

**South Berwick
Town Council Meeting
November 14, 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.

Organizational

1. The Clerk administered the oath of office to Councilors elect Mallory Cook and John James.
2. On a nomination by Mr. James, seconded by Mr. Minihan, Mallory Cook was unanimously elected as Chair for the ensuing year.

On a nomination by Mrs. Cook, seconded by Mr. Minihan, John James was unanimously elected as Vice-Chair for the ensuing year.

3. The Council discussed the rules for conducting its meetings.

On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to adopt Robert's Rules of Order and the Rules of Order & Procedure dated/adopted May 23, 2023, for the conduct of meetings.

4. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the Policy for Treasurer's Disbursement Warrants for Employee Wages & Benefits.

Approval of Minutes

1. Town Council 10-24-23: On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the warrant dated November 9, 2023, in the amount of \$1,255,597.79. This warrant includes the monthly school payment.

Reports & Presentations

1. Denise Clavette, Economic Development Director, gave the Council an update on the Downtown Revitalization Plan. Mrs. Clavette stated that there has been an overwhelming response from the public and the committee is well-rounded with members from various backgrounds. During the Committee's initial meeting, it discussed goals, an action list, and potential improvement projects. The Downtown Revitalization Plan will incorporate other plans such as the Market Analysis and Downtown Traffic Study.

2. Manager Pellerin gave the Council an update on the MDOT project for traffic signals. The project has been revised and is being included in the State's 2024 work schedule.

Public Comment

None.

New Business

1. The Council reviewed the Town Hall Indoor Air Quality & Mold Assessment conducted by Sevee & Maher Engineers. The report showed no significant health issues. Notes were made that some areas of mold have developed around areas of moisture, such as the server room air conditioner. Old, extremely dirty carpeting should be cleaned if possible or removed and replaced. The lack of proper air handling in conjunction with the dirty carpets could create respiratory issues.

On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to accept the report from Sevee & Maher Engineers.

2. The Council discussed the Request for Qualifications/Proposals for Architectural and Engineering Services for the Town Hall Renovation. Mr. Pellerin noted that Ken Weston played a significant role in putting the document together. Mike Lassel was also involved to a lesser degree. Thank you, Ken & Mike.

Mr. Weston gave an overview of the document. It is a little more than a concept design, but less than a detailed design. The document is available on the Town's website on the Town Hall Project Page.

Mrs. Cook commented that it is a well-defined process and timeline. Mr. James noted it was well done.

3. The Council discussed the necessity of holding the regularly scheduled meeting on December 26th.

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to cancel the meeting scheduled for Tuesday, December 26th.

Town Manager's Report

-Highway: Paving is complete for the year. Have conducted the basin inspections. The culvert on Liberty St has been taken care of.

-Economic Development: The Downtown Revitalization Committee held its first meeting. Currently working on TIFs and the inventory piece of the Comp Plan update.

-Town Clerk: Have issued over 3100 transfer station stickers. The Election went well with a 32% turnout. Post-election duties will take a couple of months to complete. The office has begun issuing the 2024 dog tags.

-Library: The Friends made \$2100 at the Election Bake Sale. Working on a lantern program.

-Recreation: Fall programs are winding down. Working on ski and tubing trips. Also working on some indoor nighttime activities.

-Code/Planning: Have issued 1 plumbing permit and addressed 3 violations. Setting up the new filing system. The Samville Estates subdivision is moving forward, and a new midwife shop is scheduled to open in town.

-Assessing: Maps are being updated. The new data will then be updated on the GIS system. The beginning of the 3-year revaluation will be starting soon. Have only received three applications for the Assessing Tech position.

-Fire Dept: Has been quiet with only 7 calls. The Open House went well for a rainy day. Still looking for new recruits. Trucks have been serviced and inspected. Tanker 3 will be out for upgrades for several weeks. Working with the High School on making sure the generator is working properly. The High School is one of the regional shelters.

-Police Dept: Officer Legendre has several more weeks of school before returning. Two of our officers helped in Lewiston after the tragic shooting that took place a couple of weeks ago. Berwick Academy has asked the Dept. to conduct more CSI training classes.

-Transfer Station: Has been quiet. Cleaning up in preparation for winter. The new gates have been installed and have already been dented.

-Taxes/HR: Sent out 7 foreclosure notices; 6 are repeats. Open enrollment packages for benefits have been distributed to staff.

-Administration: Reminded everyone of the 2022/2023 Employee Nominations. Made note that the Code Admin has left, and Britney from the Clerk's office will be transferring to take the position. The Christmas Party will be held on Thursday, December 21st from 12-1.

Mr. Pellerin noted that the Town of Kennebunk has been working toward a new town hall for 8 years. The voters voted down the financing at the recent election and are back to step one.

Councilor Comments

Congrats to Mallory and John on their re-election to the Council.

1. Ms. Cyr:

-Asked if the Home for the Holidays parade could be an agenda item for the next meeting.

-Happy Thanksgiving.

2. Mrs. Costella:

-The Veteran's Day celebration was phenomenal with over 70 people in attendance. The guest speaker, Col. Rooney, was fantastic.

3. Mr. Minihan:

-Thanked the Manager and staff for their hard work on the town hall project.

4. Mr. James:

-Congratulated Councilor Costella for her rendition of the National Anthem at the Veteran's Day celebration.

-Happy Thanksgiving.

5. Mrs. Cook:

-Happy & excited to start her 3rd term.

-Reminded everyone that this is the closing weekend for the Elf play at the high school. Shout out to her daughter for playing the Elf.

Executive Session

1. On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to enter executive session at 7:38pm, pursuant to 1MRSA §405.6A, to discuss a personnel issue.

The Chair reported the following to the Clerk:

On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to end the executive session at 8:17pm.

Adjournment

On a motion by James, seconded by Mrs. Cook, it was unanimously voted to adjourn the meeting at 8:17pm.

Attest:

Barbara Bennett, CCM