**BOARD OF SELECTMEN**

**WORKSHOP/MEETING MINUTES**

**Downstairs Meeting Room February 6, 2018 5:30 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 A. Peabody Jr. and

Deputy Town Manager Georgiann M. Fleck,

1. Call to Order

Chairman Watkins called the meeting to order at 5:30p.m.

2. Pledge of Allegiance

The Board recited the “Pledge of Allegiance.”

3. Workshop with GPCOG to Discuss Community Development Director’s Position

Chairman Watkins said at the request of the Board of Selectmen we invited Greater Portland Council of Governments (GPCOG) to this Board of Selectmen’s Workshop/Meeting to give them an opportunity to describe ways they can assist the town in duties pertaining to Community Development, Planning and Economic Development.

Present representing Greater Portland Council of Governments was Kristina Egan, Executive Director, and Stephanie Carver, Planning Director.

Chairman Watkins said we would like an explanation on how this position is utilized on a daily basis. Town Manager Peabody said you have had an opportunity to review the job description which outlines the duties of the position. I manage the individual in this positon whereby the work ebbs and flows. There are certain things that come to forefront like the Land Use Ordinance which is taking a predominant amount of time of the individual during a typical workweek. There are other duties such as managing the CDBG program which requires the development of the service portion, the bricks and mortar portion, meeting with the Community Development Committee, working with the county, keeping the Board of Selectmen informed and preparing the presentation to the Board of Selectmen. Overseeing other projects such as Lower Main Street and Phase II of the Main Street Streetscape. Included is marketing aspects such as meeting with people and business owners who come through the door. In fact, Deputy Town Manager Fleck and I met with people today on a project. There is also involvement with the Code Enforcement Officer, the Administrative Assistant and the Grant Writer. The job description is a list of overall duties but there is a seasonality to a lot of the programs. Community Development and Planning is common for towns under 6,000 and in some towns they have included Economic Development as part of that function. I can tell you that it is a “full plate” but I will also say that most people working for the Town of Bridgton have a “full plate.”

Chairman Watkins said one of the things we are looking at is how GPCOG can help us move forward and how we might be able to take advantage of some of the services that GPCOG has to offer, therefore, we need to know what some of those services are. From there we will be able to move forward and figure out where we see the position going and how it will be created or contracted out which will be further discussion at a future meeting.

Executive Director Egan said one of the services we offer is in facilitation so we are here tonight, free of charge, to work through what is the best course of action for Bridgton and to create a list of priorities using the current projects that the Board is most interested in accomplishing.

Discussion ensued between Board Members, Management, Citizens and representatives from GPCOG.

As a result of discussion the priorities that were identified (in order) were; Sewer, Maintenance and Improve the Downtown Infrastructure; Development/Zoning and Develop Economic Strategy and Update Ordinances.

Executive Director Egan said I will create a summary of this evening’s meeting to identify options on how the Board can accomplish the priorities it has listed.

4. Other Matters

None

5. Adjourn

Chairman Watkins adjourned the meeting at 7:43p.m.

Respectfully submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Georgiann M. Fleck, Deputy Town Manager

Town of Bridgton