

## Board of Selectmen's Meeting Minutes

### June 28, 2016; 4:00 P.M.

Board Members Present: Gregory N. Watkins, Chairman; Glenn R. Zaidman, Vice-Chairman; Bernard N. King, Jr., Robert J. McHatton, Sr.; Paul E. Hoyt

Administration Present: Town Manager Robert Peabody, Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Director of Planning, Economic and Community Development Anne Krieg; Public Works Director Jim Kidder;

#### 1. Call to Order

Chairman Watkins called the meeting to order at 4:00 P.M.

#### 2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

#### 3. 4:00 P.M. until 5:00 P.M. Workshop with Land Use Zoning Committee

The Board held a workshop session from 4:00 P.M. until 5:00 P.M. with the Land Use Zoning Committee.

#### 4. Approval of Minutes

##### a. June 14, 2016

**Motion** was made by Selectman Hoyt for approval of the amended minutes from the June 14, 2016 Board Meeting; 2<sup>nd</sup> from Selectman King. 5 approve/0 oppose

#### 5. Correspondence and Other Pertinent Information

There was no correspondence or other pertinent information.

#### 6. New Business

##### a. Permits/Documents Requiring Board Approval

##### 1. Accept Payment and Approve Quitclaim Deed to the Heirs of David Grantham (177 South High St.; Map 9 Lot 41) [tabled from June 14, 2016]

**Motion** was made by Selectman Hoyt to take this item off the table; 2<sup>nd</sup> from Selectman King. 5 approve/0 oppose

Town Manager Peabody provided the Board with the property record card, title search, tax map and an email from the Assessor's Agent. On behalf of Personal Representative Sandra Hatch, Deborah Ogle stated that paperwork has been filed at Probate Court noting that the heirs of David Grantham have no interest in retaining the property. **Motion** was made Selectman Hoyt to accept and approve the Quit Claim Deed to the Estate of David Grantham; 2<sup>nd</sup> from Selectman McHatton. 5 approve/0 oppose

##### 2. Tax Exempt Status to CareFusion Solutions, LLC [tabled from June 14, 2016]

**Motion** was made by Selectman Hoyt to take this item off the table; 2<sup>nd</sup> from Selectman King. 5 approve/0 oppose

Selectman Hoyt asked for clarification of the application to which Assessor Berube responded that the hospital is leasing the equipment from CareFusion Solutions, LLC. He added that recent changes to the law allow exemption to personal property that is leased by an incorporated and benevolent organization. Acting in their capacity as the Board of Assessors', **motion** was made by Assessor Hoyt to grant CareFusion Solutions, LLC a personal property tax exempt status for property located at Bridgton Hospital; 2<sup>nd</sup> from Selectman McHatton. 5 approve/0 oppose

3. Application for Special Permit for Catering Privileges Off Premises; Carrye Castleman-Ross for Afternoon Catering Event at Nectar Wellness & Smoothie Shop on June 26<sup>th</sup> [vote to ratify]

**Motion** was made by Selectman King to ratify the approval of a special permit for catering privileges off premises for Carrye Castleman-Ross for the event of June 26<sup>th</sup> at Nectar Wellness & Smoothie Shop from 12:00 P.M. until 5:00 P.M.; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

4. Consent Agreement with Lloyd Chipman, Trustee of the Lloyd D. Chipman Trust for a Shoreland Zoning Violation

Code Enforcement Officer Rob Baker was present. Lloyd Chipman and Stephanie Edwards representing the Trust were present. CEO Baker reported that property owned by the Lloyd D. Chipman Trust has disturbed soils and vegetation, and built a structure (rock wall) on land they own known as Bridgton Tax Map 60 Lot 15 with an address of 62 Cedar Drive in Bridgton. Such activity constitutes a violation of sections within the Shoreland Zoning Ordinance. The Shoreland Zoning Ordinance authorizes the Municipal Officers to enter into an administrative Consent Agreement for the purpose of eliminating the violation of the Ordinance and recovering fines without court action. Mr. Chipman requested that the Board reconsider the fine and penalty imposed as he was unaware that he violated any regulations during the care and clean-up of his property. Selectman McHatton believes the fine is modest. The Board opted to amend section #1 to include the following language as underlined: 1. The land owner/property owner agrees to submit a Re-vegetation Plan no later than 07/31/2016 to the Code Enforcement Office for approval. The Board also agreed to modify the deadlines from 07/01/2016 to 10/15/2016. CEO Baker will redraft the agreement as amended for Board approval at the next meeting. **Motion** was made by Selectman King to table this item to the next meeting; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

5. Request for Liquor License Amendment from Standard Gastropub LLC to Include Outdoor Seating

Selectman Hoyt asked if the Planning Board has approved the outdoor seating for the establishment. Deputy Town Manager Fleck responded that on June 7, 2016 William Holmes, Standard Gastropub, submitted an application to the Planning Board for the addition of outdoor seating. The Planning Board tabled the application due to improper notification to the abutters; on June 14, 2016 the voters approved a revision to the Site Plan Review Ordinance which allows Department Heads to review minor revisions to applications originally approved by the Planning Board for Site Plan of Development Applications. This new provision requires notification to property owners within 100' of the project. On June 21, 2016, William Holmes submitted a Departmental Review Application. As per Article IV Section 1 Subsection 3 of the Site Plan Review Ordinance, the Departments Heads have jurisdiction to forward a Department Review Application to the Planning Board for full review which is what they did. This does not require a majority of Department Heads to make that decision. Currently there is an application before the Planning Board. On June 24, 2016 William Holmes submitted proof of notification to the property owners of the next Planning Board meeting. The next Planning Board Meeting is Tuesday, July 5, 2016. Currently Mr. Holmes does not have approval from the Department Heads or from the Planning Board. **Motion** was made by Selectman Hoyt for approval of the amendment to the liquor license for Standard Gastropub to include outdoor seating, **subject to Planning Board approval**; 2<sup>nd</sup> from Selectman King. 5 approve/0 oppose

6. Division of Liquor Licensing and Enforcement Application for License for Incorporated Civic Organization; The Bridgton Art Guild, Inc. Palette Table Fundraiser on July 9, 2016 from 5PM-8PM

**Motion** was made by Selectman King to approve the application for license for incorporated civic organizations submitted by the Bridgton Art Guild for their Palette Table Fundraiser on July 9<sup>th</sup> from 5:00 P.M. until 8:00; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

Chief Stillman reported that if any service of alcohol occurs after 8:00 P.M., the group would be in violation.

## b. Awards and Other Administrative Recommendations

### 1. Fee Schedule

Police Chief Stillman responded to several questions asked by Board Members. Vice-Chairman Zaidman suggested that the sewer allocation be removed from the schedule to which Town Manager Peabody responded that he will request that the Board amend that section at a future meeting. Selectman Hoyt requested that the fee for trash haulers to use the Transfer Station be discussed at a future meeting. Chairman Watkins suggested that the Town Hall fees be amended. Selectman King suggested that the Building Permit alterations and renovations be discussed at a future agenda as well. **Motion** was made by Selectman King to table this item to the July 26<sup>th</sup> meeting; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose. Town Manager Peabody will invite the Transfer Station Manager, Recreation Director and Sewer Department Superintendent to attend the meeting.

### 2. Carry Forward Requests

**Motion** was made by Selectman Hoyt for approval of the 2017 Carry Forward Request as submitted by the Town Manager; 2<sup>nd</sup> from Selectman King. 5 approve/0 oppose

### 3. Public Safety Administrative Assistant to the Police and Fire Departments

Police Chief Stillman reported the following list of duties for the Public Safety Administrative Assistant Position: phones and walk-ins which consumes 15 to 20 percent of the time; manages all concealed firearm permits; manages burn permits; answers questions about 'Drug Take-Back Box', BMV, and other general government questions; creates case folders and files all criminal cases; creates and submits Press Log to Bridgton News every Tuesday; maintains training records; manages all incoming funds (accident reports, fingerprinting, insurance claims, etc.); mails any evidence requiring testing; manages policies to insure they are being reviewed in a timely fashion; makes copies of records for the public; manages all FOI requests for the department; creates Employee ID's; purchases all department equipment including office supplies, uniforms, officer allowance items, all State mandated supplies, etc.; monitors radio traffic and Spillman to ensure officers have information they need and is available to relay critical information to County Dispatch; manages and submits crime reporting stats (UCR) for the FBI; enters in case dispositions after cases get adjudicated and properly files; transcribes audio records to get ready for court prosecution; handles calls from the DA's office looking for more information on in-custody arrests that are being arraigned (these need immediate attention); ensures all office equipment is fully supplied and working; requests various court documents for investigative purposes for officers; drafts letters and other official correspondence on behalf of PD; maintains good communication with other agencies (DHHS, DA, AG, etc.) by researching calls and sending reports; reports to Maine Corrections all custodies and their circumstances monthly. The Board directed the Town Manager to work with both the Fire Chief and the Police Chief to ensure that the job description fits the needs of both departments.

## c. Selectmen's Concerns

- **Selectman McHatton** had no concerns.
- **Selectman Hoyt** was pleased with the voter turn-out for town meeting noting that even though the Nulty Street project did not have passage, he would like the Board to discuss the parking lot issue at a future meeting.
- **Selectman Hoyt** would also like the Board to discuss building a recreation center at a future meeting.
- **Selectman Hoyt** asked for the anticipated completion date of the Woods Pond bathroom project. Town Manager Peabody responded that the time frame for completion is September and this date is based on the Community Development Block Grant guidelines.
- **Selectman Hoyt** suggested that the Town request FEMA modify the flood plain designation, specifically near Highland Lake. Town Manager Peabody responded that the Town would have to hire an engineer and prove that the FEMA modeling is not correct. The Board opted to further discuss this issue at a future meeting.

- **Selectman Hoyt** noted that the downtown bathroom does not meet ADA compliance. He added that an architect that spends his summer at Salmon Point has offered to assist with the Salmon Point Bathroom plans and suggested that the Board tap into the resources of people that spend their summers here.
- **Selectman King** noted that there are two signs on the median strip in Pondicherry Square and that both events have gone by; he is concerned that the signs are not being removed in a timely manner and requested more enforcement. He also requested an update from the Code Enforcement Officer regarding the Farmers Market signs in veterans square.
- **Selectman King** reported that many people are parking at the highland lake boat launch and requested more enforcement in that area.
- **Vice-Chairman Zaidman** reported that the sign ordinance states that if a business is closed, the sign should come down; he noted that there are quite a few business signs up for business that are closed.
- **Vice-Chairman Zaidman** requested that the specifications for the Woods Pond Bathroom be reviewed, specifically the wall hung toilets and flanges in the floor.
- **Vice-Chairman Zaidman** believes that the contractor should have to reseed the grass on Depot Street since it is a disgrace with weeds.
- **Vice-Chairman Zaidman** suggested that a building committee be formed.
- **Vice-Chairman Zaidman** asked if any violations were found for construction without a building permit during the revaluation process. Town Manager Peabody responded that O'Donnell & Associates was hired to revalue and not police the permits and offered to request a price quote for this information from O'Donnell & Associates.
- **Vice-Chairman Zaidman** suggested that all town vehicles and equipment display "Town of Bridgton."
- **Vice-Chairman Zaidman** requested a workshop session with the Water District Trustees.
- **Vice-Chairman Zaidman** reported that the state law on occupancy number for public buildings is different from the number of people allowed for safety purposes.
- **Vice-Chairman Zaidman** suggested that the Board of Selectmen be issued email address through the Town.
- **Chairman Watkins** asked what the liability to the Town is when the Board signs an application for off premise catering with formal approval occurring after the event. Chairman Watkins directed the Town Clerk to seek advice from the State Liquor Licensing Bureau.
- **Chairman Watkins** asked Assessing Agent Denis Berube if their records would indicate whether a property owner has received a building permit or not. Mr. Berube responded that the assessors do not work as an investigative body and that reviewing the assessing and permit files would be a difficult task.

#### d. Town Manager's Report/Deputy Town Manger's Report

Deputy Town Manager Fleck submitted and read the following report into the record:

#### **"DEPUTY TOWN MANAGER'S REPORT**

**June 28, 2016**

##### **The Cooling Tower**

The Cooling Tower was shipped on Friday arriving at the Town Office two days earlier than expected. This left the contractor without a crane to unload the tower which is in excess of 3,000lbs. I contacted Jim Kidder, Public Works Director, and he and his crew assisted in unloading the new tower and also offered assistance in dismantling the old tower and setting the new tower in place. The new tower will be installed beginning Thursday morning with activation on Friday morning. However, adhesives need to cure for 24 hours so that leaves the air conditioning to the building shut down all day Thursday and Thursday evening.

##### **The Gazebo**



The County Workers were here the week of received a much needed paint job. The a battleship gray to a brickyard red and the trim was repainted. Jim Kidder's crew work around the bottom this week. The several offices in the court and touched up



the 20<sup>th</sup>. The Gazebo color of the floor went from white on the railings and will install the new lattice County workers also painted several areas through the

Town Office. They will return on Wednesday, June 29 and Thursday, June 30th to paint the shed in the lower parking lot and several outside doors.

### **New Select Board Member's Day**

Newly elected Selectman, Glenn Zaidman, will be visiting each Department on Wednesday, June 29<sup>th</sup>. This is a day that gives Glenn the opportunity to better understand each Department and its function as well as meet one on one with each Department Head. The Town Manager, Bob Peabody, did this in a previous Town and instituted it when he came to Bridgton with positive feed-back. Glenn is the second Select Board member to take advantage of this practice.

### **Bridgton Board of Appeals**

The Appeals Board saw several membership changes with the election of Deborah Brusini to the Planning Board and as a result she had to submit a resignation from the Appeals Board. Also, due to her dedication and demand of her business, J.Décor on Main Street in Bridgton, Julie Whelchel submitted her resignation as an Appeals Board member.

Unfortunately, that leaves two positions on the Appeals Board vacant. Therefore, if there is anyone interested in being an Appeals Board member please don't hesitate to contact me for information.

### **Employees**

As approved by the recent Town Meeting, The Town of Bridgton has placed an ad for the addition of a new Police Officer with an application deadline of August 1, 2016. A new laborer, Michael Earley, will begin at Salmon Point Campground on July 1, 2016, with limited hours (part of which includes a site at the campground). This will also be beneficial for when the Campground Manager may not be available. Brenda Day, Administrative Assistant, begins full-time on July 1, 2016. Terry Stone, Public Safety Administrative Assistant, has submitted her resignation which is a shared position between the Police Department and the Fire Department.

### **Moose Pond**

A dock has been installed adjacent to the public boat landing on Moose Pond. The first section is 4' x 20' and it then widens to 6' for an additional 30'. Jim Kidder, Public Works Director, is working with Rob Baker, Code Enforcement Officer, for options to improve the entry portion of the dock.

Respectfully submitted,  
Georgiann M. Fleck  
Deputy Town Manager"

## 7. Treasurer's Warrants

**Motion** was made by Selectman King for approval of Treasurer's Warrants numbered 133, 134, 135, 136, 137, 138 and 139; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

## 8. Committee Reports

There were no committee reports.

## 9. MSAD #61

There was no information regarding MSAD #61.

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

Anne Knightly said that she attended the Board meeting when the new signage was selected and was disappointed in the outcome. She believes the Board made a hasty decision in choosing the vendor. She added that the sign is not professional and she is not able to read it, nor does she like the "B." She encouraged the Board to take more time in making decisions.

Anne Knightly said that we can spend \$100,000 on Main Street and tear up the sidewalks and we will have a beautiful downtown. She suggested extending Route 302 beyond Hayes True Value and redirecting big trucks to the route. Ms. Knightly added that she often walks during springtime and before the roads are swept, the big trucks blow the dust everywhere.

Susan Hatch agreed with Ms. Knightly about the Board taking more time with their decision making. She asked if the Board intends to allow additional public input on the streetscape design. Chairman Watkins stated that Ironwood Landscape Architecture and HEB Engineers are presenting their final plan at tonight's meeting and encouraged Ms. Hatch to participate during their presentation. Ms. Hatch hopes the Board feels it is their duty to keep the voters involved in the process and hopes they will seek voter consideration on the final product. Town Manager Peabody noted that the Board will be accepting the product to end the contract but will not be accepting the project at this time.

11. Old Business (*Board of Selectmen Discussion Only*)

a. Streetscape Project

Ironwood Designs presented the “Main Street Streetscape Design & Development” and responded to several questions asked by board members.

*Selectman McHatton excused himself from the meeting.*

The Board requested that Ironwood Designs create an alternative to the round-a-bout at the top of Main Hill which they agreed to do.

b. Sewage Ordinance

Town Manager Peabody reported that the Sewage Ordinance had passage on June 14, 2016. There is one provision of the ordinance that is retroactive to September 1, 2015. Town Manager Peabody met with Engineer Brent Bridges, Director of Economic & Community Development Anne Krieg, Code Enforcement Officer Rob Baker, Sewer Superintendent Jim Kidder and Sewer Billing Clerk Dawn Taft. He reported that he is working with the software company (TRIO) to update the module which he expects to be completed prior to the fall billing cycle, until then the bills will be processed based on allocation. Additional research is being done by all involved. The possibility of a part time or full time superintendent is being considered as well. Town Manager Peabody expects to present the Sewer Budget to the Board for consideration at their next meeting.

Vice-Chairman Zaidman suggested that the Board of Selectmen meet with the Water District Trustees to discuss their concerns. Town Manager Peabody is preparing correspondence to the Water District that will include a carbon copy to the Public Utilities Commission. **Motion** was made by Selectman King to authorize Chairman Watkins to sign the document on behalf of the Board; 2<sup>nd</sup> from Vice-Chairman Zaidman. 4 approve/0 oppose

12. Dates for the Next Board of Selectmen’s Meeting and/or Workshop

- July 5, 2016 at 5:00 P.M.; Meeting as Board of Assessors’ (*to set tax rate and sign commitment papers*)
- July 12, 2016
- July 26, 2016

13. Adjourn

**Motion** was made by Selectman King to adjourn the meeting at 9:15 P.M.; 2<sup>nd</sup> from Selectman Hoyt. 4 approve/0 oppose

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk