Board of Selectmen's Meeting Minutes
January 13, 2015; 3:00 P.M.

Board Members Present: Bernard N. King, Jr., Chairman; Douglas A. Taft, Vice-Chairman; Kenneth J. Murphy; Paul E. Hoyt; Robert J. McHatton, Sr.

Student Representative Anthony Champoli was absent.

1. Call to Order
Chairman King called the meeting to order at 3:00 P.M.

2. Pledge of Allegiance
The Board recited the "Pledge of Allegiance."

3. Executive Session
a. MRSA Title 1, Chapter 13, Subsection 405.6.C.
Discussion of Real or Personal Property Between the Town and Community Center Board of Directors

Motion was made by Selectman Murphy to enter into executive session per MRSA Title 1, Chapter 13, Subsection 405.6.C. at 3:00 P.M. for discussion of real or personal property between the Town and Community Center Board of Directors; 2nd from Vice-Chairman Taft. 4 approve/0 oppose

Selectman Hoyt joined the meeting at 3:20 P.M.

Motion was made by Vice-Chairman Taft to exit executive session at 4:10 P.M.; 2nd from Selectman Hoyt. 5 approve/0 oppose

Chairman King brought agenda item 15 forward.

15. Executive Session
b. MRSA Title 1, Chapter 13, Subsection 405.6.E.
Discussion of Legal Matters

Motion was made by Vice-Chairman Taft to enter into executive session at 4:10 P.M. per MRSA Title 1, Chapter 13, Subsection 405.6.E. for discussion of legal matters; 2nd from Selectman McHatton. 5 approve/0 oppose

Motion was made by Vice-Chairman Taft to exit executive session at 4:49 P.M.; 2nd from Selectman Hoyt. 5 approve/0 oppose

a. MRSA Title 1, Chapter 13, Subsection 405.6.A.1.
Review of Committee Applications

Motion was made by Vice-Chairman Taft to enter into executive session at 4:49 P.M. per MRSA Title 1, Chapter 13, Subsection 405.6.A.1. for review of committee applications; 2nd from Selectman Hoyt.
5 approve/0 oppose

Motion was made by Selectman Hoyt to exit executive session at 4:58 P.M.; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

Chairman King called for a five minute recess and then resumed the meeting.

4. Approval of Minutes
a. December 16, 2014

Motion was made by Vice-Chairman Taft for approval of the December 16, 2014 Board Meeting Minutes; 2nd from Selectman Murphy. 5 approve/0 oppose

5. Correspondence and Other Pertinent Information

a. Road Name Appeal; Seymour Dr.

Mr. Jeff Gagnon requested that the Board of Selectmen change the name of Seymour Drive due to confusion with 14 Seymour Drive in Gray. The Street and Road Naming Policy disallows amendments to a name once approved. **Motion** was made by Selectman McHatton NOT to amend the road name as requested; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

b. Walking With Ease Grant

Recreation Director Gary Colello reported that "The Walking With Ease Program" through the Arthritis Foundation is proved to reduce the pain of arthritis and improve overall health. He has applied for a $4,000 *Walking With Ease* Grant. There is no local match. Applications were due by January 9, 2015. The Chair and Vice-Chair approved applying prior to Board of Selectmen's Meeting. **Motion** was made by Selectman Hoyt to authorize and accept the grant; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

c. US Route 302 Center Two-Way Left-Turn Lane; Scope of Work/Fee Estimate

Representatives from the Maine Department of Transportation met with Town staff to discuss the construction of a center turn lane on Route 302 in the vicinity of MacDonald Motors. The current plan calls for construction in 2016, but there is a possibility of the work being done in 2015. A "scope of the work" was provided to the Board.

6. New Business

a. Permits/Documents Requiring Board Approval

1. Victualer's License and Liquor License Renewal to Magic Lantern

Frank Howell dba Magic Lantern LLC has submitted a Victualer's & Liquor License Renewal request. The requisite department heads have signed off on the request. **Motion** was made by Selectman Hoyt for approval of the Victualer's License and Liquor License Renewal to the Magic Lantern, LLC; 2nd from Selectman Murphy.
5 approve/0 oppose

2. Sewer Commitments #148 & #149

Motion was made by Selectman McHatton to approve the Sewer User Rates Commitment #148 totaling $5,023.92 comprising one (1) page and #149 totaling $10,407.68 comprising three (3) pages to the Treasurer for collection; 2nd from Selectman Hoyt. 5 approve/0 oppose

3. Art in the Park Event July 18, 2015 (rain date: July 19, 2015)

"Art in the Park" is requesting that their annual event be held July 18th with a rain date of July 19th. They are aware of the proof of insurance requirement. **Motion** was made by Selectman McHatton to approve the use of Town parks for Art in the Park on July 18, 2015 with a rain date of July 19th subject to their providing the requisite documentation to the Town Clerk; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

4. Winter Carnival Event on February 14, 2015

The Chamber of Commerce is requesting approval to hold their annual Winter Carnival at Highland Lake on February 14, 2015 from 11:00 A.M. to 4:00 P.M. They have provided a copy of the requisite Certificate of Liability Insurance. **Motion** was made by Selectman Murphy to approve the annual Winter Carnival Event to be held at Highland Lake Beach on February 14, 2015 from 11:00 A.M. to 4:00 P.M.; 2nd from Selectman McHatton.
5 approve/0 oppose

6. New Business

a. Permits/Documents Requiring Board Approval (continued)

5. B.Y.O.B. Permit to Greater Bridgton Lakes Region Chamber of Commerce for Dance Event at Town Hall on February 14, 2015

The Chamber of Commerce has submitted a B.Y.O.B. Function Approval Form to hold a dance on February 14, 2015 from 8:00 P.M. to 11:00 P.M. at the Town Hall. The appropriate Town officials have signed off for the event. **Motion** was made by Selectman Hoyt to approve the Chamber of Commerce B.Y.O.B. function at the Town Hall on February 14, 2015 and the B.Y.O.B. Permit for the same event; 2nd from Selectman McHatton. 5 approve/0 oppose

6. Forest Hills Annex Cemetery Deed to Robert L. Foster; Section I, Lot 16A (2 grave lot)

The Town has received $400 from Robert L. Foster for Lot #16A of Section I for a two (2) lot grave in Forest Hills Cemetery Annex. **Motion** was made by Selectman McHatton to convey by Cemetery Deed Lot 16A of Section I in the Forest Hills Cemetery Annex to Robert L. Foster; 2nd from Selectman Hoyt. 5 approve/0 oppose

7. Quit Claim Deed to Gerry A. Small; Map 24, Lot 52

Gerry A. Small entered into an installment agreement with the Town for unpaid taxes for property identified as Map 24 Lot 52 and has satisfied the terms of the agreement. **Motion** was made by Selectman McHatton to convey by Municipal Quitclaim Deed any interest the Town may have in Map 24 Lot 52 to Gerry A. Small; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

b. Bids, Awards and Other Administrative Recommendations

1. Phone and Voice Mail System

The Town Manager and Deputy Town Manager met with several area companies regarding updating the phone and voicemail system. This action was undertaken after issues arose with the company originally contracted to do the work. They met with representatives from each company and solicited recommendations from other communities and the school. The internet technician was also consulted. It is their opinion that GWI would be the best fit for the Town. In order to take advantage of receiving one-month free service, the Town Manager signed a contract conditioned on your approval. **Motion** was made by Selectman McHatton to approve a 48 month Service Agreement with GWI for phone service and equipment; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

2. Revision to Policy on Town Committee Procedures

The Board directed the Manager to draft a revision to the Policy on Town Committee Procedures that would allow the appointment of a non-resident to a committee. He provided a proposed new section to III Formation of Committees. **Motion** was made by Selectman McHatton to allow no more than one non-resident to serve on each committee as "ex-officio."

Town Manager Peabody read the following proposed amendment to the Policy on Town Committee Procedures into the record:

"**Policy on Town Committee Procedures (Adopted 05/14/13)**

III. Formation of Committees

D.1. Appointments: Non-Resident Members (proposed 01/13/15)

If, in the opinion of the Select Board, the appointment of a non-resident whose representation or expertise in their official capacity would prove beneficial to the Charge and Mission Statement of a particular Committee, then such an appointment may be made by the Select Board. Said appointment shall be subject to all current policies regarding Committees with the following special provisions: appointment would be **1)** in an ex-officio capacity with no voting authority and **2)** the appointment is to run with the official capacity, not the individual."

Selectman McHatton withdrew the motion.

6. New Business

2. Revision to Policy on Town Committee Procedures (continued)

Lengthy discussion ensued regarding membership to non-resident taxpayers, non-residents and summer residents. Selectman Hoyt suggested that the policy be revised to include anyone that has an interest be allowed to serve on a committee as a non-voting member. It was noted that committees are authorized to bring individuals in as a resource regardless of their residency status.

Motion was made by Selectman McHatton to continue following the existing policy; 2nd from Vice-Chairman Taft. 4 approve/1 oppose (Hoyt opposed)

3. Route 302 Corridor Development Ad Hoc Committee Charge, Mission and Authority

Town Manager Peabody provided a Town of Bridgton Route 302 Corridor Development Ad Hoc Committee Charge, Mission and Authority as requested by the Board at the December meeting and read the following into the record:

"TOWN OF BRIDGTON
ROUTE 302 CORRIDOR DEVELOPMENT AD HOC COMMITTEE
CHARGE, MISSION AND AUTHORITY

NARRATIVE: The Route 302 Corridor Development Ad Hoc Committee is being formed to provide for safe, attractive and economically beneficial development along the Route 302 corridor from Pondicherry Square to the Naples Town line.
MISSION AND CHARGE: The Route 302 Corridor Development Ad Hoc Committee acts as an advisory committee and resource to the Select Board. The Committee will coordinate with other entities within the Town government including the Code Enforcement Officer, Planning Board, Police Chief, Fire Chief and Director of Planning, Economic and Community Development. The key elements of the Committee's mission include reviewing the current land use regulations, current development, anticipated development trends, and land use models using the newly approved Town of Bridgton Comprehensive Plan as a guideline. To that end, the Committee is charged with developing ordinances and/or applicable regulations governing future development of the defined Route 302 Corridor.
AUTHORITY: The Committee shall report to the Select Board at least monthly on their work and progress. As an advisory committee, the Route 302 Corridor Development Ad Hoc Committee makes recommendations to the Board for consideration. The Director of Planning, Economic and Community Development shall function as staff for the Committee. The Committee may request volunteers to assist their efforts, however such persons are not considered voting members of the Committee. The Committee may request additional authorization from the Select Board for specific activities.
PROCESS AND COMPLIANCE: Every member of the Committee shall comply with existing state law and the policies and procedures of the town including but not limited to the conduct and notice of meetings, the Town's Ethics and Guidelines Policy, conflict of interest laws and the Town Personnel Policies.
APPOINTMENTS: Members are appointed by the Select Board and will serve to the conclusion of the Committee's charge; specifically, the presentation of their findings and proposed ordinances to the Board.
MEETINGS: The Committee shall hold regular public meetings, be responsible for the creation and posting of all agendas and the creation of the public record of each meeting in accordance with the prevailing state law. Such records shall be forwarded to the Select Board and any other entities they are working with.
AMENDMENTS: The Select Board may amend this Charge and Mission as they deem appropriate."

Lengthy discussion ensued regarding expanding the development to include Route 117 and Route 107.

Selectman Hoyt suggested that the Director of Planning, Economic and Community Development lead the committee. Town Manager Peabody noted that committees are a group of citizens acting at the Board's direction and under the current structure, there are no provisions that would allow staff to be the head of a committee.

Chairman King closed discussion to bring the public hearing forward at 6:00 P.M.

10. Hearings @ 6:00 PM

Public Hearings/Informational Hearings

a. Public Hearing to accept oral and written comments on an application from **Beth's Kitchen Café** (108 Main Street) for a **new liquor license.**

Chairman King opened the public hearing to accept oral and written comments on an application from Beth's Kitchen Café for a new liquor license at 6:00 P.M. Owner Beth Doonan noted that the application is for beer and wine only. There were no public comments. Chairman King closed the public hearing at 6:01 P.M.

6. New Business

3. Route 302 Corridor Development Ad Hoc Committee Charge, Mission and Authority (continued)

Director of Planning, Economic and Community Development Krieg reported that she intends to be active on the committee. Vice-Chairman Taft recognized that Director Krieg is already extended and wants to be considerate of her time.

Chairman King asked if this proposed committee would be redundant with the intended Comprehensive Plan Implementation Committee and suggested amending the name of this proposed committee.

The Board directed Town Manager Peabody to work with Director Krieg to revise the language and bring the revised document back for Board review and consideration.

Motion was made by Vice-Chairman Taft to table this item to the next meeting (January 27th); 2nd from Selectman Hoyt. 5 approve/0 oppose

c. Legal Matters

There were no legal matters.

d. Selectmen's Concerns

- **Selectman McHatton** had no concerns.
- **Selectman Hoyt** had no concerns.
- **Vice-Chairman Taft** had no concerns.
- **Selectman Murphy** publically thanked the Fire Department for their assistance during a personal house flood over the weekend; he especially acknowledged the help from Todd Perreault.
- **Chairman King** had no concerns.

e. Town Manager's Report

Town Manager Peabody read the following report into the record:

"Manager's Report
01/13/15

The Town Office will be closed Monday, January 19th, for Martin Luther King Day.

The Sign Project will be going out to bid on February 17th with bids due on March 17th. The work is to be completed by mid-July. Installation will be by the Public Works Department as the signs are completed.

Before you tonight are the December financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 50% for the month. Revenues are at 53.5% and Expenditures at 48.1%."

6. New Business (continued)
   f. Other Matters

- **Town Manager Peabody** had no other matters for discussion.
- **Selectman McHatton** had no other matters for discussion.
- **Selectman Hoyt** asked if there has been any follow up to the discussion regarding the memorial school to which Director Krieg will follow up with the School Board and report back to the Board of Selectmen.
- **Selectman Hoyt** reported the Lake Region High School is participating in the Channel 13 "Spirit Pride Within Schools" and is collecting canned goods and monetary donations; there will be a drop off location designated and encouraged individuals to contact Greg Watkins at Lake Region High School with any questions.
- **Vice-Chairman Taft** reported that the 16th District Masonic Lodge nominated the Bridgton Community Center for the Maine Grand Lodge Community Betterment Grant. Voting will be by citizenry in the area; he encouraged the public to vote for the Community Center as an opportunity to support our own community.
- **Selectman Murphy** had no other matters for discussion.
- **Chairman King** encouraged attendance at the public meeting on January 20th at 6:30 P.M. in the downstairs meeting room for information on State Revenue Sharing. The guest speaker will be Jeff Hermann from Maine Municipal Association. Lake Region Television will broadcast live.

7. Treasurer's Warrants

Motion was made by Selectman Murphy for approval of Treasurer's Warrant numbered 60, 61, 62, 63, 64, 65, 66, 67 and 68; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

Chairman King brought agenda item 11 forward.

11. Action Items Following Public Hearing
    a. Approval of New Liquor License to Beth's Kitchen Café

Motion was made by Selectman McHatton for approval of the new liquor license to Beth's Kitchen Café; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

Selectman Hoyt asked if the 42 inch sidewalk clearance mandate is being followed by Beth Doonan, owner of Beth's Kitchen Café. Town Manager Peabody will direct the Code Enforcement Office to meet with Ms. Doonan to review the area for compliance.

8. Committee Reports

Glenn "Bear" Zaidman reported that the Wastewater Committee is working with the Sewer Superintendent and the Town Manager to create a buy-back program as authorized by State Statute and the current ordinance. Lucia Terry presented a draft educational brochure for review and comment. The Board suggested a few amendments which Ms. Terry agreed with. **Motion** was made by Selectman McHatton to authorize the Town Manager to print the final version of the brochures; 2nd from Vice-Chairman Taft. 5 approve/0 oppose

9. MSAD #61

There was no MSAD #61 information for discussion.

10. Hearings @ 6:00 PM / Public Hearings/Informational Hearings

*a. Public Hearing to accept oral and written comments on an application from **Beth's Kitchen Café** (108 Main Street) for a **new liquor license.***

This agenda item was addressed earlier in the meeting.

11. *Action Items Following Public Hearing*

a. Approval of New Liquor License to Beth's Kitchen Café

This agenda item was addressed earlier in the meeting.

12. Public Comments and Presentations

Lucia Terry reported that the Village Folk Festival Planning Team is hosting a warm up pot luck on Monday (01.19.2015) at the Community Center at 5:30 P.M. The team is about half way getting the roster of events filled. She encouraged and welcomed public attendance.

13. Old Business (Select Board Discussions Only)

a. Town Hall Update

Director of Planning, Economic and Community Development Director Anne Krieg reported that she is scheduled to meet with a representative from Maine Preservation next week. She will provide an update to the Board at the next meeting.

Vice-Chairman Taft noted that the sandwich board signs being used by businesses on Main Hill are not allowed. Town Manager Peabody will direct the Code Enforcement Officer to review the area for compliance.

14. Dates for the Next Board of Selectmen's Meetings/Workshops

- January 20, 2015 at 6:30 P.M.; Municipal Revenue Sharing (Invitation and Recipient List in Packet)
- January 27, 2015
- February 10, 2015

15. Executive Session

a. MRSA Title 1, Chapter 13, Subsection 405.6.A.1. / Review of Committee Applications

This item was addressed earlier in the meeting.

b. MRSA Title 1, Chapter 13, Subsection 405.6.E. / Discussion of Legal Matters

This item was addressed earlier in the meeting.

16. Appointment of Committee Members

a. Budget Advisory Committee

Motion was made by Vice-Chairman Taft to appoint the following members to the Budget Advisory Committee: Earl M. Cash, Sr.; Vanessa Jones; Arthur D. Triglione, Sr.; William Vincent; 2nd from Selectman Hoyt. 5 approve/0 oppose

b. Community Development Committee

Motion was made by Selectman Hoyt to appoint Phyllis Roth to the Community Development Committee; 2nd from Selectman McHatton. 5 approve/0 oppose

17. Adjourn

Chairman King adjourned the meeting at 6:46 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk