

Town Manager's Report, July 25, 2023

- **Highway-**
 - Paving Winding Brooke Lane 7/25.
 - Working on Black Swan Road.
 - Storm cleanup- FEMA.
 - New mechanic, Craig Brown started 7/24.
 - Park Street- loam and seeding completed and ready for top pavement.

- **Police Department-**
 - 4 Arrests.
 - 10 Accidents.
 - 17 Traffic stops.
 - Arrests and overall call volume are higher than usual.
 - Lt. Upton, Sgt. Stephens, and Officer Legendre will be teaching CSI techniques to the Berwick Academy summer school attendees this week at the PD.
 - The new cruisers are complete and to be picked up Wednesday.
 - Chief Ruger and Lt. Upton completed the FBI LEEDA (Law Enforcement Executive Development Association) trilogy class, and the PD will be awarded the FBI LEEDA agency award for leadership.

- **Fire Department-**
 - 12 Calls and YTD is 308
 - Firefighters continue to train on the new rescue boat, with the goal of putting it in service by Mid-August. There are a few small items we need to purchase to be equipped for water rescue emergencies.
 - Participated in York Fire Department's rural water supply evaluation last Thursday evening for their municipal insurance rating with the regional ISO evaluator on hand. The evolution went off without a hitch. One of my goals in the next 1-2 years is to revisit South Berwick's ISO ratings, which hasn't had a full-scale evaluation since 1993.
 - The next training at the Red Barn is scheduled for August 12-13 and will be delivered by Maineiac Fire Training of Oakland, ME.
 - Waiting on the second quote for bodywork to be done on Tank 3 and are scheduling a third quote in the next couple of weeks.

- **Code Enforcement-**
 - 6 Building Permits.
 - 4 Outbuilding Permits.
 - 1 Commercial Renovation.

- 1 Sign.
- 13 Inspections.
- 18 In-office meetings.
- Jeni took a Health Inspector Training. “Meet your resources, Landlord/Tenant issues, and services for the elderly.”
- Madeleine Aubin, new Admin Asst. started 7/17.

- **Planning-**
 - 1 Board Approval.
 - 1 Waiting on 3rd party review for their engineered plans.
 - 2 Violation letters.
 - LD 2003 Public Hearing 8/2 @ 7pm for Planning Board.

- **Library-**
 - Wildlife Encounters visited the library with a variety of exotic animals. We had around 60 attendees.
 - 5 new libraries were added to our library consortium (MILS), bringing the total to 25.
 - A member of the coast guard, Mike Moloney, came on Saturday to present kayak safety programs.
 - Our summer-reading wrap-up party will be held this coming Saturday at 12pm. Featuring Magic Fred and ice cream.

- **Recreation-**
 - Camp is running smoothly. We are feeling the impact of the larger size camp, but things are going well. Last week they had an inflatable Obstacle Course at camp on day and went to see the Sea Dogs another. This week they will be going to York Wild Kingdom Zoo on Wednesday. They will also have a trip to Aggies, and we have Wildlife Encounters doing a presentation Thursday afternoon.
 - Adult Yoga and Zumba are still going strong through the summer months.

- **Seniors-**
 - Regular programming has been well attended.
 - Seniors enjoyed a trip to a Clambake last week.
 - This week they have a lunch and learn about estate planning.
 - Their next trip is a Doo Wop Revue at Fosters in York.

- **Assessing-**

- The update of value is finished, and I am doing a QC (quality control) check on the real estate values and Tyanne will be checking the personal property values.
- Quality checking map changes that are effective for 4/1/2023. (Splits, subdivisions, lot line revisions, etc.)
- Answering many inquiries from the public. Questions range from how taxes and assessing works to personal property, exemptions, current use and helping to resolve map and acreage inaccuracies. Many of these require in-depth review of the information provided.
- 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-**

- From Jan-June processed 2464 motor vehicle transactions in the office & downloaded & converted 1483 online transactions.
- Have issued almost 900 Transfer Station permits.
- From Jan-June processed 269 IF&W transactions. Includes hunt/fish licenses and ATV, boat, and snowmobile registrations.
- Have begun prepping for the November election. Nomination papers are available Friday, July 28th.

- **Transfer Station-**

- Looking into getting new larger bags, the 33-gallon bags people were complaining about did not fit their 33-gallon containers. Going to check pricing and see if he can get them thicker.

- **Economic Development-**

- Comprehensive Plan – met with SMPDC/Raegan to discuss the next steps for the Comprehensive Plan. The Inventory Phase should be completed by the end of the summer; and the goal is to have the goals, policies, and strategies completed by the end of January 2024.
- Downtown Revitalization Plan – working with Tim & Jen on next steps to get an RFP out for the Downtown Revitalization Plan. The goal is to have this project completed in 12-18 months; followed by development of a Downtown TIF District.
- Nealley House Tour – Assistant Town Manager, Jen Janelle & Executive Assistant Dawn Moreau and I went on a tour of a NEW business here in South Berwick,

owned by the Outlook Hospitality Group. Great addition to South Berwick, hotel opportunity, and very well designed and re-appointed.

- KACTS Committee – working with the group on potential funding opportunities.
- Business Retention and Expansion – reviewing the new software and working on ensuring that the business listings are up to date, and duplicates are removed.

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

- Still working on year-end financials.
- Working with Tim to get the Mil Rate options ready for Town Council.
- Verifying job descriptions for accuracy.
- Working with Trio on testing that the changes that were made to the program for the Property Tax Stabilization are working correctly. We couldn't test the whole process, but the parts we were able to test are working properly.
- Started working on the 2024 Tax Club and have prepared the booklets for residents that have the Property Tax Stabilization because their tax amounts are known and will be the same as 2023.
- Library and Community Center lighting project to start soon.
- Port City Architecture final report.
- Received 3 quotes for windows and doors and have 3 more coming.

- **Admin-**

- Met with citizens to discuss taxes
- Met with an engineer about downtown revitalization.
- Met with a civil engineer from Civil Consultants about the Town Hall and Community Center building safety concerns presented from our MMA safety insurance inspection. Waiting on quote.
- Safety meetings are being postponed.
- Community Center air conditioning unit failed-being assessed.
- Closed off front entrance for safety per MMA insurance.
- Posted caution signs near and in the elevator.
- Met with Assessor and Assistant Town Manager for tax rate calculations.
- Working on tax rate/mil rate calculations.
- Met with the Economic Development Director to discuss a Downtown Revitalization Plan.
- Phone calls and emails from citizens with concerns. Traffic signs needed, speeding, sign visibility, weed whacking, and water levels.