

**South Berwick
Town Council Meeting
May 14, 2024**

Chair Mallory Cook called the meeting to order at 6:30pm. Councilors present included Vice Chair John James, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance. Jeff Minihan was not in attendance.

On a motion by Chair Cook seconded by Vice Chair James it was voted 4-0 to temporarily suspend rule K under Administrative Code Article 1 §3-17 to recognize the Police Department for National Police Week after the signing of the treasurer's warrant.

On a motion by Councilor Costella seconded by Chair Cook it was voted 4-0 to swap the order of reports and presentations.

Approval of Minutes

1. Town Council 4-23-2024: On a motion by Vice Chair James, seconded by Councilor Costella, it was voted 4-0 to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Vice Chair James, seconded by Chair Cook, it was voted to sign the warrant dated 5/9/2024, 2024 in the amount of \$1,006,052.50.

New Business

6. Chair Cook read into record a proclamation observing National Police Week May 10th – 16th

Reports & Presentations

1. Peter MacGovern from Oak Point updated the council on the ongoing Town Hall Project. The team is wrapping up information gathering stage. Meetings with staff will continue on a weekly basis and are still on track with timelines for reporting.

2. Reagan Young from SMPDC presented a power point to the council about the details and timeline of drafting an updated comprehensive plan. The draft has been completed and is ready to be sent to the State for approval. Currently there is about a 3-6 month review turnaround time.

On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-0 to send the Comprehensive Plan Draft to the State for review of compliance with the fixed clerical errors.

Public Comment

1. Rob Bernier of Mountain Road, addressed the council about the events taken place at the School Budget Meeting. He feels the process was corrupt and felt the police were called on him for his disagreement with the process. Chair Cook explained that he needs to address the school board directly about the issue.

Unfinished Business

1. On a motion by Vice Chair James, seconded by Chair Cook, it was voted 4-0 to hold a public workshop with the Planning Board and Historic Commission for review of the Historic District Ordinance on July 24th, 2024 at 6:30pm at Town Hall

2. On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-0 to table the item to the next meeting dated 05/28/2024

New Business

1. On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-0 to cancel the Town Council Meeting dated for 06/11/2024 due to the election.

2. On a motion by Vice Chair James, seconded by Chair Cook, it was voted 4-0 to rescind Mary Hussey's appointment to the Planning Board as an alternate with a term to end 06/30/2026.

3. On a motion by Vice Chair James, seconded by Chair Cook, it was voted 4-0 to appoint Mary Hussey to the Planning Board as an alternate with a term to expire 06/30/2025

4. On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-0 to schedule a public hearing at Town Hall on May 28, 2024 at 630pm to discuss updates to the Vehicle Traffic Ordinance 130-8 & 130-13

5. On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-0 to countersign the Warrant and Notice of Election for the upcoming District 35 School Budget Validation Referendum on June 11, 2024

Town Manager's Report

- **Highway** Crushed ledge into gravel. Installed culverts and ditch lines on Thurrell Road. Cleaned Vine Street Cemetery (FEMA). Mowing fields and islands. Kevin and Joe are doing a wonderful job. Inspect all catch basins. Installed a new toilet at the Town Hall and fixed water leak. Road patching.

- **Police Department** 7 Arrests. 3 Accidents. 151 Traffic stops. Received compliments of Officer Legendre and Officer Dilisio for their work with mental health calls. Received a thank you letter from a professor in town for Officer Legendre for being extremely professional and empathetic during a rescue call.

- **Fire Department** 20 Calls in the last two weeks and 189 YTD. On Thursday, 5/9 Firefighters responded to a report of a building fire on Punkintown Road. The fire started when nobody was home and was discovered when the homeowner returned to find the house full of smoke. The fire burned itself out due to lack of oxygen and was only smoldering when discovered. There was heavy soot, heat, and smoke damage throughout the residence.

- **Code Enforcement** 16 Building Permits. 5 Plumbing Permits. 28 Inspections. 2 Minor Home Occupations. 2 Active Violations- 1 Potential Violation under investigation. 19 In-Office Meetings. Re-Addressing of Roads is currently happening. Letters have been sent out. If no letter is received, no changes need to be made. Working on 12 roads at a time for E911. Vacant land will be numbered as well. This information is updated in the E911 System within 48 hours. Citizen will use the letter mailed to them to update mortgage, etc. This will help emergency vehicles find your home quicker.

- **Planning** May 15th will be a meeting for the minutes approval and introduction of the 2 new Planning Board members. The Planning Board is now full. June 5th- Major Home Occupation- Automotive Service.

- **Library** June 12th is the Summer Reading Kick-off with musical guests, Shank Painters. From 1:00-3:00. June 27th will be Lindsay and Her Puppet Pals from 3:00-4:00. July 24th will be Wildlife Encounters- Tiny Creatures from 3:00-4:00.

- **Recreation/Senior Center** Halfway through peewee spring soccer skills clinic. It was filled with 34 players, and there is a waitlist of about a dozen others. This was the first time ever offering spring soccer to 4-5-year-olds, and it's been a huge success. The seniors enjoyed a Cinco De Mayo lunch on May 1st. The Mother's Day lunch is this Wednesday May 15th.

- **Assessing** Permit pass (the review of permits issued, and work completed on property) is nearly complete and most of the data entry is in. Sale review will begin after the permit pass is complete. We will be looking at sales that occurred since July 1, 2022, up until now. Values will be updated as per State requirements.

- **Town Clerk** Starting to issue absentee ballots for the upcoming June election. On Thursday May 23rd the office will be closed for training.

- **Transfer Station** P. Gagnon changed the outdated propane tanks. Performed maintenance on the plastics conveyer belt as the roller is rotted and kept kicking the belt off the track.

- **Economic Development** Downtown Revitalization Public Workshop is on May 16th and starts at 6:00 pm.

- **Assistant Town Manager/Finance/HR/EMA** Meetings: 24 Business Meetings and 32 Staff Meetings. 30-Day Notices have been sent out by certified mail on 5/7/24 to 85 property owners with outstanding balances for their 2024 taxes. The deadline for payment is 6/6/24, and liens will be recorded at the Registry of Deeds on 6/11/24 if taxes remain unpaid. The number of 30-Day Notices sent out this year was five less than what was sent out for the 2023 tax year. Sending letters this week to Personal Property accounts with outstanding balances for the 2024 tax year, as well as any prior years that remain unpaid. There are roughly 20 accounts with outstanding balances. ADP (our new payroll software) to go live June 3rd. FEMA- January flooding \$230K and April blizzard \$72K for tree cleanup. Meeting with all Department Heads- wrapping up FY24 budget. Interview with Library Page this Thursday.

- **Town Manager** Meetings: 14 Business Meetings and 37 Staff Meetings. Met with Oak Point for initial floor plan discussions -Update. Several phone calls with the Town Attorney. Department of Labor Required Annual Employee Training completed for most- 8 will need to attend the make-up session. Met with 2 citizens- 1 in reference to poverty abatement and 1 complaint of rocks. Customer Service Survey- Library, 3 at 5 Excellent. Town Clerk, 1 at 5 Excellent. Transfer Station, 2 at 5 Excellent. Code Enforcement, 3 for Jeni at 5 Excellent – 1 for Britney at 5 Excellent. 3 for Jeni and Britney at 5 Excellent. Attended Town/School monthly meeting. Attended monthly York County Manager’s meeting. FY24 budget- last quarter budget review. 2 employee issues.

Councilor Comments

1. Jessica Cyr: Central School’s Hike Through History is being held on May 20th. Wanted to encourage everyone to think regionally when thinking about community updates!
2. Melissa Costella: Bummed to hear Hike Through History is no longer held in the downtown area as there were many that enjoyed seeing the kids partake. “Please forget about the Moose Lottery to improve my chances.”
3. Mallory Cook: Reminder there are 2 seats needing to be filled this upcoming November. Jessica Cyr’s term ends and there is a seat open for the School Board. Nomination papers will be available in the Clerk’s Office July 29th and are due back by September

Executive Session

1. On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-0 to go into executive session 1 MRSA §405.6A Personnel at 7:53pm

1. On a motion by Vice Chair James, seconded by Councilor Costella, it was voted 4-0 to come out of executive session 1 MRSA §405.6A Personnel at 8:08pm

Adjournment

On a motion by Vice Chair James, seconded by Councilor Costella, it was voted to adjourn the meeting at 8:09pm.

Attest:

Tyanne Giambusso, Town Clerk

A / P Warrant

South Berwick
11:52 AM

Bank: KENNEBUNK - Operating

05/23/2024
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Type	Check	Amount	Date	Wrnt	Payee
P	48387	174.84	05/13/24	72	1176 TREASURER STATE OF MAINE
P	48388	22,645.69	05/13/24	72	0132 BUREAU OF MOTOR VEHICLES
P	48389	23,881.13	05/14/24	72	0132 BUREAU OF MOTOR VEHICLES
P	48390	3,067.70	05/16/24	72	0182 CARD MEMBER SERVICE
P	48391	432.36	05/16/24	72	0867 HANNAFORD
P	48392	174.84	05/21/24	72	1176 TREASURER STATE OF MAINE
P	48393	32,658.19	05/21/24	72	0132 BUREAU OF MOTOR VEHICLES
P	48394	399.00	05/23/24	72	1187 MCCABE, JENI
R	48395	519.00	05/23/24	72	1380 10-8 VIDEO LLC
R	48396	572.48	05/23/24	72	0891 2-Way Communications Services, Inc.
R	48397	300.00	05/23/24	72	1381 603 FIRE ALARM LLC
R	48398	950.00	05/23/24	72	1340 7CS CONSULTING LLC
R	48399	566.66	05/23/24	72	0042 ADMIRAL FIRE & SAFETY
R	48400	30.27	05/23/24	72	1379 AGUILERA, DAN
R	48401	303.18	05/23/24	72	1288 ALLEGRA
R	48402	44,661.24	05/23/24	72	0059 ANTHEM BLUE CROSS BLUE SHIELD
R	48403	63.93	05/23/24	72	0103 ASHLINE, KERA
R	48404	513.00	05/23/24	72	1325 AT&T MOBILITY
R	48405	2,509.47	05/23/24	72	0771 ATLANTIC FUELS
R	48406	200.00	05/23/24	72	1141 Aubrey's Coffee House and Bakery
R	48407	846.67	05/23/24	72	0054 BAKER & TAYLOR
R	48408	6,788.86	05/23/24	72	0012 BERNSTEIN, SHUR, SAWYER & NELSON
R	48409	56.00	05/23/24	72	0132 BUREAU OF MOTOR VEHICLES
R	48410	293.00	05/23/24	72	0399 CARDIO PARTNERS, INC.
R	48411	4,653.68	05/23/24	72	0183 CENTRAL MAINE POWER
R	48412	479.46	05/23/24	72	1158 CINTAS CORP
R	48413	427.12	05/23/24	72	0142 COLONIAL LIFE & ACCIDENT INS.
R	48414	840.00	05/23/24	72	1121 CONVENIENTMD LLC
R	48415	1,530.00	05/23/24	72	1206 COYOTE CLUB WILDERNESS EDUCATION
R	48416	2,036.52	05/23/24	72	1382 CROPP, BRETT
R	48417	575.00	05/23/24	72	0535 D.M. BURNS SECURITY INC.
R	48418	2,025.00	05/23/24	72	0107 DOUCETTE EXCAVATING
R	48419	231.80	05/23/24	72	0444 DRAKE, JEREMY
R	48420	2,632.32	05/23/24	72	0069 ELIMINATOR INC
R	48421	33.75	05/23/24	72	0386 F.W. WEBB COMPANY
R	48422	318.00	05/23/24	72	0911 FADDEN CUSTOM PEST SERVICES LLC
R	48423	795.00	05/23/24	72	1323 FBI-LEEDA
R	48424	369.09	05/23/24	72	0056 FISHER AUTO PARTS, INC.
R	48425	352.38	05/23/24	72	1378 FORD, BRIELLA
R	48426	990.00	05/23/24	72	0337 GENEST PRECAST
R	48427	595.97	05/23/24	72	1169 GREAT WORKS INTERNET-GWI
R	48428	679.07	05/23/24	72	1072 Herc Rentals 187
R	48429	60.00	05/23/24	72	1337 HORRIS, MELANIE
R	48430	1,000.00	05/23/24	72	1315 HR MAINE CONSULTING
R	48431	70,000.00	05/23/24	72	0077 HUSSEY EXCAVATION INC
R	48432	120.00	05/23/24	72	0209 HUSSEY SEPTIC
R	48433	464.31	05/23/24	72	1245 INGRAM LIBRARY SERVICES
R	48434	449.00	05/23/24	72	0278 INTERSTATE GLASS

A / P Warrant

South Berwick
11:52 AM

Bank: KENNEBUNK - Operating

05/23/2024
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Type	Check	Amount	Date	Wrnt	Payee
R	48435	60.75	05/23/24	72	1233 J.M. HAYDEN EQUIPMENT LLC
R	48436	64.31	05/23/24	72	0699 JANELLE , JENNIFER
R	48437	100.00	05/23/24	72	1095 LEXISNEXIS RISK SOLUTIONS
R	48438	1,470.00	05/23/24	72	0092 MAD SCIENCE OF MAINE
R	48439	2,700.00	05/23/24	72	0569 MAINE INFONET COLLABORATIVE
R	48440	70.00	05/23/24	72	0139 MAINE MUNICIPAL ASSOCIATION
R	48441	6,658.70	05/23/24	72	0141 MAINE MUNICIPAL ASSOCIATION
R	48442	544.00	05/23/24	72	0082 MAINE RESOURCE RECOVERY
R	48443	6.95	05/23/24	72	0081 MAINE TURNPIKE AUTHORITY
R	48444	300.00	05/23/24	72	1331 MERTZIC, SARA JANE
R	48445	1,354.83	05/23/24	72	1300 NEW ENGLAND KENWORTH
R	48446	108.00	05/23/24	72	1376 OAK GROVE SPRING WATER INC
R	48447	76.41	05/23/24	72	0044 OFFICE OF INFORMATION TECH A/P
R	48448	396.00	05/23/24	72	0341 OVERHEAD DOOR COMPANY
R	48449	458.75	05/23/24	72	0172 PERMA-LINE CORPORATION
R	48450	6,419.43	05/23/24	72	0089 PIKE INDUSTRIES INC
R	48451	175.83	05/23/24	72	0219 PITNEY BOWES GLOBAL FINACIAL SERVICES
R	48452	435.00	05/23/24	72	1328 POLLUCK, CRAIG
R	48453	45,496.00	05/23/24	72	1132 PORTSMOUTH FORD
R	48454	219.26	05/23/24	72	0545 POWERPLAN-NORTRAX, INC.
R	48455	3,630.84	05/23/24	72	1373 READ CUSTOM SOILS, LLC
R	48456	912.00	05/23/24	72	1133 REP ENTERPRISES GREENLAND
R	48457	1,500.00	05/23/24	72	0451 S.A. MCLEAN & SONS
R	48458	504.35	05/23/24	72	1377 SAFE LIFE DEFENSE
R	48459	52.69	05/23/24	72	0254 SANEL AUTO PARTS
R	48460	1,598.60	05/23/24	72	0184 SOUTH BERWICK SEWER DISTRICT
R	48461	156.00	05/23/24	72	0203 SOUTH BERWICK WATER DISTRICT
R	48462	8,563.29	05/23/24	72	0195 SOUTHERN MAINE PLANNING & DEVLOPMENT, INC
R	48463	3,721.09	05/23/24	72	0095 STELLAR NETWORKS
R	48464	15.00	05/23/24	72	0143 TREASURER OF STATE-CONCEALED FIREARMS
R	48465	203.00	05/23/24	72	0594 TREASURER STATE OF MAINE
R	48466	432.61	05/23/24	72	0097 VERIZON WIRELESS
R	48467	159.56	05/23/24	72	1063 WHITE CAP L.P
R	48468	53.25	05/23/24	72	0840 Willey, Theresa
R	48469	1,736.00	05/23/24	72	1306 WRIGHT-PIERCE

Total 324,617.48

Count

Checks 83
Voids 0

Melissa Costella _____

John James _____

Jeff Minihan _____

Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: May 14, 2024	UB #2
Agenda Item: Spirit of America Foundation Tribute Winner	
Informational:	
<p>The Town Council is asked to pick a local person, project, or group to receive the 2024 South Berwick Spirit of America Foundation Tribute for outstanding community service using their own criteria and to honor the recipient at a town meeting.</p> <p>Spirit of America information was sent to the Town Council on 12/21/2023 and brought to the Town Council on 1/9/2024.</p> <p>Submissions must be submitted before June 30th via the Spirit of America website. 2024 recipient will be given the award at the Annual Town Meeting in May of 2025.</p>	
Town Manager's Recommendation:	
<p>To appoint a recipient of the award by May 28th. Recipient submission must be entered before June 30th.</p> <p>A nomination for Malcom Kenney has been submitted for all his service and dedication to local Veterans. He has volunteered many hours for numerous years to those who have served, still serve, or are interested in serving. Mr. Kenney has been involved with Pease Greeter coordination, Flag work, VFW Poppy Flower Fundraiser, Veteran Events (Memorial Day parade or award ceremonies), support of youth organizations, and much more!</p>	
Requested Action:	
Town Council wishes.	
Vote	

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: May 28, 2024	UB #2
Agenda Item: Reschedule Public Hearing - Update of Vehicle Traffic Ordinance 130-8 & 130-13	
Informational:	
<p>There has been a lot of work put in prepping for the Annual Town Meeting and the upcoming election and this item was not posted in time, therefore a motion and vote for a new date is needed.</p> <p>Posting Central School first entrance so that traffic cannot turn left across the oncoming lane into traffic. It creates a safety hazard and stalls traffic during school hours.</p> <p>Maine DOT has posted the Dover-Eliot Bridge on Route 101 for 30 tons only because of this, the trucks leaving Pikes Pit on Route 236 are now using Liberty Street to get to Main Street. This is to avoid the intersection of Route 236 and Main Street to cross the bridge into New Hampshire. The weight of the trucks on Liberty Street is causing damage to the road surface.</p>	
Town Manager's Recommendation:	
Requested Action:	
Motion to vote to hold a public hearing on 6/25/2024.	
Vote	

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: 5/28/2024	NB #1
Agenda Item: Liberty Street	
Informational:	
Large trucks are using Liberty Street as a cut through to Route 4, to go into New Hampshire.	
Recommendation:	
To restrict heavy weight vehicles on Liberty Street.	
Requested Action:	
Motion to order the temporary closing of Liberty to heavy vehicles in excess of 23,000 pounds, from June 1, 2024 – August 31, 2024 due to safety issues raised by the increase of commercial traffic pursuant to Section 130-29(B)(1) of the Vehicles and Traffic Ordinance.	
Vote	

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: 5/28/2024	NB #2
Agenda Item: Workshop	
Informational:	
Recommendation:	
Schedule a workshop with Oak Point Associates for the Town Hall Project, on Tuesday June 11 th , at the Police Department meeting room.	
Requested Action:	
To Make a Motion to Schedule a workshop with Oak Point Associates for the Town Hall Project, on Tuesday June 11 th , at the Police Department meeting room at 6pm.	
Vote	