

## Board of Selectmen's Meeting Minutes January 26, 2016; 5:00 P.M.

Board Members Present: Bernard N. King, Jr., Chairman; Robert J. McHatton, Sr., Vice-Chairman; Kenneth J. Murphy; Paul E. Hoyt; Gregory N. Watkins; Student Representative Colleen Messina [Selectman Hoyt joined the meeting at 5:04 P.M.]

Administration Present: Town Manager Robert Peabody, Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Public Works Director Jim Kidder; Recreation Director Gary Colello; Planning & Development Director Anne Krieg

### 1. Call to Order

Chairman King called the meeting to order at 5:00 P.M.

### 2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

### 3. Approval of Minutes

#### a. January 12, 2016

**Motion** was made by Selectman Murphy for approval of the Meeting Minutes from the January 12, 2016 Board Meeting; 2<sup>nd</sup> from Selectman Watkins. 4 approve/0 oppose

### 4. Correspondence and Other Pertinent Information

#### a. Resignation of Michael Truscott from the Wastewater Committee

**Motion** was made by Selectman Watkins to accept, with regret, the resignation of Michael Truscott from the Wastewater Committee; 2<sup>nd</sup> from Selectman Murphy. 4 approve/0 oppose

#### b. Town of Bridgton Microloan Program

Planning & Development Director Krieg reviewed information on the microloan program. The program was commenced in 2002-2003. The program has remained dormant since 2010 and we would like to revive it. \$70,000.00 is available as a revolving no-interest loan program. Previously the loan was up to \$25,000 and could be used for business start-up (or expansion) costs including purchasing product for retail, signage, accounting/legal services hiring employees, working capital, equipment purchase and building renovation (interior or exterior.) It is recommended these parameters will continue when we release the program again. In the past, the former Lakes Region Development Council administrated the program. This entity is no longer in existence. It is recommended an *in-house loan review committee* be formed to review applications. Use of funds will be monitored by the State Department of Economic Development. The original goal of the fund reads as follows: "*The Bridgton Microloan Fund is to support the start-up and expansion of micro-enterprise businesses with 5 or fewer employees in Bridgton owned by low or moderate income entrepreneurs by providing loan capital unavailable from conventional lending sources. Success of the Fund will be measured by 3 objectives 1) number of low or moderate income owned micro enterprises assisted 2) number of jobs created for low and moderate income individuals 3) survival rate of the micro-enterprises assisted.*" It is not likely this goal could be modified as it is contained in all of the documents for the grant. Previously Western Maine Finance handled the processing of loan applications, underwriting, closings, and reporting. This entity still exists and could be solicited to assist with this technical aspects of the program. Action from the Select Board is requested to affirm the revival of this program, allow staff to prepare an application process, and release the program to the public. Director Krieg responded to several questions asked by the Board. **Motion** was made by Vice-Chairman McHatton to revive the Town of Bridgton Microloan Program and to direct the Town Manager to draft a Microloan Committee mission statement and charge for Board approval, develop an application process and release the program to the public; 2<sup>nd</sup> from Selectman Watkins. 5 approve/0 oppose

## 5. New Business

### a. Permits/Documents Requiring Board Approval

#### 1. Application for Additional Sewer Allocation (88 & 100 Main Street)

Chalmers Bros LLC is building a new office building at 88 Main Street and plan to increase the work force at that location up to 45 employees. They need an additional allocation of 41 gallons per day. Their 100 Main Street location is currently an old septic system and they wish to hook up to the municipal system. They employ 35 folks and need an allocation of 107 gallons per day. 88 Main Street is the former Dairy Queen building. Because there was a public bathroom in the building, the town dedicated 353 gallons per day. This additional gallonage was not conveyed to Chalmers when they purchased the property. Chalmers has submitted an application for additional sewer allocation for 42 gallons for 88 Main Street and 107 gallons for 100 Main Street. The fee is \$15 per unit or \$2,220. **Motion** was made by Vice-Chairman McHatton for approval of the application for additional sewer allocation for 42 gallons per day submitted by Chalmers Bros LLC for 88 Main Street and 107 gallons per day for 100 Main Street; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

### b. Awards and Other Administrative Recommendations

#### 1. Employee Recognition Policy

**Motion** was made by Selectman Hoyt to recognize any employee who has served the Town for a minimum of ten years and leaves on good terms; 2<sup>nd</sup> from Selectman Murphy. 5 approve/0 oppose

### c. Legal Matters

*There were no legal matters.*

### d. Selectmen's Concerns

- Vice-Chairman McHatton had no concerns.
- Selectman Hoyt suggested that the Board set a priority list for 2016 to which Chairman King directed this issue to the next agenda.
- Selectman Watkins suggested that the Board set a workshop session with the Transfer Station Manager for discussion of ways to reduce tonnage, commercial hauler sticker fees and voluntary composting. The Board opted to invite the Transfer Station Manager to a regular meeting for discussion and then hold a workshop if warranted.
- Selectman Murphy had no concerns.
- Chairman King had no concerns.

