

Board of Selectmen's Meeting Minutes

October 23, 2018; 5:00 P.M.

Board Members Present: Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice-Chairman; Robert P. Murphy; Carmen E. Lone

Board Members Absent: 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; Recreation Director Gary Colello

1. Call to Order

Chairman Eastman 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. September 25, 2018

b. October 10, 2018

Motion was made by Selectman Lone for approval of the minutes from the September 25, 2018 and October 10, 2018 Board Meetings; second from Selectman Murphy. 4 approve/0 oppose

4. Public Comments and Presentations on Non-Agenda Items

There were no public comments or presentations on non-agenda items.

5. Committee Reports

Community Development Committee

Robert McHatton reported that the Committee has met with Justin McIver and reviewed the design plans for the hotel. The Committee supports the project design and believes it will be a good fit for the Town.

Helen Archer reminded the Board of the prior discussion regarding establishing a marketing profile by creating a body of data to help support sales to new residents and businesses. She encouraged the Board to move forward with this.

Ms. Archer reported that the CDC drafted some postcards to contribute with public information/education regarding the vote next month. Mr. McHatton added that the CDC also supports the wastewater system and feels it will greatly benefit the future of the Town.

6. Correspondence and Other Pertinent Information

a. CDBG Presentation

Kristin Stiles, Director of Community Development for Cumberland County, reviewed the following presentation, in part.

1)

Cumberland County

Community Development Block Grant (CDBG)

TOWN OF BRIDGTON
CUMBERLAND COUNTY

2018

4)

Cumberland County

Eligible Activities

- ▶ Public Infrastructure & Facilities
- ▶ Housing Rehabilitation
- ▶ Public Services (Limited to 15% of Allocation)
- ▶ Economic Development
- ▶ Long Range Planning
- ▶ Administration (Planning & Admin. Limited to 20% of allocation)

2)

Cumberland County

Background

- ▶ U.S. Department of Housing & Urban Development
- ▶ Began in 1974
- ▶ Over 1,200 "Entitlement Communities" in the U.S.
- ▶ Cumberland County has been receiving funds from HUD since 2007
- ▶ South Portland and Bridgton receive a set-aside of Cumberland County funds
 - ▶ Bridgton set aside approx. \$195,000

5)

Cumberland County

Ineligible Activities

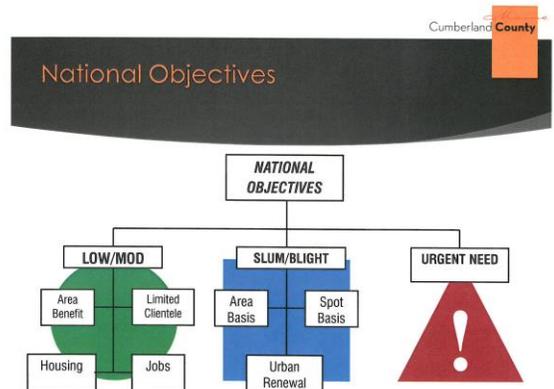
- ▶ Construction or renovations to buildings used for the general conduct of government (except removal of architectural barriers)
- ▶ Operation & Maintenance Expenses
- ▶ New Housing construction
- ▶ Furnishings
- ▶ Construction equipment

3)

Cumberland County

The two key concepts for every project:

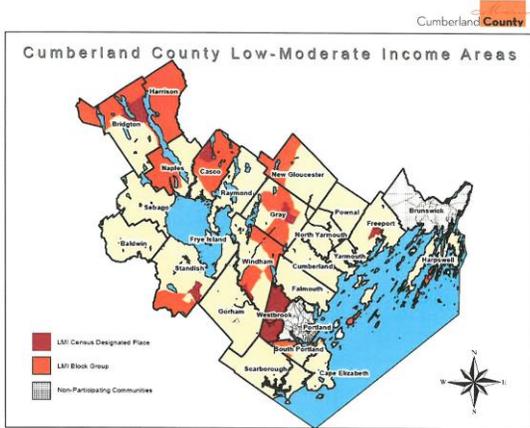
6)



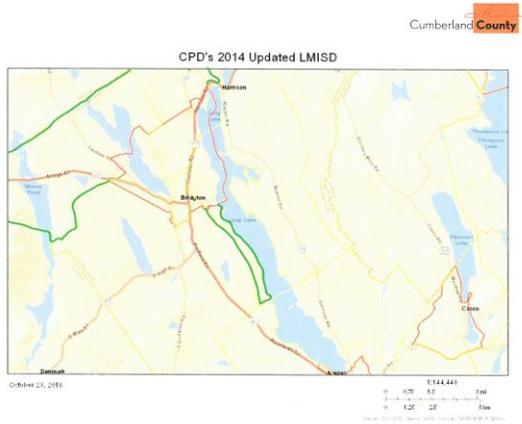
1.) Is it an "Eligible Activity"?

2.) Does it meet a "National Objective"?

7)



8)



9)

National Objectives

Low/MOD Benefit

Area-wide activities (46.53%)
 Sidewalks, Parks, Community Gardens

Limited clientele activities
 Food Pantries, Housing, Rehab, emergency food assistance, Tree bus passes

Presumed Benefit:
 Abused Children
 Elderly
 Battered spouses
 Homeless persons
 Disabled adults
 Illiterate adults
 Persons with HIV/AIDS
 Migrant farm workers

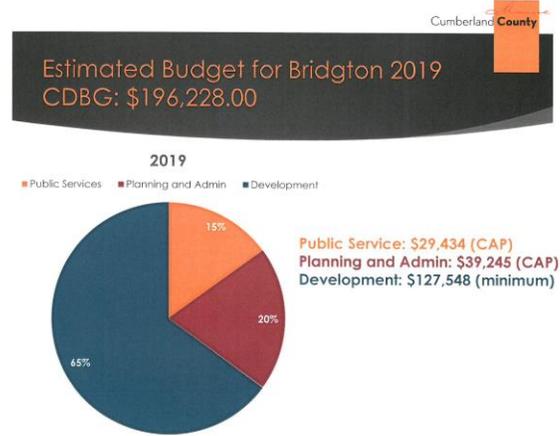
Slum & Blight Spot basis

- Particular parcels or buildings- requires backup documentation of blight from code enforcement, engineers, photographic records etc.
- Rehab of non-historic buildings- Only to eliminate conditions detrimental to public health & safety

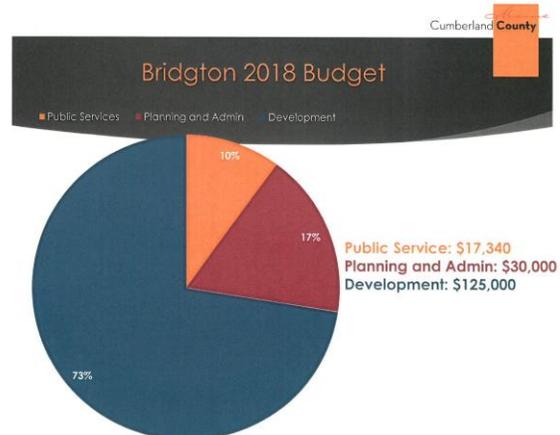
Slum & Blight Area wide Basis

Requires council / selectmen declaration of an entire area.

10)



11)



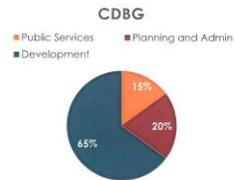
12)

- ### Recent Bridgton Projects
1. Community Center Roof
 2. Community Kettle Dinners
 3. Food Backpack Program
 4. Domestic Violence Services
 5. Food Pantry
 6. Navigator Program
 7. Salmon Point Bathrooms
 8. Town Hall Recreation Center
 9. Intersection Designs – Pondicherry Square & Monument
 10. Lower Main Street Design
 11. Main Street Design

13)

If the project is not completed the funds **MUST** be returned to HUD

1. Intersection Designs – Pondicherry Square & Monument
2. Lower Main Street Design
3. Main Street Design



If the project does not get built, who benefits?

16)

Files & Documentation

- ▶ Create a file for each project that includes:
 - ▶ Application/Scope of Work
 - ▶ Signed contract agreement (w/external agencies or contractors)
 - ▶ Environmental Review Record (ERR)
 - ▶ Beneficiary data (if applicable)
 - ▶ Documentation of procurement process/bidding
 - ▶ Financial back up – invoices, copies of checks
 - ▶ Davis Bacon – wage rates, payroll forms

**document everything. If it's not in the file, it didn't happen – and you can't pay for it!*

14)

Special Topics

- ▶ Project selection/planning processes
- ▶ Files & Documentation
- ▶ Oversight/ Monitoring your sub- recipients
- ▶ Financial records
- ▶ Procurement
- ▶ Davis-Bacon Wage Requirements
- ▶ Environmental Review

