

Town Manager's Report, April 9, 2024

- **Highway-**
 - Finished blasting Thurrell Road. On May 22nd, the crew will start crushing the ledge to make gravel for the road and stockpile.
 - Installed motor in grader.
 - Patching potholes.
 - Chipped blown down limbs from last storm.
 - April 4/4-4/5 storm- 24 hours of plowing.

- **Police Department-**
 - 3 Arrests.
 - 3 Accidents.
 - 11 Traffic stops. (Wendy was on vacation so warning and stops have not been entered in over a week).
 - Reserve Sgt. Pelkey is working hard to get the instructors for the Community Police Academy that will commence in the middle of May and will go until the end of June. Applications are starting to come in for the class.

- **Fire Department-**
 - 59 Calls in the last two weeks and 152 YTD.
 - As always, the communication and cooperation between town departments was excellent, with Asst. Chief Delcourt taking the lead for storm-related communications. • The storm produced 44 calls for service, mostly for trees and wires down. • Firefighters logged over 350 hours of total duty time during the storm and the clean-up days that followed. • Firefighters staffed the station from 7:00PM on 4/3 through 7:00PM on 4/4.
 - Assistant Chief Delcourt will be taking a leave of absence starting April 10th. He will be in North Carolina helping Pratt & Whitney with opening a new plant.

- **Code Enforcement-**
 - 21 Building Permits.
 - 3 Plumbing Permits.
 - 7 Expired Building Permit letters went out on Wednesday 4/3.

- **Planning-**
 - Workshop was cancelled for 4/3, 2024 due to storm.
 - The next meeting will be a workshop on April 17, 2024- Discussion is Performance Standards for Table A.

- No Projects in front of the Planning Board currently.
- **Library-**
 - Lorena held a paper making event last Tuesday, 4/2. There was a good group consisting of mostly adults, which is good.
 - On May 4th Lorena will be hosting the 2nd Annual Fairy House program.
- **Recreation-**
 - Powderhouse Hill opened and sold 66 tickets.
 - Egg Hunt / Touch-a-Truck was held on the 30th. There were about 160 kids. The police department sent an officer with a cruiser, the fire department brought a couple fire trucks, and Public Works joined with a bucket loader and large dump truck.
 - Summer Camp registration opened up for residents April 1st. Camp is a little over half full. Registration for non-residents opened April 8th.
- **Seniors-**
 - The seniors enjoyed Easter dinner and entertainment on March 27th. Wednesday 4/10 they will be having Chinese Food from the Continental Restaurant in Somersworth as this will be a lunch and learn regarding Medicare.
- **Assessing-**
 - Assessing has a new vehicle, a blue Hyundai Ioniq. It will be lettered soon, but in the meantime, it will have the Planning magnet.
 - Now that we are past April 1, ownership changes will be frozen until after the tax bills go out.
 - KRT staff have been pulled for a couple of weeks to help other Towns with their permit passes.
- **Town Clerk-**
 - VPH (voter participation history) was turned on for the 3/5 primary. Tyanne will be working on this in the coming weeks.
 - There has been an increase in wedding applications.
 - The first Monday opening was steady.
- **Transfer Station-**
 - New employee, Kenny Freeman, has started at the Transfer Station and is working full-time, and Jay and I have another interview scheduled for this Thursday.
 - Mixed paper is still a problem. More signage has been put up.

- New Problem- Food waste is being dumped in the leaf pile. Signs have been put up and staff is monitoring.
- Scheduling for the brush pile to be chipped. Refrigerators, televisions, and tires to be picked up.
- **Economic Development-**
 - Downtown Revitalization Plan Advisory Committee met April 1st. Primary focus of the meeting was to review the draft plan to date and the outcome of the community survey, over 275 surveys completed. This made South Berwick's response one of the highest, if not the highest seen for Downtown Revitalization Plans at Wright-Pierce.
 - Denise is working with KACTS, Stephanie Carver, to set up meeting with Maine DOT on next steps after the planning and engineering phase is completed (the \$520,000 grant).
 - Eastern Trail- Public meeting on the Eastern Trail Connectivity Project will be April 30th from 6:30 – 8 pm at the Eliot Town Hall. This project is for the future expansion of the trail, and involves the communities of Kittery, York, Eliot, South Berwick and North Berwick in partnership with the Eastern Trail Alliance.
- **Finance/HR & Benefits/Safety-**
 - Assistant Town Manager Meetings: 8 Business Meetings and 24 Staff Meetings.
 - ADP- New payroll system has a tentative go live date of May 21st. Linda and Jen have two meetings per week scheduled with them.
 - CMP linesman tour of town for a look at options for the downtown revitalization project.
 - Finalizing annual report with Dawn.
- **Admin-**
 - Town Manager Meetings: 11 Business Meetings and 35 Staff Meetings.
 - Oak Point Town Hall Kick-off Meeting.
 - Downtown Façade Grant application reviews.
 - Call with Pam Buck- sewer district wastewater treatment facility grant.
 - Several storm preparation meetings.
 - Met with citizen/ex-employee who gave positive feedback on the changes in the Town Clerks office.
 - Meetings with attorneys on the Marijuana Ordinance 146 67.1 caregivers retail store.
 - 2 meetings with HR consultant on personnel matters.
 - 2 meeting with legal on 2 pending potential court cases.

- Handled 3 citizen complaints- One on a mailbox and two on dangerous building conditions.
- Worked on the Town Warrant and Town Report.
- SMPDC Planning/Personnel update.
- Downtown Traffic Improvement Project- Initial conversations with SMPDC/KACTS staff, is that Maine DOT is looking into a “bundled” federal application for the region, Route 236 corridor.
- Planning Board positions?