

STATE OF MAINE

YORK, §

TO THE ASSESSOR(S) OF THE TOWN/CITY OF **SOUTH BERWICK** in said County.

GREETINGS:

AT THE COURT of County Commissioners, begun and holden at Alfred within and for the County of York, on the 12th day of July, AD, 2023.

WHEREAS, the York County Budget Committee, pursuant to M.R.S.A. 30-A § 833, passed at their last session, upon an estimate of the County Commissioners for said County, of the sums necessary for defraying the charges of the County for the budget year **FY 24, July 1, 2023 through June 30, 2024** ensuing and exhibited by the Clerk of said Court, granted a tax of \$19,664,806.00 to be assessed, collected, and paid according to law, and applied for the purposes aforesaid.

AND WHEREAS, upon a due apportionment of said sum of the several Towns and Cities in said County, made at a session of the Court of County Commissioners, held on the 12th day of July, AD, 2023 your town's proportion is found to be **\$409,287.96**.

YOU ARE HEREBY REQUIRED in the name of the State of Maine to assess the said sum last mentioned, upon the inhabitants of said Town/City, agreeable to the laws of said State, and cause the same in like manner to be collected and paid to Bobby J. Mills, Treasurer of said County or his/her successor in said office, forthwith as of the **FIRST DAY OF SEPTEMBER, 2023**.

At its regular meeting duly held on July 12th, 2023 the Board of Commissioners of the County of York, pursuant to M.R.S.A. 30-A § 706, by motion, seconded, and unanimously voted that the Treasurer shall assess interest according to M.R.S.A. 36 § 505.4 at the rate of **8%** compounded annually. A municipality will be considered **DELINQUENT** if the taxes are not received by the County by **OCTOBER 31, 2023**.

WHEREOF FAIL NOT and make due returns to the said Treasurer of the names of person or persons to whom your list of assessments shall be committed.

IN WITNESS THEREOF WE, Robert L. Andrews, Justin Chenette, Richard Clark, Richard R. Dutremble, and Donna L. Ring County Commissioners, have hereunto set our hands, this 12th day of July, AD, 2023.

Robert L. Andrews

Justin Chenette

Richard Clark

Richard R. Dutremble

Donna L. Ring

ATTEST: Gregory T. Zinser
County Manager

ASSESSORS RETURN

PURSUANT TO A WARRANT to us directed, from the York County Commissioners for the County of York, dated the 12th day of July, AD, 2023 we have assessed the estates of the inhabitants, and the estates of the non-resident proprietors of the Town/City of **SOUTH BERWICK** in said County, the sum of **FOUR HUNDRED NINE THOUSAND TWO HUNDRED EIGHTY-SEVEN DOLLARS AND NINETY-SIX CENTS (\$409,287.96)** and have committed lists thereof to the Tax Collector of said Town/City with Warrant in due form of law for collecting and paying same to the Treasurer of the Town/City of **SOUTH BERWICK** or his/her successor in said office to be paid by him/her to Bobby J. Mills, Treasurer of the County of York, or his/her successor in said office the **FIRST DAY OF SEPTEMBER, 2023.**

Taxes not paid by the **THIRTY-FIRST DAY OF OCTOBER, 2023** will be considered **DELINQUENT** and will be assessed interest at the rate of **8%** compounded annually.

IN WITNESS, WHEREOF, we have hereunto set our hands the

_____ day of _____, 2023.

ASSESSOR(S) OF SOUTH BERWICK

TO BE FILLED IN AND FORWARDED TO THE COUNTY TREASURER AS SOON AS THE ASSESSMENT IS COMPLETED TO:

**BOBBY J MILLS
TREASURER-COUNTY OF YORK
45 KENNEBUNK RD
ALFRED, ME 04002**

**South Berwick
Town Council Meeting
July 25, 2023**

Councilor John James called the meeting to order at 6:32pm. Councilors present included Jessica Cyr and Melissa Costella. Councilors Mallory Cook and Jeffrey Minihan participated by Zoom. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

Mr. James explained that because the Chair & Vice-Chair are not physically present all votes will be by roll call and the physically present members must vote for a temporary chair to run the meeting.

On a motion by Ms. Cyr, seconded by Mrs. Costella, it was unanimously voted (3-0 in person members) that Councilor James would Chair the meeting.

Approval of Minutes

1. Public Hearing 07-11-23: On a motion by Mrs. Costella, seconded by Ms. Cyr, it was unanimously voted to adopt the minutes as written.
2. Town Council 07-11-23: On a motion by Ms. Cyr, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Costella, seconded by Ms. Cyr, it was unanimously voted to sign the warrant dated July 20, 2023, in the amount of \$85,800.88.

On a motion by Mrs. Costella, seconded by Ms. Cyr, it was unanimously voted to sign the warrant dated July 20, 2023, in the amount of \$160,565.45.

Public Comment

1. Abigail Sherwood, Tamarack Dr., stated that it was very easy to get her transfer station sticker. She also noted that the staff at the transfer station are very helpful. Ms. Sherwood asked about the status of the sign at Punkintown. Mr. James explained that the ordinance was changed to allow the signage. He added that he would check the state with the developer.

Unfinished Business

1. Mr. James read the proposed Purple Heart Town Proclamation. On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to sign the Purple Heart Town Proclamation, as presented. Note was made that the Proclamation would be signed by all 5 councilors and 1 original would be kept at the Town and the other sent to the VFW Post.

New Business

1. Mr. Pellerin explained that Happy Valley LLC (aka 406 Main St) had received its approvals from the Planning Board. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to approve the liquor license and special amusement permit for Happy Valley LLC, to expire August 15, 2024.

Ms. Cyr did make note that the special amusement permit states that Council 'shall' hold a public hearing. The Clerk responded that a hearing is not required for the liquor license, but our ordinance does state that Council 'shall' hold a public hearing for the special amusement permit. The Clerk added that the Council has approved other special amusement permits without holding public hearings. Councilor James stated that "the precedent has been set".

2. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to grant a Cannabis Establishment License to Ron Fousek for Easy Going Maine, LLC.

3. The Council, Town Manager and Economic Development Director explained the need for the Downtown Revitalization Plan. The Plan will work in conjunction with the Market Analysis and coincide with the Traffic Study. The money to cover the cost is included in the budget. The Downtown Revitalization Plan is also required for the creation of a downtown TIF. It will also provide for more public & private grant opportunities.

Discussion regarding the public input part of the process ensued. Mr. Minihan moved the question.

On a motion by Mrs. Cook, seconded by Ms. Cyr, it was voted 3-2 (Mrs. Costella & Mr. James opposed) to authorize the Town Manager to issue an RFP (Request for Proposal) for a Downtown Revitalization Plan, per the budget for FY24.

4. On a motion by Mrs. Cook, seconded by Ms. Cyr, it was unanimously voted to accept James Mundy's resignation from the Zoning Board of Appeals.

Town Manager's Report

-Highway: Paving on Winding Brooke Ln. Working on Black Swan to widen and fix drains. Park Street is ready for topcoat paving. Working well with FEMA.

-Transfer Station: Has slowed down a bit; stickers are working. Ordering more bags. Trying to get bags that are thicker and will better fit trash cans.

-Police: New cruisers should be in on Wednesday. The Chief & Lt have finished the FBI trilogy training. Arrests and calls are higher than usual. Will be conducting CSI training at Berwick Academy.

-Fire: Quieter 2 weeks; had 12 calls. Vehicle accidents are on the rise. Have been training with the new boat. Will be conducting more training at the Red Barn on August 12 & 13. Using the York Dept ISO to make sure we are up to date for our 'inspection', probably next year. [This affects the Dept's rating and homeowner fire insurance rates.]

Code/Planning: Introduced Maddy the new admin. Issued 6 building permits and conducted 13 inspections. Attended Health Inspector training. Need a private space for confidential meetings.

-Town Clerk: -Been working on owl/zoom issues. Held several test meetings to make sure everything is working properly. From Jan-June processed 2464 motor vehicle transactions in the office & downloaded & converted 1483 online transactions. Issued almost 900 transfer station permits. From Jan-June processed 269 IF&W transactions. Includes hunt/fish licenses and ATV, boat, and snowmobile registrations. Have begun prepping for the November election. Nomination papers are available Friday, July 28th. Suggested cleaning up area where the soda machine was and setting up a 'welcome to town' KIOSK.

