

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

Board Members Present: Bernard King Jr., Chairman, Robert J. McHatton, Sr., Vice-Chairman
Kenneth J. Murphy; Paul E. Hoyt; Gregory Watkins
Student Representative Colleen Messina

Administration Present: Town Manager Robert Peabody; Deputy Town Clerk Samantha Eichel;
Community and Economic Development Director Anne Krieg, Public Works Director Jim Kidder; Code
Enforcement Officer Robert Baker, Recreation Director Gary Colello Jr., Finance Officer Charisse A. Keach

1. Call to Order

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

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Executive Session

Motion was made by Selectman Watkins to go into Executive Session for Personnel Matters per MRS Title 1, Chapter 13 § 405.6.A at 4:01 P.M.; 2nd by Selectman Murphy. 4 approve/0 oppose

Motion was made by Chairman King to exit the Executive Session for Personnel Matters per MRS Title 1, Chapter 13 § 405.6.A at 4:14 P.M.; 2nd by Selectman Murphy. 4 approve/0 oppose

Motion was made by Selectman Watkins to go into Executive Session for Land Acquisition per MRS Title 1, Chapter 13 405.6.C at 4:15 P.M.; 2nd by Selectman Hoyt. 5 approve/0 oppose

Motion was made by Selectman Hoyt to exit Executive Session for Land Acquisition per MRS Title 1, Chapter 13 405.6.C at 4:41 P.M.; 2nd by Selectman Murphy. 5 approve/0 oppose

4. Action Items Following Executive Session

None.

5. Approval of Minutes

March 22, 2016

Motion was made by Selectman Watkins for approval of the minutes from the March 22, 2016 Board meeting; 2nd from Selectman Murphy. 5 approve/0 oppose

6. Correspondence and Other Pertinent Information

a. Review of Fiscal Year 2015 Audit; R.H.R. Smith

Finance Officer Charisse Keach informed the Board lead auditor Chris Backman was behind schedule and enroute. Finance Officer Keach informed the Board the final version of audit was delayed due to needing addition information. Auditor Chris Backman arrived and passed out the audit report. Mr. Backman gave an overview of the report. Selectman Hoyt asked what "permanent funds" were. Auditor Chris Backman explained in detail scheduled funds and how they worked. Selectman Murphy asked how the Town of Bridgton compared to other towns of the same size. Auditor Chris Backman explained the town was in a "healthy" spot. Discussion continued, all questions were satisfied.

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

b. Bridgton Equalization Program (Revaluation); O'Donnell & Associates

Mike O'Donnell accompanied by Denis Berube from O'Donnell & Associates informed the Board of the progress made in the new assessment of all properties in Bridgton. All information has been updated and completed. Mike O'Donnell explained the process of evaluating the properties and handed out a Sales Analysis. The Board of Selectman was informed that the next step was to send a letter to property owners, O'Donnell's has drafted a letter they suggested be used. The Board of Selectman was advised that the letter instructs property owners to call O'Donnell & Associates not the Town Office for appointments. Discussion continued on about the date and time available for the appointments. Vice-Chairman McHatton asked would there to be a Saturday and/or evening appointments available. Mike O'Donnell stated 2 to 3 nights (not Friday) and would be early June. Selectman Hoyt stated he would be more inclined for Saturdays be considered as the seasonal/waterfront property owners are present a majority of the time here on weekends while children are still in school. Mike O'Donnell agreed. Discussion ensued on the sending of the letters to the property owners and most appropriate times to have appointments with property owners. Chairman King stated it was 6:00 o'clock and will be postpone Public Hearing until Mike O'Donnell has completed his presentation. Vice-Chairman McHatton asked if O'Donnell & Associates were looking for a recommendation from the Board of Selectman. Mike O'Donnell stated he would like to coordinate with Town Manager Peabody. Discussion continued about the schedule due to the Town Meeting on June 15th when the budget would be ready. **Motion** was made by Vice-Chairman McHatton for approval of pricing schedule as presented; 2nd by Selectman Murphy.

5 approve/0 oppose

8. Public Hearing

a. To Accept Written and Oral Comments on an Application from Depot Street Tap House for a Special Amusement Permit (live entertainment)

Carrie Castleman-Ross informed the Board of Selectman she was only requesting a Special Amusement Permit in the event that in the future if she is in need of one she will have it. **Motion** was made by Selectman Watkins for approval of the application for Special Amusement Permit; 2nd by Selectman Murphy.

5 approve/0 oppose

6. c. Discussion Regarding 15 Walker Street- Dangerous Building; CEO Robert Baker

CEO Baker opened the conversation stating November of 2015 the building was voted to be "dangerous". In February of 2016 the property was foreclosed on by the Town and at this time is town owned property. Continued discussion on the condition of the building ensued. Vice-Chairman McHatton recommended Town Manager Peabody review all Tax Acquired properties. **Motion** was made by Vice-Chairman McHatton for review all tax acquired properties; 2nd by Selectman Hoyt. CEO Robert Baker suggested if 15 Walker Street is sold to have "conditions" on the sale including that the building be removed. Vice-Chairman McHatton commented that the building has potential. Town Manager Peabody noted this property is not a typical tax acquired property, as it was voted as a dangerous building, and suggested keeping this property separate from the other tax acquired properties. **Motion** was made by Vice-Chairman McHatton, to withdraw motion to review all tax acquired properties; 2nd by Selectman Hoyt. **Motion** was made by Vice-Chairman McHatton for review of tax acquired property, 15 Walker Street separately from other tax acquired properties; 2nd by Selectman Hoyt. 5 approve/0 oppose

Selectman Watkins inquired if the property was secured for safety reasons. CEO Robert Baker stated yes.

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

d. National Small Business Week Proclamation

Chairman King read the proclamation

National Small Business Week Proclamation

WHEREAS, America's progress has been driven by pioneers who think big, take risks and work hard; and

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and

WHEREAS, small business owners and Main Street businesses have energy and a passion for what they do; and

WHEREAS, when we support small business, jobs are created and local communities preserve their unique culture; and

WHEREAS, because this country's 28 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and

WHEREAS, Bridgton supports and joins in this national efforts to help America's small businesses do what they do best - grow their businesses, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW, THEREFORE, We, the Bridgton Board of Selectman, do hereby proclaim y 1 through May 7, 2016 as

NATIONAL SMALL BUSINESS WEEK

Motion was made by Vice-Chairman McHatton to proclaim May 1-7 as National Small Business Week; 2nd by Selectman Watkins. 5 approve/0 oppose

7. New Business

a. Permits/Documents Requiring Board Approval

1. Victualer's License & Liquor License to Depot Street Tap House
2. Victualer's License to Clipper Merchant Tea House
3. Victualer's License to Big Apple Bridgton #1000
4. Victualer's License to Big Apple Bridgton #1107
5. Victualer's License to Sammy's Scoops
6. Victualer's License to Vivo Country Italian Kitchen
7. Victualer's License to Ruby Food
8. Victualer's License to Dunkin Donuts
9. Victualer's License to Hannaford Supermarket
10. Victualer's License to Bridgton Lil' Mart
11. Hawker & Peddlar License to Old School Creamery
12. Victualer's License to Morning Glory Diner
13. Victualer's License & Liquor License & Pinball Machine to Mack's Place, Inc .

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

Motion was made by Selectman Hoyt to consider 7.a.1 through 7.a.13 as a block; 2nd by Vice-Chairman McHatton. 5 approve/0 oppose

Selectman Hoyt asked why there is a 90 day conditional license on Sammy's Scoops. CEO Robert Baker explained Albert Frick, site evaluator, inspected the existing system and found it to be a cesspool. There has been a permit issued for a replacement system. The State of Maine, Department of Health and Human Services granted a 90 day conditional license for the Sammy's Scoops. CEO Robert Baker recommended the same approval (for 90 day from date of opening). Discussion continued between Board of Selectman and the CEO Robert Baker until Board of Selectman was satisfied.

Selectman Hoyt inquired about 7.a.11 Hawker & Peddlar License to Old Scholl Creamery, if this was different from the Farmers Market and would they be setting up in the same area as the Farmers Market. Town Manager Peabody responded that the vendor was different but it would be located in the same area. Selectman Watkins asked if insurance would be required, Town Manager Peabody explained that the Parks Use Policy states that is required.

Motion was made by Selectman Hoyt to accept 7.a.1 through 7.a.13 block; 2nd by Vice-Chairman McHatton. 5 approve/0 oppose

14. Pole Location Permit on Bruce Warren Road

Motion was made by Selectman Watkins to accept; 2nd by Selectman Murphy. 5 approve/0 oppose

15. Supplemental Tax Certificate

Motion was made by Selectman Hoyt to accept the Supplemental Tax Certificate; 2nd by Vice-Chairman McHatton. 5 approve/0 oppose

16. Warrant and Notice of Election MSAD #61 Budget Validation Referendum; May 31, 2016

Motion was made by Selectman Watkins to accept the Warrant and Notice of Election MSAD #61 Budget Validation Referendum on May 31, 2016; 2nd by Selectman Hoyt. 5 accept/0 oppose

17. Application for Connection to the Bridgton Municipal Sewer System; 2 Cottage Street

Discussion opened with Board of Selectman and Town Manager Peabody. **Motion** was made by Selectman Hoyt to accept the application for connection to the Bridgton Municipal Sewer System; 2 Cottage Street, 2nd by Selectman Watkins. 0 approve/5 oppose

18. Orders for Placement of Citizen's Petition on Ballot "To Allocate \$10,000 to Community H.E.L.P. in FY 2016-17 to cover moving expenses, purchase new fixtures, and rent in a new location in downtown Bridgton"

a. Recommendation of the Municipal Officers per MRS Title 30-A § 2528.5.B.

Selectman Hoyt opened by asking Town Manager Peabody to speak to what the petition was. Town Manager Peabody read the petition question:

"To allocate \$10,000 to Community H.E.L.P. in FY 2016-17 to cover moving expenses, purchase new fixtures, and rent in a new location in downtown Bridgton."

The petition was signed by 357 registered Bridgton voters, all signatures have been certified. Town Manager Peabody has two suggested motions for the Board of Selectman. Selectman Hoyt commented there is no problem with moving forward only he would like to ask questions. No group representative was attending the meeting. Community and Economic Development Director Anne Krieg explained the group reached out to her for funding using the Block Grant, due to the requirements of the grant was unable to use Block Grant funds.

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

Discussion continued. **Motion** was made by Selectman Hoyt to move forward and approve; 2nd by Vice-Chairman McHatton. Chairman King recommended to table until next meeting when group can attend and answer any question the Board of Selectman may have. **Motion** was made by Selectman Murphy to table the agenda item until April 26th, 2016 meeting; 2nd by Selectman Hoyt. 5 approve/0 oppose

19. Orders for Placement of Referendum Questions on Ballot:

a. Shall an Ordinance entitled "June 14, 2016 Amendments to the Bridgton Sewage Ordinance to Promote Economic Development in the Downtown Area By Revising the Current Method of Sewer Allocation to Free Up Existing Unused Capacity in the Bridgton Sewer System" be enacted?

Motion was made by Vice-Chairman McHatton for approval of the Referendum Question for the ballot; 2nd by Selectman Watkins. 5 approve/0 oppose

Selectman Hoyt asked if this is the name of the Ordinance, Chairman King responded stating it was suggested by legal counsel, to educate the people with explanation within the title. This should take the ambiguousness out of the question.

b. Shall an Ordinance entitled "June 14, 2016 Amendments to the Town of Bridgton Shoreland Zoning Ordinance" be enacted?

