

Board of Selectmen's Meeting Minutes

January 12, 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

Administration Present: Town Manager Robert Peabody; Town Clerk Laurie Chadbourne; Public Works Director Jim Kidder; Community 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. December 22, 2015

Motion was made by Vice-Chairman McHatton for approval of the minutes from the December 22, 2015 Board Meeting; 2nd from Selectman Watkins. 4 approve/0 oppose/1 abstention (Selectman Hoyt abstained because he was absent from the 12/22/2015 meeting.)

4. Correspondence and Other Pertinent Information

There was no correspondence or other pertinent information.

5. New Business

a. Permits/Documents Requiring Board Approval

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

Motion was made by Selectman Murphy for approval of the Victualer's License and Liquor License Renewal to Magic Lantern; 2nd from Selectman Watkins. 5 approve/0 oppose

2. CMP Application for Pole Location Permit on Swamp Road

Motion was made by Selectman Watkins for approval of the CMP Pole Location Permit on Swamp Road; 2nd from Selectman Hoyt. 5 approve/0 oppose

ADDITIONAL AGENDA ITEM:

Victualer's and Liquor License to Beth's Kitchen Café

Motion was made by Selectman Murphy for approval of the Victualer's License and Liquor License to Beth's Kitchen Café; 2nd from Selectman Hoyt. 5 approve/0 oppose

3. Application for Additional Sewer Allocation (144 Main Street)

Motion was made by Selectman Murphy for approval of the application for additional sewer allocation (660 gallons) for 144 Main Street; 2nd from Selectman Watkins. 5 approve/0 oppose

Selectman Hoyt noted that approval of this allocation leaves no allocation available at either site. Vice-Chairman McHatton stated that the Board has the authority to buy back any owner purchased unused allocation and requested that Town Manager Peabody start this process as his time permits. Chairman King directed this issue to the next agenda (January 26th) or if the Town Manager requires additional time, to the February 9th agenda.

b. Awards and Other Administrative Recommendations

1. Capital Improvement Plan [tabled from 12.22.2015]

Motion was made by Selectman Watkins to take this item off the table; 2nd from Selectman Hoyt. 5 approve/0 oppose

Board of Selectmen's Meeting Minutes

January 12, 2016; 5:00 P.M.

The Town of Bridgton has maintained capital schedules for equipment, vehicles, and building mechanical systems on a date acquired, useful life, and estimated replacement cost basis. Revisions appear to have occurred on an annual basis. The major advantages to the Town, in budgeting major improvements in this way, has been that it allows for properly considered long-term planning of major expenditures to be prioritized by need and overall residual value to the Town (in accounting, residual value is another name for salvage value; the remaining value of an asset after it has been fully depreciated).

Prior to the initiation of this five-year Capital Improvement Program (CIP) process the Town pursued the capital improvements process based on the annual capital schedules and designated capital projects. As the need for a major physical facility or piece of equipment was anticipated, funds were appropriated. Typically, appropriations were made through the operating fund by designating the "carry-over" of certain funding, or, on a limited basis, through the creation of a reserve fund specifically established to accumulate the necessary dollars over a period of years. The Town has formalized the use of reserve funds through the adoption of a *Reserve Accounts Policy*. Some of these reserve accounts do rise to the expenditure level that defines Capital Improvement within the proposed Plan. Regardless of the method of financing, each year capital funds were allocated for capital equipment and facilities.

The disadvantage of this ad hoc approach is that it does not provide a comprehensive picture of capital facility needs, nor does it allow the Town to weigh one improvement against another or to set priorities as to which improvements should be undertaken first. Major, complex, or particularly expensive needs may go unaddressed for lack of a strategic plan or adequate financial resources at hand.

The purpose, therefore, of a Capital Improvements Program is to formalize the capital improvements planning process. The task of the Capital Improvement Committee in the process is both to review the Town's immediate and future capital needs as identified by the Town Manager and Department Heads as well as those offered by Select Board members; to agree on priorities; and then determine a schedule for implementation.

Town Manager Peabody responded to several questions asked by the Board. **Motion** was made by Selectman Hoyt for approval of the Town of Bridgton Capital Improvement Plan 2015-2020 narrative sections; 2nd from Selectman Murphy. 5 approve/0 oppose

2. Memorandum of Understanding with Lakes Region Adult Education

MSAD 61 Superintendent of Schools Alan Smith and MSAD 61 & 72 Director of Regional Adult and Community Education Madelyn Litz were present. The purpose of the Memorandum of Understanding (MOU) between Lake Region Adult Education and the Town of Bridgton, Maine, is to maintain an adult education satellite location in the Town of Bridgton for the residents of our communities to access our adult education services. The facility space utilized will be the lower conference room and adjacent meeting room located on Iredale Street, Bridgton, Maine.

Services provided by Lake Region Adult Education will include adult education registration and testing, preparation and official testing for the HiSET exam (high school equivalency diploma), academic remediation, college placement testing, and college transitions/career advising workshops and activities.

Motion was made by Selectman Murphy for approval of the Memorandum of Understanding & Use of Facilities Agreement between MSAD 61 & 72 Regional Adult & Community Education (for Lake Region Adult Education) and the Town of Bridgton, Maine (Period of Agreement: January 1, 2016 through December 31, 2016); 2nd from Selectman Hoyt. 5 approve/0 oppose

Board of Selectmen's Meeting Minutes January 12, 2016; 5:00 P.M.

Chairman King brought agenda item 10 forward.

10. MSAD #61

Superintendent Smith reported that the building committee has been working hard to pare down the Crooked River School Project; he will bring additional information back to the Board in the near future.

c. Legal Matters

There were no legal matters.

d. Selectmen's Concerns

- **Vice-Chairman McHatton** voiced concerns regarding pedestrian crossing over the bridge on Depot Street to which Selectman Murphy discussed further under his concerns.
- **Vice-Chairman McHatton** requested that the Town Manager contact the State of Maine regarding replacing and repairing their signs.
- **Vice-Chairman McHatton** was pleased with the large increase of permits as reported by the Code Enforcement Officer (additional information is available on the town website).
- **Vice-Chairman McHatton** reiterated the importance of individual members bringing their concerns to the Board prior to contacting the Town Manager.
- **Selectman Hoyt** requested an update on the dredging at Salmon Point to which Town Manager Peabody responded that the project was stopped and will be restarted when the weather conditions are favorable; he will keep the Board updated.
- **Selectman Watkins** encouraged the Board to form a Capital Improvement Committee consisting of residents and/or members from the community. Chairman King responded that the Board will be discussing this issue in executive session.
- **Selectman Watkins** noted that he and Vice-Chairman McHatton met with the Fire Department in November and both parties agreed to keep the lines of communication open with ongoing interaction and updates. He noted that the Fire Chief has not submitted the Department Reports for the past two months to which Town Manager Peabody responded that he has made multiple requests for this information.
- **Selectman Murphy** asked the Town Manager to look into the cost and potential funding for a walkway next to the bridge on Depot Street. **Motion** was made by Vice-Chairman McHatton to direct the Town Manager to research this issue as time permits; 2nd from Selectman Murphy. 5 approve/0 oppose Selectman Watkins suggested that the Board consider designating Depot Street as a one-way road.
- **Chairman King** had no concerns.

e. Town Manager's Report

Town Manager Peabody reminded the public that the Town Office is closed on Monday, January 18th in recognition of Martin Luther King, Jr. Day. Town Manager Peabody read the following report into the record:

Board of Selectmen's Meeting Minutes

January 12, 2016; 5:00 P.M.

"Manager's Report; 01/12/16

Central Maine Power Company (CMP) will be conducting tree work on the right-of-ways during 2016. They will be using a limited amount of federally approved herbicides. Landowners who object to the use of herbicides on transmission corridors next to their properties may request a Landowner's Maintenance Agreement with CMP. Information may be obtained by writing to CMP Vegetation Management, 83 Edison Drive, Augusta, ME 04336 or calling Nicholas Hahn at (207) 621-3942. The letter from CMP is posted in the lobby at the Town Office.

Before you tonight are the November financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 42% for the month. Revenues are at 51.1% and Expenditures at 43.5%.

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 67.3% and Expenditures at 52%."

f. Other Matters

1. Town Branding and Website

Selectman Watkins said that it has been brought up that the accessibility and navigation of our current website is not favorable. Glenn Zaidman had suggested that he reach out to Pulp and Wire who recommended creating a brand first and then work on the website, social media and publications.

At 6:04 P.M., Chairman King brought agenda item 8 forward.

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

- a. Public Hearing to accept written and oral comments on an application from Magic Lantern for a Special Amusement Permit

Chairman King called the public hearing to accept written and oral comments on an application from Magic Lantern for a Special Amusement Permit at 6:04 P.M. There were no public comments. Chairman King closed the hearing at 6:05 P.M.

9. Action Items Following Public Hearing

- a. Special Amusement Permit to Magic Lantern

Motion was made by Selectman Watkins for approval of the Special Amusement Permit to the Magic Lantern; 2nd from Selectman Murphy. 5 approve/0 oppose

Chairman King returned to agenda item 5.f.1.

The Board had no objections to Selectman Watkins reaching out and gathering additional information from Pulp and Wire.

Lucia Terry noted that the Town website is a government site and encouraged the Board to move forward with a community website. Selectman Watkins reported that he has been working on new website ideas for the Town (on his own time and at no cost).

Chairman King directed this item to the next meeting for additional discussion.

2. Letter to Wastewater Rate Payers

Town Manager Peabody provided a draft letter to wastewater rate payers. He has developed the survey and shared it with the Wastewater Committee Chairman. **Motion** was made by Selectman Hoyt for approval of the letter; 2nd from Selectman Murphy. 5 approve/0 oppose

Other Matters

- Vice-Chairman McHatton congratulated the Fire Department for doing an outstanding job with the two recent fires in Bridgton. He also encouraged the public to shovel out fire hydrants.

Board of Selectmen's Meeting Minutes

January 12, 2016; 5:00 P.M.

- Selectman Hoyt asked the Board for their suggestions on the volunteer appreciation picnic. The Board realized that the event needs to be clearly defined for volunteers or employees or both. The Board also discussed holding the event later in the evening or on a weekend. Discussion ensued regarding various options. Chairman King directed this issue to the next meeting for finalization.
- Selectman Hoyt asked what the next step is regarding the Fire Department Study Report. The Board scheduled a workshop meeting with the Fire Department on Wednesday, January 20th at 4:00 P.M. in the Selectmen's Meeting Room.
- Selectman Hoyt reminded the Town Manager to reach out to the Chairman of all Committees for membership updates including addresses and emails.
- Chairman King suggested that the Board think about conducting separate meetings as Wastewater Commissioners.

6. Treasurer's Warrants

Motion was made by Selectman Murphy for approval of Treasurer's Warrants numbered 69, 70, 71, 72, 73, 74, 75, 76 and 77; 2nd from Selectman Hoyt. 5 approve/0 oppose

7. Committee Reports

Chairman King reminded the public of the Wastewater Committee Meeting scheduled for Thursday at 6:00 P.M. in the Downstairs Meeting Room.

Chairman King read the following email from Chuck Renneker into the record:

"The CDBG reviews and decision are near. While not official the indication is that the CDC will once again be asked to review the applications and make recommendations to the BOS. Last year the Board gave directions as to what was to be considered.

As Chairman of the CDC, I would appreciate the BOS informing us if we will be the review committee and if so to give us direction as to what to consider along with a time frame for the applications being available for review and on what date the BOS would like to have the recommendations of the CDC completed and presented."

Director Krieg responded that she has provided the information and dates to the CDC.

8. Public Hearings at 6:00 P.M. / a. Public Hearing to accept written and oral comments on an application from Magic Lantern for a Special Amusement Permit

9. Action Items Following Public Hearing / a. Special Amusement Permit to Magic Lantern

Agenda items 8 and 9 were addressed earlier in the meeting.

10. MSAD #61

There was no additional information regarding MSAD #61.

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

- Glenn Zaidman said that he would like citizens to be involved on the Capital Improvement Committee.
- Glenn Zaidman said that he had requested speakers at the last meeting since it's hard to hear when the heat is on or the vacuum is running upstairs.

Board of Selectmen's Meeting Minutes

January 12, 2016; 5:00 P.M.

- Bill Vincent asked what the “Monument on Main Hill” item is in reference to under “future issues” to which Vice-Chairman McHatton responded the Board will review options on how to better protect the monument on Main Hill.
- Bill Vincent encouraged the public to visit the Community Help store on Nulty Street; it's a nice little second hand store with clothing that is in good shape and they have special financial programs as well.
- Gail Geraghty asked for an update on the sign project to which Chairman King responded that the Board will be discussing this issue in executive session.

12. Old Business (Board of Selectmen Discussions Only)

a. Town Hall Update

Director Krieg reported that according to Doten's Construction, the furnace has been delivered and will be installed within two weeks, the roof is complete and the doors installation is in process as well. The building is able to accommodate programing but may have to move things around during the furnace installation.

b. Comprehensive Plan

Selectman Hoyt suggested that the Board review the priority list within the Comprehensive Plan to which Director Krieg responded that she will provide the list in the next agenda packet material.

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

- Wednesday, January 20, 2016 [Workshop Meeting with Fire Department]
- January 26, 2016
- February 9, 2016

14. Executive Session per MRS Title 1, Chapter 13 § 405.6.A.

Committee Membership

Motion was made at 7:01 P.M. by Selectman Watkins to enter into executive session per MRS Title 1, Chapter 13, and Subsection 405.6.A to discuss Committee Membership; 2nd from Selectman Hoyt.
5 approve/0 oppose

Motion was made at 7:24 P.M. by Selectman Watkins to exit executive session; 2nd from Selectman Murphy. 5 approve/0 oppose

15. Executive Session per MRS Title 1, Chapter 13 § 405.6.C.

Land Acquisition

Motion was made at 7:25 P.M. by Selectman Watkins to enter into executive session per MRS Title 1, Chapter 13, and Subsection 405.6.C to discuss Land Acquisition; 2nd from Selectman Hoyt.
5 approve/0 oppose

Motion was made at 7:57 P.M. by Selectman Watkins to exit executive session; 2nd from Selectman Hoyt. 5 approve/0 oppose

Board of Selectmen's Meeting Minutes

January 12, 2016; 5:00 P.M.

Motion was made by Selectman Watkins to convey a portion of Map 54, Lot 10 to Robert Russell Fuller for \$4,000 contingent upon a survey by a licensed surveyor of the proposed out conveyance and the agreement that Mr. Fuller will pay for the drafting of the deed by the Town Attorney and recording thereof; 2nd from Selectman Hoyt. 5 approve/0 oppose

Motion was made by Selectman Hoyt for approval of the Quit Claim Deed to Paul G. Lannon and Amy F. Lannon for a section of the old location of the Highland Road right-of-way (162 Highland Road); 2nd from Selectman Watkins. 5 approve/0 oppose

16. Executive Session per MRS Title 1, Chapter 13 § 405.6.E.

Legal Matters

Motion was made at 8:00 P.M. by Selectman Watkins to enter into executive session per MRS Title 1, Chapter 13, and Subsection 405.6.E to discuss Legal Matters; 2nd from Selectman Hoyt. 5 approve/0 oppose

Motion was made at 8:15 P.M. by Selectman Watkins to exit executive session; 2nd from Selectman Hoyt. 5 approve/0 oppose

17. Action Items Following Executive Session

Motion was made by Selectman Hoyt to appoint Earl M. Cash, Sr., Arthur Triglione, Sr., Vanessa Jones and Bill Vincent to the 2016/2017 Budget Advisory Committee; 2nd from Vice-Chairman McHatton. 5 approve/0 oppose

18. Adjourn

Chairman King adjourned the meeting at 8:17 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk