

Board of Selectmen's Meeting Minutes

August 23, 2016; 5:00 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; Police Chief Richard Stillman

1. Call to Order

Chairman Watkins 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. August 9, 2016

Motion was made by Selectman Hoyt for approval of the minutes from the August 9, 2016 Board meeting; 2nd from Selectman King. 5 approve/0 oppose

4. Correspondence and Other Pertinent Information

a. Orton Foundation Heart & Soul Project Presentation

Jane Lefleur was present and provided information about the Heart & Soul Program. Community Heart & Soul is a community development based on wide and broad participation from as many people in a small town or rural community as possible. The idea is to allow residents to determine what matters most about their town and then encourage them to actively participate in steering change that strengthens the cultural, social, and economic vibrancy of the place. Community Heart & Soul is not a one-size-fits-all approach. It focuses on the unique ideals and characteristics of each town and the inherent wisdom of the people who live there. While some community development processes focus on aspects of community planning like engagement, place based decision, or stewardship, Community Heart & Soul looks at the whole picture from start to finish, from finding common cause to coming up with a plan of action, to taking action.

Ms. Lefleur responded to several questions asked by Board Members.

Motion was made by Selectman Hoyt to direct the Town Manager to work with Director Krieg to determine how this program would play into the goal of the implementation of the Comprehensive Plan and report their findings back to the Board at the second meeting in October; 2nd from Selectman King. 5 approve/0 oppose

b. Request for Road/Parking Lot Closure on Depot Street on Thursday, September 15th from 7AM until 10AM for the Glidden AAA Automobile Tour Stop in Bridgton

Director Krieg has been working with Glidden AAA Automobile Tour since 2015 to have Bridgton be a part of their Route centered in the North Conway Area this year. She was successful and 190 antique cars will be stopping in Town on September 15th between 8AM and 10AM for morning coffee. They will be utilizing Depot Street and the Depot Street parking lot. The tour includes folks from all over the Country. Towanda's and Beth's Café will be serving coffee at the Community Center and Clipper Merchant Teahouse will be serving tea at the Magic Lantern. The Board is being asked to close the Depot Street parking lot and to allow parking on Depot Street for the event. Director Krieg responded to several questions asked by the Board and will talk with the event coordinator and tour operators to see if some of the cars will drive through the nursing home center. **Motion** was made by Selectman McHatton to close the public portion of Depot Street parking lot and to allow parking on Depot Street from 7:30 A.M. until 10:30 A.M. on September 15th; 2nd from Selectman

Hoyt. Selectman McHatton amended the motion to also direct Ms. Krieg to personally reach out to the businesses on Depot Street to ensure there are no concerns from them (delivery issues); 2nd from Selectman Hoyt.

4 approve/1 oppose (Chairman Watkins was opposed)

5. New Business

a. Permits/Documents Requiring Board Approval

1. Easement/Purchase of Land Behind Former Main Street Variety Building (tabled from 8.9.2016)

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

At the last meeting, Attorney Michael Freidman, on behalf of clients Luciano 144, LLC, asked that the Town grant an easement for the installation of septic tank and grease trap to the rear of its property (formerly Main Street Variety). Luciano 144, LLC, currently has an easement for two appurtenances to the main structure which encroach on town property. The owners are demolishing the structure rendering the existing easement null and void. The owners also asked to purchase the land needed. In tabling the item, the Board requested more detail be provided. The requested materials have yet to be provided. **Motion** was made by Selectman King to table this item to the September 13th Board Meeting; 2nd from Selectman Hoyt. 5 approve/0 oppose

2. Forest Hills Annex Cemetery Deed to Carmen Lone; X71

3. Forest Hills Annex Cemetery Deed to Carmen Lone; X72

Motion was made by Selectman Hoyt to move the Forest Hills Annex Cemetery Deeds as a block; 2nd from Selectman King. 5 approve/0 oppose **Motion** was made Selectman Hoyt to approve the sale of Lot 71 and 72 in Section X of the Urn Garden to Carmen Lone; 2nd from Selectman King. 5 approve/0 oppose

b. Bids, Awards and Other Administration Recommendations

1. Location of Farmers Market (tabled from 7.26.2016)

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

Lengthy discussion ensued regarding parking concerns and location of the Market. **Motion** was made by Selectman McHatton to keep the Market in the same location for the remainder of this year and to review the option of moving the Market to the space around the Community Center for next year (2017); 2nd from Selectman King. Selectman McHatton amended the motion to add that the farmer's trucks and/or vendor trucks do not take up spots in the parking lot; 2nd from Selectman King. 5 approve/0 oppose

6. Public Hearing

a. Public Hearing on Proposed Land Use Ordinance

Chairman Watkins opened the public hearing at 6:10 PM to receive public input on the Proposed Land Use Ordinance. William O'Connor reviewed the following information:

*Town of Bridgton
Land Use Ordinance*

*Select Board Public Hearing
August 23, 2016*

What's new?

- Regulating Plan and District Regulations for new Land Use Districts have been revised per input received from previous workshops with Planning Board, Board of Selectmen and General Public
- Official language added to Land Use Ordinance finalized by Town Planner and reviewed by Town's attorney (first 7 sections of Ordinance)
- Wording and definitions under review for consistency and usability throughout all Town of Bridgton Ordinances
- Language regarding allowed and prohibited uses added upon advice of Town's attorney

What's to know?

- This Ordinance is **complementary** to all other Town ordinances affecting the use, height, area and **location of buildings and the use of land**, but where there is a conflict between this Ordinance and any other federal, state or local rule, regulation, ordinance, statute or other laws or rules, the **more restrictive provision shall control**.

What's important?

- Four new Land Use Districts

Downtown Village I Business District

Downtown Village II Business District

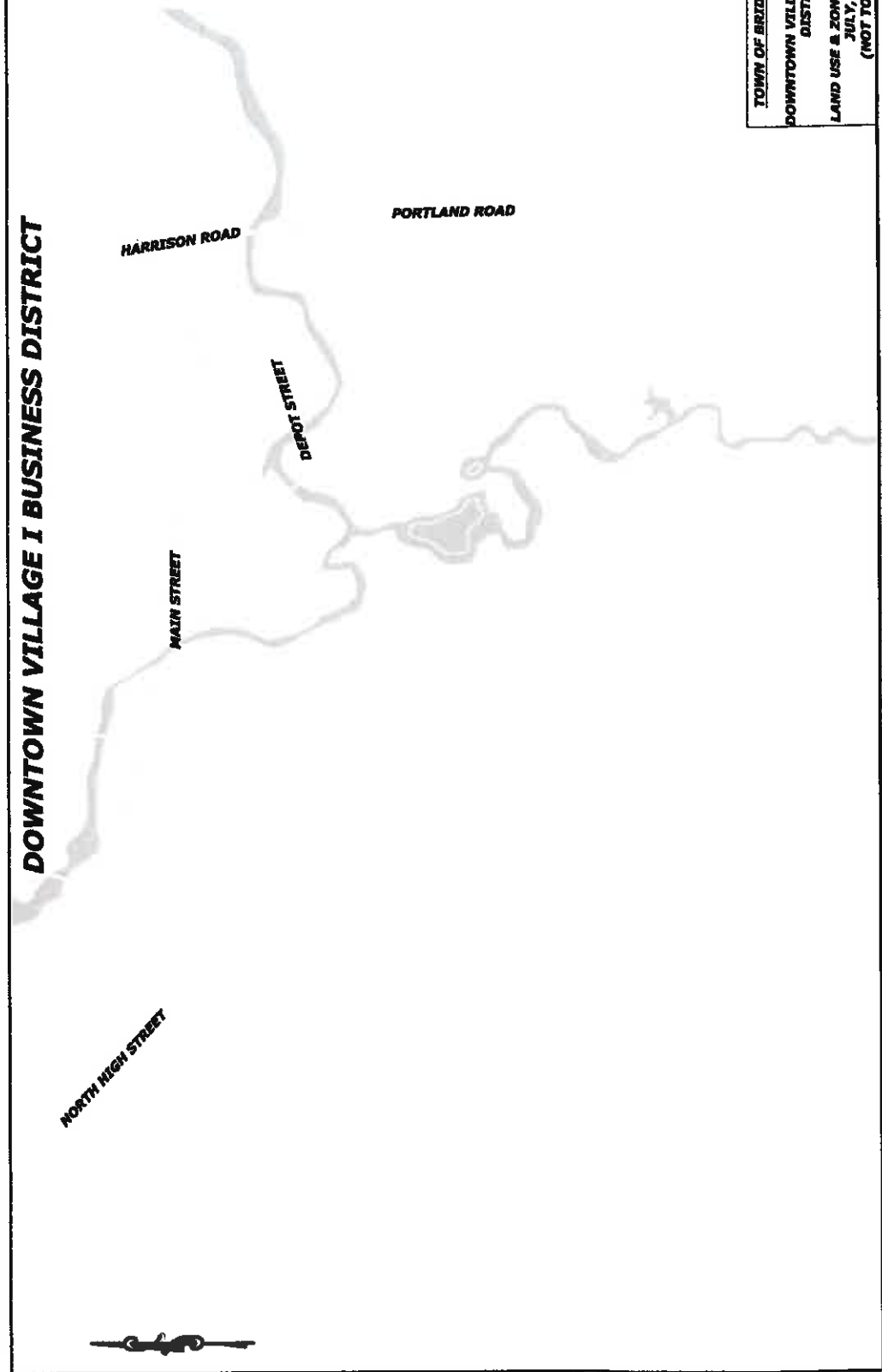
Inner Corridor District

Outer Corridor District

Regulations regarding building placement and façade differ from district to district depending on the district's location in town

Downtown Village Business I District

DOWNTOWN VILLAGE I BUSINESS DISTRICT



TOWN OF BRIDGTON, MAINE
DOWNTOWN VILLAGE I BUSINESS DISTRICT
LAND USE & ZONING COMMITTEE
JULY, 2015
(NOT TO SCALE)

Downtown Village I Business District

Preamble

- The Downtown Village I Business District represents Bridgton's traditional downtown along its Main Street and includes Depot Street and the Post Office block.
- A main focus and the **primary goal** of this district is to achieve a **lively, highly functional downtown** supporting an intentional mix of retail, office/institutional, and residential uses at relatively higher densities. The rehabilitation of older buildings is encouraged and **new building** in this area **should** continue to add, **improve and complement** the pattern of development that exists. While commercial use of the ground floor is required, second story residential use is permitted and encouraged.

District Regulations that Remain Unchanged

- Façade
- Height
- Building Envelope
- Street Wall
- Garages & Parking

District Regulations-Uses

Permitted Uses- Ground Story

- Commercial, including Retail or Professional Services
- Light Assembly
- Warehousing or distribution
- Transient Accommodation
- Institutional, cultural and Public Assembly
- Banks

Permitted Uses—Upper stories (including within the roof of any structure where the roof is configured as an attic story):

- Residential
- Home occupations
- Commercial, including Retail, restaurant, and Professional Services, except that Commercial uses shall not be permitted on an upper story with Residential uses on the Ground Story
- Light-assembly and fabrication
- Institutional, Cultural and Public Assembly
- Senior Services/Housing

Prohibited Uses

- Drive-through services other than drive-through services associated with banks
- Mineral extraction
- Large scale water extraction
- Outdoor Recreation
- Aquaculture
- Automobile graveyards and junkyard's
- Telecommunications Facilities, Towers, or Wind Energy Systems
- Cemeteries
- Day Care Centers
- Excavation Business
- Kennels and Animal Shelters
- Mobile Home Park
- Flea Market
- Warehouse
- Veterinarian/Animal Hospital
- Any other use not specifically permitted herein

Downtown Village Business II District

DOWNTOWN VILLAGE II BUSINESS DISTRICT



TOWN OF BRISTOL, MAINE
DOWNTOWN VILLAGE II
BUSINESS DISTRICT
LAND USE ZONING COMMITTEE
JULY, 2016
(NOT TO SCALE)

Downtown Village Business II District

Preamble

- Downtown Village II Business District creates a **transition into Bridgton's Downtown**, where the traffic slows and the street character changes. New development in these areas should reflect the historic pattern while **enriching the experience for people coming into town**. The enhancement of pedestrian activity from and to the downtown, the residential neighborhoods, and into outlying districts is a major goal for development in this area. Rehabilitation of existing buildings is encouraged and new construction shall respect the existing scale of adjacent buildings

District Regulations that Remain Unchanged

- Buildable Area
- Façade
- Height
- Building Envelope
- Garage & Parking
- Landscaping
- Sidewalks

District Regulations-Uses

Permitted Uses

- Commercial, including retail, restaurant and Professional Service
- Light Assembly
- Residential
- Transient Accommodation
- Agriculture, medical marijuana dispensary
- Cultural and Public Assembly, Indoor Recreation
- Institutional
- Senior Services/Housing
- Home occupation
- Veterinarian/Animal Hospital
- Banks

Prohibited uses

- Drive-through services other than drive-through services associated with banks
- Mineral extraction
- Large scale water extraction
- Mobile Home Park
- Outdoor Recreation
- Aquaculture
- Automobile graveyards and junkyards
- Telecommunications Facilities, Towers, or Wind Energy Systems
- Cemeteries
- Excavating Business
- Kennels & Animal Shelters
- Flea Market
- Warehouse
- Any other use not specifically permitted herein

INNER CORRIDOR DISTRICT

**TOWN OF BRIDGSTON, MAINE
INNER CORRIDOR DISTRICT
LAND USE & ZONING COMMITTEE
JULY, 2018
(NOT TO SCALE)**



Inner Corridor District Preamble

- The Inner Corridor represents the **growth area** along Portland Road between the more dense Village Business area and the less dense Outer Corridor. Careful attention is given to **new development and expansion of existing development** to encourage shared entrance and parking, connected sidewalks, and the installation and maintenance of landscaping, including shade trees. A **mix of uses is encouraged** allowing for multi-residential housing as well as new business to serve the community and provide employment opportunities

District Regulations that Remain Unchanged

- Buildable Area
- Façade
- Height
- Building Envelope
- Garage & Parking
- Landscaping
- Sidewalks (subject to review by the Town of Bridgton Public Works Director and the Maine Department of Transportation. **In lieu of sidewalks**, the applicant shall **contribute an amount per lineal feet of frontage** as determined by the Public Works Director to the Town of Bridgton for the express purpose of sidewalk construction)

