

Board of Selectmen's Meeting Minutes

April 10, 2018; 5:00 P.M.

Board Members Present: Gregory N. Watkins, Chairman; Glenn R. Zaidman, Vice-Chairman; Robert P. Murphy; Robert J. McHatton, Sr.; G. Frederick Packard

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Public Works Director Jim Kidder; Fire Chief Steve Fay; 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

Motion was made by Selectman Packard for approval of the minutes from the March 27, 2018 Board meeting; second from Selectman Murphy. 5 approve/0 oppose

4. Public Comments and Presentations on Non-Agenda Items

Deb Brusini requested an update of the Ordinance Review Committee. Chairman Watkins responded that the Board will be reviewing committee and membership under agenda item 8.a.

5. Committee Reports

There were no committee reports.

6. Correspondence and Other Pertinent Information

a. Resignation of Appeals Board Member Robert Mawhinney

Robert Mawhinney has submitted his resignation from the Board of Appeals. **Motion** was made by Selectman McHatton to accept, with regret, the resignation of Robert Mawhinney from the Board of Appeals; second from Selectman Packard. 5 approve/0 oppose Chairman Watkins thanked Mr. Mawhinney for his service to the Town noting that he will be missed.

b. Resignation of Community Development Member Peter DuBrule

Peter DuBrule has submitted his resignation from the Community Development Committee. **Motion** by Selectman McHatton to accept, with regret, the resignation of Peter DuBrule from the Community Development Committee; second from Selectman Packard. 5 approve/0 oppose

c. Request for Use of Town Owned Property; Farmer's Market

Because the Town will be commencing a re-seeding project on the green on Depot Street, the Farmer's Market needs additional space and is asking to utilize the area in front of the Bridgton Community Center. Carmen Lone, Executive Director Bridgton Community Center, has given permission. BrennaMae Googins noted that she submitted her official request to represent what she has previously discussed with the Board. She reported that the timeline for requested use is May 5th to last week in October. **Motion** was made by Vice-Chairman Zaidman to approve the space delineated on the sketch provided for use by the Bridgton Farmers Market this season; second from Selectman Murphy. 5 approve/0 oppose

7. New Business

a. Awards and Other Administrative Recommendations

1. Planning/Community Development Director Hiring Committee

Town Manager Peabody provided information to the Board that by statute, the Town's adoption of the Town Manager Plan and Town's Personnel Policy indicates that the Town Manager is responsible for hiring town employees. Appointment of a hiring committee is part of the hiring process and falls under the purview of the Town Manager. Should such a committee involve participation by members from other town committees (i.e. Community Development Committee), then the Manager would request the Select board approve said appointment. Town Manager Peabody also reported that applications close on April 20th and four applications have been received to date.

Vice-Chairman Zaidman read Article 1 Section 2 of the Personnel Policy into the record: “**Article 1. General Provisions; Section 2. Purpose.** The purpose of the Board of Selectmen in prescribing these Rules and Regulations is to set forth a uniform and equitable system of personnel administration for the Town of Bridgton to promote more effective and efficient municipal operations on behalf of the citizenry, and to pursue positive employee morale and loyalty. It is the hope of the Board of Selectmen that these Rules and Regulations will provide each employee with a written summary of work benefits, privileges and responsibilities in order to better ensure that all employees are treated the same and to provide a clearly defined procedure for employees to resolve any problems which may arise during the course of their employment with the Town. These Rules and Regulations do not and are not intended to constitute an employment contract between the Town of Bridgton and its employees and the Board of Selectmen reserves the right to make revisions in them when necessary.” Vice Chairman Zaidman then referred to and read Article 3 into the record: “**Article 3. Recruitment, Testing and Hiring; Section 1. Appointments.** The employment of all personnel shall be the responsibility of the Town Manager in accordance with 30A MRSA 2636 as follows: The Town Manager shall appoint, subject to confirmation of the Board of Selectmen, supervise and control the heads of departments under the control of the Selectmen when the department is not headed by the Town Manager, shall appoint, supervise and control all employees of the Town of Bridgton whom the municipal officers are required by statute to appoint except members of boards, commissions, committees and single assessors; and appoint, supervise and control all other officials, subordinates and assistants. (7/00) The following are approved department head positions: Code Enforcement Officer; Community and Economic Development Director (7/07); Deputy Town Manager (4/14); Finance Officer (7/07); Fire Chief; Police Chief; Public Works Director; Recreation Director; Town Clerk (7/07); Transfer Station Manager (9/00).”

Vice Chairman Zaidman noted that Bridgton is not a chartered town and therefore follows state statutes and local policy and requested legal clarification on the authority of the Town Manager in the hiring of a Department Head and clarification on the authority of the Board in the confirmation process. Lengthy discussion ensued. **Motion** was made by Selectman McHatton to seek a legal opinion from the Town Attorney regarding the authority of the Town Manager and of the Board of Selectmen in the hiring of a department head; second from Selectman Packard. 5 approve/0 oppose

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

An article seeking an appropriation can be stated in an open-ended form or include a cap or limit. In the latter, the appropriation may be amended reducing the amount, but may not be increased. **Motion** was made Selectman McHatton to designate “capped” warrant articles for appropriations on the Annual Town Meeting Warrant; second from Vice-Chairman Zaidman. 5 approve/0 oppose

3. 2018-2020 Appointment of Election Clerks per MRS Title 21-A Section 503.7

Pursuant to MRS Title 21-A § 503, the Municipal Officers shall appoint election clerks to serve for two year terms. Chairman Watkins read the names into the record: Sharon Abbott, Joyce Barter, Peter Collen, Carrye Castleman-Ross, Janice Chadbourne, D. Steve Collins, Sandra Collins, Betsy Curtis, Karen Dean, Ursula Flaherty, Mary Hubka, Christina Lowell, Betsy Morris, Peter Mortenson, Laura Ordway, Susan Rock, Barbara

Ryan, Marguerite Wisner, Marita Wisner, Rosemary Wisner, Robert Casimiro, Sean Day, Suzzanah Forsythe, Jeffrey Jones, Cynthia Murphy, Dorothy Stoddard, Dawn Taft, Nancy Waterhouse, Joanne Webb, Michael Webb, Claire Wilkinson, Robert Wilkinson, Jan Yindra. **Motion** was made by Selectman McHatton to approve the candidates for appointment as election clerks as nominated by the Municipal Committees of the Major Parties and as recommended by the Town Clerk; second from Selectman Murphy. 5 approve/0 oppose

4. Code Enforcement Officers Recommendations for Tax Acquired Property

The Town foreclosed on the property situated at 230 Hio Ridge Road (Map 13 Lot 52B) formerly owned by Clifford and Ellen Richardson. Ellen Richardson is requesting the property be deeded back to her and has submitted payment. The Code Officer inspected the property and found several code violations including a lack of a septic system. In the past, the Board has required code deficiencies to be repaired prior to approval to convey the property. **Motion** was made by Selectman McHatton to require certain code repairs to 230 Hio Ridge Road (Map 13 Lot 52B) as noted in a Memo dated March 22, 2018 from the Bridgton Code Enforcement Officer be completed prior to formally voting to transfer the property to Ellen Richardson; second from Vice-Chairman Zaidman. Selectman Packard questioned the recommendation for a septic system. **Motion** was made by Selectman Packard to table this item pending clarification from the Code Enforcement Office on April 24th; second from Selectman McHatton. 5 approve/0 oppose

b. Permits/Documents Requiring Board Approval

1. Victualer's License (Renewals)

a. Chao Thai; Mack's Place; Bridgton Highlands Country Club; Corn Shop Trading Company; Subway; McDonald's; Hannaford Supermarket & Grocery; Ruby Food; Food City; Big Apple; Little Apple; Bridgton Lil' Mart

The following businesses are applying for a Victualer's License renewal: Food City, Ruby Food, Hannaford Supermarket, McDonald's, Subway, Corn Shop Trading Company, Bridgton Highland Country Club, Mack's Place, Chao Thai Restaurant, Big Apple Bridgton 1000, Big Apple Bridgton 1107 and Bridgton Lil' Mart. They have been signed off by the appropriate Department Heads. **Motion** was made by Selectman McHatton to approve Victualer's License Renewals for Food City, Ruby Food, Hannaford Supermarket, McDonald's, Subway, Corn Shop Trading Company, Bridgton Highland Country Club, Mack's Place, Chao Thai Restaurant, Big Apple Bridgton 1000, Big Apple Bridgton 1107 and Bridgton Lil' Mart; second from Vice-Chairman Zaidman. 5 approve/0 oppose

c. Selectmen's Concerns

- **Selectman McHatton** noted that Earth Day is April 22nd and that members of the Lions Club have volunteered to paint some of the lamp posts. Deputy Town Manager Fleck suggested painting the lamp posts in the upper parking lot at the Municipal Complex and in the adjacent park. Town Manager Peabody will purchase the paint out of contingency and requested that the Club provide proof of insurance.
- **Selectman Packard** had no concerns.
- **Selectman Murphy** asked for additional volunteers to assist the Lions Club with painting the poles to which Selectman McHatton clarified there are not that many in the upper parking lot and in the park area; that aside, the insurance would not cover volunteers that are not members of the club.
- **Vice-Chairman Zaidman** asked if the legal department has returned the Senior Tax Relief Program to which Town Manager Peabody responded that he has not received a response as of yet.
- **Chairman Watkins** asked the Board to consider using the publication "Bridgton Town Matters" as a resource for providing public information. The Board opted to submit an update on the Veterans Park Project.
- **Chairman Watkins** asked for a status update of the wayfinding signs to which Public Works Director Kidder responded that they have been repaired and putting them back up is in process.

d. Town Manager's Report/Deputy Town Manager's Report

Town Manager Peabody read the following report into the record:

“Manager’s Report / 04/10/18

Nomination papers have been taken out by the following folks:

- **Selectman, Assessor, Overseer of the Poor for a 3 year term (2): Liston Eastman; Jacquie Frye; Carmen Lone; Robert McHatton, Sr.**
- **Planning Board Regular Member for a 3 year term (2): Catherine Pinkham; Deanna Miller**
- **Planning Board Regular Member for a 2 year term (1): Charles Kenneth Gibbs; Diane Paul**
- **Planning Board Alternate Member for a 3 year term (1):** No papers have been issued.
- **MSAD 61 for a 3 year term (2):** Karla Swanson-Murphy
- **Water District Trustee for a 3 year term (1):** Todd Perreault

The deadline for filing papers with the Town Clerk is Friday, April 13th.

Applications for the Community Development Director/Planner are due on or before April 20th. To date, I have received 4 applications.

The Fire Chief wishes to thank the Maine Forestry Service for their grant award of \$1,180 to purchase 13 forestry jackets, 300’ of forestry hose as well as nozzles and appliances. Also thanks to MMA Risk Management for their grant award of \$1,657.19 for traffic cones and signs. Lastly, thanks to Nina from Cast Iron Cobbler for her recent generous donation.

A reminder of the Youth Safety Day and Bike Rodeo Saturday, May 5th 10:00am-2:00pm at Stevens Brook Elementary hosted by the Bridgton Police Department. Thanks to the Bridgton Lakes Region Rotary Club, Hannaford, Security 101 MacDonald Motors, Safe Kids Maine and Green Machine Bike Shop for sponsoring the event.

Bob Morse, Salmon Point Campground Manager, is scheduled to be back on the job next week. He will be getting the campground ready for its opening May 1st.”

Deputy Town Manager Fleck reported that the County Workers are scheduled for the week of April 20; part of their work will include clean up at Salmon Point and they may paint some lamp posts as well.

8. Old Business

a. Review and Discussion of Town Committees

Chairman Watkins reported that he sent out an email to the chairmen of several committees requesting an update of their roster and a written report of their activity. Several committees did not respond.

Chairman Watkins reviewed the updates and the report as submitted by the Community Development Committee. He noted that Justin McIver, Martha Cummings and Peter DuBrule are no longer members and that the Board had accepted an amendment to the Committee Charge as presented by Chuck Renneker last year. The Board discussed the role of the Community Development Director in working with various committees and opted to invite the chairman of the Community Development Committee and Chairman of the Land Use Committee and the Chairman of the Wastewater Committee to meet with the Board to discuss their needs in reference to the staff member.

Discussion ensued. The Board directed the Town Manager to set-up a meeting for the Ordinance Review Committee.

Further discussion ensued. The Board opted to invite one or two committees to their next meeting to which Chairman Watkins will work with the Town Manager to coordinate.

b. Town Signage

Discussion ensued regarding town signage and modifying the fixed language on the sign. **Motion** was made by Selectman McHatton to direct the Town Manager to contract with Muddy River Signs; second from Selectman Packard. Chairman Watkins voiced concerns with the one sided sign as it would be parallel to the building and not easily visible to those driving by. Selectman McHatton **withdrew his motion**. **Motion** was made by Selectman Packard to request a price quote for a double sided sign from Muddy River; second from Selectman Murphy. 5 approve/0 oppose Deputy Town Manager Fleck requested clarification of the Board’s wishes for the fixed language to which Chairman Watkins responded that the sign should include the web address and (building number should be placed on the building itself.

9. Treasurer's Warrants

Motion was made by Selectman Murphy for approval of Treasurer's Warrants numbered 80, 81 and 84; second from Selectman Packard. 5 approve/0 oppose

10. MSAD #61

Chairman Watkins reported that he and the Facilities Manager are reviewing a 1947 map of the Memorial School building which also references the narrow gauge buildings.

11. Public Comments and Presentations on Non-Agenda Items

Michael Davis reported that he met with a representative from HEB Engineering and they agree that painting the lamp posts in town would be the lower cost.

12. Dates for the Net Board of Selectmen's Meeting and/or Workshop

April 24, 2018, May 8, 2018, May 22, 2018

Chairman Watkins called for a ten minute recess at 7:21 P.M.

13. Executive Session

Motion was made by Vice-Chairman Zaidman to enter into executive session pursuant to MRS Title 1, Section 405.6.A at 7:35 P.M. to review committee applications; second from Selectman Packard.
5 approve/0 oppose

Motion was made by Selectman Packard to exit executive session at 7:39 P.M.; second from Vice-Chairman Zaidman. 5 approve/0 oppose

Motion was made by Vice-Chairman Zaidman to appoint Michael Davis, Ursula Flaherty, Caroline Grimm and Carrye Castleman-Ross to the Events Committee; second from Selectman Packard.
5 approve/0 oppose

Motion was made by Vice-Chairman Zaidman to enter into executive session pursuant to MRS Title 1, Section 405.6.A at 7:45 to review personnel matters; second from Selectman Packard. 5 approve/0 oppose

Motion was made by Selectman Packard to exit executive session at 8:13 P.M.; second from Selectman McHatton. 5 approve/0 oppose

14. Action Items Following Executive Session

There were no additional action items following the executive sessions.

15. Adjourn

Chairman Watkins adjourned the meeting at 8:15 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk