

Town Manager's Report, August 8, 2023

- **Highway-**
 - Roadside mowing, working on ditching and washouts.
 - Winding Brook Lane- Finishing up. Paved, shoulders are done, and lawns are seeded.
 - The new F550 will be going in to be outfitted on 9/1 and should be completed by the end of September.

- **Police Department-**
 - 6 Arrests.
 - 5 Accidents.
 - 11 Traffic stops.
 - Picked up new cruisers and should be on patrol soon.
 - In August the Town of South Berwick will be hosting the educational roadshow “Rebuilding our community after the pandemic”. This is put on by the York County Elder Abuse Task Force. More information can be found on our website.

- **Fire Department-**
 - 17 Calls and YTD is 326.
 - Deputy Chief Gorman is leading the recruitment committee, who is working on an upcoming recruitment drive. We are looking for 3-4 new, active members to fill out the roster. The recruitment drive will run through the fall, with a new recruit class in the works to begin over the winter of 2023/2024.
 - We are making final preparations for the 2-day training at the Red Barn this coming weekend. There will be a heavy fire department presence in that area during the classes both days. Hired an outside training company.
 - All apparatus are in service, including the new rescue boat.
 - We now have two quotes for the bodywork to be done on Tank 3. Rusted under carriage and tank cradle. Just waiting to get a quote from Lakes Region Fire Apparatus.

- **Code Enforcement-**
 - 5 Building Permits.
 - 5 Certificates of Occupancy.
 - 5 Plumbing Permits.
 - 12 in-house meetings.

- **Planning-**
 - 1 item is still at the preliminary stages.

- LD2003 Public Hearing- went well and there were a lot of questions.
- A stormwater meeting was held on 7/26 with Jay, Jeff Doyle, Jeni, and Maddy.

- **Library-**
 - The door count is over 3,000.
 - Summer reading is wrapped up. Approximately 50 attendees participated in the ice cream and Magic Fred finale.
 - Teddy is having great success with consistent attendance for his writers' group.
 - 8/15 Lorena is hosting a DIY ice cream event from 5-7.

- **Recreation-**
 - The sheds located on the fields have been painted and reorganized.
 - Challenger Soccer Camp will be held at the multipurpose fields this week. About 96 kids will be participating.
 - The A/C unit at the Community Center is up and running.
 - Community Center is receiving a lot of requests for rental.
 - The ice maker mixing valve was replaced and now the ice machine is broken. A repair person has been called.

- **Seniors-**
 - Regular programming has been well attended. 35 seniors attended the Foster's Clam Bake on 8/8.
 - Seniors enjoyed a Summer Luau party for lunch last Wednesday 8/2.
 - Their next trip is Corvettes Doo Wop Revue at Fosters in York.
 - Received 75 new applications for membership.
 - Lunch and Learn- "A Walk in Their Shoes". Dementia experts use a simulator to help care givers experience what it is like to better understand and empathize. Wednesday, 9/16 at 11 am.

- **Assessing-**
 - Verna created a document called "How to Read a Trio Valuation Report" and it will be uploaded to the assessing webpage. This provides line by line explanation of how to read the valuation report. A report for each property will be created after commitment and uploaded to the website as a new feature. This will help property owners understand how their property is valued as well as provide an opportunity for them to review the data for accuracy. It also provides information that many appraisers, real estate agents, brokers, contractors, and others are looking for without having to come to the office. This report has all the same information as the property record card but is easier to read and shows the calculation.

- Quality Controlling 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-**
 - Preparing step-by-step instructions for all daily, weekly, monthly reports, zoom meetings, Town Council agendas and supporting documentation, and elections for the next clerk.
 - Has issued over 1,200 Transfer Station stickers.
 - Received 2 sets of nomination papers for Town Council and 1 for the school board.
- **Transfer Station-**
 - New security cameras have been installed and work great.
 - Stickers are working as the out-of-town traffic has thinned out drastically.
- **Economic Development-**
 - Comprehensive Plan- We are wrapping up the inventory piece; and beginning the final stages with the goals, policies, and strategies. The goal is to have this complete by the end of January 2024, and filed with the State.
 - Aiming to get a Downtown Façade Improvement Program underway in September. This is a façade improvement grant that will allow businesses to apply for a 50:50 match, with the maximum grant of \$10,000.
 - Starting a comprehensive business retention and expansion visitation program late September, early October.
- **Finance/HR & Benefits/Safety-**
 - Met with 3 more window contractors-waiting on quotes.
 - New security cameras at the Transfer Station are up and running.
 - Worked with Assessor to get figures for Mil Rate options.
 - Meetings with Jay Redimarker and FEMA regarding the Christmas storm.
 - Working with Ford Credit & Lawyers for the two new Police cruiser leases.
 - Working on getting a quote for a new elevator.

- Working on getting a video on the Town Hall put together.
- **Admin-**
 - Town Manager Meetings and Appointments = 15
 - Met with Jen and Denise to discuss Downtown Revitalization Plan RFP.
 - Met with Jen and Denise to review the final report from Port City Architecture.
 - Met with the South Berwick Reporter- Urban Compact Area.
 - General Assistance Audit on 7/27- in Compliance.
 - Met with Economic Development Director to set priorities- Develop a program for an Economic Development Committee, review and discuss a Downtown Façade Grant Program, and discuss the Market Analysis Matrix.
 - Met with Economic Development Director to discuss the Comprehensive Plan.
 - Met with Councilor Cyr on the Comprehensive Plan and the proposed path forward.
 - Set up Google Analytics for the website on 8/3. It was suggested we wait a month before we start analyzing the data.
 - A Merrie Sweepe Chimney Service is scheduled for September 22nd.
 - Worked on Mil Rate options.
 - MMA dividends check due to good performance and loss prevention programs.
 - Volunteer/Free Work- can be accepted with an agreement/contract.
 - Met with Code Enforcement Officer on building renovations and the National Building Codes.
 - Met with Jay on the rooftop HVAC system for the Auditorium.
 - Met with Jay to discuss the FEMA results.