-Assessing: Working on update of values and quality checking all data changes. Have been receiving a lot of inquiries from taxpayers.

-Library: About 60 people attended the wildlife workshop. Held a kayak safety training. Summer reading program is coming to an end.

-Recreation: Senior trips have been well attended. Summer camp has been going well and will be wrapping up soon.

-HR: Working with TRIO to make sure proper calculations are made for the Tax Stabilization Program. Starting to get Tax Club booklets ready.

-Admin: Continue to work on year end. Working on various scenarios for the mill rate. Still working on getting windows repaired/replaced. [Since the current windows cannot be opened, there is a fire safety issue.] Safety meetings will resume in September. Provided Employee recognition forms. The Employee Appreciation Dinner will now be held in April on a Saturday evening. Met with a civil engineer to discuss safety issues at the town hall and community center. Have met with a project engineer to discuss downtown revitalization.

-Informed the Council that our insurance rep. at Maine Municipal told us to close off the front entry. It was deemed unsafe and must be inspected by a structural engineer. Mr. Pellerin also made note that we posted signs informing visitors that the elevator is not functioning properly and may not stop level with the floor. The part to fix it is from China and has proven difficult to get. He added that he is not sure what will happen, especially regarding ADA requirements, if the elevator breaks.

Councilor Comments

1. Ms. Cyr:

-The Comp Plan Update committee met last night. Hoping to add discussion regarding the Implementation Plan on the next Council agenda.

-Made note of how busy the library is. They offer some great programs and have a great staff.

-Thanked the PWD crew for their efforts with maintaining the ball fields; they are very busy.

2. Mrs. Costella:

-Commented that she had received an inquiry regarding safety and the Town's liability at the transfer station. The Town Manager explained that the use of any municipal facility is at 'your own risk'. The Town does have a \$1,000,000 liability policy. He also explained there is a cap that the Town would be required to pay. And, the Town would have to be proven to be negligent. Unfortunately, the current solution has been signage and painted lines. We cannot control how people drive in and out.

-Expressed her concerns with the safety of some of the downtown buildings. She stated that her concern is not with esthetics but the safety of people using the sidewalks. She asked if the Manager could direct the CEO to conduct inspections of the front of the buildings. It was agreed to discuss the issue at the next meeting.

Adjournment

On a motion by Ms. Cyr, seconded by Mrs. Costella, it was unanimously voted to adjourn the meeting at 7:38pm.

Attest:

Barbara Bennett, CCM

Draft

A / P Warrant

South Berwick-2023
11:12 AM

Bank: KENNEBUNK - Operating

08/03/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	46978	25.12	08/02/23	81	0054 BAKER & TAYLOR
R	46979	669.89	08/02/23	81	0048 Capital One
R	46980	150.00	08/02/23	81	0605 Haven
R	46981	750.00	08/02/23	81	0077 HUSSEY EXCAVATION INC
R	46982	143.55	08/02/23	81	0219 PITNEY BOWES GLOBAL FINACIAL SERVICES
R	46983	1,093.14	08/02/23	81	0095 STELLAR NETWORKS
R	46984	960.00	08/02/23	81	1265 TREASURER, STATE OF MAINE
R	46985	345.00	08/02/23	81	0597 VALUE ROOTER INC.
Total		4,136.70			

Count

Checks	8
Voids	0

Melissa Costella _____ John James _____

Jeff Minihan _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

A / P WarrantSouth Berwick
8:09 AM

Bank: KENNEBUNK - Operating

08/03/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	46915	45,028.28	07/21/23	8	0132 BUREAU OF MOTOR VEHICLES
P	46916	369.68	07/24/23	8	1176 TREASURER STATE OF MAINE
P	46917	201.90	07/24/23	8	1169 GREAT WORKS INTERNET GWI
P	46918	138.29	07/25/23	8	1131 LOCALIQ
P	46919	520.00	07/26/23	8	0218 YORK'S WILD KINGDOM
P	46920	200.00	07/26/23	8	1142 Aggie's Ice Cream
P	46921	26,214.87	07/28/23	8	0132 BUREAU OF MOTOR VEHICLES
R	46922	100.00	08/03/23	8	1266 A TO Z ABILITIES, LLC
R	46923	8.30	08/03/23	8	0042 ADMIRAL FIRE & SAFETY
R	46924	247.15	08/03/23	8	0787 ADVANTAGE TRUCK GROUP
R	46925	150.13	08/03/23	8	0002 ALLIED EQUIPMENT LLC
R	46926	250.00	08/03/23	8	0234 ANDYS AUTO DETAILING
R	46927	44.21	08/03/23	8	0103 ASHLINE, KERA
R	46928	1,513.15	08/03/23	8	0771 ATLANTIC FUELS
R	46929	24.86	08/03/23	8	0054 BAKER & TAYLOR
R	46930	250.00	08/03/23	8	0018 BURKE'S TREE SERVICE LLC
R	46931	167.33	08/03/23	8	0062 BUSINESS EQUIPMENT UNLIMITED
R	46932	1,354.88	08/03/23	8	0048 Capital One
R	46933	4,950.90	08/03/23	8	0183 CENTRAL MAINE POWER
R	46934	142.53	08/03/23	8	1267 CHAGNON, KIRSTEN
R	46935	55.17	08/03/23	8	1150 CHAPPELL TRACTOR
R	46936	472.00	08/03/23	8	1158 CINTAS CORP
R	46937	75.00	08/03/23	8	1223 CLAVETTE, DENISE
R	46938	525.80	08/03/23	8	0142 COLONIAL LIFE & ACCIDENT INS.
R	46939	354.36	08/03/23	8	0181 CONSOLIDATED COMMUNICATIONS
R	46940	409,287.96	08/03/23	8	0796 COUNTY OF YORK
R	46941	210.00	08/03/23	8	1209 DESPRES, MARIBEL
R	46942	325.00	08/03/23	8	0024 DIGITAL INK PRINTING, LLC
R	46943	120.00	08/03/23	8	1271 DIRIGO RANCH FEED AND SEED
R	46944	318.00	08/03/23	8	0911 FADDEN CUSTOM PEST SERVICES LLC
R	46945	145.64	08/03/23	8	0056 FISHER AUTO PARTS, INC.
R	46946	33,357.08	08/03/23	8	1269 FORD MOTOR CREDIT COMPANY LLC
R	46947	1,200.00	08/03/23	8	0030 GINO'S PLUMBING & HEATING
R	46948	1,592.50	08/03/23	8	1128 GREAT EAST CRUSHING
R	46949	3,274.62	08/03/23	8	1268 HAMPTON TECHNICAL SERVICES
R	46950	110.00	08/03/23	8	0209 HUSSEY SEPTIC
R	46951	442.02	08/03/23	8	1245 INGRAM LIBRARY SERVICES
R	46952	310.51	08/03/23	8	1233 J.M. HAYDEN EQUIPMENT LLC
R	46953	75.00	08/03/23	8	0699 JANELLE , JENNIFER
R	46954	311.91	08/03/23	8	0251 LAWSON PRODUCTS
R	46955	40.00	08/03/23	8	0169 M W GRENIER ENTERPRISES LLC
R	46956	4,413.15	08/03/23	8	0179 MAINE DEPARTMENT OF INLAND FISHERIES AND WILD LIFE
R	46957	752,849.08	08/03/23	8	0129 MAINE SAD 35
R	46958	75.00	08/03/23	8	1187 MCCABE, JENI
R	46959	234.30	08/03/23	8	1061 NEGM ELECTRIC, LLC
R	46960	76.41	08/03/23	8	0044 OFFICE OF INFORMATION TECH A/P
R	46961	113.85	08/03/23	8	0944 O'REILLY FIRST CALL

