

**South Berwick  
Town Council Meeting  
March 12, 2024**

Chair Mallory Cook called the meeting to order at 6:45pm. Councilors present included Vice 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 2-27-24: On a motion by Councilor Costella, seconded by Vice James, it was unanimously voted 4-0 to adopt the minutes as amended.

**Treasurer's Warrant**

1. On a motion by Vice James, seconded by Chair Cook, it was unanimously voted 4-0 to sign the warrant dated March 7, 2024 in the amount of \$930,962.20

**Reports & Presentations**

1. GWRLT – Tin Smith came back before the council requesting \$200,000 for the Salmon Falls Tidal Waters Project to be on a warrant question for the upcoming Town Meeting in May as they have a grant submission deadline of June 30<sup>th</sup>.

On a motion by Chair Cook, seconded by Councilor Cyr, it was voted 4-1 to authorize Town Manager Pellerin to work with legal council to draft language for warrant questions to be voted on at Town Meeting in May.

**Unfinished Business**

1. On a motion by Chair Cook, seconded by Vice James, it was unanimously voted 4-0 to accept Oak Point to do an updated proposal for the conceptual design work for the Town Hall. We authorize Town Manager Pellerin to enter a contract for the amount of \$78,500 with Oak Point.

**New Business**

1. On a motion by Vice James, seconded by Mallory Cook, it was unanimously voted 4-0 to authorize the taking of Alewives & Blueback Herring in South Berwick, as allowed by the State Recreational Fishing Limit of a maximum of 25 fish per individual per day, for the 2024 harvesting season. Commercial harvesting is not allowed.

2. On a motion by Vice James, seconded by Chair Cook, it was unanimously voted 4-0 to table the liquor license for Secundo, LLC for clarity of the application.

3. Town Manager Pellerin gave an update to the council on the 24-25 Budget Schedule. No action taken.

4. On a motion by Chair Cook, seconded by Councilor Costella it was unanimously voted 4-0 to schedule a Budget Public Hearing on April 9, 2024 at 6:30PM.

5. On a motion by Vice James, seconded by Councilor Costella, it was unanimously voted 4-0 to schedule interviews with the potential Planning Board Members starting at 6PM March 26, 2024.

**Town Manager's Report**

- **Police Department** 4 Accidents, 1 Arrests, and 76 Traffic Stops.

Newly appointed Reserve Sgt. Pelkey is promoting a civilian police academy that we will be starting hopefully in May which will include 12 civilians who will be attending trainings and a ride along. This is a continuation of "Project Mayberry". Erin has been handling mental health calls. Officers print the report, and she follows up when she is back at work. Chief states Erin is unbelievable and a true asset to the PD, public and surrounding communities. He can't thank her enough, she is phenomenal.

- **Fire Department** 3 Fire Alarm, 1 Tree/Wires Down, 6 Mutual Aid, 1 Medical Assist, 2 Vehicle Accidents, 1 Gas Leak, 1 Water Problem, 2 Outside Fires, and 1 Smoke in the Building. Period 18 Total YTD 75. Last Thursday we hosted the Seacoast Chief Fire Officer's Mutual Aid District's monthly meeting. SCFOMAD is our mutual aid district, comprising 43 communities in the Seacoast NH, ME, and MA region.

- **Economic Development** Downtown Revitalization Plan Advisory Committee met last week, March 4<sup>th</sup>. Group is very engaged. Dan Boyle, HPC spoke at the meeting re: Historic Preservation; and thanks Nikki Drake for attending the meeting and giving us your input. Deadline is March 15<sup>th</sup>. The Public Workshop is set for Thursday, May 16<sup>th</sup> at 6 pm. Brownsfield grants are available through SMPDC, for environmental cleanup. Looking for buildings, properties and locations that would qualify for this funding. Executive Pulse is up and running; next steps are to contact all of the businesses for contact information, email addresses, owners' names, etc. Denise will add Chief Hamel and Tyanne to the user list. Anyone else interested, please let me know. Will ask to record the Zoom training.
- **Public Works**- The fence where the old red barn used to be was disassembled and the pieces will be used to repair other fences. Working on patching holes. Street sweeping will start this week. Ditching on Gray Hill Road will be done on 3/12. Old damaged/stained ceiling tiles at the Community Center have been replaced.
- **Transfer Station** Continuing cleaning and maintenance. Some of the cans have damaged rollers that need to be welded. Working on getting quotes. Struggling with monitoring the paper container due to staffing. Citizens are putting shoes, used feminine products, and a lot of other items that do not belong in the paper container.
- **Code Enforcement** 1 Building Permits and 1 Plumbing Permits.
- **Planning** Final Approval- Samville Estates and Libby-Scott Paving. Public Hearing- South Bewick Boarding and final plan. FEMA Flood Plan ordinance, July 17, 2024. Historic District Commission new Road signs will be in Thursday. Secundo, an Italian restaurant will be coming into the space where Engrain was.
- **Assistant Town Manager/Finance**- Budget- About 100 hours put into the new budget proposal and after 1 ½ hours with the Town Council they were all set with what was proposed. A lot of extra information was given to items that were going up and out of our control to items that were asked for and left off. ADP- Linda and Jen have been working on upgrading timesheets to have them electronically. The Town will be switching to ADP in a couple of months. Tax time. We are using the old PD door is to receive payments.
- **Library** 2,300 visitors, 2,393 items checked out, 276 items borrowed from other libraries, 144 items lent to other libraries, and 36 programs with a total attendance of 458 people. DIY Adventures- 3/5 was Tempera paint making and on 4/2 will be paper making. 3/19 will be the first lunch with a town employee featuring Tyanne Vasapoli.
- **Recreation Youth/Adult/Event Programming**- We held a Gunstock trip last Wednesday, went smoothly with no injuries. This was the first year we used a school bus for this trip. Thank you to Jay for being on standby if we needed help transporting equipment and helping to chaperone the trip. Easter Egg Hunt and Touch-a-Truck event Saturday, the 23<sup>rd</sup> at Central School. We are working through some of the final details. Senior Center- We had about 80 seniors in attendance for our Elvis lunch at the end of February. The St. Patrick's Day lunch is this Wednesday. Next Wednesday, the 20<sup>th</sup>, the seniors' heads to Danversport Yacht Club for an Irish Band and lunch of corned beef and cabbage. Community Center- Fridays are still filled with the AARP Tax-aide appointments.
- **Emergency Management** Ray reiterated that Governor Mills submitted a Major Disaster Declaration request for the January 10 and 13 storms on 23 February 2024. Though there is no new update to report at this time, the Declaration is still active and working its way through the various government agencies on way to the President. The SBEMA and MSAD-35 Generator Team is actively working the Hazard Mitigation Grant Program, HMGP, application. Like the previous BRIC Grant, the HMGP application process requires considerable information and is an arduous and tedious process. This application must be submitted by 6 June 2024 for over \$700,000. Charlie Carver and Todd Hughes from MSAD have been working on this together.
- **Town Clerk** Election went well, a big thank you to the PD for making multiple rounds throughout the day. (I requested someone to be there for 8pm only to close the polls) the response was great, and it was nice to see the officers and witness multiple conversations between staff and residents. We will be hosting the first wedding ceremony on the third floor this Thursday! Congratulations to the happy couple! Starting April 1<sup>st</sup> the Clerks Office will be open on Mondays 9-5.
- **Assessing** I will need to do an interim update of value for 4/1/2024, as required by the State if Town Council doesn't want to go below 100% certified ratio. Finishing up on Map changes: splits, subdivision, lot line revisions and corrections for the new year beginning April 1, 2024. Permit Pass has started. I am out in the field doing the permit pick-ups. Brittany and I called folks to give them a heads up that I'd be stopping by. In this process, people have expressed

appreciation for the advanced notice and have taken advantage of the opportunity to schedule an appointment with me.

### **Councilor Comments**

1. Councilor Costella is in disbelief of the issues happening at the Transfer Station and wanted to send her thanks and sends regards to the employees having to deal with them.
2. Councilor Cyr states there is a comp plan public information hearing on April 11 and would like to add an update on the process to the next agenda.
3. Vice James shared that there is Free Yoga for Veterans every Friday from 10-11am held on the 3<sup>rd</sup> floor auditorium stage here at Town Hall. This program is being put on by Yoga in Action.
4. Chair Cook Mama Mia is being put on by Marshwood High School on March 29<sup>th</sup> and 30<sup>th</sup> as well as April 5<sup>th</sup> and 6<sup>th</sup>, go check it out. The York County Budget Committee Caucus is being held on April 10, 2024 at 6:30pm and I will be attending this as our elected official for District 1.

### **Executive Session**

1. On a motion by Vice James, seconded by Chair Cook, it was unanimously voted 4-0 to go in to executive session 1 MRSA §405.6A Personnel at 8:15pm
2. On a motion by Vice James, seconded by Councilor Cyr, it was unanimously voted 4-0 to come out of executive session 1 MRSA §405.6A Personnel at 8:50pm

### **Adjournment**

On a motion by Vice James, seconded by Councilor Cyr, it was unanimously voted 4-0 to adjourn the meeting at 8:50pm

Attest:

Tyanne Giambusso, Town Clerk