

Town Manager's Report, January 10, 2023

- **Highway-**
 - Finishing up tree removal from Christmas Storm
 - 521 tons of salt used so far this winter, which is close to average.

- **Police Department** in the last two weeks has had:
 - 3 Arrests
 - 5 Accidents
 - 116 Traffic stops
 - Arrested a drug dealer this past week.
 - Officer LaRose gave his notice and will be going to Old Orchard Beach.
 - New Officer hired; he is currently attending training at the Maine Criminal Justice Academy.
 - Berwick Academy graciously donated tactical helmets for every officer.

- **Fire Department** - in the last two weeks had
 - 16 Calls and YTD is 478 calls for the year of 2022, **which is an increase of 39% over a 5-year period.**
 - Average volunteers per call is 12

- **Code Enforcement** – In the last two weeks:
 - 0 Building Permits
 - 0 Plumbing permits
 - 11 Inspections
 - 1 violation letter was sent out.

- **Planning**
 - Two projects on the table:
 - 406 Main Street
 - Samville Estates
 - Working on getting everyone trained on the Planning Board, and ZBA Board.

- **The Library** –
 - In need of shelves as most of the shelving/books for browsing are 7' tall and it makes it hard for most of the public to reach the necessary books. Friends of the Library have given 2 shelving units to the library.
 - Working on Reorganization for the space.
 - They will be Phasing out the audio books.

- ***We were asked about why people were leaving the Friends with the Library:***
 - Lee Shaw, Current Library Director never met Mark Dutra in person. Mark had ongoing scheduling conflicts and was asked by David Gagnon to formally resign in November. David Gagnon and Hilda Howell had been subtly expressing an interest in retiring since Lee started. David said that he had stayed on mostly because he had institutional knowledge that he felt would be helpful in the transition from Karen Edgar (Previous Library Director) to Lee Shaw. Once Lee had been in the position for a year, and after our summer hiatus, David and Hilda both expressed a more explicit interest in retiring from the board. It was at this point that Lee began searching for replacements. David Gagnon recruited Perrin Chick and Lee found Eric Gonya and Cara Maxfield. The process was cordial and they worked together to find solid replacements.

- **Recreation-**

- Powderhouse Hill inspection with Lynn and Ray brought to light a couple of safety issues to work on.
- New Youth and Adult programming has started.

- **Seniors-**

- Next Wednesday Jim Lesley, who refurbished lighthouses will be a guest speaker at the luncheon.

- **Assessing-**

- Wrapping up the setup of GIS Online.
- Continuing to review sales in the process of determining our Certified Ratio.
- Training Tyanne on more Assessing duties

- **Town Clerk –**

- Election information is done and balanced.
- Will be starting to interview for open clerk position.

- **Transfer Station-**

- Had to turn away 4 New Hampshire trucks this past weekend.
- Supervisor feels that there is not a good/safe spot for Composting at this time

- **Economic Development:**

- Working with several businesses
- Working on Grants for the Town.
- Building up the Economic Development website page.

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

- The Vaughn Fund for 2022 unfortunately Lost \$78,379.60 last year. So, there will be No funding for the Vaughn Fund grants this year.
- Working on budgets & wages for Fiscal Year 2024.
- We will be meeting with all the Department heads regarding their budgets within the next few weeks.
- We are still working on Annual Reviews for all the staff.
- Working on Quotes for the Boilers – Only one has been received so far, we expect to have a second quote soon, and many other places have not even returned my phone calls, and the one that did, informed me that they don't work on Steam boilers, and that that kind of system is unique, this day in age. I will be reaching out again to those I have not heard back from.
- Workman's Comp Audit scheduled for February.
- Comp Plan committee has reached out to me for financial information.
- Cleaning up and putting together a book for Job Descriptions.
- Joined the newly formed Safety committee that will be meeting monthly, under the direction of Ray Delcourt our newly appointed Health and Safety officer.
- There were No Foreclosures this past year. YAY!
- We have the Tentative Budget schedule for you.

- **Admin-**

- Working on Updating the Parking Ordinance.
- Planning review meeting with EMA and Fire for storm review policies, we will be meeting again in February.
- Met with Economic Development regarding new businesses interested in coming to Town & Market Analysis
- Working on FY24 Budget
- Personnel staffing review
- Appointed Ray Delcourt as Safety Officer for the Town.
- Met with Berwick Academy today for our Quarterly update.
- RFP for Town Hall Building will be going out tomorrow.
- Comp Plan Review
- Traffic Study should be by the end of the month.
- Met with CEO, Subdivision Plans
- Met with Public Works Forman on Long Term CIP, including additional milage from state.
- January 17th is the Joint workshop with the Planning Board for Cannabis & Solar Farms.