

Board of Selectmen's Meeting Minutes February 23, 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

Administration Present: Town Manager Robert Peabody, Town Clerk Laurie Chadbourne; Public Works Director Jim Kidder; Community Development Director Anne Krieg; Recreation Director Gary Colello

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. February 9, 2016

Motion was made by Selectman Watkins for approval of the minutes from the February 9, 2016 Board Meeting; 2nd from Selectman Murphy. 5 approve/0 oppose

4. Correspondence and Other Pertinent Information

a. Request for Letter of Support of Community Concepts, Inc. Application for Financial Assistance from the Housing Assistance Council

Community Concepts Housing Improvement is applying to be a recipient of funds through the Self-Help Opportunities Program to assist low income families achieve the dream of home ownership. The funds will be used to assist families to build their homes by working with other families. They are required to show that area towns continue to identify a need for home ownership opportunities. **Motion** was made by Vice-Chairman McHatton to send a letter of support for the Community Concepts application for financial assistance from the Housing Assistance Council; 2nd from Selectman Watkins. 5 approve/0 oppose

5. New Business

a. Permits/Documents Requiring Board Approval

1. 2016 Annual Notice of Road Posting

SOUTH BRIDGTON: Burnham Road, Willis Park Road, Ingalls Road, Fosterville Road (to end), Winn Road, Swamp Road, North Road, Raspberry Lane and Camp Pondicherry Road, Wildwood and Moose Cove Lodge.

WEST BRIDGTON: Mountain Road, Hio Ridge Road, Sam Ingalls Road, Whitney Road, Highland Pines Road, Millbrook Road, Harmon Road, Issac Stevens Road, Kilgore Road, Cedar Drive, East Pondicherry Road, West Pondicherry Road and South Bay Road (Knights Hill Development).

NORTH BRIDGTON: Highland Road, Chadbourne Hill Road, Upper Ridge Road, Middle Ridge Road, Monk Road, Kimball Road, Highland Point Development.

VILLAGE AREA: Kansas Road, Pond Road, Dugway Road, Mt. Henry Road, Zion Hill Road.

Motion was made by Selectman Hoyt for approval of the March 1st through May 1st, 2016 Notice of Road Posting pursuant to Title 29A Section 2395; 2nd from Selectman Murphy. 5 approve/0 oppose

2. Victualer's License & Liquor License to Chao Thai Restaurant

3. Victualer's License & Liquor License to Venezia Ristorante

4. Victualer's License to Towanda's Specialty Food & Deli

Motion was made by Selectman Murphy for approval of 5.a.1., 5.a.2., and 5.a.3.; 2nd from Selectman Watkins. 5 approve/0 oppose

5. Accept Payment and Quit Claim Deed to Tamisa Rowe; Map 1, Lot 30E

Motion was made by Selectman Hoyt to accept payment and approve the Quit Claim Deed to Tamisa Rowe for property described as Map 1, Lot 30E Town of Bridgton Tax Maps; 2nd from Selectman Watkins. 5 approve/0 oppose

6. Contract for Maintaining Cemetery Lots at North Bridgton Cemetery

The Town annually contracts out the care of veteran's lots at the North Bridgton Cemetery. The Town currently contracts the work to North Bridgton Cemetery Association and the contract has an annual renewal provision. **Motion** was made by Vice-Chairman McHatton to execute the contract between the Town of Bridgton and North Bridgton Cemetery Association pursuant to Town Meeting approval for the period of July 1, 2015 to June 30, 2016; 2nd from Selectman Murphy. 5 approve/0 oppose

7. Warrant and Notice of Election to Call Maine School Administrative District No. 61 Referendum [April 12, 2016]

Motion was made by Vice-Chairman McHatton for approval of the "Warrant and Notice of Election to Call Maine School Administrative District No. 61 Referendum"; 2nd from Selectman Watkins. 5 approve/0 oppose

b. Bids, Awards and Other Administrative Recommendations

1. Discussion of Federal Emergency Management Agency Flood Maps

Town Manager Peabody provided the Board with information from the FEMA question and answer sheet. Selectman Hoyt requested that information on the FEMA flood maps be made available at the Town Office. Director Krieg reported that a public information session was held and another public session is being planned for this summer.

2. Wastewater Ordinance Amendments Workshop

The Board scheduled a workshop session for March 15th at 6:00 P.M.

3. Essential Programs and Services (EPS) Funding

Chairman King reported that he recently attended a School Board Meeting and the Superintendent was not able to provide solid information regarding the EPS Funding. The Board requested that the Town Manager contact Representative Ginzler, Senator Hamper and Maine Municipal Association to make them aware of Board concerns regarding Essential Programs and Services Funding and to request detailed clarification of the formula and its impact to Bridgton.

c. Selectmen's Concerns

- Vice-Chairman McHatton commended the Fire Chief for submitting a detailed month end report and thanked him for a job well done.
- Vice-Chairman McHatton reported that the unassigned fund balance report has a balance of \$104,000, taking the school and county tax into consideration, there is not much funding available to help reduce taxes.
- Selectman Hoyt reported that there is always a big puddle which freezes in the Depot Street Parking Lot and asked if this can be fixed to which Director Kidder responded that he will review the area for improvement.
- Selectman Watkins congratulated the new officers on the Fire Department.
- Selectman Watkins asked if the Board is planning to have a raffle or give-a-way at the volunteer and staff appreciation picnic.
- Selectman Watkins asked when the snowflakes and Christmas lights come down to which Director Kidder responded that the lights are shut off on January 1st and are taken down after the winter carnival event.
- Selectman Watkins asked when the last time the fees for business licenses were increased to which Town Clerk Chadbourne responded the fees have not increased for several years. The Board will consider increasing various fees during the annual fee schedule review.

- Selectman Watkins asked about the ice on Smith Avenue to which Director Kidder responded that he recently shaved it down.
- Selectman Watkins voiced concerns regarding Cumberland County tactical training on Kansas Road to which Town Manager Peabody will work with the Police Chief to ensure that the Town is notified of future training events.
- Selectman Murphy thanked the Chamber of Commerce, Lions Club, Harvest Hill Animal Shelter, Unc'l Lunkers and the other sponsors and volunteers for a job well done with the Winter Carnival Event.
- Student Representative Messina asked for the status of updates to the Town website to which Town Manager Peabody responded that the proposed budget includes funding for marketing of the Town and website development.
- Chairman King suggested that the Board think about putting restrictions on plastic bags; he will contact the City of Portland for additional information including their process and cost savings.
- Chairman King noted that there is a Budget Advisory Committee meeting scheduled for tomorrow night and encouraged public attendance.

d. Town Manager's Report

Town Manager Peabody reported that the Winter Carnival Event was a huge success. He then submitted and read the following report into the record:

"Manager's Report 2/23/2016:

I would like to remind folks that Friday from 2pm to 8pm at the Bridgton Town Office in the 1st floor meeting room Ironwood Design Group will be holding office hours for all who wish to meet with them regarding the Streetscape Project. This is a "walk-in" event, appointments are not necessary but are accepted. If you wish to make an appointment, please call Anne Krieg at (207) 647-8786.

A progress report on the status of the Revaluation being conducted by John E. O'Donnell & Associates states that the field work has been completed, sales analysis and cost schedule development are on-going."

6. Treasurer's Warrants

Motion was made by Selectman Murphy for approval of Treasurer's Warrants numbered 89, 90, 91, 92, and 93; 2nd from Selectman Hoyt. 5 approve/0 oppose

7. Committee Reports

There were no Committee Reports.

Chairman King brought agenda item 11 forward.

11. Public Comments

Carmen Lone stated that she and her grandson thoroughly enjoyed the fireworks and thanked the Chamber of Commerce.

12. Old Business

a. Town Hall Update

Director Kidder reported that the security alarm system will be completed tomorrow and the furnace is waiting for one sensor to be delivered on Thursday.

b. Comprehensive Plan

Director Krieg noted that she provided the table for short and mid-term projects to the Board and will keep the Board updated. She reported that the Land Use and Zoning Committee is meeting every other Wednesday at 6:00 P.M. and is working on downtown zoning.

Chairman King brought agenda item 8 forward at 6:00 P.M.

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

a. Public Hearing on the Proposed Community Development Block Grant (CDBG) Funding Projects for Program Year 2016

Chairman King called the public hearing on the proposed Community Development Block Grant (CDBG) Funding projects for program year 2016 to order at 6:00 P.M. Director Krieg reviewed the following:

Applicant	Project Name	Prev. Year's Funding (2015-16)	2016-17 Funding Request	Committee Recommendation
<i>Public Services</i>				
Bridgton Community Center	Fuel Assistance Program	\$5,000	\$5,000	\$2,500
Bridgton Community Center	Community Kettle Dinner Program	\$2,000	\$2,000	\$0
Bridgton Community Center	Community Resource Navigator	\$6,100	\$6,100	\$6,100
Stevens Brook Elementary School	School Food Distribution Backpack Program	\$5,000	\$5,600	\$5,600
Regional Transportation Program (RTP)	Bridgton Regional Transportation Program	-\$5,000	\$0	
Family Crisis Services	Domestic Violence Services	-\$2,500	\$0	
St. Peter's Episcopal Church	Community Meals	-\$2,160	\$1,200	
St. Joseph Food Pantry & Bridgton Food Pantry	Food Purchase & Delivery	-\$7,500	\$3,700	
Town of Bridgton, Recreation	Summer Camp Scholarships	\$7,680	\$7,680	\$5,900
		<i>Public Services Requests</i>	\$43,540	\$25,000
<i>Public Facilities/Infrastructure/Housing</i>				
Joan Wilson	Main St Building	-	\$29,656	\$0
Justin Ward	Bridgton Books	-	\$9,500	\$0
Town of Bridgton	Bridgton Community-Center Roof	\$60,000	\$0	
Town of Bridgton	Bridgton Community-Center Electric	\$11,000	\$11,000	
Town of Bridgton	Central Fire Station	-\$10,000	\$4,000	
Town of Bridgton	Town Hall Renovations		\$75,000	
Town of Bridgton	Downtown Public Bathroom		-\$85,000	\$0
Town of Bridgton	Main St Improvement Bid Construction	\$30,000	\$30,000	
			\$235,156	\$120,000
<i>Admin/Planning</i>				
Town of Bridgton	CDBG program administration - Anne & Kayla	\$30,000	<u>\$35,500</u>	\$35,500
			\$35,500	\$35,500
		HUD Allocation		\$185,415
		15% Public Services cap	\$27,812	
		20% Admin/Planning cap		\$37,083
		Unallocated Funds from prior Years		\$11,176
		Amount for 2015 Summer Camp Available Prior Year Funds		\$2,020 \$9,156
		Total Available Funds	\$194,571	
		Committee Recommendations		\$180,500
		Remainder Available to Allocate		\$14,071

Vice-Chairman McHatton asked if this is the first year that the food pantry has requested funding to which Director Krieg responded that they missed the application deadline last year but have received funding in the past.

Vice-Chairman McHatton asked for an approximate number of people that utilize the Navigator Program at the Community Center to which Community Center Director Carmen Lone responded that the program receives on average forty-four visits per month, she noted that some are repeat visitors.

Selectman Murphy asked if the unallocated funds can be used for public facilities to which Director Krieg responded “yes,” and requested that the Board wait until the bids for the Woods Pond Bathroom Facility are opened and reviewed.

Selectman Watkins thanked Justin Ward from Bridgton Books for submitting a detailed application. Mr. Ward said that the current lighting ruins the books and hopes to replace the windows with smaller, more efficient windows. He also intends to replace the awning and put up a new sign. The matching funds would allow him to move forward with the project and would enhance the downtown. George Bradt stated that this is a fabulous book store and encouraged the Board to assist him with this project.

Rick Harbeson, representing RTP (Lakes Region Explorer), submitted application to provide subsidized fares to low-moderate income riders; he added that the extended route to Bridgton is working out well and hopes the Board will support the application. He reported the following ridership information:

Bridgton	Aug	Sept	Oct	Nov	Dec	Total
Boardings	23	84	82	64	84	337
Departures	26	61	56	53	66	262

Liz Shane, Academic Leader at Stevens Brook Elementary School, encouraged the Board to support the “backpack program.” She reported that backpacks are filled with food every Friday morning and dropped off in the lockers of about thirty students from low income families to ensure that those students have food at home over the weekend. Father Craig encouraged support of this project as well.

Vice-Chairman McHatton asked if Family Crisis has an office in Bridgton to which Director Krieg confirmed and added that their funding through United Way was reduced.

Selectman Hoyt asked why the Committee recommended reducing the Fuel Assistance Program to which Carmen Lone responded that she believes the recommendation to reduce is because prices are low this year and it has been a warm winter. Selectman Hoyt encouraged the Board to fund the project at \$5,000 as requested and Vice-Chairman McHatton agreed.

Selectman Hoyt also supports funding the Kettle Dinner Program in the requested amount of \$2,000.

Chairman King closed the hearing at 6:51 P.M.

9. Action Items Following Public Hearing

The Board opted to continue public discussion on March 8, 2016.

12. Old Business

c. Streetscape Project

Director Krieg reported that Ironwood Design Group will be holding office hours on Friday from 2:00 P.M. until 8:00 P.M. to meet with the public on the Streetscape Project.

Selectman Watkins asked if the Maine Department of Transportation is involved with the project to which Director Krieg responded that she is informing MDOT of all the meetings and recommendations. Director Krieg added that MDOT is working on a five year plan which she will be reviewing.

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

- February 24, 2016 (Budget Workshop)
- March 8, 2016
- March 15, 2016 (Workshop with Wastewater Committee)
- March 22, 2016

14. Adjourn

Chairman King adjourned the meeting at 7:00 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk