

**South Berwick  
Town Council Meeting  
February 13, 2024**

Chair Mallory Cook called the meeting to order at 6:30pm. Councilors present included Vice Chair John James, Jeff Minihan, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

**Approval of Minutes**

1. Town Council 01-23-24: On a motion by Vice Chair James, seconded by Councilor Costella, it was unanimously voted 5-0 to adopt the minutes with the correction of Tim to Tin under presentations.

**Treasurer's Warrant**

1. On a motion by Vice Chair James, seconded by Chair Cook, it was unanimously voted 5-0 to sign the warrant dated February 8, 2024, in the amount of \$983,044.33.

**Reports & Presentations**

1. Robin Kerr and Ben Jankowski shared a slideshow about the conservation efforts around Mount Agamenticus over the years up to present time. The presentation started with the history of Mount Agamenticus and the all the groups that make up the Mount Agamenticus Steering Committee. They explained what preservations efforts and updates to Mount Agamenticus have been done already and future plans. Mount Agamenticus is also looking for help and invites anyone to apply to work and/or volunteer. More information can be found at <https://agamenticus.org>

**Unfinished Business**

1. On a motion by Chair Cook, seconded by Vice Chair James, it was unanimously voted 5-0 to adopt the changes made to Chapter 130 Section 33
2. The council discussed the answer received by the Towns Attorney regarding the Warrant Questions approving funds for GWRLT. Vice Chair James requested to see a new plan with a solid number and details. There is a need for a new request for an updated warrant question(s) to be voted on at Town Meeting. This item has been tabled.

**New Business**

1. Town Manager Pellerin gave the council an update on the proposed LD 646 and the amount of revenues received and not received from the Property Tax Stabilization for Seniors Program. He will give another update at the next meeting.
2. Town Manager Pellerin received the approved work plan from Maine DOT and updated the council as to where this project stands. Currently the Traffic Lights project is in the planning and engineering stage. \$520,000 the total cost of this project is sponsored by KACTS.
3. On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-1 to approve \$225 for childcare and \$350 for food from TIF funds for the 2 downtown revitalization meetings that have already occurred.

**Town Manager's Report**

- Town Manager: 7 Business meetings and 33 Staff Meetings. Held Police Lieutenant interviews on 1/30. Met with 2 citizens regarding 161 Ogunquit Rd. All employee evaluations are completed and filed. conducted 3 interviews for a Transfer Station Director. Police negotiation contract process has started and hope to have draft by next meeting. Thank you note from a couple citizens to Jeni McCabe for being so helpful with long time Historic Commission business. Attended the retirement party of 3 officers.
- Finance: Budget- Appointments will be sent out by the end of the week for round 3 of budget meetings 28 business meetings and 18 staff meetings. Back from a week's vacation. Gathering quotes for new windows in the auditorium.
- Police Department: 3 Accidents, 2 Arrests, and 127 Traffic Stops. Lt. Jeff Upton retired, and Scott Stephens has been promoted to Lt. Tim Niehoff was promoted to Detective Sergeant. Anthony Dilisio has been reassigned from part time patrol to full time. ACO Harris will be having a

meet and greet in the training room at the Police Department. Lt. Stephens has started a Community contacts program (Project Mayberry), officers will be stopping by the downtown businesses to introduce themselves so the community can get to know the officers. The PD Facebook page will highlight an officer of the week.

- Fire Department: 2 Outside Fire, 1 gas Odor/leak, 6 Mutual Aid, 3 Medical Assist, 5 Vehicle Accidents, and 1 Odor Investigation. Period 18 Total YTD 42. Chief has been visiting local businesses to verify the information they have is up to date.

- Economic Development: First day back from being out. Thanked Jessica Cyr for keeping the Downtown Revitalization Plan Advisory Committee going.

- Human Resources: Group Dynamics (Health Insurance Plan- deductibles and reimbursements) There are issues with 2024 not being set up. This should be up and running by the end of the week. Tax reminder notices will be in the mail next week.

- Public Works: 950 tons of salt used which is below normal use. The average is 2200 tons. 4500 gallons of liquid has been used. This is spread on top of the salt. Great Hill Road, new subdivision, has a wash out from the storm. Hooper Sands Road will be fixed in the spring. It needs to be stabilized and it will take getting into the riverbed. Belle Marsh Bridge- exploration of the stringers, which look good. The deck has been worn down by 2" (23 years old). The deck will be replaced in July or August once school is out.

- Transfer Station: Thanked Jay and the Public Works crew for keeping the Transfer Station well sanded and salted. The morale is good. Working on educating the citizens on mixed paper. Chief states there will be a police presence on some Saturdays at the Transfer Station to help enforce proper disposal. This is theft of services and an arrestable offense.

-Code Enforcement: 3 Building Permits, 2 Plumbing Permits, 2 Open Violations.

- Planning: 2 Projects for final plan in front of the Planning Board. Samville Estates and automotive repair shop.

- Library: Visitor and borrowing has increased. 4 new public computers were set up by an IT volunteer who worked 6 hours on Saturday. Starting lunch with a town employee on 3/19 through December. This will take place on the 3rd Tuesday of the month at 12:00.

- Recreation/Senior Center: Senior Center- Seniors have a valentines luncheon this Wednesday. Started a new chair yoga class at noon on Thursdays and the instructor is fabulous.

Rec Programming- Lots of programs going on, after school and evening. The chair yoga instructor is also doing an evening vinyasa yoga class (exercise type yoga). Powderhouse Area- Sadly, no activity at Powderhouse. Community Center- AARP Tax-aide appointments started Friday, we are booking out to late March right now so expect appointments to fill within the next couple weeks. Community Center is closed February 19th – 22<sup>nd</sup>

- EMA: As reported previously, Charlie Carver, Ray Delcourt, Ryan Cormier, and Todd Hughes with assistance from YCEMA and MEMA submitted a \$965,000 dollar grant proposal to replace the aging emergency power generator at Marshwood High School. The Grant is now working through the state and federal review process. The Hazard Mitigation Grant Program, HMGP, application is next for the SBEMA and MSAD-35 Team to focus on. The Generator Team is submitting two FEMA Grant (BRIC & HMGP) proposals in hopes of being awarded one.

- Assessing: KRT is here today to start revaluations in the downtown area. They will be measuring and comparing real time vs property card information. Personal property notices are due 5/1. Updating tax maps and reviewing survey plans on town lines. All information of the contracted employees are posted with pictures on the Town's website. The police department has their information as well.

- Town Clerk: Absentee Ballots are now being issued, and the drop off box is outside and available. The Clerk's office is offering weddings in the office or on the 3rd floor auditorium details will be posted to the town's webpage under the clerk's section. Save the date November 23, 2024, Rabies Clinic open to York County to be held at the fire station more details to come. The Clerk's Office is more kid friendly with the new addition of a chalkboard wall, updated toybox, and temporary tattoos for kids to take with them. While visiting be sure to request the chalk for use.

### **Councilor Comments**

1. Councilor Cyr: Please complete and return the Downtown Revitalization Survey found online or hard copies are available in the Clerk's Office or Library, deadline is 3/15. Attended a Planning Board meeting to talk about the Comprehensive Plan update which is coming along.

2. Vice Chair James: Congratulations to Tyanne, awesome to have you on board and to hear about the tradition being kept of all the new improvements since taking office.

3. Councilor Minihan: Would like to see a Historic Commission Workshop on an upcoming agenda, Tim Pellerin suggests to place it on the agenda for the second meeting in April after budgets.

**Executive Session 1MRSA 405.6A**

On a motion by Vice Chair James, seconded by Chair Cook, it was unanimously voted 5-0 to go into Executive Session 1MRSA 405.6A – Personnel at 7:49pm

On a motion by Vice Chair James, seconded by Councilor Costella, it was unanimously voted 5-0 to come out of Executive Session 1MRSA 405.6A – Personnel at 8:18pm

**Adjournment**

On a motion by Vice Chair James, seconded by Councilor Costella, it was unanimously voted 5-0 to adjourn the meeting at 8:19pm.

Attest:

Tyanne Vasapoli, Town Clerk