

## Town Manager's Report, October 25, 2022

- **Highway-**
  - Paving is now complete for the season
  - Fall Clean up is underway
  - Getting the Equipment Ready for Winter
  - Line striping should be completed by then end of next week for Bell Marsh, Hooper Sands, and Brattle street.
  
- **Police Department** in the last two weeks has had:
  - No Arrests
  - 9 Accidents
  - 50 Traffic stops of which 20 were on Portland Street.
  - Honorable mention Sgt. Moore and Officer Malatak were praised for being the most professional officers at a recent zoom MBV hearing court proceeding.
  - Chief Ruger set up a Covid Clinic at the Senior Center for November 2<sup>nd</sup> from 11am to 3pm.
  - Trainings:
    - Lt. Upton completed ICS400
    - Det.Sgt Stephens & Officer Malatak & SRO MacLeod all attended a 3-day class on Statement analysis involving interview skills.
  
- **Fire Department** - in the last two weeks had
  - 23 Calls and YTD is 346 calls
  - Working on the Comprehensive Plan updates, as it applies to the Fire Dept.
  - Fire Prevention week was a great success, Chief would like to see this even bigger for next year.
  - Putting a final plan together for equipment needed for the new Fire Engine that will be arriving next year.
  
- **Code Enforcement** – In the last two weeks:
  - 5 Building Permits
  - 23 Building Inspections
  - 1 Home Occupation revoked
  - 2 Plumbing permits
  
- **Planning**
  - 406 Main Street was sent to Southern Maine Planning and Development for a 3<sup>rd</sup> party review.
  - 5-lot subdivision needs final approval this Wednesday

- **The Library –**
  - Book Sale with The Friends of the Library raised \$1200, (they hit their goal)
  - Contest for all the Berwick's to see who will read the most pages from January 1<sup>st</sup> thru February 28<sup>th</sup>. Signs ups are until the end of this Month, and you could win a gift card to Barnes and Noble or Amazon.
  - Ghost Stories for ages 12-15 on Friday 10/28 at 7pm.
  - Family Halloween Party from 12-2 Spooky crafts & Ghoulish games.
- **Recreation-**
  - After school Programs are filling up very quickly
  - Adult Yoga is going very well
  - Youth soccer is all wrapped up for the season
  - New Ice Rink has been ordered.
  - Trick or Treat is Sunday, with the parade starting at the community Center at 5:30pm.
  - Pete stripped and waxed the floors, and they look amazing! Huge difference.
- **Seniors-**
  - Halloween Lunch this Wednesday at noon.
  - Cher Tribute show on November 17<sup>th</sup>
- **Assessing-**
  - We are continuing to receive and process Property Tax Stabilization applications.
  - Final Valuation report has been sent into the State.
- **Town Clerk –**
  - Over 1000 absentee requests received already and mailed back out
- **Transfer Station-**
  - New Hire should be starting next week to fill the one vacancy
  - Trash levels have evened out.
- **Economic Development:**
  - Working with Jen on the new TIF Maps.
  - Potential TIF Zone maps will be sent to the State for an acreage check.
  - People are calling with interest in bringing businesses to town.

- **Finance/HR & Benefits/Safety:**

- Only 5 homes are in risk of Foreclosure for the fiscal year 2021. Foreclosure date will be December 1<sup>st</sup>.
- Working on Open Enrollment for Insurances for Calendar year 2023.
- Training/Scholarship grant available for all staff up to \$1200 per employee, to be used before the end of the year.
- Two grants have also been approved by MMA for Safety for the Highway Department, one is for security camera's at the Town Garage, and the second is for Dump Locks for a total of \$5500-
- In accordance with our Code under Grant Procurement, once we are at the point of acceptance, we will present to the council to formally accept the funds.
- Starting to work on the Templates for next year's budgets.

- **Admin-**

- Management & Leadership training for all Department heads will be starting in November.
- Revize- Step 5 Migration is complete. Step 6 Internal Quality Assurance will take up to 3 weeks to complete. Step 7 Training and Site Review.
- Meeting with Matt from Parent Street regarding his business.
- Department head meeting Monday Morning, 13 in attendance.
- Working on Training Policy for the Council, Planning Board, and ZBA.
- Working on the RFP for the Town Hall Project
- Working on updating Job descriptions.
- Repeaters for Fire and Police Departments are on order.
- Attended Fire Prevention activities last week.