

**South Berwick
Town Council Meeting
April 23, 2024**

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

Approval of Minutes

1. Public Hearing 4/9/24: On a motion by Councilor Costella, seconded by Vice Chair James, it was voted 4-0 to adopt the minutes as written.
2. Town Council 4/9/24: On a motion by Councilor Costella, seconded by Councilor Cyr, it was voted 4-0 to adopt the minutes as amended.

Treasurer's Warrant

1. On a motion by Chair James, seconded by Councilor Costella, it was unanimously voted to sign the warrant dated April 17, 2024, in the amount of \$375,872.85.

Reports & Presentations

1. Peter MacGovern from Oak Point gave an update on the ongoing Town Hall Project. He said next to be looked at is electrical and mechanical systems. He plans to keep attending council meetings to provide updates, but the project is still in an informational stage. Town Manager Tim Pellerin said there will be weekly meetings going forward for workshop purposes to aid the project. He also wanted to clear up a rumor that that town is not buying the land at Aroma Joes and Subway and isn't being considered. Councilor Costella clarified that there is not a final decision on rebuild or remodel yet.

2. Karina Graeter from SMPDC shared a slideshow presentation outlining Open Space Plans and why South Berwick should update our current plan from 2012. She explained the reasons, needs, and importance to updating the Open Space Plan and a timeline of the update.

Public Comment

1. Tamre Steinhauer of Hill Drive inquired if there has been any consideration of offering the same services i.e., food and childcare for Town Meeting as Downtown Revitalization Meetings and wanted to confirm the source of the funds used for the services didn't come from the General Fund. Vice Chair James stated this is a great suggestion as he would love to see more participation for Town Meeting. He also confirmed the funds used for the services were from the TIF Fund.

2. Pat Robinson of Brattle Street, on behalf of the Conservation Committee reminder about the discounted well testing drop off date which is May 8th from 7-noon at Town Hall

3. Delores Leonard of Oldfields Road stated she is an active supporter of updating the Open Space Plan and requests the council to give feedback as to if there's more the committee can do to help support and implement the plan different than in the past as the plan is a useful tool for the community. She mentioned she can wait for a more in-depth answer. Vice Chair James agreed and said we can circle back to that answer at another time.

Unfinished Business

1. On a motion by Councilor Costella, seconded by Vice Chair James, it was voted 4-0 to appoint Anthony Palazetti to a full voting seat on the Planning Board with a term to expire 6/30/2024.

On a motion by Councilor Costella, seconded by Councilor Minihan, it was voted 3-0 Vice Chair James abstained to appoint Mary Hussey as an alternate on the Planning Board with a term to expire 6/30/2026.

New Business

1. On a motion by Vice Chair James, seconded by Councilor Minihan, it was voted 4-0 to approve the Liquor License Renewal for Odd Fellows Tavern.

2. On a motion by Councilor Costella, seconded by Councilor Minihan, it was voted 4-0 to sign the Proclamation for the 55th Annual Municipal Clerk's Week, May 5-11, 2024.

3. A new leak coming from the roof has been discovered by the Yoga for Veterans group on the 3rd floor ceiling above the stage. Their equipment was wet upon arrival which led to the discovery. Town Manager Pellerin is working on a plan for repair. No action was taken.

4. Correspondence was received from a local resident requesting a review of the Historic District Ordinance. Vice Chair James requested Town Manager Pellerin to consult legal about what committee is responsible for making updates and the proper steps involved in review. Town Manager Pellerin inquired if there were any specific sections to be reviewed. At this time there isn't a specific section and we are looking for clarification on how the amendment process should be handled.

Brett Cropp of Liberty Street requests to review the process of how new properties or lot splits are evaluated within an existing Historic District.

The following correspondence was received by the Town Clerk from Vice Chair James to be recorded into record.

"Dear City Councilors: Attached, please find 2 proposals that I would like heard at your April 23, 2024, Town Council meeting under new business, Historic Commission Ordinance Review. Request to Change Town Ordinance, or Code in Historic District Request to update Chapter 84 Historic District I thank you for consideration. Respectfully, George Carpinone 28 Liberty Street"

No action was taken.

Town Manager's Report

- **Highway** Thurrell Road has been reclaimed. Working on April 4th winter storm damage clean up. Work being done on the Softball Fields. Started Patching Potholes. Rain Gutters were installed at the Community Center to avoid future flooding inside the building.

- **Police Department** 8 Arrests. 4 Accidents. 58 Traffic stops. Building Garage and Elevator are all back up and running. Lt. Stevens will be taking the ICS 300 and 400 training next week in Wells. SRO Macleod is taking Critical Incident Training this week. Sgt Moore and Sgt. Pelkey performed a community service at its best over the weekend, with a crash leaving a family of 5 stranded with no rides available, not even from Uber. They called in Officer Dilisio to drive the family home in the town's Suburban home to Westbrook. Officer Legendre is being called into the Military again for a 6-week training.

- **Fire Department** 17 Calls in the last two weeks and 169 YTD. Nick attended a Chief's training workshop at the County EMA Office last week. Firefighters trained on forestry firefighting with a controlled burn at the Links @ Outlook, which was interrupted by a real brush fire at the end of the powerline road off York Woods Road. The telephone and internet upgrade at the community center has been completed! This was an in-house undertaking to save money. The Firefighter's Association recently voted to purchase a second set of Hurst EDraulic battery powered rescue tools (Jaws of Life). The cost of the set is approximately \$35,000.

- **Code Enforcement** 12 Building Permits. (up 19 from this time last year) 3 Plumbing Permits. 1 Violation currently active. 15 Office Meetings.

- **Planning** No applications in front of the Planning Board right now.

- **Library** Annual Fairy House project coming up, on May 4th. Thank you to Mallory Cook for helping at the library restocking shelves. Animal Control Officer Carol Harris is doing a presentation at the Library on May 15th, for a class on how to deal with Nuisance wildlife.

- **Recreation/Senior Center** Last week was school vacation week and the Community Center was closed for maintenance, all the Floors were stripped, cleaned, and waxed. Another new program to start next Monday, the 29th, is the first session of our new pee wee soccer skills session, which is full, and has a waiting list. Nikki is in the process of setting up interviews to fill 3 camp counselor positions. This Wednesday a group of Seniors head to Vermont for an overnight trip staying at the Von Trapp Family Lodge and visiting Ben & Jerrys, a Cold Hollow Cider Mill, Rock of Ages Quarry, and King Arthur's Flour Bakery and Store.

- **Assessing** Verna will be wrapping up field permit pick-ups and data entry will start. Tax maps have been completed and the new GIS layer will be uploaded soon. Personal property declarations and Business Equipment Tax Exemption applications have been sent to all the businesses in Town.

- **Town Clerk** Tyanne has asked for the State to do a free assessment of the safety of our building for elections. Tyanne attended an excise training in Augusta on April 11th. Briella and Kandice will be attending Motor vehicle training on May 7th and 8th.

- **Transfer Station** As of this coming weekend, the Transfer Station is fully Staffed! A welder is going to be fixing a few broken wheels on the Canisters this week. This past weekend, there was a Lamp Shade along with other non-paper items found in the Paper recycling bin.

- **Economic Development** the Comp Plan is almost complete and the next step will be to go in front of the Town Council on the second meeting in May. The next Downtown Revitalization Public Session will be held on May 16th at 6pm.

- **Assistant Town Manager/Finance/HR/EMA** Assistant Town Manager Meetings: 10 Business Meetings and 28 Staff Meetings. Letters were mailed to 181 taxpayers who have an outstanding balance on their 2024 taxes. If taxes remain unpaid, a 30-Day Demand will be sent by certified mail on May 7th informing them that a lien will be placed on their property if taxes are not paid in full within 30 days. Liens will be recorded at the Registry of Deeds on June 11, 2024. Dawn and Jen finished the Annual Report last week, and we should have the Annual reports delivered by next week, and available to the public. January Flooding Storms have been declared a Federal Disaster and Jen is working with Jay and Nick to get information together for that Storm. Today we met with York County Emergency Management to talk about the April 4th storm to see if there is enough storm damage in York County to submit to the Federal authorities to try and declare this storm a disaster as well. All the costs with associated backup is due to them by this Friday. Linda and I continue to meet with ADP to implement our new Payroll software. The Spirit of America award recipient for the year 2024, (To be given out in 2025) must be submitted before June 30th. We will be looking for your nomination at or before the 2nd council Meeting in May. Shout out to the Code Enforcement Office from Central School for assisting with their lesson on opening a business with the Junior Achievement Program.

- **Town Manager** Town Manager Meetings: 8 Business Meetings and 29 Staff Meetings. Back from Vacation! 2 - Personnel issues. 2 – Legal Issues Meeting with Oak Point Associates tomorrow for the Town Hall Project. Finalizing the Banquet with Dawn. Transfer Station Warnings given to 14 citizens who have dumped non-paper items in the mixed paper bin. Shout out to Dawn for all her great work over the last few months. "THANK YOU!"

Councilor Comments

1. Jeff Minihan: Great job to Tim and welcome back!

2. Jessica Cyr: Thankful for the daily fire hazard levels posted by the fire department and reminder that state law was changed. As of October 25, 2023, campfires larger than 3 feet high and more than 3 feet in diameter a burn permit is required. Use caution in the area of Willow Drive this weekend as its opening season for both Baseball and Softball.

3. John James: Turkey season officially opens this weekend, and you may hear gunshots in the woods.

Adjournment

On a motion by Councilor Costella, seconded by Councilor Cyr, it was voted 4-0 to adjourn the meeting at 7:34pm.

Attest:

Tyanne Giambusso, Town Clerk