

Town Manager's Report, May 23, 2023

- **Highway-**
 - Fixed drainage at the multi-use field, 480' and installed a new drain basin on Willow Drive.
 - Fixed drainage at Powderhouse, 350'.
 - Made pads for the new sheds.
 - The new F-550 has been purchased.
 - Fixed 4 washed out roads.
 - Getting prices on grub control and reseedling for the Police Department lawn.
 - Hauled 47 loads (6-7 yards per load) from the Transfer Station.
 - 2 open positions being advertised: Maintenance Custodian and Mechanic.

- **Police Department-**
 - 3 Arrests.
 - 9 Accidents.
 - 25 Traffic stops.
 - A new Officer started 5/22 and scheduled to attend BLETP in August.
 - Officer Sprouse graduated from the 43rd BLETP on 5/19. He was president of his class, 5th in

- **Fire Department-**
 - 16 Calls and YTD is 244
 - On 5/17 Engine 4 and company responded to Kittery for the six-alarm fire at the Day's Inn. Crews worked 10 hours, getting back to the station after 10 p.m. That same day crews responded to 3 brush fires and were able to handle all requests while maintaining ample crews in the station to cover calls.
 - Tank 3 shows severe corrosion where the aluminum body panels mount to the steel substructure. Getting quotes for repairs.

- **Code Enforcement-**
 - 10 Building Permits.
 - 1 Plumbing Permit.
 - 1 Stop Work Order.
 - 3 Certificate of Occupancy.

- **Planning-**
 - PKS Woodworks, I1 Zone, Preliminary Plan.
 - LD 2003 Ordinance Amendment.
 - Assessors Lot Merger Ordinance Amendment.

- **Board of Appeals-**
 - 1 Appeal Open.
 - 1 Scheduled for June.

- **Library-**
 - The book sale was successful and cleaned up on Saturday. The extra books were taken by the Girl Scouts.

- **Recreation-**
 - Public Works assisted in emptying the old Powderhouse shed and demolished it.
 - Youth and adult programming are still going strong.
 - Fall soccer registration is open.
 - Finishing up sponsor materials for the Strawberry Run, so marketing materials can be distributed to the public.

- **Seniors-**
 - Seniors enjoyed a fun day by taking a lobster bake cruise on 5/18 in Gloucester, MA.

- **Assessing-**
 - The contract with KRT Appraisal, LLC has been fully executed for the town revaluation and will take place over the next 3 years.
 - Attended the MMA training on Board of Assessment Review and will be providing the materials to the Town Council and the Board of Assessment Review.
 - Entering the solar energy data compilation and ownership changes in a spreadsheet.
 - Working on exemptions, mailing address changes, personal property intake.

- **Town Clerk-**
 - Taking in a lot of boat registrations.
 - Issued 120 Transfer Station stickers so far.
 - The school budget election had 33 voters.
 - Absentee ballots are available for the June election.

- **Transfer Station-**
 - Slower than it has been due to the new signs and stickers. They are working!
 - 1 part-time position open.

- **Economic Development-**

- Focus groups were held last week. They were well attended and there was lots of energy and excitement around the Downtown Revitalization Plan.
- Downtown Revitalization Plan to begin in July once the Market Analysis is completed.

- **Finance/HR & Benefits/Safety-**
 - Out of the 90 30-day demand letters that were sent out we are down to 58 and \$131,000.00. Deadline 6/1.
 - Owner occupied foreclosures discussion.
 - Met with Department Heads for budget discussions.
 - FEMA to visit on 6/5.
 - Moody's Issuer list. A- rating.
 - Jen vacation 6/11-6/24.
 - Met with Port City to review presentation.
 - Moving \$1 million to a 12-month CD at Androscoggin Bank to earn 4.6% interest to earn roughly \$46,000.
 - After the resolve is signed with Maine Municipal, we will earn a 5% credit towards workmen's compensation insurance.

- **Admin-**
 - Met with citizen- road name complaint.
 - Met with Camoin- Market Analysis.
 - Board of Assessment Review training overview with Verna.
 - Salmon Falls Tidal Water/Land for Maine's Future Board discussion.
 - Met with Christian School about new playground ceremony.
 - Met with Planning Board Chair and Vice.
 - July 3rd Town offices will be closed.
 - Historical Society Tour- 8 attended.
 - In discussion with a citizen about purchasing a town owned lot.
 - Dealing with 4 personnel issues.
 - 5 phone calls to the attorney's (Bernstein & Shur)- 3 on personnel and 2 on land use.