

## Town Manager's Report, November 15, 2022

- **Highway-**
  - Fall Cleanup is underway
  - Getting the Equipment Ready for Winter
  - Line striping is complete on Bell Marsh, Hooper Sands, and Brattle street.
  
- **Police Department** in the last two weeks has had:
  - 10 Arrests
  - 8 Accidents
  - 100 Traffic stops of which 25 were on Portland Street.
  - One Police Car is out of Commission, waiting on parts.
  - Honorable mention: Officer Arsenault and Officer Aguilera were praised for assisting a motorist change a tire.
  - Covid clinic went well, 66 inoculations.
  - Officer Malatak has decided to leave the force and is enrolling in Paramedic School.
  - We have two new possible candidates, working on background checks now.
  - Trainings:
    - Chief Ruger went to two classes last week involving PTSD in the workplace & Responding to School Shootings.
  
- **Fire Department** - in the last two weeks had
  - 16 Calls and YTD is 362 calls
  - Working on updating the Procedures and Policies.
  - Training on new and seldom used equipment.
  - The trucks all passed their annual inspections
  
- **Code Enforcement** – In the last two weeks:
  - 2 Building Permits
  - 19 Building Inspections
  - 2 Plumbing permits
  - New Addressing for Old Mill Road, Great Hill Road, and Waterside Lane.
  - Working with DEP for possible new trail on Liberty and Vine Street.
  
- **Planning**
  - Great Hills Road 5-lot subdivision- going for final review after a High Intensity Soil Survey is completed.
  - Bittersweet Lane stormwater concern being addressed this week and Kristie Rabasca will be here on November 9th to ensure the stormwater ponds and drainage are up-to standards prior to the Town taking over the road.
  - Reviewing of Ordinances to ensure the following are remaining on track for adoption by the Town Council: Land Use Ordinance for compliance with the

Erosion and Sedimentation Ordinance and the Low Impact Design Ordinance along with the guidance that has been received from SMPD for LD 2003.

- **The Library –**

- October reading program was a hit. 60 people signed up and 30 participated. 45,000 pages were read. A grade school student won and the top 5 received gift certificates to local shops in town.
- Revision visited to review the solar panels and show Lee and Jen what to look for to make sure they were running properly.
- Lee is working on putting together a Technology Tuesday class for teens and adults. This would be for basic computer knowledge only.
- 2700 people visited the Library in October.

- **Recreation-**

- Started advertising an adult Zumba class online that will start in 2 weeks and have received an overwhelming response.
- Lil' Painter's program starting November 22nd - December 13th on Tuesdays.
- Breakfast with Santa is now set up as a preregister and pay event as in the past years people would register and not show up. Seeing a lot of signups already.
- Gearing up for winter ski trips which include planning and looking for the best rates possible, etc.

- **Seniors-**

- The next trip for the seniors is a Cher tribute and the bus is full!
- Denise had introduced Nikki and Mona to Jean Saunders to discuss making South Berwick an "Age Friendly" community. It's about creating a volunteer network, usually retired professionals to help seniors in town. An example would be a retired firefighter who checks smoke detectors or a handyman who can change light bulbs or install safety handrails, etc. All parties found this visit to be very encouraging.

- **Assessing-**

- Property Tax Stabilization program deadline is December 1st. Approval letters will be sent via mail merge due to the number of applications. Approvals will be noted under exemptions in the system.

- All sales have been entered in the system, analyzing them to send the report “Turn around document”. This is how we get the certified ration which determines if updates need to be done next year.
  - Al Schafer finalized the tax map and revisions are done. Now looking into being able to print our own maps, should know in the next 1-2 weeks possibly.
  - GIS data- Trio data reconfiguration ready by the end of the month.
- **Town Clerk –**
    - Voting Day was very busy!
- **Transfer Station-**
    - Newsletters are being handed out, and it is a big hit. Dawn sent 100 and they all went, so she will continue to provide copies.
    - Very busy last Sunday due to the nice weather everyone was cleaning out their garages. They took in \$800 in 4 hours, which usually only happens on a full day.
    - New hire on recommendation from Tammy Bellman. Jeff is working out great!
    - The citizens love the new bags.
- **Economic Development:**
    - TIFs- Reviewing TIF Maps- sent back to SMPD for the final draft.
    - Looking at this point, creating 1 new TIF District: Transit-Oriented TIF District and amending the Punkin Town TIF District to be able to fund more projects, initiatives, and salaries.
    - Business Development/Economic Development- Setting up 2 more new business inquiries for this week.
    - Signed up with Maine Philanthropy Center to have access to grant programs.
    - Researching Land & Water Conservation Fund grant information to potentially find a project for South Berwick that qualifies. (example: Powderhouse Hill, parks, and open spaces.)
    - Community Development & Engagement- Spoke with Rotary last week about economic development, my position, how the Town can assist businesses.
    - Comp Plan- Gathering information from department heads for the Comp Plan municipal building section; reviewing and forwarding to SMPD.
    - All surveys have been entered into the database for the Comp Plan; data analysis will be completed in the next week or so.

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

- Only 4 homes are in risk of Foreclosure for the fiscal year 2021. Foreclosure date will be December 1<sup>st</sup>.
- Working on Open Enrollment for Insurances for Calendar year 2023. We have found a plan that will provide more coverage and reduce our cost with a Blue Cross Blue Shield PPO plan.
- Starting to work on the Templates for next year's budgets, and we will be meeting with Department heads in December to start working on the CIP plans.
- Met with Revision at the Library about the generation rates on the Solar panels, the report came back that the panels are generating at the expected rate. Being 8 years old, it's old technology at this point, and they will never generate the energy that new ones could.

- **Admin-**

- Management & Leadership training for all Department heads will be starting in November.
- Revize- Step 6 Internal Quality Assurance is now complete. We are now on Step 7 Training and Site Review.
- Department head meeting Monday Morning, 13 in attendance.
- Finished the Training Policy for the Council, Planning Board, and ZBA.
- Working on the RFP for the Town Hall Project
- School Meeting last week at the Police Station
- Met with Jay & Nikki to discuss our first year doing all the mowing at the fields, about what went well, and what needed improvement for next year.
- Zoom meeting with Sebago Tech, about the Traffic Study.
- Dawn has been certified in the fundamentals of General Assistance by the Maine Welfare Directors Association. She will be recognized for receiving this certification at the MWDA 2023 Spring Conference, scheduled for April 24-25 at the Hilton Garden Inn in Bangor.