

**South Berwick
Town Council Meeting
October 10, 2023**

Chair Mallory Cook called the meeting to order at 6:15pm. Councilors present included John James via Zoom, Jeff Minihan, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

Executive Session

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to enter executive session at 6:18pm, pursuant to 1MRSA §405.6A to conduct an interview with a prospective board member.

On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to end the executive session at 6:39pm.

At 6:40pm the council recessed to accommodate a scheduled Board of Assessors Meeting.

At 6:47pm the council reconvened.

Approval of Minutes

1. Public Hearing 09-26-23- General Assistance Ord: On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to adopt the minutes as written.

2. Public Hearing 9-26-2023- Lot Merger Policy: On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.

3. Town Council 9-26-2023- On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to sign the warrant dated October 5, 2023, in the amount of \$1,372,155.74.

Reports & Presentations

1. Nicholas Lariviere of FireFly Media presented the 3D video tour and pictures showing the current conditions of Town Hall to the Council for approval to be posted on the Town's website for residents to review at their leisure.

Public Comment

1. Clifford Cleary of Spillane's Hill Rd questioned if the elevator knowing its condition is going to cause issues to the upcoming election. Town Manager Tim Pellerin explained that the elevator is in enough working order for now and shouldn't be of any issue.

2. Pat Robinson of Brattle St wanted to make citizens aware of 2 upcoming events. On Saturday 10/21/2023 from 12-4pm at the Cummings Mill Park in South Berwick, Great Works Regional Land Trust is hosting "Woods to Water 2023" a fundraising event to raise awareness and funds for the Salmon Falls Tidal Waters Project. To learn more or register visit gwrlt.org/w2w. On Wednesday 11/1/2023 from 5-7pm at Spring Hill in South Berwick, SOBO Central will be hosting the 15th Annual Soup Supper to benefit "Keep South Berwick Warm".

Unfinished Business

1. On a motion by Mrs. Cook, seconded by Mrs. Costella, it was unanimously voted to adopt the changes to the Assessors' Lot Merger Policy as written.

New Business

1. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to table the decision of appointment until the next council meeting dated 10/24/2023.

2. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to accept Firefly Media's 3D video tour and pictures, and allow the staff to post them to the town's website.

3. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to accept the Memorandum from Civil Consultants.

4. On a motion by Mrs. Cook, seconded by Mr. Minihan, it was unanimously voted to allow the normal roads to be closed for the safety of the trick or treaters on the evening of 10/30/2023 and to also allow the parade starting at the community center at 5:30 and to end at Central School the same evening.

Town Manager's Report

- Highway The red barn has been taken down and disposed of and a parking lot put in. Demers Lane has been shimmed and paved. Railroad Ave to be shimmed with the first part completed next week. Boyd's Corner Road will be milled on 10/23-10/26, then paved next spring/early summer. Trucks are ready for winter. The new F550 is in production and almost ready for delivery.
- Police Department 4 Arrests. 5 Accidents. 66 Traffic stops. Officers have completed their annual firearms training.
- Fire Department 7 Calls and YTD is 401 This week is National Fire Prevention Week, and firefighters will be visiting local schools and daycares throughout the week. There will be an Open House at the fire station on Sunday, October 29th from 10-2. All apparatus and equipment are in service. Annual maintenance and inspections of the fleet are scheduled this month. This past Monday in addition to our monthly maintenance night, the members performed a deep-cleaning and reorganization of the trucks and equipment since the months-long red barn trainings have now concluded.
- Code Enforcement 5 Building Permits. 1 Internal Plumbing Permit. 19 Inspections. 8 Meetings.
- Planning 35 Lot subdivision still on agenda. Major home occupation on Highland Ave for a new dentist office. I1 & I2 Merge.
- Library The building has been pressure washed and the windows were cleaned today. The fairy houses program was held today and received a lot of interest. 40 people have signed up for the October reading program.
- Recreation Soccer is going well and with the red barn gone, the additional parking is well organized and working out great. The fall enrichment after-school programming at Central School is going well and received a lot of good feedback about the new partnership with Snapology. Kids Fun Run- a free event before the Halloween parade on October 30th and begins at 5:00 PM at the Community Center. Seniors This Wednesday's luncheon is an Oktoberfest Country Carnival theme. The next trip is on October 19th in Windham, NH- "Splish Splash" the music of Bobby Darin.
- Assessing CAI Technologies has submitted the draft map changes for review. Once completed, GIS will be updated as well as the pdf's printed of the revised tax maps. Started the 2023 Municipal Valuation Report which must be sent to the State by Nov. 1. This is an extensive 10-page reconciling of the tax rate calculation form with all the assessing data including exemptions. Started the Annual Sales Return to the State where the sales, values, and ratios from July 1, 2022, to June 30, 2023, are reported to the State.
- Town Clerk Almost all 3,000 Transfer Station stickers have been given out. We have 1,000 on order. In preparation for the November election, absentee ballots are being sent out as requested.
- Transfer Station new canisters have been purchased and are in place. They have 3 open tops which makes it easier to compact and hold more debris. The bailer switches are being fixed for the second time since June. This machine was purchased used 18 years ago and is worn out. Working on getting 3 quotes for a new bailer.
- Economic Development Worked with the organizer of the Farmers' Market and with Nikki Drake. The Farmers' Market will be located at the former Red Barn location next spring. Farmers are excited about this change. Currently advertising for citizens, students, and business owners to participate on the Downtown Façade Improvement Grant and the Downtown Revitalization Plan Advisory Committees.
- Finance/HR & Benefits/Safety Assistant Town Manager Meetings: 11 Business Meetings, 45 Staff Meetings, and 5 Appointments. The foreclosure process has started 30-day demand notices will be going out on 11/2. Firefly Media- Drone video of roof and outside of Town Hall complete. Audit on site work has been completed and we are waiting to hear back. FEMA Christmas storm was finalized in the portal with a total of \$205,037 reported. Most of this is for contracted work for the removal of debris. Our reimbursement will be 90% giving a total of \$184,500.
- Admin Town Manager Meetings: 8 Business Meetings, 40 Staff Meetings, and 3 Appointments. Website- Google Analytics- 3.8K Users. The Town Hall Projects page has had 51 views with 23 users. Safety Committee Meeting full attendance and participation. Management Training has

started, and the first session went very well. Chief Ruger taught management and personnel leadership. Employee photo wall- Pictures are completed. Terry has hung up the pictures today, just waiting for the lettering.

Councilor Comments

1. Mr. Minihan stated that he would like to add parking as an agenda item to a future council meeting.
2. Mrs. Costella said she recently noticed the Purple Heart signs were hung and they look nice. She would also like to extend her appreciation to Public Works for their work in hanging them up.

Adjournment

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to adjourn the meeting at 7:48pm.

Attest:

Tyanne Vasapoli, Deputy Town Clerk