

## **Town Manager's Report, December 12, 2023**

- **Highway-**
  - Picking up and Hauling Leaves
  - On the Last storm only the North Side of Town Needed to be salted.
  - Some of the Millings were brought to the Boat Landing to improve the Parking area.
  
- **Police Department-**
  - 2 Arrests.
  - 11 Accidents.
  - 54 Traffic stops.
  - Officer Legendre will be Graduating this week from the Academy, and in the beginning of January he will be deployed to the Military, until March.
  - Recovered a Stolen ATV over this past weekend.
  
- **Fire Department-**
  - 16 Calls and YTD is 444
  - Tank Truck 3 the repairs have been slightly delayed, but should be done by the end of this week.
  - Annual Turnout gear inspections are being completed.
  
- **Code Enforcement-**
  - 7 Building Permits.
  - 2 Plumbing Permits
  - 2 Violations being investigated.
  - Working on address updates in the E911 system.
  
- **Planning-**
  - Three projects in front of the Planning Board
    - Samville Estates
    - Automotive Repair Shop
    - Midwife Clinic
  
- **Library-**
  - Home for the Holidays event, was very well attended with writing letters to Santa, they also had a Jazz Band.
  - The Back Emergency Exit Door was very difficult to open, and it now fixed, with additional drainage added to keep water away from the door.

- **Recreation-**

- Breakfast with Santa was a huge success. Between the two seatings, we had a totally of 170 people.
- Sessions of current programming will wrap up over the next couple weeks, and new activities will start in January.

- **Seniors-**

- The Seniors had a giving tree for Berwick Estates. All the stars were taken and gifts a coming in. Mona is slowly starting to get everything ready to bring over to Berwick Estates on the 20th.
- The Community Center will close for Senior Center activities December 21st through January 1st.
- The Seniors also enjoyed a Country Christmas show in Danvers-port last Thursday.

- **Assessing-**

- KRT will not be starting the Revaluation until after the first of the year.
- Finalizing the State Valuation Report
- Still waiting for the Final updates to print out the new tax maps

- **Town Clerk-**

- Office updated with new carpet and a new desk for the Town clerk.
- Second Interviews happening this week to fill the Open Customer Service position in the Clerk's office.

- **Transfer Station-**

- Brand New Bailer broke down, a new Piston has been ordered, and will be fixed under warranty.

- **Economic Development-**

- Working with an individual who is interested in opening up a café / bookstore on the Main Street
- The Downtown Revitalization Committee met last week, and the public engagement event is slated for Thursday, January 22, 2024

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

- Assistant Town Manager Meetings: 16 Business Meetings and 16 Staff Meetings, and I was on Vacation last week.
- Starting initial budget meetings with Department Heads this week.
- Conducting second interviews this week for the Customer Service Position in the Clerk's Office, we have had 12 people apply, which is a great response!
- Working on Calander Year end duties, The IRS has new rules this year that Everything needs to be sent in Electronically, So I have been working on getting the Town and myself signed up So I have the authority to do what is now required.
- I am happy to report that there are NO Foreclosures this year!
- Christmas Party is this Monday the 18<sup>th</sup> at Noon. We will have the Door contest, a luncheon and a New Gift Game this year.

- **Admin-**

- Town Manager Meetings: 7 Business Meetings and 41 Staff Meetings.
- Completed Management Training on 12/7 for a total of 8 weeks and 12 hours. Training included: Discipline and leadership philosophy, Supervisory Management skills, Generations Characteristics and Management, Town Policies and Procedures, Workplace Issues and Discipline, Workplace behaviors, and DISC-Personality Assessment.
- Two separate conversations with the South Berwick Reporter.
- Meeting with Community Center on a possible location for a community fridge.
- Met with candidate for the Assessing Technician/Assistant position.
- We started Budget Meetings
- Solid Waste Negotiations meeting today in North Berwick.
- Made an offer for the Assessing Assistant
- Several Meetings with Jay & Dan about next year's Repairs needed at the Transfer Station
- Working on Police Union Contract
- Employee Holiday Party is on Monday 12/18.