Inner Corridor District-Uses

- Allowed Uses

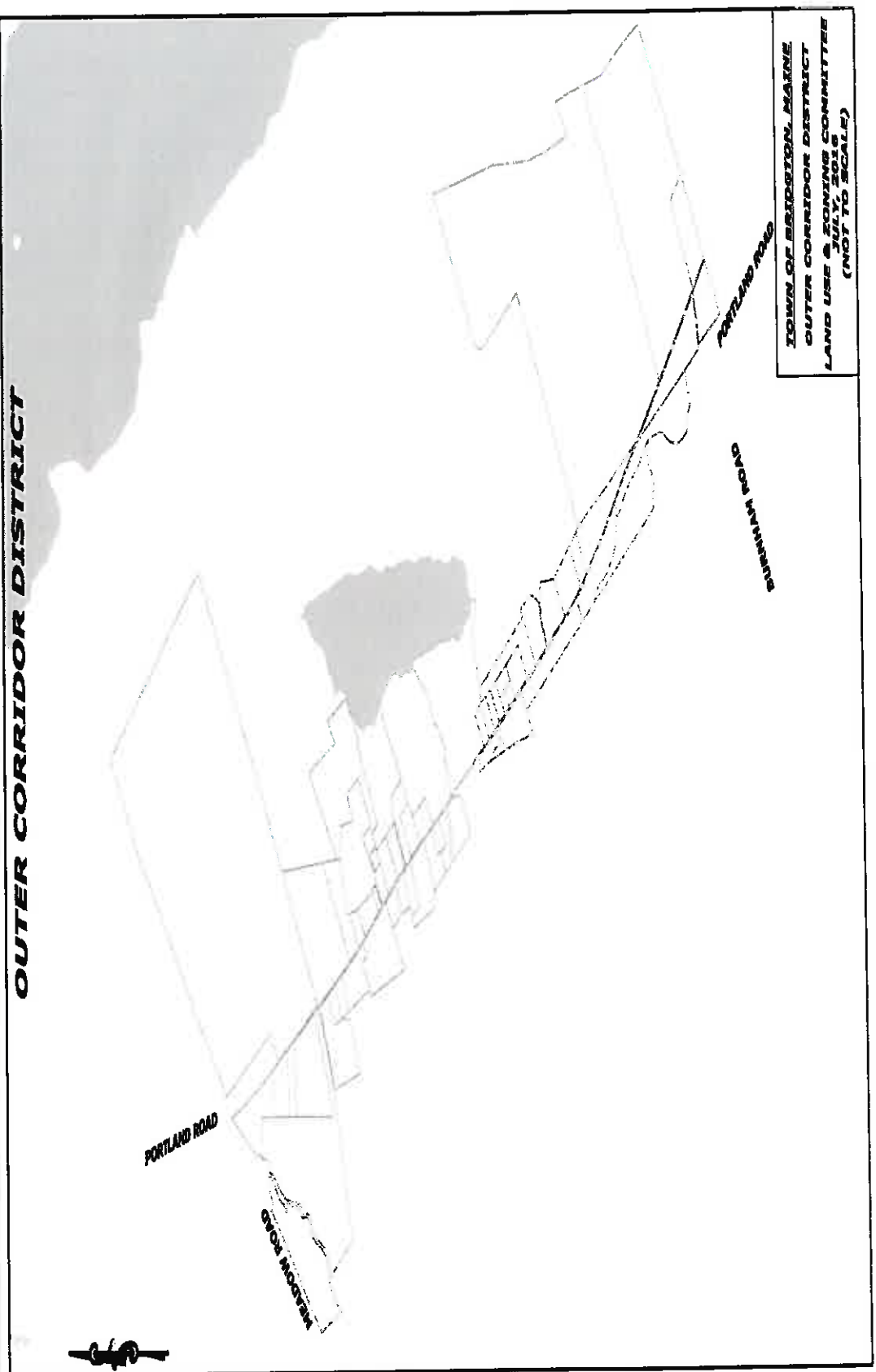
- Commercial uses including restaurant, Retail, Professional Service
- Light Assembly
- Transient Accommodation
- Indoor or Outdoor Recreation, institutional, cultural and Public Assembly
- Commercial and non-Commercial Agriculture, marijuana dispensary
- Industrial
- Multi-Residential I or II
- Telecommunications Facilities, Towers, or Wind Energy Systems
- Cemeteries
- Senior Services/Housing
- Day Care Centers
- Forest Management Activities
- Home occupation
- Kennels
- Warehouse
- Veterinarian/Animal Hospital
- Animal Shelter
- Banks

- Prohibited uses:

- mineral extraction
- large scale water extraction
- Aquaculture
- Automobile graveyards and junkyards
- Excavating Business
- Mobile Home Park
- Flea Market

Outer Corridor District

OUTER CORRIDOR DISTRICT



Outer Corridor District Preamble

- The Outer Corridor characterizes **the highway approaches into Bridgton from its borders** with its neighboring towns and abutting the Inner Corridor Development Areas. These sections of Route 302 and Route 117 lend residents, visitors, and passers-through alike an **appealing vision of rock outcroppings, woods, and swamps**, with a smattering of residences, businesses and side roads along the way.
- The Outer Corridor offers a transitional area supporting a **wide range of uses, at medium and low densities**, with requirements to balance development with open space. To minimize conflicts between large-scale development and single family housing, only larger scale multi-family is allowed for new construction in this district. Buffers and landscaping regulations seek to maintain the natural wooded entry point into the town. Side road access, shared entries, and rear access roads are all encouraged

District Regulations that Remain Unchanged

- Façade
- Height (no greater than 4 stories)
- Garage & Parking
- Landscaping (75' buffer)

Outer Corridor District-Uses

Permitted Uses:

- Commercial uses including restaurant, Retail, Professional Service
- Light Assembly
- Transient Accommodation
- Indoor or Outdoor Recreation, institutional, cultural and Public Assembly
- Commercial and non-Commercial Agriculture, marijuana dispensary
- Industrial
- Multi-Residential II
- Aquaculture
- Telecommunications Facilities, Towers, or Wind Energy Systems
- Cemeteries
- Senior Services/Housing
- Day Care Centers
- Excavating Business
- Forest Management Activities
- Home occupation
- Kennels
- Mobile Home Park
- Flea Market
- Warehouse
- Veterinarian/Animal Hospital
- Animal Shelter
- Banks
- Large scale water extraction is allowed only as a principal use of the property. Minimum lot size is 100 acres for this use.
- Minimum lots size for single housing unit or Multi-Residential I is 5 acres, except for nonconforming lots which are exempt from this minimum lot size requirement.
- Minimum lot size for automobile graveyards and junkyards shall be 25 acres

No Prohibited Uses

Design Review Committee-Purpose

- The Design Review Committee (DRC) shall review and make recommendations to the Planning Board relevant to architectural and landscape designs for new construction and/or renovation of existing structures in the Downtown Village Business I and II Districts and the Inner and Outer Corridor Districts. Specifically, the DRC shall review and make recommendations to the Planning Board any application for a building permit or site plan review permit for new construction or commencement of renovation of 25% or more of the street-side façade of existing buildings

Design Review Committee-Goals

- The overall goal of the DRC is to encourage creative architectural and landscape designs that **harmonize with existing structures** in the Town's center
- The specific goals of the DRC are to make recommendations to the Planning Board which serve to:
- **Preserve the unique quality and appearance of downtown** Bridgton.
- **Enhance** property values by maintaining the Town's historic assets.
- **Balance** commercial development with the Town's architectural qualities and identity.
- **Provide for safe and attractive development** that harmonizes with surrounding land use.

Design Review Committee Process

- Request a meeting.
- Schedule a meeting of the committee within five (5) business days of the request by the applicant(s). Notice of the DRC meeting shall be posted in the Town Office at least 48 hours prior to a meeting.
- Provide the DRC with detailed plans or drawings
- Within five business days after the meeting with the applicant, the DRC will provide written recommendations to the applicant the Planning Board, and the Code Enforcement Officer
- No more than one meeting with the DRC is required, unless both the applicant and the committee agree to participate in more meetings.

Chairman Watkins closed the public hearing at 6:20 P.M.

2. Commercial Trash Haulers Fee Schedule (tabled from 8.9.2016)

Motion was made by Selectman King to take this item off the table; 2nd from Vice-Chairman Zaidman. 5 approve/0 oppose

Motion was made by Selectman McHatton to weigh the loads of all commercial haulers for data collection only; 2nd from Selectman King. 4 approve/1 oppose (Selectman Hoyt was opposed)

Motion was made by Vice-Chairman Zaidman to conduct a workshop session the second meeting in October of 2017 (October 24, 2017); 2nd from Selectman King. 5 approve/0 oppose

Vice-Chairman Zaidman believes that commercial haulers were weighed in 2005 or 2006 and requested that staff review the records.

3. CEO Findings of Memorial School; Dangerous Building

The Code Enforcement Officer was directed to determine whether Bridgton Middle School could be considered a dangerous building pursuant to 17 MRS §2851. CEO Baker was present and reported that he conducted a site visit and does not believe this building classifies as a dangerous building.

c. Selectmen's Concerns

- **Selectman McHatton** asked the Town Clerk if maps are available at the Town Office showing sewer lines and water lines. Town Clerk Chadbourne responded that any public request would be referred to the Code Enforcement Officer and/or Sewer Superintendent. Selectman McHatton requested that both maps be available for public reviewing in the Map Room.
- **Selectman McHatton** stated that he does not support pay per bag.
- **Selectman Hoyt** asked for an update regarding the granite blocks from Shorey Park and the causeway. Town Manager Peabody responded that some of the granite rocks have been moved to the public works building and reported that the Board needs to decide if they want to offer them to the public and if so, at what cost.
- **Selectman Hoyt** asked for a copy of the annual priority list.
- **Selectman Hoyt** requested that the lagoon area at Salmon Point be reviewed for repair.
- **Selectman King** had no concerns.
- **Vice-Chairman Zaidman** noted that the Park Use Policy mandates that a police officer be present and suggested that the policy be revised to grant authority to the Police Chief to waive that requirement.
- **Vice-Chairman Zaidman** would like to have a Board discussion regarding fines for Shoreland Zoning violations.
- **Vice-Chairman Zaidman** reported that the Woods Pond parking lot is not draining properly after it storms.
- **Vice-Chairman Zaidman** suggested that the town implement a Towing Ordinance to provide direction to the Police Chief on who to call and the amount the towing company is allowed to charge.
- **Chairman Watkins** received concerns regarding the length of time vehicles are allowed to park on Main Street. He suggested that the Board consider limiting parking to two hours or something similar.

- **Vice-Chairman Zaidman** reported that Wayne Warner has expressed an interest in volunteering his time to serve as “Clerk of the Works.” This item will be added to the next agenda for Board discussion.
- d. Town Manager’s Report/Deputy Town Manager’s Report
Deputy Town Manager Fleck submitted and read the following report into the record.

**TOWN OF BRIDGTON
DEPUTY TOWN MANAGER’S REPORT
August 23, 2016**

Vandalism

Pondicherry Park was vandalized again for the second time in two weeks. Extra time and money has been spent to investigate and clean up the park after previous acts of vandalism. It is unfortunate that some individuals choose to destroy equipment and property that is meant for the enjoyment of the community as a peaceful and tranquil place to spend time. Every effort is being made to catch the ones that are defacing and destroying private property not only in the park but throughout town. We are asking for help from our community. PLEASE report any criminal activity or suspicious behavior to the Police Department. This type of malicious and hateful defacing of private property must stop immediately so please help. Please call 893-2810 if you have any information.

Fire Chief

As of the application deadline, August 19, 2016, 31 applications were received for the position of Full Time Fire Chief.

Public Safety Administrative Assistant

As a result of Interviews, an offer was made to Ashley Hutter who accepted the position of Public Safety Administrative Assistant, and will begin employment on Monday, August 29, 2016. In 2014 Ashley worked in the Police Department as an intern, left to continue her schooling but continued to fill in when necessary. She is now back as a full-time employee for the Town of Bridgton.

Miscellaneous

Before you tonight are the **July financials and the Revenue and Expenditure Summary Report**. As you will note, the benchmark is 8.33% for the month. Revenues are at 8.08% and Expenditures at 8.06%

Respectfully submitted,
Georgiann M. Fleck
Deputy Town Manager

6. Public Hearing

- a. Public Hearing on Proposed Land Use Ordinance
This item was addressed earlier in the meeting.

7. Treasurer’s Warrant

Motion was made by Selectman McHatton for approval of Treasurer’s Warrants numbered 12, 13, 14, 15, 16, 17, and 146; 2nd from Selectman King. 5 approve/0 oppose

8. Committee Reports

On behalf of the Community Development Committee, Charles Renneker, reported that the Committee will be meeting with local business representatives to review the possibility of establishing a Bridgton Business Association. The Committee will also be meeting with Wayne Rivet from the Bridgton News to discuss ideas on how the media can be used to better promote the Town.

Selectman McHatton reported that the Investment Committee may be asking the Board to change the drawdown to 3% or 3.5% after the next two years.

Chairman Watkins reported that the Board met with representatives from BRAG with the primary focus to gain an understanding of the project from start to current and how the Board can work with BRAG to further this project. BRAG will be drawing up a draft document regarding repair and completion of projects for Board review at a future workshop or meeting.

9. MSAD #61

There was no information regarding MSAD #61.

10. Public Comments and Presentations

Charles Renneker said that he attended most of the Depot Street Charrettes. The original plan did not include designation of the green space to the Farmers Market. He added that the Market is a wonderful asset to the community.

Selectman Hoyt noted that the Salmon Point Rules and Regulations are included in the packet to which Chairman Watkins responded that it was modified to include the dock amendments. Selectman Hoyt had a few concerns to which Chairman Watkins directed the concerns to a future meeting.

11. Old Business

a. Update of Sewer Superintendent

Sewer Department Superintendent Jim Kidder reported that he has finished reviewing all the accounts on the system and has assigned equivalent users to all accounts. He will be meeting with Brent Bridges to review the list. Town Manager Peabody will provide accurate information to the Board after the meeting with Mr. Bridges.

b. Progress to Date on FEMA Flood Map

Town Manager Peabody reported that he met with the Engineer Josh McAllister and a surveyor from HEB Engineering and requested that they provide a cost proposal to prepare a report regarding the Stevens Brook and Corn shop Brook areas for the Board.

c. Ordinance Review Committee Charge, Mission & Authority

Motion was made by Selectman Hoyt for approval of the Ordinance Review Committee Charge, Mission and Authority; 2nd from Selectman McHatton. 5 approve/0 oppose

d. Appoint Citizen to Serve on Fire Chief Interview Panel

Chairman Watkins reported that the Board will discuss this issue in Executive Session prior to taking action.

12. Dates of the Next Board of Selectman's Meeting and/or Workshop

*September 13, 2016

*September 27, 2016

*September 20, 2016 at 5:00 P.M. Workshop Session with Aaron Shapiro from GPCOG regarding CDBG

13. Executive Session

a. Per MRS Title 1, Chapter 13 § 405.6.A. Committee Member Application Review

Motion was made by Selectman King to enter into executive session at 8:30 P.M. per MRS Title 1, Chapter 13 § 405.6.A. for Committee Member Application Review; 2nd from Selectman Hoyt.
5 approve/0 oppose

Prior to entering into executive session, Peter Bollen voiced concerns with fireworks in Bridgton. He added that a citizen petition is being circulated to address these concerns at the November Election.

The Board then entered into executive session at 8:40 P.M.

Motion was made by Selectman Hoyt to exit executive session at 8:59 P.M.; 2nd from Selectman King.
5 approve/0 oppose

b. Per MRS Title 1, Chapter 13 § 405.6.C. Land Acquisition

Motion was made by Selectman Hoyt to enter into executive session at 8:59 P.M. per MRS Title 1, Chapter 13 § 405.6.C. to discuss land acquisition; 2nd from Selectman King. 5 approve/0 oppose

Motion was made by Selectman Hoyt to exit executive session at 9:15 P.M.; 2nd from Vice-Chairman Zaidman. 5 approve/0 oppose

14. Action Items Following Executive Session

Motion was made by Selectman King to appoint Debra Brusini, Catherine Pinkham, Drew Robbins, and Patti Wininger to the Ordinance Review Committee; 2nd from Selectman McHatton. 5 approve/0 oppose

Motion was made by Vice-Chairman Zaidman to convey, by Municipal Quit Claim Deed, 15 Walker Street (Map 22, Lot 111) to Justin McIver for \$10,000 and that the structure be demolished with 60 days of closing; 2nd from Selectman King. 5 approve/0 oppose

15. Adjourn

Chairman Watkins adjourned the meeting at 9:18 P.M.

Respectfully submitted,



Laurie L. Chadbourne
Town Clerk