

## **Town Manager's Report, April 11, 2023**

- **Highway-**

- 2 trucks needing front spring repair.
- Sidewalk sweeping.
- Street sweeping starts 4/10.
- Road patching.
- Excavator repaired and ready for road work.
- Plows are put away.
- New hire- Katara Ballou- new park laborer.

- **Police Department-**

- 3 Arrests
- 2 Accidents
- 52 Traffic stops.
- Lt. Upton and Chief attended the FBI LEEDA Executive class, second class to complete the trilogy. 3<sup>rd</sup> class will be completed in July. FBI-LEEDA will also award the South Berwick Police Department with the trilogy award for all administrators having completed the leadership trilogy.
- Partaking in a walk-through at every school in the SAD 35 district giving security tips and pointers for a safer school environment.
- Lt. Upton and Sgt. Stephens took the yellow flag (The law allows for the removal of guns from a person's possession following a medical evaluation to determine their mental fitness and a court hearing. The panel cites “the lack of an available medical practitioner to complete an assessment” as the reason for the under-use of the law.) training for firearms withholding with mental health calls.

- **Fire Department-**

- Calls 8 and YTD is 196
- Spring cleaning and preparing for spring brush fire season. We are also completing our annual SCBA fit testing this month for all firefighters.
- The department attended this year's easter egg hunt and Touch-a-Truck at Central School on Saturday. The event was well attended, and people seemed to enjoy the new location.
- Fire officers assisted Marshwood High School by providing a fire watch during all six performances of ‘Frozen the Musical’, allowing the production to include the use of a fog machine.
- Training this month has been finishing up the annual BLS training for all members as well as forest firefighting equipment and operations. Suspending training until July after this month.

- All apparatus and equipment are in service and there have been no major breakdowns or repairs in the past two weeks. The Firefighter's Association will be picking up the new boat this week to prepare it for donation to the Fire Department.
- **Code Enforcement-**
  - 1 Building Permit.
  - 1 Internal Plumbing Permit.
  - 2 Violations- shoreland, illegal structures.
- **Planning-**
  - 3 Projects in front of the Planning Board.
  - 5 Ordinances being updated.
- **Library-**
  - Lorena did her Fairy houses program last Tuesday, which was a big hit. 20 people attended and requested another one in September.
  - New display for National Librarian Day on April 16<sup>th</sup>.
  - Book discussion next month will be Intimacies by Katie Kitamura.
- **Recreation-**
  - We had a very successful Egg Hunt Saturday morning. About 80 families and 120+ kids attended the egg hunt.
  - Wednesday the 5<sup>th</sup> the Easter luncheon with the seniors, about 80 seniors attended.
  - We have one more week of tax appointments.
  - Camp registration opened last Monday, and every week of camp is about 2/3 full.
  - We are working on some town signage to have at the courts at Powderhouse as well as the fields on Willow Dr.
- **Seniors-**
  - The Saint Patrick's Day events were successful with eighty folks attending the luncheon.
  - The Easter luncheon was on Wednesday, April 5<sup>th</sup>.
- **Assessing-**
  - Fire damaged buildings- Taxes are based on value as of April 1. Exceptions must be by law.
  - Creating permit process with Codes.

- Tyanne to pick up sheds and decks, entry level permit pass to assist me with the workload.
- Worked on revising the Assessor's Lot Merger policy with Code Officer/Planner, to include removing the approval by the assessor because it is a planning issue.
- Permit pass is ongoing with great deal of progress. This will likely continue until the end of April.
- We began the process of reviewing eligibility for BETE (Business Equipment Tax Exemption) and updating the personal property taxable value and exempt value for 4/1/2023, FY2024.
- Working on map changes that are effective for 4/1/2023. (Splits, subdivisions, lot line revisions, etc.)
- Training Tyanne as she has assumed the duties Amy had previously. She is working on deeds, exemptions, mailing address changes, personal property intake.
  
- **Town Clerk-**
  - New hire- Britney Spencer.
  - Getting ordinances ready for codification. (To codify means to arrange laws, rules, or regulations into a systematic code. The process of codification can involve taking judicial decisions or legislative acts and turning them into codified law. This process does not necessarily create new law, it merely arranges existing law, usually by subject, into a code.)
  
- **Transfer Station-**
  - 25 units of freon disposed of.
  - Tires hauled away.
  - Meeting with Casella to talk about the glass crusher and disposal options.
  - Service call to Atlantic to fix the bailer's safety mechanism.
  
- **Economic Development-**
  - Market Analysis:
  - Rt. 236 Traffic Study:
  - Transit-Oriented TIF District
  
- **Finance/HR & Benefits/Safety-**
  - Going to be sending out the outstanding tax letters on Wednesday 4/12, about 200. On May 2nd the 30-day demand letters will be sent.
  - The Annual Report is ready for publication.

- FEMA Applicant briefing meeting. Jay and Ray will be performing a walkaround with a representative from FEMA. Jen will take care of the paperwork side of things.
- Affinity lighting- Proposal review- Community Center and Library equipped with led smart lighting to save \$11,500 a year.
- Port City- working on building design ideas.
- \$34,000 from Old Orchard Beach due to Ryan Larose. Funds will go to CIP to train new officers.
- Employee picnic- July 13<sup>th</sup>. Annual employee appreciation/awards banquet will start April 2024.
  
- **Admin-**
  - Met with citizen with concerns about the basketball court.
  - Citizen communication about winter storm fence damage.
  - Citizen FOAA request- personnel issue.
  - Department of Economic & Community Development- Deputy Commissioner- Transit-Oriented TIF District.
  - New employee orientation meeting- Britney Spencer and Katara Ballou.
  - SmartGrowth meeting- Len Bogh & Nora Irvine.
  - Land merger ordinance.
  - Building Committee meeting.
  - Citizen budget review meeting.
  - Board of Assessment Review training.
  - York County Budget Committee Caucuses.
  - LD 665 support
  - Safety Committee update.