

## Board of Selectmen's Meeting Minutes

January 30, 2018; 4:00 P.M. (rescheduled from January 23, 2018)

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

### 1. Call to Order

Chairman Watkins called the meeting to order at 4:00 P.M.

### 2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

### 3. 4:00 P.M. Workshop – Senior Property Tax Assistance Program; William Shane, Presenter

Chairman Watkins opened the workshop at 4:02 P.M. Cumberland Town Manager William Shane and the Board reviewed the "Town of Cumberland Senior Property Tax Relief Program." Chairman Watkins recessed the meeting at 4:40 P.M.

### 4. Approval of Minutes

#### a. January 9, 2018

**Motion** was made by Selectman Packard for approval of the minutes from the January 9, 2018 Board Meeting; second from Selectman Murphy. 5 approve/0 oppose

### 5. Public Comments and Presentations on Non-Agenda Items

Marcia Sullivan noted that there has not been any opportunity for public comments regarding the position of Community Development Director. Chairman Watkins responded that this agenda item will be opened up for public input.

Deb Brusini encouraged the Board show the prior year budget on the Annual Town Meeting Warrant. She noted that it has been helpful to have this information in the past and offered to assist in the preparation.

Deb Brusini asked if it is possible to publish the agenda earlier to allow the public time to prepare written documentation. Chairman Watkins responded that backing up deadlines may delay time sensitive licenses and material.

Deb Brusini noted that the Ordinance Review Committee remains inactive and suggested that the Board seek additional membership to move forward or dissolve the committee.

Dee Miller submitted and read the following into the record:

"Issues regarding marijuana: January 30, 2018

1. In December, Steve Collins and I (on behalf of the Planning Board) requested the BOS consider extending Bridgton's moratorium regarding adult use marijuana. Fortunately, the moratorium has not yet been needed. At that meeting, a plan was developed to compose a mission statement and form a committee to consider a town ordinance. (This was delayed due to bad weather and some pressing town issues. It was also time consuming and may not have been ready when needed.) More important, since the town has no knowledge of the scope of municipal authority absent a state law, a comprehensive ordinance will be difficult to write.
2. It seems that the state legislature has plans to extend the state moratorium until July. (MST, 1/28/2018) Legislation passed during the current session becomes law in July. If the state does not act, the language of the referendum will become law February 1, 2018 (Thursday).

3. Bridgton has a town meeting in June, before any state action can become law.
4. The most immediate issue is retail stores and sales, and Bridgton has had no public discussion about whether to allow retail stores, to limit their number, to limit their locations, among others. Although there are other issues such as licensing, enforcement administration, the retail issue is considered most critical.
5. Recommend holding a public meeting to gather public positions and preferences in time for possible action for the June warrant.
6. Remembering that there is an election in November, 2018, any action(s) taken in June could be repealed, amended, or reconstructed.
7. REQUEST that Bridgton Board of Selectmen arrange a public meeting to discuss these issues that would meet the time elements leading to a June warrant.  
(In the event that the referendum language becomes law, it would be wise to consult town attorneys to consider other options.)  
OUR TOWN SHOULD BE ABLE TO CONTROL ITS OWN FUTURE.”

**Motion** was made by Vice-Chairman Zaidman to hold joint workshop with the Planning Board (open to the public) for discussion of this issue; second from Selectman Packard. 5 approve/0 oppose

#### 6. Committee Reports

On behalf of the Community Development Committee, Carmen Lone reported that the following CDBG applications were approved on January 24<sup>th</sup>: the Navigator Program, Backpack Program and Family Crisis Funding to forward to the Board of Selectmen. Ms. Lone did not vote on this recommendation due to a conflict of interest.

Ms. Lone also reported that the Committee had in depth discussion regarding the Community Development Director Position and recommends that the Board fill this position as soon as possible per Town Meeting Vote in June of 2017.

#### 7. Correspondence and Other Pertinent Information

There were no correspondence or other pertinent information.

#### 8. New Business

##### a. Awards and Other Administrative Recommendations

There were no awards or other administrative recommendations.

##### b. Permits/Documents Requiring Board Approval

###### 1. Sewer Commitment #200

**Motion** was made by Selectman McHatton for approval of Sewer Commitment #200; second from Vice-Chairman Zaidman. 5 approve/0 oppose The Board requested that the Town Manager research line 12 of the commitment due to its zero balance.

###### 2. Sewer Commitment #201

**Motion** was made by Vice-Chairman Zaidman for approval of Sewer Commitment #201; second from Selectman Murphy. 5 approve/0 oppose

##### c. Selectmen’s Concerns

- **Selectman McHatton** asked when the Board will be reviewing the Community Development Block Grant Program applications. Chairman Watkins responded that the Board will be following a timeline.
- **Selectman Packard** had no concerns.
- **Selectman Murphy** asked for a status update of the South High Street Cemetery. Chairman Watkins responded that this matter was discussed in executive session under land acquisition and the Board would need to re-enter executive session for further discussion.

- **Vice-Chairman Zaidman** noted that the Town does not have control over the Water District and requested that an explanation of their role be provided on the website for public information.
- **Vice-Chairman Zaidman** suggested that the Board meet with members of the Planning Board on a quarterly basis to review issues and concerns, the Board agreed. Chairman Watkins will coordinate.
- **Vice-Chairman Zaidman** asked how the Board would like to proceed with the green space on Depot Street to which Chairman Watkins directed this issue to the next agenda for discussion.
- **Vice-Chairman Zaidman** suggested that the Board explore the option of establishing a Town Charter. **Motion** was made by Vice-Chairman Zaidman to direct the Town Manager to gather additional information regarding the establishment of a Town Charter; second from Selectman Packard.  
5 approve/0 oppose
- **Chairman Watkins** reminded the public to license their dog by the end of the day on January 31<sup>st</sup> to avoid a late fee of \$25 and also reminded the public to purchase their 2018/19 Transfer Station pass which is available at the Town Office and the Transfer Station.

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

Deputy Town Manager Fleck submitted and read the following into the record:

**“DEPUTY TOWN MANAGER’S REPORT / January 30, 2018**

**Fire Department**

January 14 through January 19, 2018 Fire Chief Steve Fay attended the **National Fire Academy**. The Fire Chief would like to thank John Reny, Trustee of the **Reny Charitable Foundation, for their generous donation of \$500.00** and would like to express thanks to the folks who help keep the fire hydrants clear of snow. The Fire Department is looking for **people interested in becoming firefighters** with the Bridgton Fire Department. Anyone interested please call 647-8814 for more information.

**Vehicles**



(LEFT) A repurposed Bridgton police cruiser is now the Fire Chief’s vehicle.

(Right) The new Bridgton police cruiser.



**Police Department**

On Wednesday, January 24<sup>th</sup> at the Bridgton Alliance Church on Harrison Road there was a **CPR and Overdose Prevention Training** sponsored by the Lakes Region Substance Abuse Coalition, Bridgton Police Department, United Ambulance Service and Portland Public Health with well over 50 participants in attendance. Portland Public Health gave a great overview of how an overdose can occur and how to recognize it and United Ambulance provided training on compression only CPR. Thanks to all who attended.

**Recreation**

Registration is open for baseball, softball, lacrosse, mad science, French Club and karate. Please visit [bridgtonmaine.org](http://bridgtonmaine.org) to register. The January/February newsletter is available on the website and at the Town Office.

**General**

On Wednesday, January 25<sup>th</sup> at the Town Office there was a well-attended meeting to allow an opportunity for the public to join the design team, HEB Engineers and Ironwood Design Group, as they work on final details for the **Main Street Streetscape** project. Information is available on the Town of Bridgton’s website at [www.bridgtonmaine.org](http://www.bridgtonmaine.org). George Szok, Bridgton Grant Writer, reports that Fire Chief Steve Fay has submitted a \$54,000 application for a FEMA/AFG **grant to pay for engine exhaust removal systems for each of the four fire stations.**

**Financials**

Before you tonight is **December’s Revenue and Expenditure Summary Report**. As you will note, the benchmark is 50% for the month. Revenues are at 60.8% and Expenditures are at 52.47%

Respectfully submitted,  
Georgiann M. Fleck, Deputy Town Manager”

Town Manager Peabody submitted and read the following into the record:

**ON-GOING PROJECTS**

<b>Wastewater Expansion</b>	Additional interviewer brought on survey will be completed by end of January; beginning the submittal process to Rural Development; received support letter from MDEP
<b>Phase II Streetscape (Main Street)</b>	Public meeting with Main Street businesses last Wednesday night; submitted grant application to MEDOT
<b>Streetscape (Lower Main Street)</b>	Signed contract; survey work completed; received preliminary draft of field survey for review
<b>Intersection Study</b>	Intersection base maps completed, working alternates
<b>Bridgton Memorial School</b>	Received response from SAD 61, copies provided the Board
<b>Marketing/Branding</b>	Working on new video; submitted list of names of potential interviewees; researching ad placements; ad placed in February/March issue of Portland Monthly and another will appear in the July/August issue
<b>Trademarking Brand</b>	Maine approved, Federal in process
<b>Town Office Roof</b>	Work is approximately 75% complete with most of the ridge cap having been replaced over the Court wing, Town office wing, and front door. Outstanding work areas include the hip roof at NE corner of building and a small ridge about 12' long above "Bridgton Police" entrance. Work continues as weather permits.
<b>Town Office Security</b>	Installation completed
<b>BCC Negotiations</b>	Received counter proposal awaiting Selectboard's direction
<b>GIS</b>	Woodard & Curran has met with Department Heads for feedback/wish lists
<b>Good Neighbor Code</b>	Administrative draft being circulated for internal review
<b>Website Development</b>	Minor fine-tuning; PD and Town Office Admin Assistants received additional training last Friday
<b>Road Survey</b>	Jim continues to work with LEA; exploring tie-in with GIS
<b>Depot Street</b>	Contacted Maine Turf Co. and Perennial Point of View regarding trees and grass, spoken with Lucia awaiting quote, no response from Maine Turf
<b>Town Hall Door</b>	Repairing in-house
<b>Salmon Point Bathroom</b>	Exterior completed, some interior work needing completion
<b>Rte 302/Sandy Creek Rd</b>	Sent letter to delegation and heard back from both, nothing from MDOT
<b>Safety Manual Updates</b>	Charisse is working with MMA & Dept Hds
<b>Budget Development</b>	Preliminary meetings with all Department Heads completed; working on budget cost centers Manager completes; reviewing Capital expenditures and contracts; reviewing utility costs (fuel, electricity, propane, water); identifying capital projects/equipment funding sources
<b>CDBG 2018/19</b>	Met with CDC to begin their review; met today with County to discuss process, submitted social services applications and proposed bricks & mortar projects: new Snack Shack with 2 bathrooms, sports equipment storage, grounds equipment storage and dugouts; rehabbing skating rink; multi-generational recreational upgrades to Town Common; re-construction of Lower Main Street
<b>BCC Roof</b>	Roof deck completed rest of repairs to be completed in Spring
<b>Fire Code</b>	With attorney for review; expecting draft this week
<b>Personnel Policy</b>	Intending to begin review after budget, discussing at next Dept Hd meeting
<b>Salmon Point New Lots (3)</b>	Roughed out awaiting Spring to put in pedestals; appears that all three will be rented for the new season
<b>Wastewater Budget Preparation</b>	Not started
<b>Salmon Point Budget Preparation</b>	Not started

Chairman Watkins asked about the town hall door to which Town Manager Peabody responded that the Public Works Department is able to do the repairs saving time and money.

Selectman Murphy noted that many houses in Bridgton do not have the house number displayed. Town Manager Peabody responded that the Street Naming, Addressing and Driveway/Entrance Opening Ordinance mandates that house numbers shall be displayed but is difficult to enforce.

## 9. Old Business

### a. Community Development Director

Chairman Watkins stated that this agenda item will be open for public input.

Selectman McHatton thanked the Town Manager for the information. Chairman Watkins reported that he received a legal opinion from MMA which stated in part, "...one town meeting cannot bind future town meetings to appropriate funds for town projects or employment positions."

Town Manager Peabody noted that this position was discussed eight months ago and was restructured at the Board's request. The title was also modified.

Vice-Chairman Zaidman has done additional research, including speaking with Christina Egan at Greater Portland Council of Governments (GPCOG), she has offered to discuss options with the Town for viable alternatives to the position. He added that the intention is to explore options before locking into anything.

Town Manager Peabody noted that the job description is fairly standard and has been carried forward for several years. The prior Director reviewed it before leaving. He added that it encapsulates many things and does its best to be inclusive but general. Selectman McHatton added that the Board had previously determined that the area of focus for that position would be at the discretion of the Town Manager.

