

**South Berwick  
Town Council Meeting  
July 11, 2023**

The Chair reported the following to the Clerk:

Chair Mallory Cook called the meeting to order at 6:17pm. Councilors present included John James, Jeffrey Minihan, Jessica Cyr, and Melissa Costella.

**EXECUTIVE SESSION**

1. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to enter executive session at 6:17pm pursuant to 1MRSA §405.6A, to discuss a personnel issue.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to end the executive session at 6:35pm.

The regular meeting was convened at 6:35pm with the Clerk, Town Manager and Assistant Town Manager present.

**Approval of Minutes**

1. Town Council 06-27-23: On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.

2. Public Hearing 06-28-23: On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes after deleting 'Kemble' from Abigail Sherwood Kemble, in the 12<sup>th</sup> bullet.

**Treasurer's Warrant**

1. On a motion by Mrs. Cook, seconded by Mr. Costella, it was unanimously voted to sign the warrant dated June 30, 2023 in the amount of \$59,186.77.

2. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated July 6, 2023 in the amount of \$116,529.73. [This warrant is for FY 22/23]

3. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated July 6, 2023 in the amount of \$926,648.62. Note was made that this includes the new monthly school payment of over \$752,000. [This is the first warrant for FY 23/24]

**Public Comment**

1. Cliff Cleary, Spillane's Hill, stated that he doesn't want to spend a lot of money, but would like to see new 'Welcome to South Berwick' signs when entering town.

2. Abigail Sherwood, Tamarack Dr, thanked the Recreation Dept. for great summer camp programs. She also asked if the Town could take traffic calming measures at the intersection of Old Mill and Route 236.

**New Business**

1. Mr. Minihan stated that there were some good points made during the public hearing on the 28<sup>th</sup>. He also noted that this change is forward thinking. [It was explained during the earlier public hearing that this change is not specific to a new town hall. Mr. Pellerin explained that due to Home Rule, the Town has the authority to construct municipal buildings where needed. However, for transparency and fairness to residents, consensus was to change the ordinance. The change would make it clear that municipal buildings, such as an additional fire station, highway garage, etc. can be erected where and when it is appropriate.]

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to amend the Zoning Ordinance Table A, by allowing Municipal Buildings to all zones.

2. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to renew the liquor license for Engrain.

3. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to grant a Special Amusement Permit to the Stage House Inn.

4. The Council discussed the addendum to the Sebago Technics Traffic Study. The MDOT required more information regarding roundabouts as an option. MDOT being involved opens more opportunities for federal and state funding.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to accept the report with the addendum as presented.

5. VFW Post 5744 has made a formal request to have South Berwick become a Purple Heart Town. This would show community support and honor our veterans who are Purple Heart recipients. Mrs. Costella stated that she didn't want to burden the VFW with the expense of the proposed signs and suggested that the Town cover the cost. Mr. Pellerin added that we would also help with the installation.

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted for South Berwick to become a Purple Heart Town and pay for the signage (\$300.18) from the Town Council account.

The Clerk will provide a proclamation for the Council to sign at the next meeting.

6. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to appoint Robert Eger to the Zoning Board of Appeals with a term to expire June 30, 2025.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to appoint Zach Nobel to the Planning Board, as an alternate member, with a term to expire June 30, 2026.

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to appoint James Cleary to the Board of Assessment Review with a term to expire June 30, 2024.

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to appoint Paul Steinhauer to the Board of Assessment Review with a term to expire June 30, 2025.

On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to appoint Ben Thompson to the Board of Assessment Review with a term to expire June 30, 2026.

7. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to hold a workshop on Tuesday, August 1<sup>st</sup> at 6:00pm, to discuss the town hall. The public is welcome to attend, but no public input will be taken.

### **Town Manager's Report**

-Highway: Completed Park Street drainage and base paving. Widening the cul-de-sac and moving the sidewalk on Winding Brooke Lane. Working on the MMA insurance punch list.

-Police: 6 arrests, 5 accidents, and 29 traffic stops. Arrests and call volume is higher than usual. Chief Ruger and Lt. Upton will be completing the FBI LEEDA training next week. National Night Out will be August 1<sup>st</sup> at Bogg Field in York.

-Fire: 17 calls; YTS 296. Using the Red Barn for training prior to its demolition. Hose and ladder inspections are complete.

-Code: Issued 5 building permits and 2 plumbing permits. Conducted 23 inspections.

-Planning: Held 2 public hearings. The ZBA had 1 administrative appeal.

-Library: Hosted children's author Matt Esenwine on the 5<sup>th</sup>. Updating the non-fiction book section. Organizing the cake pans for the lending program. Looking to add instruments and tools to the lending program.

-Recreation: Summer camps are going very well. Adult Yoga & Zumba are going strong. The seniors will have Crazy Hat Day lunch on the 12<sup>th</sup> and a clambake at Foster's on the 19<sup>th</sup>.

-Assessing: The July 6<sup>th</sup> start-up meeting with KRT Appraisals went well. They will be starting inspections late in the summer. LD130 has passed, which sunsets LD 290 (Tax Stabilization Program). Working on value updates and personal property updates. Finishing map changes from April 1, 2023. Working on ownership changes.

-Town Clerk: Working on several vital records issues. The Automatic Voter Registration system through Motor Vehicles is going well. Almost 100 people from South Berwick have utilized the system since its inception last year. The office has issued 625 transfer station stickers thus far.

-Transfer Station: The 2 new attendants are working out well; morale has improved. Dan is working on improvements in the office and breakroom.

-Economic Development: Comp Plan Update phases 1 & 2 are complete. Phase 3 should be completed in January 2024. Continue to seek grants for various Town projects.

-Finance/HR: Sending out Tax Club applications. Working on year end. The audit is scheduled for the end of September. Working on controllable risks for the MMA Risk Management Property Survey.

-Administration: Met with the Planning Board Chair and Attorney. Waiting for approval from Efficiency Maine so we can complete the new lighting at the Community Center and Library. Jay & Jennifer have met with the FEMA Rep; we should be receiving \$105,000. The security cameras at the Transfer Station will be updated. Property card information will soon be available on the website.

### **Councilor Comments**

#### 1. Ms. Cyr:

-Made note that there is a collection box in the Town Hall lobby for the food pantry.

-Reminded everyone of the Comp Plan Update meeting on July 24<sup>th</sup>.

-Thanked staff for getting the 'Town Hall Project' page set up on the website.

#### 2. Mrs. Cook:

-Thanked everyone that came to the public hearing for the town hall building. She added that she hoped it cleared up some questions and misconceptions.

-Commented that both she and Mr. Minihan will be attending the next meeting via Zoom. Mr. James will Chair the meeting.

### **Adjournment**

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to adjourn the meeting at 7:55pm.

Attest:

Barbara Bennett, CCM