

Town Manager's Report, November 28, 2023

- **Highway-**
 - Working on patching potholes.
 - Screening the millings that were dropped at the Red Barn site to be able to use as shoulder material.
 - The grader lost a head gasket. Looking for a used engine.
 - Cleaning the square to get ready for Home for the Holidays.

- **Police Department-**
 - 3 Arrests.
 - 4 Accidents.
 - 55 Traffic stops.
 - New Computer Aided Dispatch system is coming. South Berwick must use what Sanford has. This system is compatible with the Fire Departments system.

- **Fire Department-**
 - 9 Calls and YTD is 428
 - Chief has been interviewing applicants for the open call firefighter positions and have forwarded three of them to HR for the next step of the hiring process. We currently have three probationary firefighters ranging from 1-6 months of experience, adding these three will give us six new trainees heading into 2024.
 - All apparatus with the exception of Tank 3 are in service. Repairs on Tank 3 are going well and are expected to be completed by Friday, December 8th.

- **Code Enforcement-**
 - 0 Building Permits.
 - 21 Inspections.
 - E-911 Addressing has a new system and the office is currently fixing, replacing, and updating addresses in town.

- **Planning-**
 - Samville Estates final plan is in front of the Planning Board 12/6.
 - 2 new applications in front of the board. Midwife Clinic and Repair Shop.

- **Library-**
 - Letters to Santa and ornament making will take place on Saturday 12/2.
 - The October reading challenge winners received their prizes. Gift certificates from local businesses.

- One of the inverters for the solar panels was replaced, under warrantee, and is back up and running.
- **Recreation-**
 - This Saturday, December 2nd, is our Breakfast with Santa. We have over 150 adults and kids registered for the two seatings (9:00 and 10:15).
 - Finalizing details on all winter programming. These programs are to start rolling out later this week.
- **Seniors-**
 - Rotary cooked a Thanksgiving meal for Eliot and South Berwick residents as well as Senior Center members. We had about 90 people in attendance.
 - The Seniors have a giving tree set up in the Community Center lobby. The giving tree is for residents of Berwick Estates and stars are disappearing quickly.
 - The Seniors are heading to Daversport for a Winter Wonderland show on Thursday, November 30th.
- **Assessing-**
 - The 3-Year Revaluation process with KRT will start a week or two. They will be starting in the downtown area with zones B1 and R1A.
 - Received 6 applications so far for the Assessing Technician/Admin Assistant position and we are beginning interviews this week.
- **Town Clerk-**
 - 3 applications received for the open Customer Service position.
 - The Town Clerk position will be posted on Thursday in preparation for Barbara's retirement in January.
- **Transfer Station-**
 - Buying a refurbished cardboard baler to replace the current one, which was also purchased refurbished 20-25 years ago and has served us well.
- **Economic Development-**
 - Downtown Revitalization Plan -The Committee's next meeting is scheduled for Monday, December 4th. Public engagement session will be in January 2024.
 - Comprehensive Plan -Beginning to work on the state compliance requirements.
 - Business Development & Communications -Update on economic development and businesses in South Berwick, in the last 18 months:
 - 8 businesses have opened their doors.
 - 1 business is currently under construction in Punkintown.

- 1 business is currently renovating a Main Street location and will be open soon.

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

- Assistant Town Manager Meetings: 2 Business Meetings and 20 Staff Meetings.
 - Foreclosures are due on 12/7. Five reminder letters are being sent out this week.
 - Looking to finalize the audit this week to be able to present it to Town Council on 12/12. This may be delayed due to the Auditor getting COVID.
 - Will start FY25 budget discussions in mid-December, currently working on updating budget spreadsheet.
 - Vacation 12/1-12/8 (next week)
 - Conducting 6 interviews this week for open positions.
 - Holiday Party on 12/18 and the door decorating contest.

- **Admin-**

- Town Manager Meetings: 4 Business Meetings and 30 Staff Meetings.
- Working on Police Department Union Contract.
- Maine Department of Transportation will be sending out the RFP for the new streetlights for next spring.
- The new streetlights on Rt. 236 will go live on Friday (per update).
- Had a meeting with the President of Marshwood Youth Baseball and Fernandes & Sons Landscaping on plans to refurbish Hussey ball field.
- Accepted the Town Clerks retirement notice effective Friday January 26th.
- Met with Mary Hussey in reference to the large pine tree in front of the Town Hall.
- Met with Sarah Stanley from Senator King's office.
- Meeting with the Water District in reference to next year's budget.