

**South Berwick
Town Council Meeting
January 10, 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 12-27-22: On a motion by Mrs. Costella, seconded by Mr. James, it was unanimously voted to adopt the minutes as written. Mr. Minihan abstained.
2. Public Hearing 12-27-22: On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes as written. Mr. Minihan abstained.
3. Town Council 12-27-22: On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes as written. Mr. Minihan abstained.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the warrant dated January 5, 2023 in the amount of \$970,627.48.

Reports & Presentations

Admin Assistant Dawn Moreau updated the Council on the roll out of our updated website. The style of the site and the information it contains will all be current. The new site is easier to navigate; in many cases only 2 clicks are needed to get where you are going. It is also designed to make it more user friendly for cellphones. Appropriate staff have been trained and charged with maintaining and updating the site.

Mr. Pellerin thanked Ms. Moreau for her efforts. It has been a 10-month long process and Dawn has spent a large amount of time making sure things went smoothly.

Public Comment

None.

New Business

1. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to appoint the following people to the Library Advisory Board: Perrin Chick till June 30, 2023, Eric Gonya till June 30, 2024, and Cara Maxfield-Fetterhoff till June 30, 2025.
2. Economic Development Director Denise Clavette discussed and requested the Council approve a Request for Proposals for a Market Analysis and Implementation Plan Matrix. She explained that the Analysis & Matrix will help guide our economic development plan. We will be able to use the data to better define and target the types of businesses we want in town. It can also help us with business and commercial development and address our housing and workforce issues. Expected cost could be as much as \$25,000; which would be very comprehensive.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to authorize the Town Manager to send out a Request for Proposals for the Market Analysis & Action Plan Matrix, to be funded from the Punkintown TIF District.

Councilor Comments

1. Ms. Cyr:
 - The Comp Plan Update Committee is working on arts & recreation. The next meeting will be on the 30th. They hope to schedule a public info meeting soon.
 - Kudos to staff for the work on the website. Asked that we make an effort to notify those that had signed up for email notifications that they will have to sign up again on the new site.
2. Mr. Minihan:
 - Impressed with the new website.
 - Happy to know that we have a warming center in town. Mr. Pellerin stated that we do need to make some improvements on our notification process.

3. Mrs. Costella:

-Asked if the trash bags are available for sale in places other than South Berwick. If so, this could be why so many vehicles with NH plates are using our transfer station.

-Has been asked by a business owner about sanding/salting the sidewalk. Mr. Pellerin stated that the business owner is welcome to take care of the area in front of his store, but the Town is still liable and will do its normal sanding and plowing of the sidewalks.

4. Mr. James:

-Reminded everyone that dog licenses are due.

5. Mrs. Cook:

-Reminded everyone of the joint workshop with the Planning Board on Tuesday the 17th.

Town Manager's Report

-Highway: Finishing the tree removal after the Christmas storm. We have used 521 tons of salt so far this winter.

-Police: 3 arrests, 5 accidents, and 116 traffic stops. A drug dealer was arrested last week. Officer LaRose is resigning and taking a position in Old Orchard Beach. A new officer is in training at the Criminal Justice Academy. We received a donation of tactical helmets for every officer.

-Fire: Received 16 calls; 478 for 2022; and increase of 39% over the last 5 years.

-Code: Did not issue any building or plumbing permits. Conducted 11 inspections.

-Planning: Currently two projects: 406 Main St. and Samville Estates. Working on getting all board members trained.

-Library: Working on reorganizing space and need some shorter book shelves. Phasing out audio books. Several board members have stepped down and new members are being considered for appointment.

-Recreation: Several issues were brought to light at the recent inspection at Powderhouse. New programming for youths and adults has begun. Jim Leslie, refurbishes lighthouses, will be the guest speaker at an upcoming luncheon.

-Assessing: Still working on GIS online. Continue to review sales ratios. Tyanne has been training on more assessing duties.

-Town Clerk: November election work is done and everything balanced. Will be starting to interview for the open office position.

-Transfer Station: Had to turn away 4 trucks with NH plates this weekend. At this time, the supervisor feels that there are no good or safe spots for composting.

-Economic Development: Working on possible grants. Set up the Econ Development page on the Town's website.

-Finance/HR: No funds available for Vaughan Fund Grants this year. Working on budgets for FY 2024. Continue to work on employee evaluations. Working on quotes for the town hall boilers. There will be a Worker's Comp audit in February. The safety committee, headed by Ray Delcourt has begun meeting. There were no foreclosures this year.

-Admin: Continue working in the Traffic Ordinance. Will be meeting with EMA & Fire to review storm policies. Had quarterly update meeting with Berwick Academy. The RFP for town hall should be going out tomorrow. The traffic study should be done by month end. Met with the PWD foreman to discuss long term capital improvements. January 17th is the joint workshop with the Planning Board to review solar farms and cannabis ordinance language.

Adjournment

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adjourn the meeting at 8:32pm.

Attest:

Barbara Bennett, CCM