

Town Manager's Report, June 27, 2023

Covers period from 5/24-6/26

• **Highway-**

- Park Street- 4 catch basins, 120' of pipe, removed 2' of clay, added geotextile fabric, added 2' processed gravel and is now ready for base pavement.
- State paving on Main Street towards Fogarty's week of 6/12.
- Patching and fixing small washouts.
- FEMA meeting. \$105,000.
- 1 Custodial interview- offer made/accepted- Kirstin Chagnon.
- 2 Mechanic interviews- 1 offer made/accepted- Craig Brown
- Starting work on Winding Brook reconstruction. Moving the sidewalk to the edge of the road and widening the cul-de-sac.

• **Police Department-**

- 16 Arrests.
- 11 Accidents.
- 36 Traffic stops.
- Chief Ruger and Officer Sprouse cooked hotdogs for Hike Through History.
- The Special Olympics at MHS went well. Officer Sprouse and Officer Legendre handed out metals to the participants.
- Officer Sprouse has officially started as a full-time officer and is on his way to training, which takes approximately 12 weeks before he is put on the schedule.
- New ballistic helmets ordered and arriving week of 6/12. Trauma packs purchased for all patrol vehicles.
- The new officer passed his part-time certification and is scheduled to attend the Academy in August.
- New cruisers are finally starting to be built next week.

• **Fire Department-**

- 36 Calls and YTD is 279 -Higher than normal.
- MMA visit to tour facility and check compliance paperwork. James commended Asst. Chief Delcourt for his work in getting the compliance directive documentation and facility in order.
- Lt. Gorman has been breaking in the new boat engine and conducting test rides in preparation for in-service training later this summer.
- 2 members graduated from Firefighter 1 & 2 Certification programs.
- Firefighters will be training in the red barn during the first half of July prior to demolition.

- All apparatus passed annual pump testing with a few minor maintenance issues discovered, which will be repaired in house.
- Town EMA officials have been working on identifying EOC representatives from each town department and the schools.

- **Code Enforcement-**
 - 13 Building Permits.
 - 6 Plumbing Permit.
 - 26 Inspections.
 - Working on completing commercial inspection checklist with Fire Chief.
 - 7 applications received for the Administrative Assistant position. 3 interviews were conducted and 1 final interview with the Town Manager. 1 offer made/accepted- Madeleine Aubin.
 - Working on a way to get folks to register their business with the Town, to avoid violations later.

- **Planning-**
 - 1 Board of Appeals hearing.
 - 1 Businesses in the preliminary stages.
 - 1 Business in line for final approval.
 - Berwick Academy- Fields and lighting.

- **Library-**
 - Summer reading starts on Friday 6/16 at 1pm. Geared towards kids but for all. You do not have to live in town. There have been between 120-130 sign ups.
 - Trying out a different distributor for adult fiction for the month of June. In the future the hope is to be able to leverage both major distributors to get the best prices and selection.
 - Participating in Read ME this summer. All 6 copies of Lungfish and Night of the Living Rez have been checked out. Book discussions later this summer.
 - Starting new hours in July. The library will be open an extra hour on Thursday, Friday, and Saturday (6pm, 6pm, 3pm). We will advertise it as “summer hours” until we are sure that the change is feasible long-term.
 - Friday 6/23 was the first Summer Reading Program activity- Art Rocks. 28 people signed up to decorate rocks with beautiful designs and meaningful messages.

- **Recreation-**
 - Adult Yoga and Zumba programs are still going strong.
 - Youth after school programs are all wrapped up.

- Summer camp starts June 27th. Camp staff have gone through training and planning.
- Strawberry run registrations were up, and the run was very successful.

- **Seniors-**
 - The seniors have been busy these past few weeks, Memorial Day celebration with 3rd graders, Gloucester Lobster Bake trip, and the Carole King Musical “Beautiful” trip.
 - Wednesday 6/21 they celebrated Father’s Day with the Singing Trooper and lunch. The Singing Trooper draws a big crowd. We haven’t had him since before covid, so folks were looking forward to seeing him.
 - Tuesday 6/22 a group went to see the Texas Tenors.
 - Wednesday 6/28 they will be celebrating July 4th.

- **Assessing-**
 - Sales review and analysis has started for the update of value. Will be updating the values to qualify for 100% certified ratio. This means our developed parcel ratio will have to be at least 91%, assessment to sale price ratio.
 - Reviewing eligibility for BETE (Business Equipment Tax Exemption) and updating the personal property taxable value and exempt value for 4/1/2023, FY2024.
 - Reviewing applications for current use and for various exemptions.
 - Working on map changes that are effective for 4/1/2023. (Splits, subdivisions, lot line revisions, etc.)
 - Working on ownership changes in a spreadsheet (Now that it is after 4/1, owner changes are pending until after the tax bills go out), exemptions, mailing address changes, personal property intake.
 - Start up meeting with 2 people from KRT Appraisal, LLC for the revaluation is scheduled for 7/6.

- **Town Clerk-**
 - Elections were held on 6/13. Only 7 absentee ballot requests were received.

- **Transfer Station-**
 - Freon, propane tanks, and tires have been removed.
 - Lots of brush and debris are still coming in.
 - 2 applications have been received- one hired- Brian Patterson.

- **Economic Development-**

- The Market Analysis is now complete.
- Developing the Downtown Revitalization Plan RFP.
- Punkintown meeting to discuss potential projects.
- York Chamber of Commerce Golf Tournament with Tim, Chief Hamel, and Linda Wozny.
- Business listing has been migrated into the Executive Pulse software.
- Comprehensive Plan- Inventory phase 1 & 2 are just about wrapped up.

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

- Default lease discussion.
- FEMA meeting and filling out spreadsheets to receive \$105,000 reimbursement.
- Hike through History- Jen, Linda, and Britney.
- The Health Insurance Premiums Relief Program has ended. Employees will see their health insurance premiums increasing starting 7/6.
- Audit scheduled for late September.
- Year end preparation- Friday 6/30 Jen will close the current year and flip to the new year.
- New year preparations.

- **Admin-**

- Met with new food pantry Director and toured facility.
- Met with citizen- town office/downtown revitalization.
- Met twice with Port City Architecture.
- Several phone conversations with the attorney about personnel issues.
- EMS discussion- referencing the cost of the contract.
- 4 security companies visited the Transfer Station to provide quotes on new cameras.
- 3 commercial window installers visited to look at the windows in order to provide quotes on minor/major repairs.
- 2 sheds and a garage were delivered to Powderhouse Hill and Recreation.
- Facebook page is growing and starting to get a lot of attention.
- P. Gagnon finished boiler installation. Met with A Merrie Sweepe Chimney Service in reference to the chimney.
- Water & Sewer District quarterly meeting- discussed infrastructure improvements.
- MMA Insurance annual inspection of insured facilities.
- Met with Economic Community Developer to review Market Analysis.
- Year-end budget review/expenditures.
- Met with Building Committee.

- Met with 2 citizens for foreclosure contracts.