A / P Warrant

South Berwick
8:09 AM

Bank: KENNEBUNK - Operating

08/03/2023
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	46962	10,490.90	08/03/23	8	0088 P GAGNON & SONS INC
R	46963	75.00	08/03/23	8	1071 PELLERIN, TIMOTHY
R	46964	200.00	08/03/23	8	1270 PHOENIX, KIMBERLY
R	46965	12,735.87	08/03/23	8	0089 PIKE INDUSTRIES INC
R	46966	241.14	08/03/23	8	0915 PINE STATE ELEVATOR COMPANY
R	46967	26,039.34	08/03/23	8	0313 POIRIER GUIDELINES
R	46968	59.72	08/03/23	8	0232 QUILL CORPORATION
R	46969	75.00	08/03/23	8	0167 REDIMARKER, JAY
R	46970	275.10	08/03/23	8	0598 SITE ONE LANDSCAPE SUPPLY
R	46971	3,182.00	08/03/23	8	0195 SOUTHERN MAINE PLANNING & DEVELOPMENT, INC
R	46972	65.00	08/03/23	8	0143 TREASURER OF STATE-CONCEALED FIREARMS
R	46973	184.84	08/03/23	8	1176 TREASURER STATE OF MAINE
R	46974	22.00	08/03/23	8	0180 Treasurer, State of Maine
R	46975	672.25	08/03/23	8	0100 WEX BANK
R	46976	8,470.00	08/03/23	8	0102 YORK AMBULANCE ASSN INC
R	46977	76.00	08/03/23	8	0066 YORK COUNTY REGISTRY OF DEEDS
Total		1,355,104.98			

Count

Checks	63
Voids	0

Melissa Costella _____ John James _____

Jeff Minihan _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 8/8/2023	NB #1
Agenda Item: Cannabis License	
Informational:	
Pied Cow, LLC has been in business for a few years, this business is in good standing with No code violations or complaints to the Police.	
Town Manager's Recommendation:	
Requested Action:	
Council wishes	
Vote	



Town of South Berwick

180 MAIN STREET
SOUTH BERWICK, MAINE 03908-1535
TEL 207 384 3300
FAX 207 384 3303

Cannabis Establishment License

Date License Issued: _____ Date License Expires: _____

Name: Nicholas Delorey

Business or DBA Name: Pied Cow, LLC

Physical Address: 373 main St. PO Box 381

This license granted is subject to all local and state laws, ordinances and regulations that are all being met. The Town of South Berwick reserves the right to revoke this license if the standards are not being met in accordance to the Town of South Berwick Zoning Ordinance.

This license is not transferable and must be posted in a conspicuous place.

Town Council Chair

Town Seal

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 8/8/2023	NB #2
Agenda Item: Bittersweet Lane Road Closure	
Informational:	
From Ashley Norwood, Bittersweet resident: We had the party last year, even though we could not close off the road, and had a really nice time, so we're planning to do it again this year. We've decided on Saturday, September 9th. I'm hoping that gives us enough time to make a formal request to block off the street from 3pm until 9pm.	
Town Manager's Recommendation:	
Requested Action:	
Council wishes	
Vote	

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: August 8, 2023	NB #3
Agenda Item: MMA Risk Assessment Property Survey	
Department Head Recommendation:	
Town Manager's Recommendation	
This is the report that was received from MMA in reference to the municipal property risk assessment. Though there is no date enclosed for immediate action, MMA is allowing me 60 days to present to the Town Council for potential solutions. They are not requesting the work to be done in 60 days, only to have a plan of remediation going forward so the repairs get completed in a timely manner.	
Requested Action	
Town Council to discuss with Town Manager	
Vote	



**MAINE MUNICIPAL ASSOCIATION
RISK MANAGEMENT SERVICES**

60 Community Drive | PO Box 9109 | Augusta, ME 04330-9109

(T) 207-626-5583
800-590-5583 (in Maine)
(F) 207-624-0127
rmslosscontrol@memun.org
www.memun.org

July 06, 2023

Timothy E Pellerin, Town Manager
Town of South Berwick
180 Main St
South Berwick, ME 03908-1508

Re: Property Survey
Town Owned Property

Timothy,

MMA Risk Management Services looks forward to working with you to create a safer workplace. As part of that effort, a survey was conducted on June 21, 2023 to identify potential hazards.

The inspection report is attached, please review and correct the hazards that were identified. For your convenience there is a link provided in the body of the email that allows you to update the status of each recommendation. If any hazards require documentation, upload that when you respond. If you have questions on the update process review the Corrective Action Tracking Tutorial provided to you.

Thank you for your efforts in workplace safety and we look forward to your response. Together we are building safer communities. If you have any questions or concerns please contact me at the telephone number or email address provided below.