Motion was made by Selectman Hoyt for approval of the Ordinance entitled "June 14, 2016 Amendments to the Town of Bridgton Shoreland Zoning Ordinance" for the ballot; 2nd by Selectman Murphy. 5 approve/0 oppose

c. Shall an Ordinance entitled "June 14, 2016 Amendments to the Town of Bridgton Site Plan Review Ordinance" be enacted?

Motion was made by Selectman Watkins for approval of the Ordinance entitled "June 14, 2016 Amendments to the Town of Bridgton Site Plan Review Ordinance" for the ballot; 2nd by Selectman Hoyt. 5 approve/0 oppose

d. Shall an Ordinance entitled "June 14, 2016 Amendments to the Town of Bridgton Tower Ordinance" be enacted?

Motion was made by Selectman Hoyt for approval of the Ordinance entitled "June 14, 2016 Amendments to the Town of Bridgton Tower Ordinance" for the ballot; 2nd by Selectman Watkins. 5 approve/0 oppose

20. Municipal Officer's Certification of Official Text of a Proposed Ordinance:

a. June 14, 2016 Amendments to the Bridgton Sewage Ordinance to Promote Economic Development in the Downtown Area By Revising the Current Method of Sewer Allocation to Free Up Existing Unused Capacity in the Bridgton Sewer System

Motion was made by Selectman Hoyt for approval of the "June 14, 2016 Amendments to the Bridgton Sewer Ordinance to Promote Economic Development in the Downtown Area By Revising the Current Method of Sewer Allocation to Free Up Existing Unused Capacity in the Bridgton Sewer System"; 2nd by Vice-Chairman McHatton. 5 approve/0 oppose

b. June 14, 2016 Amendments to the Town of Bridgton Shoreland Zoning Ordinance

Motion was made by Selectman Hoyt for approval of the "June 14, 2016 Amendments to the Town of Bridgton Shoreland Zoning Ordinance"; 2nd by Vice-Chairman McHatton. 5 approve/0 oppose

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

c. June 14, 2016 Amendments to the Town of Bridgton Site Plan Review Ordinance

Motion was made by Selectman Hoyt for approval of the "June 14, 2016 Amendments to the Town of Bridgton Site Plan Review Ordinance"; 2nd by Selectman Murphy. 5 approve/0 oppose

d. June 14, 2016 Amendments to the Town of Bridgton Tower Ordinance

Motion was made by Selectman Murphy for approval of the "June 14, 2016 Amendments to the Town of Bridgton Tower Ordinance"; 2nd by Selectman. Watkins. 5 approve/0 oppose

b. Awards and Other Administrative Recommendations

1. Annual Town Meeting Warrant; Open Ended or Capped Warrant Articles

Vice-Chairman McHatton requested to remove this from the agenda at this time, as he would like to wait until the budget is completed. The Board concurred.

2. 2016-2018 Election Clerk Appointments

Motion made by Selectman Watkins for approval of 2016-2018 Election Clerk recommendation; 2nd by Selectman Murphy. 5 approve/0 oppose

3. Change the Title of all Town Committees to Include "Advisory"

Motion made by Selectman Murphy for approval of Town Committee titles to include "Advisory"; 2nd by Selectman Watkins. 5 approve/0 oppose

c. Selectmen's Concerns

1. B.R.A.G. Fields

Vice-Chairman McHatton requested this item be on next agenda.

2. Town of Bridgton Website

Selectman McHatton recommended waiting until Town Meeting, Town Manager Peabody stated he and Selectman Watkins will be attending a Tech Expo on May 5th to gather more information.

Selectman Watkins expressed interest in the Spirit of America Tribute. The Board of Selectman would select a person or group for the award. The Board would be able to create their own criteria and the award would be presented at Town Meeting. Chairman King stated he, Vice-Chairman McHatton and Town Manager Peabody had spoken and feel it is difficult to choose just one person or group over any other. Chairman King continued explaining their reasoning for this statement. After discussion between the Board of Selectman and Town Manager Peabody the item was to be placed on the next meeting's agenda, April 26, 20106.

Selectman Watkins also wanted to have the Board of Selectman review the fee schedule, as it has not been done since 2013, and place this on the next meeting's agenda item also.

Selectman Hoyt wanted to speak about the Garden behind the Post Office. Chairman King interjected stating he and Town Manager Peabody have spoken about this property and because of the negotiations status involving the adjoining property; he would like to put on agenda for next meeting.

Selectman Murphy wanted to express gratitude for the support shown for Tommy Harriman in his time of need.

Chairman King had concerns that the Salmon Point website did not have the fees; Recreation Director Gary Colello, Jr. explained that when the web page for Salmon Point was created the previous Town Manager requested no fees be put on the site. He preferred to have interested campers call the Town.

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

Manager's Report

04/12/16

Nomination papers became available March 21st. from the Town Clerk. There is one Selectman's seat, two Planning Board member openings, two MSAD Director seats and one Water District Trustee opening this election.

The Town will have three new employees in the upcoming weeks. I have hired Brenda Day for the Administrative Assistant position and she will start April 18th. Robert Morse will be the new Salmon Point Campground Manager and he will begin the first week in May. Lastly, Kane Toothaker was hired for the Parks & Cemetery full-time position and will start April 19th.

Before you tonight are the March financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 75% for the month. Revenues are at 78.6% and Expenditures at 77.9%.

10. Treasurer's Warrants

Motion was made by Selectman Watkins to approve Treasure's Warrants 105, 106, 107, 108, 109 and 110; 2nd by Selectman Murphy. 5 approve/0 oppose

11. Committee Reports

None

12. MSAD #61

Chairman King remember to vote.

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

Patrick "Rick" DuBrule expressed to the Board of Selectman his interest in purchasing the property of 15 Walker Street. He requested an update of when the property would be sold and how, if it would be a closed bid. Chairman King informed Mr. DuBrule there is no information on the property at this time. Going forth please direct any questions to the Town Manager or Deputy Town Manager.

14. Old Business (Board of Selectmen Discussion Only)

a. Comprehensive Plan

Community and Economic Development Director Anne Krieg updated the Board of Selectman on the Connect ME Broad Band project; she is preparing and going forth with that project this week. One of the requirements of the grant is to have a Broad Band Committee; the committee would work with Connect ME to improve the broad band in the community. Discussion continued over requirements for the grant. **Motion** was made by Selectman Hoyt to have the CDC Committee become the Broad Band Committee; 2nd by Selectman Murphy. 5 approve/0 oppose

b. Streetscape Project

Community and Economic Development Director Anne Krieg states that a meeting was held and over 30 people attended and gave input. All the information was drafted onto a plan and there will a second meeting during business hours to see the results. At the second meeting in May the draft plan will be presented. The plan will be finalized in June. Selectman Watkins inquired if she had received sponsors for all the benches. Ms. Krieg responded that two out of three have been sponsored and she will be ordering the plaque for the two sponsored benches and they should be up by Memorial Day.

Board of Selectmen's Meeting Minutes

April 12, 2016 P.M.

15. Dates for the Next Board of Selectmen's Meeting and/or Workshop on

April 26, 2016

May 10, 2016

May 24, 2016

June 14, 2016

16. Executive Session

a. Personnel Matters per MRS Title 1, Chapter 13 § 405.6.A.

None.

17. Action Items Following Executive Session

None.

18. Adjourn

Chairman King adjourned the meeting at 7:43 P.M.

Respectfully submitted,

Samantha Eichel

Deputy Town Clerk