### e. Town Manager's Report

Town Manager Peabody read the following report into the record:

“Manager's Report; 01/26/16

Bridgton Police Officer Todd Smolinsky is being recognized at the Maine Chief's Annual Winter Meeting for a “lifesaving” act. The decision to honor his act received unanimous support by the Maine Chiefs of Police. Congratulations Todd for a job well done.

Yesterday we met with representatives from MDOT and FHA regarding the Moose Pond Causeway. As previously reported, the design called for the elimination of the red granite guardian stones and the installation of guardrails. The Board took a public and procedural stand against the removal. Subsequent meetings were held and the new design has come forth. The stones will remain on the Shawnee Peak side and a brown guardrail will be installed on the other side. Additional changes include the causeway being striped for “no passing”; the travel ways being shortened to 11'; a 5' shoulder on the guardrail side which is being considered for designation as a bike lane; a rumble strip, 4' striped shield and 10' parking area on the guard stone side of the road. The Town will explore providing boat trailer parking at West Station and enhancing public parking on Sabatis Island. Town and MDOT will work together on signage.”

The Board requested that Officer Smolinsky be invited to the next meeting for recognition.

f. Other Matters

1. HAM Field

Selectman Hoyt stated that the Board is working with BRAG to take over the field complex and he would like this to happen sooner than later. He noted that Town has already authorized the Board to accept the fields. Town Manager Peabody added that the Public Works Director and Recreation Director are working to establish a cost center for the HAM Field which will be presented with the proposed budget. Vice-Chairman McHatton said that BRAG will continue working with the HAM project; they will be partnering with the Town and continue to raise funds while the Town takes over maintenance.

2. Establish Separate Meeting Date/Time for Wastewater Commissioners

Chairman King suggested that the Board consider establishing separate meeting dates to act in their capacity as Sewer Commissioners. Selectman Watkins was concerned that projects may be held up if there was only one meeting per month or that the agenda may be too small if there were two meetings per month; he suggested that if there are issues that warrant more time that workshops be set up based on need. Selectman Hoyt and Vice-Chairman McHatton agreed with Selectman Watkins. Chairman King and Selectman Murphy were in favor of establishing separate meeting dates.

3. Non-Resident Committee Membership

Town Manager Peabody reported that it has been suggested that the Board consider revising their policy on committee procedures to allow for the appointment of non-residents. Mark Lopez encouraged the Board to amend the policy since committees are purely advisory to the Board of Selectmen. The Board directed the Town Manager to amend the "Policy on Town Committee Procedures" to allow for non-resident appointments and bring it back to the next meeting for formal approval.

4. Tablets for Board of Selectmen

Selectman Watkins encouraged the Board to consider the option of using tablets for their agenda material and meetings. Planning Board Member Phyllis Roth reported that, in her opinion, the tablets used by the Planning Board are too small and are difficult to charge. Discussion ensued. Selectman Watkins offered to bring a few options (tablet/laptop) to the next meeting for Board review and consideration.

Chairman King brought agenda item 8 forward.

8. Public Hearings at 6:00 P.M.

a. Public Hearing to Discuss Public Facilities and Infrastructure Projects Utilizing the Community Development Grant Fund

Chairman King opened the Public Hearing to discuss public facilities and infrastructure projects utilizing the Community Development Block Grant Fund at 6:16 P.M.

Director Krieg reviewed the following information:

**Regarding: Possible projects for Public Facilities funding with CDBG for program year 2016**

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The purpose of this memorandum is to provide the Select Board with the Community Development Block Grant program information in advance of the public hearing for the Public Facilities portion of funding.

The purpose of the public hearing is to solicit public involvement in the decision-making process for the use of CDBG funds for public facilities projects. It is important to coordinate public involvement in the decision making process for the use of these funds.

To re-cap, Bridgton receives funds set aside from the funds from HUD granted to Cumberland County, who oversees our use of the funds and assists us in the administration. Total funds planned for 2016 is a conservative \$180,000; I assume slightly less than the current year, as it's always easier to add than subtract when it comes to funding! From this figure, I assume the

\$25,000 cap for services and the administrative cap of \$35,500, leaving \$119,500 for public facilities and infrastructure projects.

### ***Timeline for Process***

Application deadline for Service applications	January 11, 2016
CDC receives applications	January 13 <sup>th</sup>
CDC holds deliberates on received applications	January 20 <sup>th</sup> and 26 <sup>th</sup>
BOS public hearing on possible Public Facilities and Infrastructure Projects <sup>1</sup>	January 26 <sup>th</sup>
CDC receives list of Public Facilities Projects	February 3 <sup>rd</sup>
CDC holds a public hearing <sup>2</sup> and provides recommendations to BOS	February 3 <sup>rd</sup>
BOS receives applications with recommendations	February 9 <sup>th</sup>
BOS holds noticed public hearing and makes a recommendation to Cumberland County	February 23 <sup>rd</sup> (3)
Decision due to Cumberland County	April 1, 2016

## **ELIGIBLE PROJECTS**

***These types of projects are all eligible for funding by addressing HUD objectives of either serving low income people or areas, or eliminating conditions of slum/blight in the community.***

***Public Facilities*** – facilities that serve the general public or specific populations such as the elderly. Examples include the Community Center Kitchen and Windows project, and the Old Town Hall renovations.

***Public Infrastructure*** – improvements to infrastructure in income eligible neighborhoods. Examples include Depot Street improvements, I & I work, other sewer projects

***Rehabilitation of Private Property*** – rehabilitation and façade improvements to historic or blighted properties. Examples include, Moses House, William Perry House, Rufus Porter and Bridgton Historical Society.

***Housing (not the creation of housing units)*** – possibilities include rehabilitation and weatherization improvements for low income households e.g. heating systems, energy efficiency upgrades

***Economic Development*** – loans or grants to businesses that are microenterprises or create jobs in the community. Bridgton had a loan program in the past and we are planning to revive this soon.

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<sup>1</sup> This public hearing allows the Select Board to hear from the public on the list of possible projects the Board has been considering for possible use for public projects. Action from the hearing is to direct staff to finalize the list for committee review which will be returned to the BOS for a final review at their February 23<sup>rd</sup> hearing.

<sup>2</sup> This is a formal hearing of the CDC to review the applications and allows the CDC an extra meeting to deliberate and send a recommendation to the BOS.

## Possible Goals with Public Facilities Funds

The following are possible public projects for Select Board and public consideration:

Replace roof at the Bridgton Community Center	\$60,000
Electrical renovations to lighting	\$11,000
Fire Department Office improvements at Central Fire Station	\$10-30,000
Downtown Public Bathroom	\$85,000
Streetscape Construction drawing set	\$30,000
Town Hall clapboard siding or other improvements	\$50-90,000

## Background

When the Community Center had work done this past year, many issues with roof were noted and I received 2 quotes for the cost of a new roof. Maine Historic has signed off on the roof.

The lighting in the Community Center is so outdated that the bulbs cannot be replaced as they are not available to purchase so it's necessary to replace the lighting system. The Community Center provided a quote in the amount of \$11,000.

In the coming capital plan for the next fiscal year, there is a project to renovate the Central Fire Station for an office. CDBG funds can be used to fund this project or a portion thereof.

We are looking at possible locations for a downtown public bathroom and could be a public project as well.

Currently we are commencing the streetscape design development process. The next phase of this project is the production of a construction bid set. The capital plan for the coming fiscal year shows an amount set aside for this project and this effort can be funded through CDBG as it is anticipated future CDBG funds will be used to partially fund the construction phases of the project.

As we finally complete the stabilization of the Town Hall project, the interior renovations will also need to be addressed. CDBG funds can be used for this renovation.

Thank you for your assistance in this effort.

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Vice-Chairman McHatton asked if downtown public bathrooms would be hooked up to the sewer system to which Town Manager Peabody responded that it would depend on the location and it may require its own tank.

Selectman Watkins asked if the projects are subject to Davis-Bacon wage rates to which Director Krieg responded yes, with a few exceptions (sole proprietorship and off site restoration work).

Selectman Watkins noted that some of the projects are being presented for the first time to which Director Krieg responded that the Board has four more meetings for discussion of each project prior to approval.

Selectman Watkins asked when the CDC will receive the list of projects to which Director Krieg responded that they will receive the list as presented to the Board as well as the comments from tonight's meeting and they may make their own recommendations for use of these funds.

Selectman Hoyt asked if the deadline to submit application has passed to which Director Krieg responded yes and two applications for façade treatment were submitted.

Chuck Renneker had suggested that this process be started in September of 2015 rather than the end of January 2016 and recommended that the process start earlier next year.

Karen Hawkins stated that 49% of Bridgton is low to moderator (or no) income. There are many homeless people in town and would like Bridgton to be known not only for a beautiful downtown but also provide some type of relaxed homeless shelter. She encouraged anyone that is interested in helping to develop a program to contact her.

Chuck Renneker encouraged the Board to set up a Capital Improvement Committee to review the long term needs of the Town.

Selectman Watkins asked about the streetscape construction to which Director Krieg responded that she has reached out to MDOT and they are part of the process for design development and construction.

Chairman King closed the Public Hearing at 6:40 P.M.

5. Full-Time Fire Chief

Town Manager Peabody provided the Board with information regarding a full time Fire Chief as recommended by the Fire Department Study. He noted that the demands of the position are increasing and the proposed budget will include this full time position.

6. Depot Street Bridge

Selectman Murphy is concerned with pedestrian safety due to high volume traffic on the Depot Street Bridge. Chairman King received public feedback to widen the bridge making it accessible for snow machines also. Vice-Chairman McHatton asked if CDBG funds could be used for this project to which Director Krieg responded, "yes." Public Works Director Kidder suggested using the set of solar flashing lights currently owned by the Town in that area as a short term option.

6. Treasurer's Warrants

**Motion** was made by Selectman Murphy for approval of Treasurer's Warrants numbered 78, 79, 80, 81, 82 and 83; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

7. Committee Reports

*There were no Committee Reports.*

8. Public Hearings at 6:00 P.M. / a. Public Hearing to Discuss Public Facilities and Infrastructure Projects Utilizing the Community Development Grant Fund

*This item was addressed earlier in the meeting.*

9. Action Items Following Public Hearing

*There were no action items.*

10. MSAD #61

Chairman King reported that the Facilities Committee has been meeting to discuss the Crooked River Project and encouraged public attendance at their meetings.

11. Public Comments and Presentations *(Each speaker **may** be limited to 3 minutes)*

*There were no public comments or presentations.*

12. Old Business (Board of Selectmen Discussions Only)

a. Town Hall Update

Director Krieg reported that work at the Town Hall is ongoing and is in hopes that the project will be completed by the end of the week; if it's not, she will be reviewing the contract.

b. Comprehensive Plan

Director Krieg submitted the short term implementation table (dated March 2015) and will update the table for the next meeting. Selectman Hoyt requested an update from the CDC on the status of their work to date.

Selectman Watkins asked the Town Manager if he is including a grant writer in the proposed budget to which Town Manager Peabody responded that he is proposing a part time grant writer position.

Selectman Watkins asked Director Krieg to define “tourism plan” to which Director Krieg responded that the “plan” is to determine what we can sell, what our goal is and what do we need to do. Selectman Watkins noted that branding includes business and economic aspects as well as tourism.

Selectman Watkins asked Director Krieg about the charter commission to which Director Krieg responded that the intent is to review the creation of a charter committee by strictly following the State Statutes, the Committee felt they wanted to evaluate how we govern Bridgton.

c. Volunteer & Staff Appreciation Picnic

Selectman Watkins suggested that the event be held on a Saturday around 2:00 P.M.; the Board concurred. Chairman King and Selectman Hoyt would like to hold the appreciation picnic for volunteers only. Vice-Chairman McHatton, Selectman Watkins and Selectman Murphy would like to hold the appreciation picnic for both volunteers and staff. The Board directed the Town Manager to check with Camp Wildwood regarding availability on June 4<sup>th</sup>.

13. Dates for the Next Board of Selectmen’s Meetings/Workshops

\*February 2, 2016; Workshop at 4:00 P.M. \*February 9, 2016 \*February 23, 2016

Town Manager Peabody encouraged Board Members to attend the Wastewater Committee Meeting on February 4<sup>th</sup> at 6:00 P.M. since the engineer will be present for discussion.

14. Executive Session per MRS Title 1, Chapter 13 § 405.6.A. (Committee Membership)

**Motion** as made by Selectman Watkins to enter into executive session at 7:27 P.M. per MRS Title 1, Chapter 13, Subsection 405.6.A to discuss committee membership; 2<sup>nd</sup> from Selectman Murphy.  
5 approve/0 oppose

15. Executive Session per MRS Title 1, Chapter 13 § 405.6.C. (Land Acquisition)

**Motion** was made by Selectman Watkins to enter into executive session at 7:28 P.M. per MRS Title 1, Chapter 13, and Subsection 405.6.C to discuss land acquisition; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

**Motion** was made by Selectman Watkins to exit the executive sessions at 8:09 P.M.; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

16. Action Items Following Executive Session

**Motion** was made by Selectman Hoyt to appoint Jim Kidder (Ex-Officio), Robert Peabody, Michael Tarantino and Jessica Glendinning to the Capital Improvement Committee; 2<sup>nd</sup> from Selectman Watkins.  
5 approve/0 oppose

17. Adjourn

Chairman King adjourned the meeting at 8:15 P.M.

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk