

Town Manager's Report, July 11, 2023

- **Highway-**
 - Park Street- drainage and base pavement done. It now has 6 storm drains vs the 2 it had. Loaming lawns and seeding.
 - Winding Brook Lane- widening cul-de-sac and moving sidewalk.
 - Roadside mowing.
 - MMA Insurance punch list.

- **Police Department-**
 - 6 Arrests.
 - 5 Accidents.
 - 29 Traffic stops.
 - Arrests and overall call volume is higher than usual.
 - Chief Ruger and Lt. Upton will be completing the FBI LEEDA (Law Enforcement Executive Development Association) leadership training trilogy next week.
 - Cruisers are almost complete and will be ready for pick up soon.
 - In August the Town of South Berwick is hosting the educational roadshow “rebuilding our community after the pandemic” at the Community Center.
 - August 1st National Night Out at Bogg fields in York 5-8 pm.

- **Fire Department-**
 - 17 Calls and YTD is 296
 - Training in the Red Barn.
 - Annual hose and ground ladder inspection completed. Had a few lengths of older hose that were bad and were replaced with a spare hose that's kept on hand.

- **Code Enforcement-**
 - 5 Building Permits.
 - 2 Plumbing Permit.
 - 23 Inspections.

- **Planning-**
 - 2 Public Hearings.
 - ZBA- 1 Administrative Appeal.

- **Library-**
 - Children's author Matt Forrest Esenwine visited on 7/5.
 - The Summer Reading Program had a paper airplane contest on 7/8.

- Starting extended hours this week. Thursday and Friday until 6 pm. Saturday until 3 pm.
- Weeding through non-fiction books and updating.
- Organizing cake pans with the intention of adding instruments and tools to their lending program.

- **Recreation-**
 - Camp is 2 weeks in, and it has been going great so far.
 - The Fire Department assisted in the annual super soaker for the kids, and they loved it!
 - Adult Yoga and Zumba are still going strong.
 - One A/C unit out and we have a quote for \$9K to replace it.
 - The ice maker has a broken mixing valve, so it is not making ice.
 - MMA identified the Powderhouse lodge roof as a safety hazard that needs to be replaced. Relying on volunteers to do some structural work to the lodge before replacing the roof, which will be \$9K to repair.

- **Seniors-**
 - The senior center was closed last week.
 - Crazy Hat Day lunch 7/12.
 - Christmas in July trip to a Clambake at Foster's in York 7/19.

- **Assessing-**
 - Start-up meeting with Rob Tozier and Kenneth Rodgers of KRT Appraisals on Thursday, July 6 went well. There will be a press release and a FAQ document. They will be providing a write-up on each staff person to include their names and photos of them and their vehicles. They will be starting late summer and postcards will be mailed out to all the property owners in the area where they will start, which is TBD. It will inform them that they will be visiting their property within 30-45 days. Posted properties will receive a letter requesting inspection.
 - Board of Assessment Review interviews are completed. All positions may not necessarily fill the board so there may still be vacancies. This means we should keep the application period open.
 - Update on LD130 as it sunsets LD290, it passed the committee and is awaiting the Governor's signature.
 - An update of value is underway and near completion by next week.
 - Updating the personal property taxable value and exempt value for 4/1/2023, FY2024.

- Reviewing applications for current use and for various exemptions including renewable energy.
- Finishing up 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 and various projects.
- **Town Clerk-**
 - Working on 2 vital records issues.
 - Voter registrations through the Department of Motor Vehicles have been making it easier for people to register. 75-100 people have used this service so far.
 - 625 Transfer Station stickers have been issued.
- **Transfer Station-**
 - 2 new attendants are working out great. Morale has improved with the extra hands.
 - Working on improvements for the office and breakroom.
- **Economic Development-**
 - The Market Analysis is available on the website.
 - The Comprehensive Plan phases 1 & 2 (inventory) are almost complete. Phase 3- Goals, Policies, and Strategies will be completed by the end of January 2024.
 - Seeking grants and resources for various town projects.
- **Finance/HR & Benefits/Safety-**
 - Entering Property Tax Stabilization information into TRIO and making sure it is working correctly with all other programs.
 - Sending out Tax Club applications- currently 55 members.
 - End of Fiscal Year- Will be inputting invoices for the next 2 months, running dual check runs and reconciling all accounts.
 - Audit- will be at the end of September and will be getting ready for it between now and September.
 - MMA Risk Management Property Survey- working on controllable risks.
- **Admin-**
 - Planning Board meeting with attorney.
 - Lighting Project- Community Center and Library- Financial paperwork has been taken care of and waiting on Efficiency Maine to approve. Once approved we will get the start dates.

- FEMA- Jay and Jen met with the new representative today. \$105K to be reimbursed.
- Signed work order with Hampton Technical Services for the Transfer Station camera updates.
- Signed with Revize for a Documents on Demand feature to add property card information under Assessing.
- Signed work order with A Merrie Sweepe Chimney Services for the chimney repairs.
- Port City Architecture- Working on a draft of the final report.