

Town Manager's Report, November 14, 2023

- **Highway-**

- Railroad Ave and Front St. are paved. Paving is completed for the year.
- Started picking up leaves around town.
- Annual basin cleaning and inspection is completed.
- Boyd's Corner Rd has been completed and striped. Millings from Boyd's Corner have been distributed on Crooker Lane, where the old red barn was, at the Fire Station, and the food pantry.
- Installed replacement culvert on 24/28 Liberty Street.

- **Police Department-**

- 1 Arrests.
- 7 Accidents.
- 38 Traffic stops.
- Berwick Academy is requesting a CSI camp for the school year after having great success with the CSI camp this past summer. Two sessions will be held starting in spring and two sessions in the summer. Sgt. Stephens will be instructing these courses.

- **Fire Department-**

- 7 Calls and YTD is 419
- The open house on 10/29 was a success with steady attendance throughout the day. The recruitment table was well attended. A dozen applications were handed out and have received 4 back for review. The goal is to add 4-6 new firefighters and run a rookie school starting in early 2024.
- Tank 3 has gone in for its scheduled body work on 11/6 and is expected to take 3-4 weeks to complete.
- EMA- Has not had any luck with securing state or county EMA funding to repair the generator at the High School, which is a designated regional emergency shelter. The estimated cost of repair is \$20,000, and a replacement generator is over \$90,000. The team continues to work with the School District on the next steps.

- **Code Enforcement-**

- 3 Building Permits.
- 1 Internal Plumbing Permit.
- 3 Violations- investigated and are being handled.

- **Planning-**

- Samville Estates- Preliminary Plan stage.
- A new mechanic shop will be in front of the Planning Board for sketch plans on 11/15.
- A new midwife application will be in front of the Planning Board for sketch plans on 12/6.

- **Library-**

- The Friends of the Library held a bake sale during the elections and sold out. They raised \$2,100 for the library.
- On 11/7, the DIY Adventure group made lanterns and there was a good turnout.

- **Recreation-**

- Planning for winter programming is in the works as well as a couple of new hula hoop classes being developed. Working on finalizing the details and will start rolling out the programming later this week and next Monday, 11/20.
- The school is doing a district-wide program on 'Hope' next Monday, 11/20. Recreation has been asked to host a table in the lobby the evening of the presentation.

- **Seniors-**

- On 11/8 a Veteran's Day lunch was held and was very successful.
- On 11/15 the luncheon will be hosted by the Rotary Club and on 11/20 they will be having their Thanksgiving lunch.

- **Assessing-**

- Completed reviewing the tax map revisions.. Once complete, Verna will work on getting GIS updated as well as pdfs printed of the revised tax maps.
- The 3-Year Revaluation process with KRT will start the first week in December. They will be starting in the downtown area with zones B1 and R1A. Verna will make sure that all the necessary info is online and also with the Police Dept.
- Halfway through the Annual Sales Return to the State where the sales, values, and ratios from July 1, 2022, to June 30, 2023, are reported to the State.
- Received 3 applications so far for the Assessing Technician/Admin Assistant position.

- **Town Clerk-**
 - Issued over 3,100 Transfer Station stickers so far.
 - Election results- 32% turnout, 1,980 total ballots cast for town election.
 - Have begun issuing the 2024 dog tags.

- **Transfer Station-**
 - The crew has been cleaning up the yard and moving dumpsters in preparation for winter.
 - The tires were picked up last week and this week the A/C's will be picked up.

- **Economic Development-**
 - The Downtown Revitalization Plan Advisory Committee has been formed and the kickoff meeting was held 11/9.

- **Finance/HR & Benefits/Safety-**
 - Assistant Town Manager Meetings: 21 Business Meetings and 46 Staff Meetings.
 - Employee benefits renewal for next year have been distributed.
 - On Nov 2nd, 7 foreclosure notices were sent out for unpaid 2022 property taxes which are due 12/7.
 - Finishing up with the audit by the end of the month. The auditor will present it to the Town Council on 12/12.
 - Started some Prep work on the budget for the next fiscal year.
 - We have 2 open positions: part-time customer service in the clerk's office and a new full-time Assessing Admin, that we are currently taking application for.

- **Admin-**
 - Town Manager Meetings: 12 Business Meetings, 54 Staff Meetings, and 4 Appointments.
 - York Ambulance meeting- new Executive Director- Ken Berkenbush.
 - Management Training is still in progress and will be through the end of November.
 - Human Resources position hired.
 - Attended the Veteran's Day luncheon at the Community Center.
 - Gathering quotes to replace the Clerk's office carpet.
 - Town Hall RFQP.
 - Meeting with North Berwick and 11 other Communities on trash renewal contract.
 - Purple Heart Proclamation was presented on 11/11 at the Veteran's Day ceremony.