

Town Manager's Report, February 14, 2023

- **Highway-**
 - 1,280 tons of salt used so far this season.
 - \$30,000 spent on storm cleanup so far.
 - Still working on storm cleanup as well hiring a bucket truck to get the higher hanging limbs/branches.
 - Reviewing road work that will need to be completed this year.

- **Police Department-**
 - 5 Arrests
 - 6 Accidents
 - 65 Traffic stops
 - Lt. Upton went to Washington DC for the Coalition for Health and Safety and spoke with Senators and Representatives to get more funding.
 - Officer Pelkey was given the honor of being the first South Berwick Police Chaplain and was honored with a badge and letter from the chief.

- **Fire Department-**
 - 18 Calls and YTD is 139
 - Driver recertifications have been completed.
 - First Due software program is up and running, now working on backfilling pertinent historical information.

- **Code Enforcement-**
 - 4 Building Permits
 - 2 Renovation- 156 Hoopers Sands Road, 2 Beaver Dam
 - 1 Addition- 19 Lords Lane
 - SFD- 346 Emery's Bridge Road
 - Plumbing Permits- 6 Permits Issued

- **Planning-**
 - SP-23-001- LJE Properties is trying to split a piece of land into three lots, initial appearance is Wednesday February 15, 2023
 - MSP-22-001- Dennis Robillard is currently tabled with plans.
 - MSP-22-003- Samville Estates is currently tabled- DEP permitting.
 - MSP-22-007- Caponera, LLC is currently tabled-they need to provide more information (406 Main Street).
 - 2 Ordinance changes are going in front of the planning board on Wednesday.
 1. Submittal for Sketch Plan

2. I1 and I2 Dimensional requirements- set back requirements from 75' to 40'.

- The planning board is also having their public hearing on MS4 (municipal separate storm sewer system- Stormwater) changes.

- **The Library-**

- Valentine's celebration tonight at 7:00 p.m.
- Coding Program on Wednesday's is going well.
- Suspending new donations until after the May book sale.

- **Recreation-**

- ME Mariners trip scheduled for 2/18.
- AARP is set up for tax preparation services. Every Friday until 4/7.

- **Seniors-**

- 70 seniors participated in the luncheon last Wednesday that included a band.

- **Assessing-**

- Last week sent out 195 Personal Property Tax Declaration letters, most with BETE (Business Equipment Tax Exemption) application.
- Working on estimate for growth (new tax growth).
- Working on map changes that are effective for 4/1/2023.

- **Town Clerk-**

- Still having a hard time filling the open position.
- No State elections in June, just school budget.

- **Transfer Station-**

- Non-compliant citizens with town bags- using regular bags or buying their own blue bags.
- Tire disposal and fuel charge increased.
- Hazard waste being received at the Transfer Station, including asbestos.

- **Economic Development-**

- Technical revisions have been submitted to the Dept. of Economic & Community Development for final review and approval of the T.I.F.'s.
- Traffic Study final report should be ready by the end of the month.
- Volunteer started 2/13.
- Working with Jeni on amending the zoning ordinance to reduce I1 and I2 frontage setbacks.

- **Finance/HR & Benefits/Safety-**
 - On revision #9 and continuing to work on the budget.
 - Working on tax reminder notices.
 - Job descriptions for all town positions have been compiled and are being reviewed.

- **Admin-**
 - Staff office position changes will be completed on 2/17.
 - Staff annual evaluations are completed.
 - RFP's- 2/9 interview and 2/13 interview for Facility Study & Needs Assessment.
 - Leadership training for Department Heads will start in March.
 - New Maintenance Custodian starting on 2/21.
 - Working on budget.