

**South Berwick  
Town Council Meeting  
December 12, 2023**

Chair Mallory Cook called the meeting to order at 6:32pm. Councilors present included John James and Melissa Costella. Jeff Minihan participated by Zoom. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance. Jessica Cyr was not present.

**Approval of Minutes**

1. Town Council 11-28-23: 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 Mr. James, seconded by Mrs. Cook, it was unanimously voted to sign the warrant dated December 7, 2023, in the amount of \$877,800.30. Note was made that this includes the monthly school payment of \$752,849.08.

**Public Comment**

1. Tamre Steinhauer, Hill Dr, asked if people "Zooming in" is considered in person. And "why are we still using Zoom"? Mrs. Cook responded that anyone participating by Zoom would be required to turn on their video and give their name and address, the same as people in the room having to state their name and address. Mrs. Cook went on to explain that it is being done for the ease and convenience of the Council and staff.

2. Mrs. Cook read an email from David A. Sanborn of Schoolhouse Ln. The email is attached.

Mr. James stated that he asked the Chair to read the email because he is the Councilor referred to in Mr. Sanborn's email. Mr. James explained that the administrators of the Bulletin make decisions as a group. Mr. James added that he has resigned as an administrator for the site.

Mrs. Cook read a statement regarding the Council conducting business as a non-partisan group. The statement is attached.

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to move New Business #1 up on the agenda for earlier action. See below.

**Unfinished Business**

1. It was agreed that the entire Board should be present for action on the appointment to the Zoning Board of Appeals. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to table the ZBA appointment until the next meeting on January 9th.

2. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to adopt the amendments to Chapter 140, Zoning §§9, 46, 46.1, 47, Table A and Table B, regarding accessory dwelling units, as emergency legislation to meet the State deadline of year end.

3. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to table action on the amendments to Chapter 130, Vehicles and Traffic, until the next meeting.

**New Business**

1. Manager Pellerin explained that he would like to amend the MePers Plan 1C to allow firefighters who work 20 or more regularly scheduled hours the ability to join. [This is the plan our Police have.] Only the Chief qualifies.

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to: a) Provide Special Plan 1C to its Firefighters who work 20 or more regularly scheduled hours per week and who are not seasonal or temporary for service rendered after December 31, 2023. Service rendered from July 1, 1996, through December 31, 2023, for these firefighters remains under Regular Plan AC and service rendered before July 1, 1996, remains under Regular Plan AN, and b) To authorize Timothy E. Pellerin, Town Manager, to sign the amended agreement between the Town of South Berwick and the Maine Public Employees Retirement System.

## **Town Manager's Report**

- Highway: Picking up and hauling leaves. Only the north side of town needed salting after the last storm. Some millings were used to improve the parking lot at the boat landing.
- Police: Made 2 arrests, attended 11 accidents, and made 54 traffic stops. Officer Legendre will be graduating from the Academy this week. He will be deployed until March. Recovered an ATV stolen in York.
- Fire: Had 16 calls; 444YTD. The annual turnout gear inspections are complete.
- Code/Planning: Issued 7 building permits, 2 plumbing permits and investigating 2 violations. There are currently 3 projects in front of the Planning Board.
- Library: Writing letter to Santa was well attended.
- Recreation: Breakfast with Santa was a great success with over 170 people attending. Current programs are wrapping up and new programs will begin in January. The seniors are providing a giving tree for the residents of Berwick Estates on the 20<sup>th</sup>.
- Assessing: KRT will begin the revaluation process after the 1<sup>st</sup> of the year. Finalizing the state valuation report. Still waiting for the final updates to the tax maps.
- Town Clerk: The new carpet and workstation have been installed. Will be conducting a second round of interviews this week for the customer service position.
- Transfer Station: The new bailer has broken down. A new piston has been ordered under warranty.
- Economic Development: The Downtown Revitalization Committee met last week. The public engagement event is scheduled for January 18<sup>th</sup>.
- Finance/HR: Will begin meeting with staff to discuss budgets. Working on calendar year end duties. New IRS rules require everything to be transmitted electronically, learning the new programs. There are no foreclosures this year. The Christmas party will be Monday the 18<sup>th</sup> at noon.
- Admin: Management training wrapped up on the 7<sup>th</sup>, after a total of 12 hours over 8 weeks. Met in North Berwick to begin solid waste negotiations. Working on the Police Union Contract. Have been meeting with Jay & Dan to discuss the needed repairs at the Transfer Station.

## **Councilor Comments**

1. Mr. James:
  - Apologized for any issues or problems caused by his participation in the Bulletin.
  - Reminded everyone that the library has 200 various shaped baking pans to lend out.
  - Wishes everyone a safe and merry Christmas.
2. Mrs. Costella:
  - Gave a shoutout to the Home for the Holidays crew. The new organizers did a great job.
  - Merry Christmas everyone.
3. Mrs. Cook:
  - Thanked everyone for their patience.
  - Happy holidays.

## **Executive Session**

1. On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to enter executive session at 7:25pm, pursuant to 1MRSA §405.6A to discuss a personnel issue and 405.6D to discuss the union contract negotiations.

The Chair reported the following to the Clerk:

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to end the executive session at 7:50pm.

## **Adjournment**

On a motion by Mr. James, seconded by Mrs. Costella, it was unanimously voted to adjourn the meeting at 7:50pm.

Attest:

Barbara Bennett, CCM