**Board of Selectmen**

**WORKSHOP/MEETING**

**Board of Selectmen’s Room March 1, 2018**

 **4:00p.m.**

**Board Members Present:** Gregory N. Watkins, Chairman; Glenn R. Zaidman, Vice Chairman; Robert P. Murphy; Robert J. McHatton, Sr.; G. Frederick Packard. **Absent**: None

**Administration Present:** Robert A. Peabody Jr., Town Manager; Georgiann M. Fleck, Deputy Town Manager; Charisse Keach, Finance Officer.

**1. Call to Order**

Chairman Watkins called the meeting to order at 4:00p.m.

 **2. Pledge of Allegiance**

The Board recited the Pledge of Allegiance

**3. Budget Workshop**

**a. Approval of Minutes – February 22, 2018**

Due to an oversight, this item will be added to the next agenda for review and approval.

 **b. Questions/Comments on Previous Budget Items/Department**

Member McHatton asked if there are enough funds for specific training? Vice Chairman Zaidman said we have been considering getting the town staff and police personnel training on dealing with individuals who have mental health issues. Police Chief Stillman said I have been in contact with Matt Brown who teaches at the criminal justice academy and Jenna from NAMI. If a specific grant is secured they will arrange for training which will most likely be held in Portland not Bridgton. If they don’t get the grant they will still make arrangements for some training.

**Member McHatton moved** to have the Town Manager contact Mr. Brown about coming to Bridgton to provide training. Vice Chairman Zaidman 2nd. 5 Approve / 0 Oppose

**Member McHatton moved** that if there is a cost associated with the training the Town Manager report to the Board the proposed costs so the Board can determine availability of funds.

Member Packard 2nd. 5 Approve / 0 Oppose

Vice Chairman Zaidman said this is an important issue and if there is a cost associated with the training I will pay for it out of my pocket.

**030 – Assessing**

Finance Officer Keach said I contacted John E. O’Donnell regarding alternative options for the personal property assessments rather than G&K. Mr. O’Donnell said he was not aware of any but their firm does offer that service, however, they are not prepared to make that changes in this fiscal year.

**522 – Outside Agency**

Chairman Watkins said on Tuesday, February 27, 2018 the Board of Selectmen approved by unanimous decision to decrease the amount requested by Family Crisis from $2,000 to zero as an outside agency because the amount proposed from CDBG funds was increased by $2,000. I have requested Finance Officer Keach make the change accordingly.

**4. Review of Cost Centers;**

**251 - Ambulance**

Present representing United Ambulance Services was Paul Fillebrown.

Mr. Fillebrown said there is no change in the proposed contract or amount from last year.

Discussion ensued between Board members, Town Manager and Mr. Fillebrown.

*The Consensus of the Board was to approve the proposed budget for account 251 Ambulance in the amount of $51,000.*

**022 – Bridgton Public Library**

Present representing Bridgton Public Library was Stan Cohen, Treasurer of the Bridgton Library. Mr. Cohen said also present is Sally Dunning and Betsey Morris representing the Library.

Mr. Cohen said the Library is a great asset to the Town of Bridgton with an average attendance of patron visits exceeding 27,463. Volunteers provided 1,400 hours last year. We offer a variety of programs that are well attended. Last year the Bridgton Library was funded for $82,500 and this year we requested $83,500 which is only a $1,000 increase. Our health insurance is increasing and we have put out to bid the installation of a fire alarm which we currently do not have.

Discussion ensued between Board members, Town Manager, Finance Officer Keach and Attendees from The Bridgton Library.

*The Consensus of the Board was to approve the proposed budget for account 022 Bridgton Public Library in the amount of $83,500.*

**028 - Town Clerk**

Present representing the budget for Town Clerk was Laurie Chadbourne, Town Clerk.

Ms. Chadbourne said it is level funding representing standard operating expenses. Chairman Watkins said the increase is in salary, longevity, FICA, etc. Town Clerk Chadbourne said yes.

Finance Officer Keach asked if we have a contract with the abstractor that is hired to conduct property ownership search during the period of time for preparing tax liens (account 028-3-4213). Town Clerk Chadbourne said I will contact her to prepare one. Finance Officer Keach asked if she has been providing this service for several years? Town Clerk Chadbourne said yes.

Discussion ensued between Board members, Town Manager, Finance Officer Keach and Town Clerk Chadbourne.

