

Town Manager's Report, April 25, 2023

- **Highway-**
 - Raised 2 catch basins on Front Street
 - Started Stormwater Basin annual checks.
 - Repair and reseeded areas from winter plowing
 - Staff went to Sanford for Excavation and Trench safety classes.

- **Police Department-**
 - 2 Arrests
 - 5 Accidents
 - 42 Traffic stops.
 - On the last phase of hiring the last slot for a full-time officer.
 - Very Slow the past few weeks.

- **Fire Department-**
 - 15 Calls and YTD is 211
 - Brush Fire Season has begun.
 - The online fire permit system has been very busy!
 - Completed the annual Controlled burn at the Golf course.

- **Code Enforcement-**
 - 7 Building Permits.
 - 2 Internal Plumbing Permits.
 - 22 Inspections

- **Planning-**
 - 2 Projects in front of the Planning Board.
 - 1 Ordinance table being updated.

- **Library-**
 - State Park Passes can be obtained at the library.
 - New Shelving is coming in shortly.
 - Book sale will be May 6th.
 - 2800 items borrowed from the Library in March
 - 2442 people visited the Library in March

- **Recreation-**

- We have purchased/received town signage for the courts, Powderhouse, and fields on Willow Dr.
- Most of the Camp Staff will be returning for this summer, there is one Open Camp Counselor position.
- Powerhouse Final closing process will be completed this weekend.
- 1st week of summer camp is Full already.

- **Seniors-**

- 4/14 Movie night, “Father Stu”.
- Lunch and learn with Stephanie Poates on balance and falls.
- 5/18 Gloucester Lobster bake cruise.

- **Assessing-**

- Tyanne has been assisting with the Permit pass this year
- Reviewing applications for Current use and for various exemptions.
- Working on Map Changes for the new 4/1/2023 Maps.
- Trying to schedule visits, instead of just showing up at people’s homes.
- Working with Code on two policy changes.

- **Town Clerk-**

- New Hire Britney is doing very well.
- Lots of Genealogy requests.

- **Transfer Station-**

- Atlantic fixed the bailer’s safety mechanism yesterday.
- Brush pile was so large it had to close for the weekend, it was mulched up and hauled away yesterday, and is back open for business. (We got some complaints)
- Winter clean up was completed around the Transfer Station
- Meet with Casella, and no one is taking glass right now, and all the surrounding towns are just throwing all glass away.
- Sign to be ordered with rules that the public need to follow.
- It’s time to have some police presence during the busy weekend days.

- **Economic Development-**

- Market Analysis focus groups are scheduled for early June.
- Comp plan focus groups are meeting this week.
- Working on three grants, one for the Town Clerk, Library and Recreation.
- Spoke at the State Capital at a press conference in support of LD1156 for a Maine Trail Bond.

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

- 137 People are behind on their property tax bills, and on May 2nd the 30-day demand notices will be mailed out.
- Port City is working on the Town Hall study and putting together a presentation for the Town Council for May 23rd.
- FEMA will be setting up an office in the Portland Area at the beginning of May and will reach out to schedule a time to do a walk thru and review all the damage caused by the Christmas storm.
- We are looking into the Red Barn, and the potential cost to tear it down.
- MMA, our insurance carrier, will be doing a walk thru our buildings this Wednesday.
- We have finally made the switch over to Great Works Internet, from Consolidated Communications, this project has been in the works since last summer. This will provide a faster internet service, for slightly less cost.

- **Admin-**

- Met with Berwick Academy last week, they are willing to share their green space with the town for events.
- Harland Goodwin reached out to give town employees a tour of the Historical Society in late May.
- Board of Assessment Review Training.
- Dawn is in Bangor for General Assistance Training Monday & Tuesday this week, and she will be recognized for completing her training as a General Assistance Administrator.
- Annual Mandatory staff training will be done this Thursday. All offices will be closed in the morning.
- 7 Citizen office visits
- 2 Personnel Issues