

Town Manager's Report, February 27, 2024

- **Highway-**
 - 1000 tons of salt used. Normal use is 2200. Running it down in order to recoat the salt shed with tar to preserve the concrete.
 - Hooper Sands Road- will need to be dug to the road base. Working on estimating costs for the repairs. A quick estimate off the top of his head would be \$100K. Installing jersey barriers this week.

- **Police Department-**
 - 0 Arrests.
 - 5 Accidents.
 - 80 Traffic stops.
 - Having a meet and greet in the PD training room for the new ACO, Carol Harris, on March 13th at 6:00 pm.

- **Fire Department-**
 - 15 Calls and YTD is 57
 - Crews responded to mutual aid building fires in Lebanon (Tanker), Rollinsford (Ladder & Engine), and Eliot (Engine & Tanker). In all instances we were able to support the neighboring town's requests and have crews available in the station to cover calls in town.

- **Code Enforcement-**
 - 6 Building Permits.
 - 7 Plumbing Permits.
 - 0 Violations.

- **Planning-**
 - Samville Estates and Automotive Services will be in front of the Planning Board on 3/6.
 - ZBA meeting 2/26 on 161 Ogunquit Rd.

- **Library-**
 - 2/14 Granite State Bell Ringers performed, and we had a great turnout of 37 people.
 - The Story Book Ball on Saturday 2/24 was a fun event with 90 people in attendance all dressed up in costume.
 - Wednesday 2/28 there will be a resident sharing gardening and planting tips.

- **Recreation-**

- AARP Tax-aide appointments take place each Friday where they process 20 returns for folks in the community who have made appointments. Right now we are booking out to April 5th, but we still have a few appointments on the 5th and 12th.
- In the 14 years Nikki's been working with Powderhouse she has not had a season where we haven't opened for at least a day or two. Sadly, it's not looking good for this year.

- **Seniors-**

- Our Valentine's lunch was a success with about 68 seniors in attendance.
- 2/28 lunch is with an Elvis impersonator and expect 70 – 80 seniors to attend.

- **Assessing-**

- Working on a permit inventory to make sure I have everything ready for the permit pass in March. Added Urbanized layer to GIS online. This is for Code and Planning to be able to see if a parcel falls within the boundaries of this area.
- Brittany and Verna helped finish a project for CAI to have better information on the Wells/South Berwick line as well as working through duplicate map/lots on the tax maps.
- KRT staff was working on Portland Street area on 2/26. They will be lightly staffed until later Spring.
- Personal property declarations and Business Equipment Tax Exemptions applications have been sent to all the businesses in South Berwick. We are fielding questions from new businesses and existing businesses that have never received this request before.

- **Town Clerk-**

- Election Day is coming up quickly (3/5 8 am-8 pm), last day to request your absentee ballot is the end of day Thursday! As a reminder The Clerks' office will be closed for the election 3/5/2024.
- The new chalkboard wall is a hit with the kids and has received lot of love over the past week.

- **Transfer Station-**

- Last Saturday South Berwick Police Officers met and greeted the public.
- Wednesday will be one of the Transfer Station attendants' last day, as he is retiring.

- **Economic Development-**

- Downtown Revitalization Plan -217 surveys have been completed to date, which is a great turnout. Deadline is March 15th – plenty of time for those who have not completed it yet.

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

- Assistant Town Manager Meetings: 13 Business Meetings and 24 Staff Meetings.
- Conducting round 3 of budget meetings with Department Heads this week and will be finalizing the budget prior to next week’s budget workshop.
- Met with four vendors to get quotes on new blinds and we will have replacement roller shades installed by the end of March.
- Signed new contract with Stellar today to save money monthly on IT services, on the gold plan.
- Getting quotes from TRIO to upgrade to web based, which will allow us to only have to buy one server in the fiscal 2025 budget instead of three. More information to come.
- Governor Mills has asked President Biden for FEMA disaster relief money for the January 10th and 13th storm, which would cover the expenses we have to fix Hooper Sands bridge. Rough estimate \$200,000.

- **Admin-**

- Town Manager Meetings: 6 Business Meetings and 15 Staff Meetings.
- Met with Conservation Commission concerning the Town Forest.
- Conducting round 3 of budget meetings with Department Heads.
- Town & District Meeting- school budget discussion.
- Police Department Union contract negotiations continue.
- Great Works Regional Land Trust meeting to discuss Salmon Falls Tidal Waters contribution.
- Met with Stellar to discuss IT needs and solutions.
- Reviewing contract with York Ambulance.
- Attended the ZBA meeting on 2/26.
- 3 citizen phone calls in regard to marijuana ordinance questions.