*The Consensus of the Board was to approve the proposed budget for account 028 Town Clerk in the amount of $191,038.*

**120 - General Assistance.**

Present representing the budget for General Assistance was Laurie Chadbourne, Town Clerk and General Administrator.

Town Clerk Chadbourne said this is level funding which is difficult to predict. Town Clerk Chadbourne said that Suzzanah Forsythe, Deputy Town Clerk, will also be the Assistant General Administrator, however, she needs to secure training first.

Chairman Watkins said account 7130 GA Housing exceeded the budgeted amount of last year. Town Clerk Chadbourne said we took the abatement amount that the Board of Selectmen granted recently out of this line item.

Discussion ensued between Board members, Town Manager, Finance Officer Keach and Town Clerk Chadbourne

*The Consensus of the Board was to approve the proposed budget for account 120 General Assistance in the amount of $27,764.*

**223 - Police Department**

Present representing the budget for the Police Department was Police Chief Rick Stillman.

Police Chief Stillman said a lot happened last year including hiring a new officer, we have done work on policies which is now a model policy for the State of Maine, we conducted the first Bridgton Safety Day and National Night Out, Sergeant Reese and Public Safety Administrative Assistant Ashley Hutter attended a NIVRS training which will give us a lot more data on calls we are responding to, Sergeant Jones was promoted in July and attended training for new sergeants and went to Austria for Special Olympics representing the Town of Bridgton, the other officers attended various trainings to enhance their positions as officers, we instituted body worn cameras, we continue to work on the investigation of the person of interest who was involved in the arsons last year, we are working with Stevens Brook Elementary School with lock down drills, we are working on the COOP Plan, working with the Lake Region Coalition and ACE – Adverse Childhood Experiences, we have worked on highway safety grants, we participated in the National Drug Take Back Day collecting in conjunction with the State of Maine 41,700lbs, of drugs, coordinated the building security with overseeing issuing door fobs and access to the building for meetings and in November I was named to the Board of Directors for the International Association of Chiefs of Police which allows me to represent Maine on many issues such as mental health.

Chairman Watkins said in account 3230 you have requested money for an FLIR handheld thermal night vision device and a trailer mounted sign board. Police Chief Stillman said the Fire Department has a large thermal image device but we want one readily available for use in searching for suspects, etc. The sign is on a trailer and can be transported around town to be used by other departments for traffic control, special meetings, etc. Vice Chairman Zaidman asked how are you going to transport it? Police Chief Stillman said the pick-up truck or the new cruiser which both have tow hitches that can accommodate the trailer. Vice Chairman Zaidman asked if it is battery powered? Police Chief Stillman said yes and solar. Vice Chairman Zaidman asked if we can use the balance of the money appropriated for the Town Hall toward the purchase of this sign? Town Manager Peabody said yes, if there is money left-over.

Chairman Watkins asked what the status of the Ring Farm Tower is? Police Chief Stillman said we have been testing alternate locations but it looks like Ring Farm is our best location and the owner is willing to work with us.

Member McHatton said you have budgeted for a lot of ammunition. Police Chief Stillman said the officers have to qualify and that takes a lot of ammo. We are going to go out to bid this year.

Member McHatton asked how is the Public Safety Administrative Assistant’s time divided up between the Police Department and the Fire Department? Police Chief Stillman said 75 for Police Department and 25 for the Fire Department. Member McHatton asked if 25 was enough for the Fire Department? Fire Chief Fay said yes.

Chairman Watkins asked what is the status of the Park Ranger? Police Chief Stillman said we are going to try to get a reserve officer but I don’t know if we will be successful. Vice Chairman Zaidman asked how many hours? Police Chief Stillman said 40 hours. Chairman Watkins said if we hire a park ranger how do we not have a repeat of last year? Police Chief Stillman said it is all about finding the right person and we are going to do the training differently.

Discussion ensued between Board members, Town Manager, Finance Officer Keach and Police Chief Stillman.

*The Consensus of the Board was to approve the proposed budget for account 223 Police Department in the amount of $871,838. Member Packard approved the proposed budget but with money left over from the Town Hall sign being carried over toward the proposed sign board.*

**269 - Animal Control**

Present representing the budget for Animal Control was Police Chief Rick Stillman.

Police Chief Stillman said the slight increase is for an increase in time and travel. Member McHatton asked if they cover more than one town? Police Chief Stillman said yes.

Discussion ensued between Board members, Town Manager, Finance Officer Keach and Police Chief Stillman.

*The Consensus of the Board was to approve the proposed budget for account 269 Animal Control in the amount of $10,078.*

**235 - Fire Department**

Present representing the budget for Fire Department was Fire Chief Steve Fay.

Fire Chief Fay said I have been here for a little over one year and it did not come without challenges. We replaced Engine 5 saving a tremendous amount of money, the tornado presented an issue for assistance which has been resolved, we implemented medical evaluations and revised the interview process and members are branching out on their own to get additional training. One of the biggest challenges which is not unique to Bridgton is getting members. We have lost members but for reasons associated with job changes or relocation.

Member McHatton said I understand that the Fire Department no longer represents the Christmas Angel project. Fire Chief Fay said that is correct but the current Chaplain ran a program entitled Toys for Tots through the church he is associated with. We needed to make that change for a multitude of reasons including legal issues and personnel issues. We did not say it could not be run just not on Fire Department property.

Vice Chairman Zaidman said account 2608 propane has doubled. Fire Chief Fay said we had two separate vendors. Finance Officer Keach said I seek a quote for fuel. I have three separate propane vendors that I pay to and we are trying to consolidate. Chairman Watkins asked if we have any cooperative purchasing? Town Manager Peabody said no, not on propane. Vice Chairman Zaidman said you should check with Suburban Propane they are offering a very good deal right now.

Chairman Watkins said do we have justification for the increase in salary for the Public Safety Administrative Assistant? Town Manager Peabody yes, we looked at the market, the additional certifications she is seeking and the special programs and projects she has taken on.

Discussion ensued between Board members, Town Manager, Finance Officer Keach and Fire Chief Fay.

*The Consensus of the Board was to approve the proposed budget for account 235 Fire Department in the amount of $331,576.*

**856 – Capital Expense**

Chairman Watkins said the proposed amount for Account 9104 – Generators, is there an amount to offset this? Town Manager Peabody said we plan on using funding from the municipal building reserve account. Vice Chairman Zaidman asked if there any specs because the difference in cost between the Public Works and the Town Office compared to the KW’s is questionable. Town Manager Peabody said Todd Perreault, EMA Director, will be here at a subsequent meeting and can discuss this further with the Board.

Fire Chief Fay said we have pulled our request for funding an exhaust system for the fire stations. Town Manager Peabody said it was $54,000 and I did not want to raise this from taxes because they have applied for a grant. Fire Chief Fay said if we do not get the grant we will seek funding in the next budget.

Fire Chief Fay said there is concern about towing the air boat. Town Manager Peabody said we are looking to replace the Public Works one ton so that may be an option. Fire Chief Fay said I had considered an apparatus vehicle which would cost around $100,000 and could be used for towing, plowing and first responders. Town Manager Peabody said I did not receive a budget request for that item. Fire Chief Fay said if the one ton is available we could use that in the interim.

Chairman Watkins asked if the Board interested in covering any **other department** this evening?

*The Consensus of the Board was no they did not want to cover any additional departments this evening.*

**5. Other Topics for Discussion**

a.Town Manager Peabody submitted to the Board and reviewed the proposed **Senior Property Tax/Rental Relief Program** (see attached).

b. Town Manager Peabody submitted to the Board the **summary of the Community Development Position prepared by GPCOG** as a result of the Board of Selectmen’s workshop/meeting on February 6, 2018 (see attached).

c. Town Manager Peabody submitted to the Board correspondence from **RCAP Solutions** regarding the income survey conducted and the proposal to expand the capacity of and upgrading the existing **wastewater** collection, treatment and treated effluent disposal infrastructure (see attached).

**6. Schedule Next Meeting**

The Board discussed which accounts they would like to cover at the next meeting and decided to review 015, Municipal Building; 026 Pondicherry Park; 027 Town Hall; 322 Public Works Department; 344 Parks Department; 353 Cemeteries; 360 Vehicle Maintenance; 382 Building Maintenance; 348 Transfer Station and 856 Capital Expense (if applicable). The next meeting will be held on Wednesday, March 8, 2017 at 4:00p.m.

**7. Adjourn**

Chairman Watkins adjourned the meeting at 6:38p.m.

Respectfully submitted,

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Georgiann M. Fleck, Deputy Town Manager