

**South Berwick
Town Council Meeting
June 27, 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.

Executive Session

1. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to enter executive session at 6:01pm, pursuant to 1M RSA §405.6A to conduct interviews with prospective board members.

The regular meeting convened at 6:52pm with the Clerk present. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to end the executive session at 6:52pm.

Approval of Minutes

1. Public Hearing 05-23-23: On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.

2. Town Council 05-23-23: On a motion by Mr. Minihan, seconded by Mr. James, it was unanimously voted to adopt the minutes after changing the word "amble" to "ample" in the 4th sentence under Reports.

3. Town Council 06-13-23: On a motion by Mrs. Costella, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to sign the warrant dated June 22, 2023, in the amount of \$216,809.92.

Reports & Presentations

1. Jim Damicis of Camoin Associates presented the Council with the completed Market Analysis. The Analysis is available for viewing on the Town's website.

Public Comment

None.

Unfinished Business

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to authorize the Town Manager to sign the amended Memo of Understanding with Southern Maine Planning & Development Commission. This will provide funding for the completion of phase 3 of the Comprehensive Plan update.

New Business

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to hold a public hearing on Tuesday, July 11, 2023, to receive comment on the proposed change to the Zoning Ordinance regarding Municipal Buildings.

2. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to adopt the Market Analysis Implementation Matrix (as presented).

3. On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to nominate Emery's Bridge Community Improvement Association for the 2023 Spirit of America Award.

4. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to re-appoint the following board & committee members with terms to expire June 30, 2026:

Building Committee: Mark Gagnon
 Conservation Commission: David Ramsay & Laura Eaton
 Historic District Commission: George Muller
 Library Advisory Board: Perrin Chick & Mike Siebach
 Zoning Board of Appeals: John Klossner

The Council also acknowledged the following board members that chose not to be reappointed:

Planning Board: Christine Prunier & Zach Nobel
 Recreation Committee: Lucinda Grieg
 Zoning Board of Appeals: Maya Bogh

5. Through the process of having the boilers and oil tanks replaced, it was discovered that the chimney is unsafe and has been leaking 'exhaust'. P. Gagnon will not finalize the boiler installation until the chimney is repaired.

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to authorize the Town Manager to accept the quote from A Merrie Sweepe Chimney Service in the amount of \$9470 to install 2 flexible stainless-steel flues and repoint the mortar on the exterior of the chimney.

Town Manager's Report

-Highway: Working on Park St and Main St. Also patching & fixing small washouts. Starting work on Winding Brook.

-Police: Made 16 arrests, attended 16 accidents, and made 36 traffic stops. Chief Ruger and Officer Sprouse helped on Hike-thru-History Day by cooking hotdogs for kids. The Special Olympics at the high school went very well. Officer Sprouse is now full-time and will be attending training for about 12 weeks before being added to the schedule. New ballistic helmets and trauma packs have been purchased. The new cruisers are on their way.

-Fire: 36 calls; 279 YTD, which is high. MMA has visited the station and reviewed files for compliance paperwork. Two members have graduated from Firefighter 1 & 2 certification programs. Firefighters will be using the Red Barn for training prior to its demolition. All apparatus passed the annual pump testing with a few minor issues, which will be repaired in house.

-Code: Have issued 13 building permits and 6 plumbing permits, have conducted 216 inspections. Have received 7 applications for the admin asst position; have conducted interviews and offered the position to Madeleine Aubin.

-Planning: Held 1 Board of Appeals hearing. Have 1 business in the preliminary stages and 1 business in final approval.

-Library: Summer reading started June 16; with about 120 sign-ups. Starting new summer hours in July. If the new hours are successful, they may be kept long term.

-Recreation: Adult yoga and Zumba classes are going strong. After school youth programs have wrapped up. Summer camp starts June 27th. The Strawberry Run was successful with more sign-ups than expected. June 21st the seniors held a Father's Day lunch with entertainment from the singing trooper. The July 4th luncheon will be held on Wednesday, June 28th.

-Assessing: Have begun working on updating values. Reviewing eligibility for BETE and other exemptions. Working on map and ownership changes.

-Town Clerk: The school budget election was held on June 13th with an extremely poor turnout.

-Transfer Station: Freon, propane tanks and tires have been removed. Still getting a lot of brush. Have hired a new employee, Brian Patterson.

-Economic Development: The Market Analysis is complete. Developing the Downtown Revitalization Plan RFP. Business listings have been migrated to the Executive Pulse software. Phases 1 & 2 of the Comp Plan update are wrapping up.

-Finance/HR: Have met with FEMA; may receive up to a \$105,000 reimbursement. The Health Insurance Premiums Relief Program has ended. Employees will see an increase in their weekly premiums. Working on year end.

-Administration: Have held numerous meetings with various people/groups including the food pantry, Port City Architecture, EMS, Water & Sewer Districts, Economic Development Director, and the building committee. Have held several phone conversations with the Towns Attorney. The Facebook page is starting to get a lot of attention. Have been able to finalize agreements with the people living in foreclosed homes.

Councilor Comments

1. Mr. Minihan:

-Thanked all the board applicants for their time and interest. He also thanked the board members that chose not to be reappointed.

-Attended the annual Southern Maine Planning & Development Commission meeting. He added that there is a wealth of knowledge in the planning and development sectors.

2. Mrs. Costella:

-Wished everyone a happy and safe 4th.

3. Mr. Cyr:

-Made note that the kids are loving recreation camp.

-Gave Kudos for another great road race and Strawberry Festival.

4. Mrs. Cook:

-Reminded the other councilors of the employee picnic on July 13th.

-Commented that the council should meet in workshop soon after the public hearing for the new town hall.

-Made note that she and Councilors Minihan will both be attending the next meeting by zoom.

Adjournment

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adjourn the meeting at 8:30pm.

Attest:

Barbara Bennett, CCM