

Town Manager's Report, October 24, 2023

- **Highway-**

- Installed 5 new culverts on Boyd's Corner Rd and milled 7000' on 10/23.
- Picked up the new F550 on 10/20.
- Trucks are all serviced and repaired, ready for winter.
- Mowing roadsides and fields.
- A new employee, Dan Hurley, started today.

- **Police Department-**

- 6 Arrests.
- 7 Accidents.
- 53 Traffic stops.
- Looking into getting a Sweetser liaison for mental health counseling for our department and other local police departments. This would be at no cost to the town, an office and desk will be provided at the police department. The town is currently using Sanford's liaison.
- Talking with Eliot on sharing an Animal Control Officer as Officer Barr will be retiring in January and there has been no interest in the posted position.

- **Fire Department-**

- 11 Calls and YTD is 412
- Introduced the recruitment campaign on social media this past week and have already had several inquiries. There will be a recruitment information table the open house as well. The open house is this Sunday between 10:00 and 2:00, food will be provided.
- Emergency Management has been working with the school district on disaster response and sheltering. In addition to hosting a shelter, they are also working with the district's cafeteria vendor for meal support. Superintendent Caverly and his team have become an integral part of the town's emergency management plan.

- **Code Enforcement-**

- 1 Building Permits.
- 3 Plumbing Permit.
- 14 Inspections.
- 5 Violations Investigated.
- 8 Meetings.

- **Planning-**

- 35 Lot subdivision tabled until the engineer is ready to come back in front of the board.
- Major Home Occupation got their approval. The board will approve and sign the Findings of Facts on November 1.
- 2 potential applications coming in for new business.

- **Library-**

- The fairy house program went very well.
- The building windows have been cleaned.

- **Recreation-**

- Recreation and travel soccer programs wrap up this weekend.
- Preparing for the Halloween Fun Run and Parade.
- Secured a Santa for Breakfast with Santa.
- Powderhouse Hill ski lift is ready for inspection.

- **Seniors-**

- 10/18 the seniors enjoyed a lobster lunch during their visit with the lighthouse whisperer.
- 10/25 will be a Halloween Celebration.

- **Assessing-**

- Halfway through verifying the map revisions from CAI Technologies. Verna is very pleased with the quality of work so far.
- The Municipal Valuation Report is complete and sent to the state. (Provided)
- The 3-year Revaluation process with KRT Appraisal will start soon.

- **Town Clerk-**

- 3,031 Transfer Station stickers have been issued.
- November election- 223 absentee ballots were sent out and 54 have been returned already.

- **Transfer Station-**

- Working on maintenance and getting ready for winter.

- **Economic Development-**

- Maine Department of Transportation is working on the RFP for the design project for Route 236.

- Researching US D.O.T. potential funding opportunities for the next phase of the Route 236 Intersection project.
- Working with 3 businesses that are interested in locating here.
- Worked with 1 business, that has decided to move from South Berwick to Kittery due to Route 236 area zoning restrictions.

- **Finance/HR & Benefits/Safety-**
 - Assistant Town Manager Meetings: 7 Business Meetings, 20 Staff Meetings, and 2 Appointments.
 - Mark from Sevee & Maher Engineers was here on 10/16 to perform an air quality test.
 - Attended Mike Lassel's retirement party with Dawn and presented him with a certificate of appreciation.
 - Update from Britney on Facebook- we can do yes/no type answer survey's and will be up for 24 hours.
 - Today we had MMA Employment Law training with Tim, Linda, and Heather conducted by Bernstein & Shur.
 - Town Hall windows cleaned and a carpet cleaning quote to be done tomorrow, 10/25.

- **Admin-**
 - Town Manager Meetings: 5 Business Meetings, 24 Staff Meetings, and 2 Appointments.
 - Website- Google Analytics- 3.7K Users. The Town Hall Projects page has had 88 views with 47 users. Which is an increase from the last report. (Handouts Provided) -Do you want to continue with this same information or would you like analytics on something else?
 - A scrolling marquee has been added to the Emergency Management page of the website. This is where important information will be displayed in the event of an emergency.
 - Management Training- 2 hours with Town Attorney.
 - Employee photo wall- is complete!
 - Attended the Marshwood Youth Baseball Annual Meeting.
 - Meeting at Berwick Academy.
 - The Town Clerk presented her retirement notice on Friday 10/20.
 - Met with Ken Weston and Mike Lassel to review the RFQP for the Town Hall.
 - Trash contract- options.