Selectman Murphy suggested that the Board consider and review the option of hiring two individuals, one to focus on planning and one to focus on development.

Ursula Flaherty, resident and member of the Community Development Committee, stated that there were similar discussions eight months ago involving this position. She was informed that the prior director was let go due to a personnel issue, if that is the case, has nothing to do with the position itself. It makes sense to have one person working planning and development in a small town as they tie together. She asked why this position is so contested. Ms. Flaherty added that the Town needs an educated individual to fill this position as soon as possible. Vice-Chairman Zaidman responded that the Board is simply trying to explore all options before moving forward.

Dee Miller, resident and long-time member of the Community Development Committee noted that the biggest problem is that when you have ten people in a room, there will be ten different ideas. She noted that the results from this position are difficult to measure. This position is needed to market the town and take care of the streets and sewer projects. The Planning Board also relies on a planner for their expertise.

Cathy Pinkham supports the Boards decision to review options before moving quickly to hire an individual to fill that position.

Deb Brusini also supports reviewing options. She provided the Board with information regarding businesses that have come to town and who supported them; the developer, an individual business or the town/community.

Billy O'Connor supports filling the position immediately as well. The Planning Board and various Committee's rely on the advice and expertise from the individual that serves in that role. The Town needs someone to focus on planning as soon as possible.

Chairman Watkins closed the item to public comment.

Selectman McHatton would like to review all the information to make an informed decision.

**Motion** was made by Selectman McHatton to invite a representative from GPCOG to meet with the Board of Selectmen; second from Selectman Murphy. **Motion** was made by Selectman McHatton to revise and include "as soon as possible, on any evening;" second from Selectman Murphy. 5 approve/0 oppose

b. Electronic Sign

Chairman Watkins reported that the Manager provided the Board with the information as requested. In the 2016-17 budget, \$12,000 was approved at Town Meeting for the installation of a LED changeable sign. As installation did not occur during the budget year, the Board approved the carry forward of funds. Recreation Director Gary Colello provided the Board with information from two companies, Baileys Signs, Inc. and Burr Signs. **Motion** was made by Selectman Packard to request both companies provide sample message boards at their next meeting; second from Vice-Chairman Zaidman. 5 approve/0 oppose

10. Treasurer’s Warrants

**Motion** was made by Selectman Packard for approval of Treasurer’s Warrants numbered 60, 61, 62, 63, 64, 65, 66 and 67; second from Selectman McHatton. 5 approve/0 oppose

11. MSAD #61

Chairman Watkins reported that the school has agreed to turn the Bridgton Memorial School over to the Town to be used for community development but not for sale or private use. Vice-Chairman Zaidman is against taking over the building with restrictions on future use of the property. Consensus of the Board was to direct the Town Manager to gather documentation with details of what the school is looking to convey.

12. Public Comments and Presentations on Non-Agenda Items

Cathy Pinkham provided the Board with updated information on adult use of cannabis and what’s happening at the State level. She encouraged the Board to start drafting an ordinance for voter consideration.

Marcia Sullivan reported that she attended the streetscape session and urged the Board to support and encourage their progression as they will brighten up the town and take branding to the next level.

Deb Brusini suggested that the Town contract with a Planner as a resource to the Land Use Committee.

Billy O’Connor offered to donate his time to assist the Town in working with GIS mapping.

Chairman Watkins noted that the Board will enter into executive session prior to adjournment to review an application that was received after the agenda was set.

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

February 1, 2018 Workshop / Highland Lake Parking Renovations  
February 13, 2018

February 15, 2018 Workshop / Wastewater & Streetscape  
March 13, 2018

**Additional Agenda Item**

Executive Session

**Motion** was made by Selectman McHatton to enter into executive session at 7:34 P.M. per MRS Title1, Section 405.6.A; second from Vice-Chairman Zaidman. 5 approve/0 oppose

**Motion** was made by Vice-Chairman Zaidman to exit executive session at 7:48 P.M.; second from Selectman Murphy. 5 approve/0 oppose

**Motion** was made by Vice-Chairman Zaidman to appoint Margaret Sanborn to the Community Development Committee; second from Selectman Packard. 5 approve/0 oppose

14. Adjourn

Chairman Watkins adjourned the meeting at 7:49 P.M.

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk