abide by, and a proposed amended MOU.

It has been a pleasure working with the engaged citizens of South Berwick, and the dedicated committee members. We look forward to completing a thorough, actionable plan that guides your future success.

Sincerely,

Paul Schumacher

South Berwick Comprehensive Plan Updated Timeline 2023

| | 2023 | | | | | 2024 | |
|--|---|--------|-----------|---------|----------|----------|---|
| | July | August | September | October | November | December | January |
| Complete Inventory Wrap up any gaps in the inventory and analysis |  | | | | | | |
| Plan Implementation Draft and Revise with Committee a matrix of <i>Goals, Policies & Strategies</i> for each chapter |  | | | | | | |
| Draft and Revise with Committee a <i>Future Land Use Plan</i> |  | | | | | | |
| Draft and Revise with Committee an <i>implementation plan</i> , including responsible parties & regional coordination |  | | | | | | |
| Public Engagement Host one public information meeting to gather input on current draft, and support final Public Hearing |  | | | | | |  |
| Plan Wrap Up Create a clean full final draft, and support plan adoption |  | | | | | | |

Tasks by Meeting

| Meetings Schedule | | | |
|-------------------|--------------------------------|---|-------------------------|
| | Inventory/Document | GPS | Public Engagement |
| July | Update on Inventory Progress | Review Local Economy & Historic & Archeological GPS | |
| August | Present final Inventory Draft | Review Transportation & Arts & Recreation GPS | |
| September | | Review Public Facilities & Fiscal Capacity | |
| October | | Review Housing & Land Use GPS | Host Public Meeting? |
| November | Begin Compiling Final Document | Review Natural Resources GPS & Implementation Section | |
| December | | Review & Discuss Future Land Use Plan | |
| January | Finalize Document | | Plan for Public Hearing |



Memorandum Of Understanding

BETWEEN

THE TOWN OF South Berwick

AND

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

This Agreement, dated this _____ by and between the Town of South Berwick, acting through its Select Board, Town Hall, South Berwick, ME (hereinafter referred to as the "Town"), acting by and through its Town Manager Tim Pellerin and the Southern Maine Planning and Development Commission through its Executive Director, Paul Schumacher:

1. Scope of the Work:

The Commission will develop a new Comprehensive Plan for the Town in accordance with the proposed scope of services attached, and the additional scope of work proposed as of June 2023.

2. Project Period:

This agreement shall become effective on March 28, 2022 and shall continue until The completion & adoption of the plan.

3. Ownership of Material:

All materials, maps, reports, documents, and other work products prepared under this Agreement shall be owned by the Town, provided, however, that the Commission may retain file copies of any or all of the above for its own use.

4. Compensation:

Part A - The Commission shall be compensated by the Town for its costs in providing services for phases 1 & 2, & 3 of the plan as outlined in the proposal. Town related travel costs will be charged at 80% of the current IRS Standard Mileage Rate. Activities under the contract shall be billed on a "not-to-exceed" basis over the course of the year and shall not exceed \$40,480 for this contract period. This includes an additional \$12,000 for the completion of phase 3, the plan implementation section.

5. Method of Payment:

The Commission shall submit monthly invoices to the Town which itemize the time charged to the contract and any direct costs incurred.

6. Project Officer:

The project officer for the Commission shall be the Director of Planning. No other member of the Commission or staff may make representations or binding commitments for the Commission unless authorized by the Director.

7. Office Space and Supplies:

The Town shall provide, at its offices, all supplies, office space, equipment and clerical support staff necessary to perform the contracted services. Any of the above, provided by the Commission at the Town's request, shall be billed against the contract.

8. Termination:

This Agreement may be terminated for cause or for mutual convenience if the parties so agree. Such termination shall take place thirty (30) days after written notice of the

termination agreement. In the event of termination, the Commission shall assemble all information prepared under this Agreement to date and shall forward it to the Town. The Commission shall be entitled to recover its costs for work completed.

9. Non-Assignment:

No portion of this Agreement may be assigned or sub-contracted to another party without prior approval of both parties.

10. Amendment:

This Agreement, including the scope of work, may be amended or modified by a written amendment signed by the Town and the Commission.

11. Entire Agreement:

This Agreement, along with attachments, constitutes the entire agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

IN WITNESS THEREOF the parties have hereunto set their hands on the day and year first written above.

TOWN OF SOUTH BERWICK, ME

Tim Pellerin, Town Manager

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

Paul Schumacher, Executive Director

Dated _____



Memo: June 22, 2023

To: Tim Pellerin, South Berwick Town Manager; Denise Clavette, Economic and Community Development Director; South Berwick Town Council

From: Paul Schumacher, Executive Director, Southern Maine Planning and Development Commission (SMPDC); Raegan Young, Special Projects & Communications Manager

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TOWN OF SOUTH BERWICK, ME

Tim Pellerin, Town Manager

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

Paul Schumacher, Executive Director

Dated _____

NB /



Town Of South Berwick

Planning Department

180 Main Street, South Berwick, ME 03908

TEL: 207-384-3011 FAX: 207-384-3303

planner@sbmaine.us

To: South Berwick Town Council
From: South Berwick Planning Board
Date: May 25, 2023

RE: Amendment to Ordinance- Chapter 140 Attachment 1, Table A

The Planning Board received an Ordinance Amendment from Town Staff for an amendment to Chapter 140, Attachment 1, Table A- Add Municipal Buildings. This change will allow municipal buildings across all zones. This change will be necessary when considering future buildings.

In summary, the changes affect the following chapter of the South Berwick Code: Chapter 140 Attachment 1, Table A

The Planning Board held a public hearing on May 3, 2023, with no comments from the public. The Planning Board recommends this Ordinance Change.

Sincerely,

Greg Zinser, Chair

ZONING

| Land Uses | R1, R1A | R2, R2A | R3 | R4 | R5 | B1 | B2 | SP | RP | I1 | I2 | BR |
|--|------------|------------|-----|-----|-----|-----|-----|-----|-----|------|------|-----|
| Multifamily Dwellings (3) | MSP | MSP | MSP | N | N | MSP | MSP | N | N | N | MSP | MSP |
| Municipal Solid Waste Transfer | MSP | MSP | N | N | N | N | N | N | N | N | N | N |
| Neighborhood Convenience Store | MSP | MSP | MSP | MSP | N | MSP | MSP | N | N | N | N | MSP |
| Nonhazardous Solid Waste Processing Facility | N | N | N | N | N | N | N | N | N | MSP | MSP | N |
| Nursing Homes/Health Care Facility | N | N | N | N | N | MSP | MSP | N | N | MSP | MSP | MSP |
| On-Premises Signs | Y* | Y* | Y* | Y* | Y* | Y* | Y* | Y* | Y* | Y* | Y* | Y* |
| Professional Offices | N | N | N | N | N | MSP | MSP | N | N | MSP | MSP | MSP |
| Public Park | Y | Y | Y | Y | Y | Y | Y | SP | SP | Y | Y | SP |
| Public Recreational Facilities/Libraries/Museum/Civic Centers/Post Offices | MSP | MSP | MSP | MSP | MSP | MSP | MSP | MSP | N | MSP | MSP | MSP |
| Public Utilities, Sewer Collection/Treatment Facilities | MSP | MSP | MSP | MSP | N | MSP | MSP | MSP | MSP | MSP | MSP | MSP |
| Restaurant | MSP(2) | MSP(2) | MSP | MSP | N | MSP | MSP | MSP | N | MSP | MSP | MSP |
| Restaurant, Take-Out | N | N | N | N | N | MSP | MSP | N | N | Y(5) | Y(5) | N |
| Retail | N | N | N | N | N | MSP | MSP | N | N | Y(5) | Y(5) | MSP |
| Schools, Public/Private/Parochial | MSP | MSP | MSP | MSP | N | MSP | MSP | N | N | MSP | MSP | MSP |
| Seasonal Sale of Produce and Plants Grown Locally | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y* | Y* | Y |
| Service/Personal Service Establishments | N | N | N | N | N | MSP | MSP | N | N | Y(5) | Y(5) | SP |
| Single-Family Dwelling | Y | Y | Y | Y | Y | Y | Y | SP | N | N | MSP | Y |
| Sludge Spreading (4) | N | Y | Y | Y | Y | N | N | N | N | N | N | N |
| Timber Cutting | SP | Y* | Y* | Y* | SP | N | N | SP | SP | SP | SP | N |
| Transmission Tower | N | N | SP | SP | N | N | N | N | N | SP | SP | N |
| Two-Family Dwellings | Y | Y | Y | Y | Y | Y | Y | SP | N | N | MSP | Y |
| Vehicle Sales | N | N | N | N | N | MSP | MSP | N | N | MSP | MSP | MSP |
| Veterinary Services | N | N | MSP | MSP | N | N | N | N | N | MSP | MSP | MSP |
| Warehousing | N | N | N | N | N | MSP | MSP | N | N | MSP | MSP | MSP |
| Wholesale Distribution | N | N | N | N | N | MSP | MSP | N | N | MSP | MSP | N |
| Yard Sales | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |

AB 1



TOWN COUNCIL
Agenda Information Sheet

| | |
|---|--------------|
| Meeting Date: June 27, 2023 | NB #2 |
| Agenda Item: Camoin Associates Market Analysis | |
| Department Head Recommendation: Denise Clavette | |
| To either make changes/edits and adopt the document with the changes/edits or adopt the document as is with no changes/edits. | |
| Town Manager's Recommendation | |
| To adopt the document. | |
| Requested Action | |
| Town Council to pass a motion to approve the document. | |
| Vote | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | | | | WHO | WHEN | RESOURCES |
|---|--|--|--|-----|------|-----------|
| 1. <i>Redevelop and ignite the Downtown</i> The Town can step in to help build a sense of community and collaboration among the downtown business owners, create and communicate downtown's brand identity to attract a broader customer base, and make strategic physical investments to improve the overall human experience and quality of place. | | | | | | |
| 1.1 Utilize tax increment financing (TIF) and other public dollars for needed public infrastructure improvements | <ul style="list-style-type: none"> Improvements include: traffic signalization, traffic calming, a facade program, signage, lighting, etc. Explore the feasibility of burying utility lines. Include strategies in the downtown revitalization plan. | | | | | |
| 1.2 Prioritize downtown businesses for Business Retention and Expansion (BRE) | <ul style="list-style-type: none"> Document all owners and businesses within the district and add their information to the Customer Resource Management (CRM) system. Prioritize downtown businesses for the business survey and visitation as part of the BRE program. | | | | | |
| 1.3 Create Downtown business and property owner's group | <ul style="list-style-type: none"> Catalyze a downtown business and property owners' group (businesses, entrepreneurs, service providers). Engage with group to advise as needed on new Town policies, programs, and initiatives. Focus on implementing downtown revitalization plan. | | | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | | | | |
|--|---|------|-----------|--|
| | WHO | WHEN | RESOURCES | |
| 1.4 Host more downtown events | <ul style="list-style-type: none"> Host more events that create a vibrant and lively atmosphere downtown, like Victorian Stroll in Troy, NY that invite people into storefronts and to see what's downtown. | | | |
| 1.5 Continued engagement in York County Chamber | <ul style="list-style-type: none"> Continue to engage in the York County Chamber and utilize that network to promote the accomplishments of downtown. | | | |
| 1.6 Explore opportunities for new housing downtown | <ul style="list-style-type: none"> Explore opportunities for new attainable, mixed-use housing, and multi-family housing downtown. Housing is a critical need in South Berwick, and redeveloping areas in the downtown location with housing will bring more activity and vibrancy to the commercial hub, increase local market demand for downtown businesses, and add to the tax base. | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | | | | WHO | WHEN | RESOURCES |
|---|--|--|--|-----|------|-----------|
| 2. <i>Business Retention and Expansion (BRE)</i> Establish an ongoing, data-driven, systematic approach to identifying issues and opportunities within the South Berwick economy and help South Berwick businesses thrive and grow here. | | | | | | |
| 2.1 Implement the ExecutivePulse Customer Relationship Management (CRM) System | | <ul style="list-style-type: none"> Implement the ExecutivePulse customer relationship management (CRM) system as the technology backbone upon which to build, manage, and grow the new BRE program. | | | | |
| 2.2 Populate the CRM | | <ul style="list-style-type: none"> Develop the business list using existing contact lists. Prioritize businesses to participate in the BRE program. | | | | |
| 2.3 Define and organize data | | <ul style="list-style-type: none"> Define the data to be collected and design the CRM to house that data in a way that can be easily tracked, reported, and analyzed by town staff. | | | | |
| 2.4 Design digital intake survey | | <ul style="list-style-type: none"> Design a digital intake survey intended for ALL businesses in South Berwick to complete the first time they participate in the program. The survey will ask for detailed information that will likely not change from year to year such as physical address, contact information, type of business. | | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | WHO | WHEN | RESOURCES |
|---|---|------|---|
| 2.5 Design digital update survey | <ul style="list-style-type: none"> Design a digital update survey intended to be completed annually by ALL South Berwick businesses in their second year of the program and beyond. No more than 20 questions. Design the survey to identify major changes experienced by the business, or industry sector, in the last 12 months, as well as current and future needs. Conclude by asking if they'd follow-up by the Town. | | <ul style="list-style-type: none"> Examples: Advance Albany County Alliance, Albany County, NY and Lake George-Lake Champlain Regional Planning Board, NY. |
| 2.6 Employ an annual marketing campaign | <ul style="list-style-type: none"> Marketing campaign that encourages businesses to complete the survey themselves. Utilize email, social media, and other forms of outreach. Specifically focus on engaging downtown businesses and home-based businesses. | | |
| 2.7 Conduct in-person business visits | <ul style="list-style-type: none"> Set realistic goals for the number of businesses to be visited each month and year Track progress toward goals. Invite partners to business visits as necessary. Input information collected during visits into the CRM immediately and follow up with any | | |

South Berwick Economic Development - Market Analysis Implementation Matrix 5-8 Year Plan

| | PLAN OF ACTION | WHO | WHEN | RESOURCES |
|----------------------------|--|-----|------|-----------|
| | connections or actions within 5-business days. | | | |
| 2.8 Track Trends | <ul style="list-style-type: none"> Track trends by frequently analyzing the data in the CRM to identify pervasive problems or trends in the South Berwick business community. | | | |
| 2.9 Report annual findings | <ul style="list-style-type: none"> Report annual findings, follow-up actions taken, and emerging trends/issues/opportunities identified through the program. Promote the report through digital and traditional communication channels and ensure every business that participates in the program receives a copy. | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | | | | |
|---|--|--|--|--|
| WHO | | | | |
| WHEN | | | | |
| RESOURCES | | | | |
| 3. Route 236 Development Inventorying and effectively marketing existing sites can help spur development along Route 236. | | | | |
| 3.1 Prioritize opportunity industries | <ul style="list-style-type: none"> Focus on opportunities for light industrial, commercial, professional, and technical services, construction, and mixed-use development. These fit with the market opportunities as well as the existing corridor. | | | |
| 3.2 Revise Zoning to accommodate desired development | <ul style="list-style-type: none"> Document zoning and land use (allowable uses) regulations along the corridor. Make a priority list of changes including allowing mixed-use development. Explore re-zoning appropriate areas and/or overlays along Route 236 for commercial and industrial. | | | |
| 3.3 Complete corridor infrastructure plan | <ul style="list-style-type: none"> Complete a corridor infrastructure plan that prioritizes needed investments for economic and business development. Plan will be supported with Tax Increment Financing (TIF) as appropriate. | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| | PLAN OF ACTION | WHO | WHEN | RESOURCES |
|--|--|-----|------|-----------|
| 3.4 Work with business and property owners | <p>Work with property owners and businesses in Punkintown area to create a district master plan including:</p> <ul style="list-style-type: none"> ▪ Zoning and land-use needs including allowable mixed-use developments. ▪ Infrastructure improvements including bringing public water to sites and finding alternatives for sewer/wastewater. ▪ Plan for site uses to include industrial and commercial (both of which have current and forthcoming activity in the development area, and also multi-family housing). ▪ Overlay with a financial plan that includes public / private partnerships for development. ▪ Inventory sites available for development and market through the state site system (www.selectmainesites.com) on the town's website, and updates to the economic development page (may need new landing page). Prior to inventory, immediately market known existing sites on the state's website. ▪ Coordinate site marketing with property and business owners. | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | | | | |
|---|---|--|--|--|
| WHO | | | | |
| WHEN | | | | |
| RESOURCES | | | | |
| 4. <i>Facilitate the Development of Attainable Housing</i> <i>Housing that is attainable to workers and persons seeking to remain in South Berwick and age in place are critical to a resilient local economy and community.</i> | | | | |
| 4.1 Revise land-use and zoning ordinances | <ul style="list-style-type: none"> Revise land-use and zoning ordinances to allow residential development within mixed-use commercial areas, including specifically Rout 236 and Punkintown. Ensure zoning allows home-occupations/home-based businesses. | | | |
| 4.2 Housing developers | <ul style="list-style-type: none"> Market new opportunities to housing developers within the region. | | | |
| 4.3 Utilize Tax Increment Financing | <ul style="list-style-type: none"> Utilize Tax Increment Financing to support mixed-use development and development of attainable housing. | | | |
| 4.4 Work with housing trust | <ul style="list-style-type: none"> Work with housing trust and organizations for continued focus on attainable housing. | | | |
| 4.5 Addressing Comprehensive Plan | <ul style="list-style-type: none"> Be sure to address this in a comprehensive plan and implement it. | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix

5-8 Year Plan

| PLAN OF ACTION | | | | WHO | WHEN | RESOURCES |
|---|--|---|--|-----|------|-----------|
| 5. <i>Promote South Berwick for Economic Development</i> Strategic marketing and communication can establish a consistent message and brand for economic development in South Berwick. | | | | | | |
| 5.1 Listing priority development sites | | <ul style="list-style-type: none"> In addition to listing properties on the town site, ensure that priority development sites are listed on the state's site listing service. Connect with site owners to obtain current information and ensure they are aware of the listing. | | | | |
| 5.2 Engage with regional economic and business development partners | | <ul style="list-style-type: none"> Engage with the regional economic and business development partners to brief them on the town's new economic development Market Analysis and Action Plan. Partners to engage include the Southern Maine Planning and Development Commission (SMPDC), York Region Chamber of Commerce, The Falls Chamber of Commerce, Maine Department of Economic and Community Development (DECD), and Maine & Co. Maintain working relationships with partners and provide updates on implementation progress as appropriate. | | | | |
| 5.3 Review the Economic & Community Development portion of the town's website | | <ul style="list-style-type: none"> Review the Economic & Community Development portion of the town's website Reorganize the resources and information from the perspective of existing businesses, prospective businesses, and developers. | | | | |

South Berwick Economic Development - Market Analysis Implementation Matrix 5-8 Year Plan

| PLAN OF ACTION | WHO | WHEN | RESOURCES |
|--|---|------|-----------|
| | <ul style="list-style-type: none"> Aim to reduce the amount of text where possible and introduce visual content to enhance resource pages. Continue to build out pages with relevant information for these targeted audiences. | | |
| 5.4 Focus external messaging on building the town's brand for economic development | <ul style="list-style-type: none"> Focus external messaging on building the town's brand for economic development on downtown, the river, and a small community with an excellent school system, and great access to the coast, mountains, Boston, New Hampshire, and southern Maine. Focus on being responsive to future RFP's with materials that prioritize these assets instead of focusing on a specific sector. | | |
| 5.5 Focus internal messaging on educating and engaging the public | <ul style="list-style-type: none"> Focus internal messaging on educating and engaging the public on the importance of and need for economic and business development in South Berwick. Work with the Business Advisory Group and other local leaders from the community to provide testimonials and help communicate the information to their customers and community. | | |

TOWN COUNCIL
Agenda Information Sheet

| | |
|---|--------------|
| Meeting Date: June 27, 2023 | NB #3 |
| Agenda Item: Spirit of America Nominations | |
| Department Head Recommendation: | |
| | |
| Town Manager's Recommendation | |
| To appoint a recipient of the award. | |
| Requested Action | |
| Town Council to pass a motion as stated above. | |
| Vote | |

Dawn Moreau

From: Melissa Costella
Sent: Monday, May 8, 2023 12:47 PM
To: Dawn Moreau
Subject: Spirit of America Nomination!

Hello Dawn:

I would like to nominate the Emery's Bridge Community Improvement Association (EBCIA) for the Spirit of America award.

This non-profit community group was originally founded in the 1930's and has recently reformed in recognizing the dire need of restoration of the #11 Schoolhouse located on the corner of Emery's Bridge and Belle Marsh Road. In the association's mission to repair the schoolhouse, they are hitting the trifecta of community spirit with preserving the past, inspiring the present and building a future for the community.

In the past, the schoolhouse used to serve as a meeting place and function hall for members of the "Dunnybrook" area of South Berwick. It was also utilized as a gathering place at which Boy Scouts and Girl Scouts could meet, functions such as Halloween and Christmas parties could be held and of course the infamous play by Gladys Hasty Carroll "As the Earth Turns" could be performed and enjoyed. Once restored the building will be filled with historic relics and mementos so that the community spirit this building was built for is never forgotten and can always be cherished.

As the association makes strides in the restoration process, they are creating a certain community spirit in the present. Local residents and businesses are excited for this to happen and are coming together and working tirelessly...selflessly to return the schoolhouse to a working condition with volunteering/donating their time and materials. This project sponsored by the EBCIA is bringing the community together for a common purpose and so many are doing whatever they can to help. In the present construction process, the EBCIA is still finding time to host fundraisers for Toys for Tots, organize collections for neighbors who have suffered tragedies, hosted community yard sales etc. Their continued charitable contributions to the community should not go unmentioned.

For the future, EBCIA's vision for the schoolhouse screams nothing but community spirit. Their purpose is to recreate a place that brought the community together for entertainment as well as educational purposes. They intend to utilize the building as it once was for group/club meetings, after school programs, movie nights, holiday parties/gatherings...etc. Any way, shape or form this building can be used to bring the locals together, the Emery's Bridge Community Improvement Association intends to make that happen with the idea that the possibilities are endless.

Please consider extending the Spirit of America award to the Emery's Bridge Community Improvement Association....they are certainly a timeless definition of community spirit and rightfully deserve to be recognized as such!

Cordially,
Melissa Costella

TOWN COUNCIL
Agenda Information Sheet

| | |
|---|--------------|
| Meeting Date: June 27, 2023 | NB #4 |
| Subject: Reappointment of Board & Committee Members | |
| Information: | |
| Building Committee: Mark Gagnon Conservation Commission: David Ramsay & Laura Eaton Historic District Commission: George Muller Library Advisory Board: Perrin Chick & Christopher "Mike" Siebach Planning Board: Zach Nobel (no*) & Christine Prunier, Alt (no) Recreation Committee: Lucinda Grieg (no) Zoning Board of Appeals: John Klossner & Maya Bogh (no) | |
| *Mr. Nobel is interested in continuing to serve on the PB as an alternate. If Council wishes to appt him the term expires June 30, 2026. | |
| | |
| | |
| Requested Action: | |
| Motion: Reappoint Board & Committee members through June 30, 2026 | |
| Vote: | |
| | |

TOWN COUNCIL
Agenda Information Sheet

| | |
|--|--------------|
| Meeting Date: June 27, 2023 | NB #5 |
| Agenda Item: A Merrie Sweep Chimney Service | |
| Department Head Recommendation: | |
| <p>P. Gagnon determined the chimney is cracked in numerous places and was failing to work properly when in use and unsafe. In accordance with building codes the chimney needs to be relined before it can be used with the new boilers.</p> | |
| Town Manager's Recommendation | |
| <p>The Town Council to approve the Town Manager to accept the estimate of \$9,470.00 to A Merrie Sweep Chimney Service for the installation of 2 flexible stainless-steel flues in the chimney and repoint the mortar on the exterior.</p> | |
| Requested Action | |
| <p>Town Council to pass a motion as stated above.</p> | |
| Vote | |



A Merrie Sweepe Chimney Service
33 Alden Ave
Greenland, New Hampshire 03840
United States
(603) 431-8772

Estimate 39376392
Job 39354483
Estimate Date 6/16/2023
Customer PO

Billing Address
P. Gagnon and Son

Job Address
Town of South Berwick*
180 Main Street
South Berwick, ME 03908 USA

Estimate Details

South Berwick: Lwss liners

| Task # | Description | Quantity | Your Price | Your Total |
|--------------------------|---|----------|------------|------------|
| LWL | Install two, 7" diameter, flexible, 316 alloy, high acid-resistant stainless steel liner into the oversized flue for venting two oil fired boilers. Seal at top with stainless steel plate and a meshed screened stainless steel rain cap and at bottom with two capped thimble tees. Lifetime warranty. This installation will require the use of a powered lift, the cost of which is included in this estimate. *Warranty Condition: Annual inspection required to be performed by A Merrie Sweepe. | 1.00 | \$8,170.00 | \$8,170.00 |
| RPB | Repoint damaged exterior mortar joints on the exterior facing side of the just below the top. | 1.00 | \$1,300.00 | \$1,300.00 |
| Potential Savings | | | | \$0.00 |
| Sub-Total | | | | \$9,470.00 |
| Tax | | | | \$0.00 |
| Total | | | | \$9,470.00 |

Thank you for choosing A Merrie Sweepe Chimney Service

Please select the item(s) you wish to have performed, sign in acceptance, and an invoice will be generated for the 50% deposit. Thank you.
A 4% service charge will be added to all credit card transactions over \$500.
We've experienced several unexpected and significant price increases from our suppliers and our labor costs continue to rise with inflation. As such, this estimate is only valid for 30 days