Sincerely,

John Waterbury
Senior Loss Control Consultant
Maine Municipal Association
Phone:
Email: JWaterbury@memun.org

CC: RMS- Underwriting Department

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the

survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

Report Summary

Report Name: Property Survey
Completed for: Town of South Berwick
Inspection Date: June 21, 2023
Location Descr.: Town Owned Property
Contact: Tim Pellerin, Town Manager

Scope of Work: Property Survey

Findings:

Health Hazards

Issue Identified Carbon Monoxide exposures are not monitored and/or effective measures are not in place (i.e. no or ineffective ventilation, no personal CO monitors, no equipment PM's, etc.) to maintain CO levels below 50 ppm for an 8-hour TWA (1910.1000 Table Z-1)

Recommendation Take steps to monitor for CO exposures in the work area and implement engineering and/or administrative controls (i.e. proper ventilation, use of personal CO monitors, equipment PM's, respirator use, etc.) to adequately protect workers from over-exposure (reference 1910.1000 Table Z-1). [View OSHA Standard](#)

Photo(s)



Properly line existing chimney or properly vent boiler exhaust fumes, install Carbon Monoxide detectors. Municipal Building

Property Hazards

Issue Identified The property/ building is in need of maintenance.

Recommendation The property/building is showing evidence of deterioration. Please conduct appropriate maintenance to the structure. See notes and / or photo(s) for details.

Photo(s)



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building

Issue Identified
Recommendation

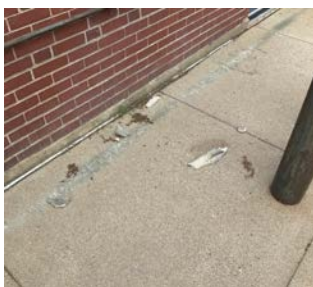
Uncontrolled hazards were found during property survey.

Take appropriate steps to address hazardous condition(s) that could lead to property damage. (See notes or photos for details).

Photo(s)



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Replace worn chain and swing components. Playground



Follow through with shingle replacement and repair of the sagging roof overhang at building entrance. Ski Warming Hut

Issue Identified
Recommendation

Minor structural concerns or anomalies were observed at the survey.

Minor structural damage or anomalies were noted during the survey. Have a qualified contractor review and make the necessary repairs. Contact your Loss Control Consultant and provide a photo when hazard has been corrected.

Photo(s)



Have a qualified engineer evaluate the archway cracking (3 arches), follow engineer's recommendations for repair. Community Center/Fire Station



Have a qualified engineer evaluate the archway cracking (3 arches), follow engineer's recommendations for repair. Community Center/Fire Station



Have a qualified engineer evaluate the archway cracking (3 arches), follow engineer's recommendations for repair. Community Center/Fire Station

Issue Identified

No, fuel gas detector is not present

Recommendation

Fuel gas detector required. The building owner shall install, or cause to be installed, in accordance with the manufacturer's requirements at least one approved fuel gas detector in every room containing an appliance fueled by propane, natural gas or any liquified petroleum gas. [Title 25, 2469](#)

Notes: This applies to all Town owned buildings with propane or natural gas appliances including the Leased Concession Stand.

Photo(s)



Install flammable/explosive gas detector in the kitchen. Community Center/Fire Station

Issue Identified

There is evidence of water intrusion.

Recommendation

Determine the source of the water intrusion and determine if further repairs are needed to mitigate damage to the property.

Photo(s)



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building



Follow Port City Architecture and pending engineer's report to address building deficiency's. Municipal Building

Closing Comments:

Dear Tim,

Please accept this correspondence as confirmation of my 6/21/2023 visit during which property surveys of several Town Owned Properties were completed. Please extend my thanks to Jay for his assistance during my visit. Information gathered has been forwarded on to your Underwriter, Nicole Turcotte, for further review.

Some uncontrolled hazards were identified during the survey. The hazard items have been outlined in this report. Please update the status of the hazard items as they are abated or plans for abatement are developed. To update the hazard status, click on the embedded link in the email, select the appropriate hazard, and update accordingly.

I am requesting that a qualified engineer evaluate the overall conditions of the Town Office Municipal Building and the archways at the Community Center. Please forward the completed engineer's report to me and follow through with the engineer's recommendations for repair at both locations.

We discussed the grants that are available to you through participation in both our Workers' Compensation and Property/Casualty Pools. Additional information on these grants can be found here- <https://memun.org/Insurance-Services/Risk-Management-Services/Grants-and-Scholarships> The grant cycles have changed. Please review the Grant Forms to review the changes.

Attached is the Playground Safety handbook developed by the CPSC. Please forward this document on to Jay.

If you have any questions or if I can be of further assistance to you, please contact me by email or at 800-590-5583, ext.2379

Submitted by:
John Waterbury
Senior Loss Control Consultant
Maine Municipal Association
JWaterbury@memun.org

Our survey of your operation is to assist you in your loss control efforts. We do not assume responsibility for the discovery or elimination of all hazards that could possibly cause accidents or losses. Recommendations are developed from the conditions observed at the time of the survey and may not include every possible cause of loss. Compliance with these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal law.

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 8/8/2023	NB #4
Agenda Item: Civil Consultants – Town Hall & Community Center	
Informational:	
<p>This quote from Civil Consultants came back with a cost not to exceed \$5750, to provide a structural investigation of the Town Hall & Community Center Masonry exterior walls and preparation of recommendations for repair. This quote was signed, and the work has begun, Town Manager will report back to the council the findings of the investigation once complete.</p>	
Town Manager's Recommendation:	
Requested Action:	
Information only	
Vote	

CIVIL CONSULTANTS MEMORANDUM

TO: Mr. Timothy Pellerin – Town Manager, Town of South Berwick

FROM: Geoffrey R. Aleva, PE – President

SUBJECT: Structural Engineering Proposal

DATE: JULY 31, 2023

PROJECT: TOWN HALL – EXTERIOR MASONRY REVIEW (23-004.54)

This memorandum is our proposal for a visual structural investigation of the Town Hall masonry exterior walls and preparation of recommendations for repair. This request for structural review is based on the recommendations from the Maine Municipal Association, Risk Management Services site inspection in June 2023 with a letter dated July 6, 2023. This letter details several areas of concern related to exterior masonry spalls, cracks and deteriorated façade concrete sections at the Town Hall.

Engineers from Civil Consultants will visit the site and document areas of concern. A report with photographs will be prepared that will indicate the location and proposed remedial work that will be required to address the location. We will provide typical construction details for the repairs. We will review our findings with your office.

It is assumed that Port City Architecture (Town's architect) has digital AutoCAD elevations that we can use to indicate locations of deterioration, provided in a DWG format.

Project Administration:	\$500
Site Inspections:	\$1,250
Analysis and Plan Detailing:	\$4,000
TOTAL:	\$5,750

This proposal does not include contractor selection or observations during construction. A separate proposal will be prepared for that scope of work at the request of the Town. This effort is not included since the construction timelines have not been determined.

This estimate will be considered a not to exceed value. If during the work the scope changes, we will stop work and provide a revised proposal before moving forward. It is anticipated that we will have this review completed within 4 weeks of a signed proposal.

If this proposal meets your approval, please sign, and send a copy for our files. We will use the signed copy as our notice to proceed and as our contract. All work completed by Civil Consultants indicated in this proposal will follow the attached Standard General Conditions.

Civil Consultants



Geoffrey R. Aleva, PE
President

Town of South Berwick



Mr. Timothy Pellerin
Town Manager, Town of South Berwick

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**CIVIL
CONSULTANTS**

P.O. Box 100 South Berwick, Maine 03908 207-384-2550

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 8/8/2023	NB #5
Agenda Item: RFP for the Downtown Revitalization	
Informational:	
The RFP was drafted for the Council to review and make comments on.	
Town Manager's Recommendation:	
Requested Action:	
Comments?	
Vote	



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

Town of South Berwick Request for Proposal Downtown Revitalization Plan

The Town of South Berwick is seeking proposals from qualified and experienced firms to develop a Downtown Revitalization Plan that is actionable, will improve its appearance, preserve the historic character, improve pedestrian systems, support a diverse economy, improve its economic viability on a year-round basis. The selected consultant/firm must be an expert in downtown revitalization, public engagement, downtown infrastructure, traffic and roadway improvements, economic development, and with incorporating plans such as a comprehensive plan, market analysis and traffic study to develop a comprehensive Downtown Revitalization Plan.

Any questions regarding the project specifications should be directed to Denise Clavette, Economic and Community Development Director, by emailing dclavette@sbmaine.us

The Town of South Berwick reserves the right to accept or reject any or all proposals or negotiate with a proposer following the public opening without right or recourse by vendors, if it is in the best interest of the Town to do so.

The Town of South Berwick is sales tax exempt.

Reviewed and approved by:

Timothy Pellerin, Town Manager

Date

**REQUEST FOR PROPOSALS (RFP) FOR
Downtown Revitalization Plan
*Town of South Berwick***

RFP Circulation Date:

Wednesday, August 9, 2023

Proposal Submission Due Date:

Thursday, September 7, 2023 at 11:00 AM

Introduction

The Town of South Berwick is seeking proposals from qualified and experienced firms to develop a Downtown Revitalization Plan that is actionable, will improve the town's appearance, preserve the historic character, improve pedestrian systems, support a diverse economy, improve its economic viability on a year-round basis. The selected consultant/firm must be an expert in downtown revitalization, public engagement, downtown infrastructure, traffic and roadway improvements, economic development, and with incorporating plans such as a comprehensive plan, market analysis and traffic study to develop a comprehensive Downtown Revitalization Plan.

Project Purpose and Deliverables

The Downtown Revitalization Plan shall accomplish the following:

- Develop a Downtown Revitalization Plan that is actionable, will improve the appearance and make South Berwick more welcoming for its residents, businesses, and visitors.
- Incorporate the South Berwick community members' vision of the future of the Downtown, by drawing on input gathered through conducting public forums.
- Draw on, and integrate, the recent Town initiatives, such as the Comprehensive Plan, Economic Development Market Analysis, and Downtown Traffic Study.
- Preserve the historic character and architecture of the Downtown; and enhance downtown attributes such as open space and historic buildings.
- Improve bicycle and pedestrian systems and safety.
- Continue to support a diverse economy; improve economic viability on a year-round basis; including recommendations for broadband improvements.
- Improve vehicular traffic flow and safety conditions.
- Utilize the Downtown Opportunity Area as described in the Market Analysis as the geographical basis for the Downtown Revitalization Plan ([see page 9 of Market Analysis](#)).

Scope of Work and Deliverables

Conduct public engagement forums to develop a final Downtown Revitalization Plan, including maps, designs, and resources, of a quality that will promote the vision and priorities of the community and the Town. Produce a draft Downtown Revitalization Plan for Town Council submission and approval; and 10 final hard copies once approved by the Town Council.

The Economic and Community Development Department will be responsible for administering the project and overseeing the consultant's work on this project; providing relevant studies, plans, and initiatives; communications with the Town Manager and Town Council; and assisting with coordinating public meetings; and assisting with other community outreach.

Evaluation Criteria

From the complete proposals received before the deadline, finalists may be selected to present their respective proposals to the selection committee for review. Finalists shall be scored and ranked based on criteria that include but are not limited to, and will be brought to the Town Council for final approval:

- Technical approach to the project;
- Professional qualifications of key personnel;
- Previous experience and proven performance with Downtown Revitalization Plans;
- Experience and successful Downtown Revitalization plans developed in Maine;
- Public participation methods and processes:
- Ability to meet schedules, timelines, and reasonable budget requirements (include anticipated project timeline in the RFP response);
- Current workload and availability of necessary personnel;
- Estimated costs and the flexibility to adjust the proposed work program;
- Quality and clarity of presentation, if applicable;
- Other factors deemed relevant by the selection committee.

Following the selection process, to be approved by the Town Council, Town staff will negotiate an agreement with the top ranked respondent.

Submission

Submissions must be received electronically by **Thursday, September 7, 2023 at 11:00 am;**

With

“CONFIDENTIAL – DOWNTOWN REVITALIZATION PLAN RFP”

and emailed to:

Denise M. Clavette, Director Economic and Community Development

dclavette@sbmaine.us

Proposals shall not be returned (if applicable) and will become property of the Town of South Berwick. Your proposal must include responses to all requirements contained within this RFP. By submitting a proposal, your firm agrees to all applicable provisions, terms and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Selection

The Town of South Berwick reserves the right to accept or reject any or all proposals, and at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

Schedule

RFP Available:

Wednesday, Wednesday, August 9, 2023

Proposals DUE:

Thursday, September 7, 2023 at 11:00 AM