

Town Manager's Report, January 9, 2024

- **Highway-**

- Bridge on Belle Marsh- temporary steel plate until they can put the new top on July 1st.
- Hooper Sands Road is down to one lane due to a river eroded embankment.
- Cleaned up 12 trees from the December storm.
- Cleaning up from 1/7 storm. Getting storm drains and sidewalks cleared before the next storm hits on Tuesday evening.
- The sidewalk machine was broken, now fixed. This is why it took a little longer than normal to clear the sidewalks.

- **Police Department-**

- 8 Arrests.
- 8 Accidents.
- 107 Traffic stops for the year.
- The Animal Control Officer has rescinded his retirement until the new ACO is hired and trained.
- Chief is looking forward in case a supervisor was to go out on medical for a long period of time, so he is hosting oral boards and essay questions for an interim Lieutenant and an Interim Sergeant in the event a supervisor was to be out for an extended period of time.
- A representative from Sweetser has been assigned to South Berwick Police Department and will be a great resource for the area for mental health issues, substance abuse issues, and to assist residents in need.

- **Fire Department-**

- The Fire Department responded to 483 calls for service in 2023, a new record!
- Department personnel conducted over 1100 hours of training and over 2 months of advanced training at the red barn, including multiple live fire sessions.
- Firefighters taught fire safety to nearly 600 students of all grade levels.

- **Code Enforcement-**

- 1 Building Permits.
- 3 Plumbing Inspections.
- 3 Violations.
- In 2023- 143 Building permits issued, 624 Inspections conducted, 59 Plumbing permits issued, and 84 Plumbing inspections conducted.

- **Planning-**

- 2 Applications in front of the Planning Board. 35 Lot Subdivision and an Automotive Repair Service. A Midwife Clinic will be in front of the board soon.

- **Library-**

- The library hosted a donut making class. It had a great turnout, and it was fun. The donuts were good too!
- Computer use for the absolute beginner classes are held on Thursday from 12:00-1:00. This is mostly for seniors and anyone needing help with the most basic computer skills.

- **Recreation-**

- Lots of new programming is starting right now and they are in the process of putting together three new programs. Chair Yoga for seniors, Open Gym Night, and Gunstock Ski Night.
- Nikki's flier- handout.

- **Seniors-**

- New Year's lunch was hosted last week with a live musician.
- Next large event is a Bingo lunch on the 17th.

- **Assessing-**

- Hired Brittany Howard as the new Assessing Assistant and she started 1/8.
- Finished the Annual Sales Return where the sales, values, and ratios from July 1, 2022, to June 30, 2023, are reported to the State.
- KRT will be sending out postcards this week, we now have 3 gentlemen working the field, not just 2. The new goal is to have data collection completed by February 1, 2025. In 2025 all the tax tables will be updated.

- **Town Clerk-**

- Hired Kandice Thompson as the new Assistant and she started 1/2.
- Almost 3,300 Transfer Station stickers have been given out.
- We have 4 resumes in hand for the Town Clerk's position.

- **Transfer Station-**

- Jeff Mowry will be the Interim Director until further notice.

- **Economic Development-**

- Downtown Revitalization Plan Advisory Committee met last night. -handout.

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

- Assistant Town Manager Meetings: 8 Business Meetings and 40 Staff Meetings.
- Completed 1st round of budget meetings with Department Heads. 2nd round of budget meetings are scheduled for next week.
- Started employee reviews.
- Extra busy time of year with month-end, quarter-end, and year-end.
 - W-2's and 1099's were completed and mailed out on Friday.

- **Admin-**

- Town Manager Meetings: 10 Business Meetings and 45 Staff Meetings.
- Clerk's office has new carpet, paint, and a new ergonomic desk for the Town Clerk. Ordering a new ergonomic desk for the Deputy Clerk.
- Contract Negotiations- Working on the first draft of the Police Department Union contract.
- Met with Atlantic Recycling regarding baler at Transfer Station regarding issues with new baler.
- Softball meeting regarding needs at the fields. Will schedule a follow-up meeting with Jay.
- Maine Department of Transportation- Tool Bridge on Dover-Eliot Road.
- Worked 4 hours at the Transfer Station on Saturday and delivered bags.
- Meeting with Casella tomorrow in reference to operations at the Transfer Station and review glass recycling.
- Reached out to York Ambulance and set up a meeting for January 25th to discuss the Ambulance contract.
- 1 ½ hour meeting with a citizen who lives on Main Street/Rt. 236 to discuss the new traffic design.
- Working on the budget.
- Reviewed year-end Workers' Compensation costs.
- Heather Webster, Transportation Director for MSAD35 and Jason Murray, Facilities Director for Berwick Academy were added to the South Berwick EMA response team.
- Town Manager's Evaluation.