

**South Berwick
Town Council Meeting
April 09, 2024**

Chair Mallory Cook called the meeting to order at 6:34pm. 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.

Approval of Minutes

1. Town Council 03-26-24: On a motion by Vice Chair James, seconded by Chair Cook, it was unanimously voted 5-0 to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Chair Cook, seconded by Councilor Costella, it was unanimously voted 5-0 to sign the warrant dated April 3, 2024, in the amount of \$950,930.04.

Reports & Presentations

1. Peter MacGovern from Oak Point Associates gave an update on the Town Hall Renovation Study. He and his team are two weeks into field work. They have created a floor plan and a prioritized list of needs. Next update will be at the next council meeting on 4/23/2024.

Public Comment

1. Pat Robinson 46 Brattle St – On behalf of the Conservation Committee, sponsoring the well water testing will be held at Town Hall, Wednesday 5/8/2024 7-12pm. You can pick up a kit at the Town Hall.

Unfinished Business

1. Spirit of America Award nominations are due by June 30th. No action taken.

2. On a motion by Chair Cook, seconded by Vice Chair James, it was unanimously voted 5-0 to approve the Fiscal Year 25 draft Expense Budget increase of \$829,717, for a total of \$10,088,474.

On a motion by Chair Cook, seconded by Vice Chair James, it was unanimously voted 5-0 to approve the Fiscal year 25 draft Revenue Budget increase of \$150,555, for a total of \$4,767,489.

3. On a motion by Chair Cook, seconded by Vice Chair James, it was unanimously voted 5-0 to for Town Warrant, to appropriate \$200,000 from the Undesignated Fund for the Great Works Regional Land Trust for the Salmon Falls Tidal Water property as written and proposed.

New Business

1. On a motion by Vice Chair James, seconded by Chair Cook, it was unanimously voted 5-0 to approve the Liquor License Renewal for Spring Hill Inc.

2. On a motion by Vice Chair James, seconded by Chair Cook, it was unanimously voted 5-0 to approve the Special Amusement Permit for Spring Hill Inc.

3. On a motion by Chair Cook, seconded by Councilor Cyr, it was unanimously voted 5-0 to approve up to \$200 from the TIF fund to purchase refreshments for the Downtown Revitalization Plan Committee's Public Workshop on 5/16/2024.

On a motion by Chair Cook, seconded by Vice Chair James, it was voted 4-1 to approve up to \$200 from the TIF fund to provide childcare at the Downtown Revitalization Plan Committee's Public Workshop on 5/16/2024.

4. On a motion by Chair Cook, seconded by Vice Chair James, it was unanimously voted 5-0 to set the Annual Town Meeting for Tuesday, May 21, 2024, at 6pm at the Town Hall, on the 3rd Floor.

5. On a motion by Chair Cook, seconded by Vice Chair James, it was unanimously voted 5-0 to approve the Town Meeting Warrant for Fiscal Year 2024/2025.

Town Manager's Report

- **Public Works** Finished blasting Thurrell Road. On May 22nd, the crew will start crushing the ledge to make gravel for the road and stockpile. Installed motor in grader. Patching potholes. Chipped blown down limbs from last storm. April 4/4-4/5 storm- 24 hours of plowing.
- **Police Department** 3 Arrests. 3 Accidents. 11 Traffic stops. Reserve Sgt. Pelkey is working hard to get the instructors for the Community Police Academy that will commence in the middle of May and will go until the end of June. Applications are starting to come in for the class.
- **Fire Department** 59 Calls in the last two weeks and 152 YTD. As always, communication and cooperation between town departments was excellent, with Asst. Chief Delcourt taking the lead for storm-related communications. The storm produced 44 calls for service, mostly for trees and wires down. Firefighters logged over 350 hours of total duty time during the storm and the clean-up days that followed. Firefighters staffed the station from 7:00PM on 4/3 through 7:00PM on 4/4. Assistant Chief Delcourt will be taking a leave of absence starting April 10th. He will be in North Carolina helping Pratt & Whitney with opening a new plant. A big thank you to Ray for everything you have done for our community.
- **Code Enforcement** 21 Building Permits. 3 Plumbing Permits. 7 Expired Building Permit letters went out on Wednesday 4/3.
- **Planning** Workshop was cancelled for 4/3, 2024 due to storm. The next meeting will be a workshop on April 17, 2024- Discussion is Performance Standards for Table A. No Projects in front of the Planning Board currently.
- **Library** Lorena held a paper making event last Tuesday, 4/2. There was a good group consisting of mostly adults, which is good. On May 4th Lorena will be hosting the 2nd Annual Fairy House program.
- **Recreation/Senior Center** Powderhouse Hill opened and sold 66 tickets. Egg Hunt / Touch-a-Truck was held on the 30th. There were about 160 kids. The police department sent an officer with a cruiser, the fire department brought a couple fire trucks, and Public Works joined with a bucket loader and large dump truck. Summer Camp registration opened up for residents April 1st. Camp is a little over half full. Registration for non-residents opened April 8th. The seniors enjoyed Easter dinner and entertainment on March 27th. Wednesday 4/10 they will be having Chinese Food from the Continental Restaurant in Somersworth, it will be a lunch and learn regarding Medicare.
- **Assessing** The new leased vehicle has arrived, a blue Hyundai Ioniq5. It will be lettered soon, but in the meantime, it will have the Planning magnet. Now that we are past April 1, ownership changes will be frozen until after the tax bills go out. KRT staff have been pulled for a couple of weeks to help other Towns with their permit passes.
- **Town Clerk** VPH (voter participation history) was turned on for the 3/5 primary. Tyanne will be working on this in the coming weeks. There has been an increase in wedding applications. The first Monday opening was steady.
- **Transfer Station** New employee, Kenny Freeman, has started at the Transfer Station and is working full-time, and Jay and I have another interview scheduled for this Thursday. Mixed paper is still a problem. More signage has been put up. New Problem- Food waste is being dumped in the leaf pile. Signs have been put up and staff is monitoring. Scheduling for the brush pile to be chipped. Refrigerators, televisions, and tires to be picked up.
- **Economic Development** Downtown Revitalization Plan Advisory Committee met April 1st. Primary focus of the meeting was to review the draft plan to date and the outcome of the community survey, over 275 surveys completed. This made South Berwick's response one of the highest, if not the highest seen for Downtown Revitalization Plans at Wright-Pierce. Denise is working with KACTS, Stephanie Carver, to set up meeting with Maine DOT on next steps after the planning and engineering phase is completed (the \$520,000 grant). Eastern Trail- Public meeting on the Eastern Trail Connectivity Project will be April 30th from 6:30 – 8 pm at the Eliot Town Hall. This project is for the future expansion of the trail, and involves the communities of Kittery, York, Eliot, South Berwick and North Berwick in partnership with the Eastern Trail Alliance.
- **Assistant Town Manager/Finance/HR** 8 Business Meetings and 24 Staff Meetings. ADP- New payroll system has a tentative go live date of May 21st. Linda and Jen have two meetings per week scheduled with them. CMP linesman tour of town for a look at options for the downtown revitalization project. Finalizing annual report with Dawn.

- **Town Manager** 11 Business Meetings and 35 Staff Meetings. Oak Point Town Hall Kick-off Meeting. Downtown Façade Grant application reviews. Call with Pam Buck- sewer district wastewater treatment facility grant. Several storm preparation meetings. Met with citizen/ex-employee who gave positive feedback on the changes in the Town Clerks office. Meetings with attorneys on the Marijuana Ordinance 146 67.1 caregivers retail store. 2 meetings with HR consultant on personnel matters. 2 meeting with legal on 2 pending potential court cases. Handled 3 citizen complaints- One on a mailbox and two on dangerous building conditions. Worked on the Town Warrant and Town Report. SMPDC Planning/Personnel, Hannah Bonine emailed to let us know that she will no longer be our planner as of the end of the month putting our contact null and void. Paul Schumacher, SMPDC's Executive Director has stepped in as our replacement planner to keep the contract in place in the meantime. A plan for a replacement is in the works and will be announced later. Downtown Traffic Improvement Project- Initial conversations with SMPDC/KACTS staff, is that MaineDOT is submitting a "bundled" application for Congressionally Directed Spending (CDS) – formerly known as "earmarks" for the South Berwick Traffic Improvements and Pedestrian Safety project scope as defined in the Sebago Technics report The CDS application will be requesting \$6 million for the South Berwick project; Route 236 corridor. If MaineDOT gets the funding, MaineDOT would contribute 10% of the project funding; and the Town of South Berwick would be responsible for \$600,000. The CDS application needs 3 letters of support. one will be from KACTS, one from the Town (Tim Pellerin), and we are asking Mark Lawrence to be our third. If funding is approved, the local match of \$600,000 is already part of the funding earmarks requested from the Punkintown TIF District in the FY25 budget. Customer Experience Surveys are being submitted and I am enjoying all of the positive feedback about all the staff vs the typical complaints I receive. I will be on vacation next week.

Councilor Comments

1. Melissa Costella: Wanted to have a future discussion about CMP and proactive tree clean up and what we can do for future during storms. Town Manager Pellerin said we as a town are doing all we can and suggested speaking to Public Officials to escalate the concerns to Augusta as we are dealing with a public utility.
2. Jessica Cyr: Attended the EMA Meeting, it was well coordinated as well as informative. She appreciates all the work put into storm prep. She was made aware of all the hard work many people put into emergency management. She was very impressed with the professionalism. The potential grant was great news and is pleased the project is being put into conjunction with 236. Comprehensive Plan Public Information Session on Thursday at 6. "be there or be square"
3. John James: Councilor side - Public Works did a great job with maintaining the roads during the storm. Chief Hamel also did a fantastic job working through the storm. Personal side – Married my son yesterday it was a great honor and fun to do, I wouldn't have been able to with ease without the help of our Town Clerk, Tyanne Giambusso, "Thank you my family appreciates it"
4. Mallory Cook: Apologizes to Anthony and Mary, please put the Planning Board Appointment's on the next agenda. Thank you to all staff and crews involved during the storm for all their hard work and flexibility. The community support is great during storms.

Adjournment

On a motion by Vice Chair James, seconded by Chair Cook, it was unanimously voted 5-0 to adjourn the meeting at 7:27pm.

Attest:

Tyanne Giambusso, Town Clerk