

## Town Manager's Report, December 13, 2022

- **Highway-**
  - 240 Loads of leaves have been hauled from the Transfer Station
  - Continuing with Roadside Mowing
  - 1<sup>st</sup> Storm was early Monday morning, the crew went out at 1:30am.
  
- **Police Department** in the last two weeks has had:
  - 2 Arrests
  - 6 Accidents
  - 61 Traffic stops of which 19 were on Portland Street.
  - Narcan training is now complete, every cruiser now has Narcan for the safety of the officers as well as the public.
  - Unitil offered a training, which several officers attended last week,
  - Unitil also has Grants available for Safety items that may help all our first responders.
  
- **Fire Department** - in the last two weeks had
  - 22 Calls and YTD is 395 calls – Up 50 more then last year at this time.
  - They were honored to be contacted by the Make-A-Wish organization of Maine, who asked them to participate in delivering a wish to a young boy in town who will be getting his wish for a trip to Disney World granted. He also happens to be obsessed with fire trucks and firefighters. A group of 10 firefighters escorted Mrs. Claus to the house where she delivered the news to the family, who was very appreciative of our support.
  - Captain Chute is working on getting the 2022 driver training logs updated.
  - They are on track to go live with their new fire records First Due software on January 1. They are meeting with implementation team weekly. In addition to finally going to paperless incident reporting, we are also rolling out electronic training, maintenance, equipment, and inspection records keeping which will help tremendously in filling the department's compliance reporting gaps.
  
- **Code Enforcement** – In the last two weeks:
  - 5 Building Permits
  - 2 Plumbing permits
  - 10 Inspections
  - 71 Expired Permit letters from 2021 went in the mail last week.

- **Planning**
  - 3 facts of findings have been completed.
  - Samville Estates, is a new subdivision that needs to work together with the Town of Berwick. We have a planned a joint workshop, because they are requesting a shared road on the plans.
  - Several Planning Board members took some required training today on laws and policies, with Maine Municipal Association
  - Jeni and Amy had training today with Southern Maine Planning and Development.
  
- **The Library –**
  - Home for the Holiday’s at the Library had a Jazz Band and went very well, Door count was 267.
  - Working on an Archiving Project to preserve historic documents.
  - Working with our Book vendor to do a take back of old books, for a credit to be applied towards new books.
  - The New Sign has been installed that references all the native plants by the entrance of the Library for the native plant garden.
  
- **Recreation-**
  - Last Saturday was Breakfast with Santa, two sessions with both about 70 people in attendance.
  - Powerhouse training for staff has started.
  - Ray Delcourt, Assistant Fire Chief worked with Nikki, Director of Recreation for safety inspections at Powerhouse & Community Center.
  - Youth programs are wrapping up for the season.
  - Ski Programs are filling up.
  
- **Seniors-**
  - The Seniors had Caribbean Christmas in Danvers Port, MA last week.
  - Next Wednesday is the Senior Christmas Lunch and Yankee swap.
  
- **Assessing-**
  - Working on Property Tax Stabilization applications. 334 applications. All letters will be mailed out by the end of the week. So far 75 hours for just the Assessing Assistant, and will be over 300+ hours for the Assessor to verify and approve applications with letters.
  - GIS is almost complete.
  
- **Town Clerk –**
  - Still working on Data input from the elections.
  - Car registrations seems to be slowing.

- Noticing more Online registrations for ATV's and Hunting
  
- **Transfer Station-**
  - Had to turn away 10 out of state residents trying to dump at the transfer Station.
  - People are concerned about rats, bears, bees, and other pesky animals if we were to put a compost section at the Transfer Station.
  - On the Poll on Facebook for Composting we had about 30 Yes's and about 10 No's
  
- **Economic Development:**
  - TIFs- are near completion
  - Working with a company to put up a 7200 square foot- High End Wood working building
  - Unfortunately the Pharmacy in town has closed permanently.
  - Grant research will be the top priority in the first of the year.
  
- **Finance/HR & Benefits/Safety:**
  - The Audit Draft came in on Monday, Jen is working with the Auditor on a few changes/updates.
  - Had 12 different Employee meetings regarding operations and or concerns in their departments.
  - Helped the Police Department and the Business office change our procedures on Parking ticket payments.
  - Organized with Pete our custodian, the Highway Department and IT to get Denise's Office (furniture & computers) moved upstairs into a new space.
  - Met with Officer Steven's regarding a nonpayment issue.
  - Covering for Dawn while she is out this week.
  - Worked with Dawn and Amy to plan our Christmas Luncheon and Yankee swap which is next Monday the 19<sup>th</sup>.
  - Working on Employee Evaluations, Due to Jen by the end of January 2023.
  - All November end of month reports were sent out on the last day of November.
  - Just got notification today that our Interest rates at Kennebunk Savings Bank are increasing from .5% up to 1.75%. I have been asking them for a few months...
  - *I was on Vacation last week in Florida, which was nice break! Beautiful weather!*

- **Admin-**

- Thinking of the budget process and projecting out for the next 18 months. We are worried about Fuel, CMP (49% this January), Propane, and all utility costs all rising.
- Sebago Technics Traffic Study update:
  - Existing conditions of inventory complete
  - Sebago Technics has built traffic models
  - Will be developing intersection options
  - Both intersections, after analysis, signal still meets warrants
  - Academy St. intersection, very close to meeting warrants; and if you consider that it's a high crash location, one could make a case for a signal
  - Goal is to have a technical deliverable mid-January, and to meet with staff the week of January 16<sup>th</sup> to review the deliverables
- Meet with Public works Director twice regarding operations
- Meet with Fire Chief 4 times regarding Operations & Emergency Management Services.
- Meet with Police Chief twice regarding Operations and Grants
- Meet with Clerk twice on Procedural items.
- Meeting with Code/Planning 5 times – Codes/Plans/Update/Preview
- Meeting with Economic Developer 8 times regarding TIF
- Meet with Tax Assistant 4 times regarding upcoming Foreclosure.
- Had 3 conference calls with the Town Attorney (1) Personnel and (2) Procedural.
- 1 Department Head Meeting
- Conference call twice with Planning Board Chair.
- Meet with 3 citizens in reference to town issues.