17)

Record retention

- ▶ Entitlements maintain records for four years from the date of execution of the closeout agreement.
- ▶ Records for individual activities subject to the reversion of assets provisions or the change of use provisions must be maintained for three years after those provisions no longer apply to the activity.
- ▶ Records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained for three years after the receivables or liabilities have been satisfied.
 - ▶ Public access to records
 - ▶ Citizens must have reasonable access and provided timely information
 - ▶ HUD, IG, Comptroller General have access to audit

15)

Project Selection process

- ▶ How are projects identified and developed?
 - ▶ What are Bridgton's community development needs, especially for LMI persons?
 - ▶ How can CDBG be used to address these needs?
 - ▶ Application process – services AND construction
- ▶ Public process
 - ▶ Community Development Committee
 - ▶ Select Board
- ▶ Ongoing issues
 - ▶ Large number of small public service grants
 - ▶ Project readiness

18)

Oversight/ Monitoring your sub-recipient

- ▶ You (and we) are liable for what happens to these grant funds.
- ▶ You have to take the necessary steps and measures to make sure, **before you pay**, that they are actually providing a service and that the invoice is accurate.
- ▶ If the grantee or sub recipient is not meeting the requirements of their application/grant they may not be paid, or they may need to repay funds.
- ▶ What are you paying for? What are they providing? What are the **specific costs** of the program?

19)

Monitoring/Subrecipient management cont.

- ▶ Routine communication with subrecipients, including site visits
- ▶ Have a process for timely collection and reporting data and financials
- ▶ How can Bridgton evaluate and improve program results and processes? What's working? What's not?

*We are stewards of the money, ensuring rules and regulations are met

*But it's not just about the paperwork – get on site, meet the service providers, have a full picture of the program/project. Who are the players, what is the context – what's the **story** of the project? Not only makes us better at the job, but makes it more interesting!

22)

"Davis-Bacon" Wage Requirements

- ▶ Davis-Bacon Act applies to all construction contracts over \$2,000 involving CDBG funds
- ▶ Requires workers be paid prevailing wage rates, as determined by the Department of Labor
 - ▶ Exception is housing of 7 or fewer units under one owner and sole proprietors
- ▶ **Workers are classified based on the activities they perform and tools/equipment they use on site, not based on training or experience level**

20)

Financial records

- ▶ How are projects managed in the Bridgton financial system? Are there separate project codes?
- ▶ The project file should contain all financial information related to that project in addition to the town financial files.
- ▶ How is revenue from the Cumberland County tracked?

23)

Davis Bacon Wage Continued

- ▶ Types of wage rates:
 - Building
 - Residential
 - Highway
 - Heavy (catch all)
- ▶ A copy of the wage rates are included in the bid package. These rates "lock in" at the time of the bid opening
- ▶ Each contractor and subcontractor must submit **weekly, signed originals** of the WH-347 payroll forms to the Community Development office
 - ▶ Forms need to have the **A or B box in section 4** checked on the back of the form to indicate whether workers are receiving benefits or not. If not providing benefits, check box B – "where fringe benefits are paid in cash"

21)

Procurement

- ▶ When contracting – follow a "free and open competitive process" and ensure "cost reasonableness"
 - ▶ Publicly advertise for sealed bids
 - ▶ Award should be made to the lowest responsive and responsible bidder
- ▶ Bond and insure work
- ▶ When just purchasing materials under \$100,000 – can solicit quotes instead of bidding
- ▶ Can have non-competitive purchasing if there is a single source provider, emergency situation, or insufficient competition (e.g. nobody bids after soliciting a number of sources)
- ▶ What are Bridgton's procurement/purchasing policies?

24)

Davis Bacon Continued

- ▶ Staff must review WH-347 payrolls to verify wages
- ▶ Workers must be paid an hourly rate that is at least the combination of the "wage" and "fringe" listed on the wage decision
 - ▶ If they receive benefits, an hourly benefit rate can be calculated and their hourly rate can be the difference between the benefit hourly rate and the required wage rate.
- ▶ Hold a preconstruction conference to review requirements with contractor
- ▶ Prime or general contractor is responsible for full compliance, including lower tier subs
- ▶ Community Development staff will conduct on-site interviews with workers to ensure they are being paid the correct wages
- ▶ If workers are not being paid an appropriate wage, payment to the contractor will be withheld until payment is rectified and remuneration received by the worker. Documentation that the worker was paid any missing wages must be submitted to the Community Development office.
- ▶ Off-site work does not have to comply with the wage rates
- ▶ Foremen and sole-proprietors are exempt, but their time and bill-out rates must still be documented on the payroll forms and submitted to the Community Development office
- ▶ A copy of the wage rates should be on-site for the duration of the project

25)

Davis Bacon Forms

- ▶ WH347
 - ▶ <https://www.dol.gov/whd/forms/wh347.pdf>
- ▶ Record of Employee Interview
 - ▶ https://www.hud.gov/program_offices/administration/hudclips/forms/whd/
- ▶ WAGE RATES
 - ▶ <https://www.wdcl.gov/dba.aspx>

26)

Environmental Review Record

Written record of compliance with all applicable environmental requirements

- ▶ Legal challenges can be won or lost based on the completeness of the ERR – it's the first step of taking on a project - it should be completed before entering into any contracts
- ▶ Cumberland County staff will complete ERRs – Bridgton should provide scopes of work/project info necessary to complete the review
- ▶ ERR includes Project descriptions, maps, pictures, checklist including floodplain, wetlands, airport proximity, historic, habitats, toxic hazards etc.
- ▶ Can entail public comment/public notice periods depending on the project scope
- ▶ Historic review can also cause delays

27)

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 590.6 & 58.5			
Airport Hazards (Clear Zones and Accident Potential Zones: 24 CFR Part 51 Subpart 5)	Yes	No	The project site is not within 10,000 feet of a military airport or 2500 feet of a civilian airport. The project is in compliance with Airport Hazard requirements.
Coastal Barrier Reserves (Coastal Barrier Reserves Act as amended by the Coastal Barrier Improvement Act of 1989 (16 USC 3502))	Yes	No	The project is not located in a CBRS Unit. Long Island is not a coastal barrier reserve. Therefore, the project has no potential to impact a CBRS Unit and is in compliance with the Coastal Barrier Reserves Act.
Flood Insurance (Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 (42 USC 4001-4120 and 42 USC 6114))	Yes	No	The location of this project is not located in a FEMA-designated Special Flood Hazard Area. It is located in zone C. While flood insurance may not be mandated in this instance, FIDR recommends that all projects in coastal watersheds flood insurance under the National Flood Insurance Program (NFIP). The project is in compliance with flood insurance requirements.
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 590.6 & 58.5			
Air Quality (Clean Air Act, as amended, particularly section 1702(a)(2) (42 CFR Part 61, 65, 93))	Yes	No	Based on the project description, the project includes no activities that would require further evaluation under the Clean Air Act. The project is in compliance with the Clean Air Act.
Coastal Zone Management (Coastal Zone Management Act sections 307(a) & 308)	Yes	No	Long Island is in the coastal zone. However per the coastal zone management office, CDBG assisted projects do not require further review. The project is in compliance with the Coastal Zone Management Act.
Contamination and Toxic Substances - Multi-family and Nonresidential Properties (24 CFR 91.101 & 91.610(c))	Yes	No	The contamination was evaluated as follows: None of the above. On-site or nearby toxic, hazardous or radioactive substances that could affect the health and safety of project occupants or conflict with the residential use of the property, were not found. The project is in compliance with contamination and toxic substance requirements.
Endangered Species (Endangered Species Act of 1973, particularly section 7, 602 (CFR Part 402))	Yes	No	This project will not have a direct or indirect effect on listed species due to the nature of the activities included in the project. It is in compliance with the Endangered Species Act.
Explosives and Hazardous Materials (Hazardous Materials Act (24 CFR Part 51 Subpart C))	Yes	No	Based on the project description the project includes no activities that would require further evaluation under this section. The project is in compliance with explosion and hazardous material requirements.
Farmstead Protection (Farmstead Protection Act of 1985, particularly sections 10202(a) & 10207 (CFR Part 650))	Yes	No	This project does not include any activities that would potentially convert agricultural land to a non-agricultural use. The project is in compliance with farmstead protection. The project is in compliance with the Farmstead Protection Act.
Floodplain Management (Executive Order 11988, particularly section 2(a), 24 CFR Part 101)	Yes	No	This project does not occur in a floodplain. The project is in compliance with Executive Order 11988.
Historic Preservation (National Historic Preservation Act of 1966, particularly sections 106 & 107 (24 CFR Part 600))	Yes	No	Based on the project description the project has no Potential to Cause Effects. This project is minor alterations to the basement of a brick row apartment building. The project is in compliance with Section 106.
Noise Abatement and Control (Noise Control Act of 1972, as amended by the Quiet Communities Act of 1992, 24 CFR Part 51 Subpart E)	Yes	No	Based on the project description, the project includes no activities that would require further evaluation under HUD's noise regulation. The project is in compliance with HUD's Noise regulation.
Soil Source Reduction (Soil Conservation Act of 1972, as amended, particularly section 1022 (24 CFR Part 590))	Yes	No	This project is not located on a soil source reduction area. The project is in compliance with Soil Source Reduction requirements.
Wetlands Protection (Executive Order 11930, particularly sections 2 & 5)	Yes	No	Based on the project description this project includes no activities that would require further evaluation under this section. It includes minor renovation of an existing building. The project is in compliance with Executive Order 11930.
Wild and Scenic Rivers (Wild and Scenic Rivers Act of 1968, particularly section 7(b) & (c))	Yes	No	This project is not within proximity of a NWSRB river. The project is in compliance with the Wild and Scenic Rivers Act.
ENVIRONMENTAL JUSTICE			
Environmental Justice (Executive Order 12898)	Yes	No	No adverse environmental impacts were identified in the project's total environmental review. The project is in compliance with Executive Order 12898.

28)

Completed Project Community Center Kitchen



29)

Completed Project Library Park & Railings



30)

Completed Project Wood Pond Beach Bathroom



Completed Project Depot Street Sidewalks & Streetscape



b. iPad Demonstration; Chris Sanborn

This item was addressed later in the meeting.

c. Bridgton Public Library

1. "Friends of the Libraries Week" Endorsement Ratification

Bob Casimiro thanked the Board for their support of proclaiming October 21-27 as National Friends of the Libraries Week. **Motion** was made by Selectman Lone to ratify the proclamation of October 21-17 as Friends of the Libraries Week; second from Vice-Chairman Zaidman. 4 approve/0 oppose

2. Bridgton Community Band Performance

Librarian Amy Stone reported that the Community Band event in the courtyard brought in 108 attendees over two events. Ms. Stone added that the Community Band will be scheduling three more concert events in July of next year.

3. Strategic Planning Survey

Librarian Amy Stone reported that the library took on a strategic planning process last fall and invited the Board to participate in a planning survey. The survey is to receive input to ensure that the library is meeting the needs of the community.

Chairman Eastman brought agenda item 7 forward at 5:30 P.M.

7. Public Hearing(s) at 5:30 P.M.

a. Public Comment on the following question that will be presented to the voters via referendum ballot on November 6, 2018:

Chairman Eastman opened the public hearing at 5:30 P.M.

Question 1. Shall an Ordinance entitled "Town of Bridgton Retail Medical Marijuana Caregiver Storefront Ordinance" be enacted?

There was no public comment.

Question 2. Shall an Ordinance entitled "Town of Bridgton Sign Ordinance" be enacted?

There was no public comment.

Question 3. Shall an Ordinance entitled "Town of Bridgton Fire Protection and Life Safety Ordinance" be enacted?

There was no public comment.

Question 4. To see if the Town will authorize the Board of Selectmen to expand the Town’s wastewater system in order to increase capacity, improve water quality, and promote economic growth (the “Project”), with a Project cost not to exceed \$22,880,000; to fund the Project through a combination of state and federal grants and general obligation bonds or notes; and to issue general obligation bonds or notes in the name of the Town in a principal amount not to exceed \$13,528,000 for such portion of the Project cost that is not grant funded.

Treasurer’s Financial Statement

30-A M.R.S.A. § 5772(2-A)

1. Explanation of Funding: The Project engineer has estimated that at least \$9,352,000 of the Project costs will be funded by state and federal grants through loan/grant agreements with the Maine Department of Environmental Protection and the U.S. Department of Agriculture Rural Development Office, which grant funding will be conditioned on the Town’s issuance of general obligation bonds or notes for up to \$13,528,000 of the Project costs. After the Project is completed, the Board of Selectmen will levy sewer assessments, fees, and service charges on users of the wastewater system (“User Charges”) in accordance with the Town of Bridgton Sewer Ordinance to defray the costs of the Project. Although the Project bonds will be issued as general obligations, the Project engineer has estimated that the application of User Charges will reduce the tax assessment for repayment of the Project bonds to an estimated \$4,000,000 of bond principal plus interest.

2. Total Town Indebtedness:

A. Bonds outstanding and unpaid	\$	0.00
B. Bonds authorized and unissued	\$	0.00
C. Bonds to be issued if this article is approved		\$13,528,000.00
TOTAL:		\$13,528,000.00

3. Estimated Costs: At an estimated interest rate of 3.41%, the estimated costs of the bonds to be issued over a term of 30 years will be:

Principal:	\$ 13,528,000.00
Interest:	\$ 9,122,720.00

Total Debt Service To Be Paid At Maturity: \$22,650,720.00

4. Validity: The validity of the bonds and the voters’ ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount for the total debt service of the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Robert A. Peabody, Treasurer
Town of Bridgton

The Board of Selectmen recommends a “YES” vote.

Resident Paul Tworog stated that he finds it extremely difficult to get the full scope of the project. He added that citizens should be provided with information as requested. He has several questions and has been advised in writing that the Town Manager and Board are reviewing his request for information. Town Manager Peabody responded that under the Freedom of Access Request, the Town has a reasonable amount of time to gather the information to provide a complete and accurate response.

Mr. Tworog noted that this group has recommended a yes vote for 23 million dollars to be spent on this project and he believes that questions about the project should be easily answered by the Board and Town Manager. Mr. Tworog voiced concerns regarding residential areas being roped into this project based on tax density rather than wastewater standards. He added that the cost to hook up and continue to pay an ongoing fixed amount plus a usage fee may be cost prohibitive. Mr. Tworog noted that all taxpayers will bear the cost of funding and asked how those that are not on the system will benefit. Even further, Mr. Tworog asked what the intent of the system is noting that if it was at capacity then there would not be availability for the proposed hotel to hook up. Mr. Tworog requested clarification of the debt and asked if the Town will be hiring any additional employees. Chairman Eastman responded that the bottom line is that the current system is failing and encouraged Mr. Tworog to attend the public meeting tomorrow evening which will include more in-depth discussion. Town Manager Peabody added that a complete response to the questions submitted will be answered.

Robert McHatton stated that the Board and Town Manager have spent countless hours reviewing this project and obtaining 11 million dollars in grant money. The Town will be better off with a new sewer system that will benefit current and new business. He encouraged public attendance at the informational meeting tomorrow evening.

Question 5. To see if the Town will authorize the Board of Selectmen to issue general obligation bonds or notes in the name of the Town in a principal outstanding amount not to exceed \$2,936,320.00 for the purpose of renovating and improving the upper portion of Main Street from Pondicherry Square to the Monument (including reconstructing failing and non-ADA compliant sidewalks, installing energy efficient lighting, installing traffic safety measures, and providing an appealing streetscape).

Treasurer’s Financial Statement
30-A M.R.S.A. § 5772(2-A)

1. Total Town Indebtedness:

A. Bonds outstanding and unpaid	\$	0.00
B. Bonds authorized and unissued	\$	0.00
C. Bonds to be issued if this article is approved	\$	2,936,320.00
TOTAL:		\$ 2,936,320.00

2. Estimated Costs: At an estimated interest rate of 3.30%, the estimated costs of the bonds to be issued over a term of 20 years will be:

Principal:	\$	2,936,320.00
Interest:	\$	1,198,679.21
Total Debt Service To Be Paid At Maturity:		\$ 4,134,999.21

3. Validity: The validity of the bonds and the voters’ ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount for the total debt service of the bond issue varies from the

estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Robert A. Peabody, Treasurer
Town of Bridgton

The Board of Selectmen recommends a "YES" vote.

Paul Tworog asked for clarification of the interest rate to which Town Manager Peabody responded that the estimated interest rate is 3.30%.

Question 6. To see if the Town will authorize the Board of Selectmen to issue general obligation bonds or notes in the name of the Town to a local bank or to the Maine Municipal Bond Bank in a principal outstanding amount not to exceed \$1,355,000 for the purpose of reconstructing, renovating, and improving the lower portion of Main Street from Pondicherry Square to Cross Street (including reconstructing failing and non-ADA compliant sidewalks, installing energy efficient lighting, installing traffic safety measures, and providing an appealing streetscape).

Treasurer's Financial Statement
30-A M.R.S.A. § 5772(2-A)

1. Total Town Indebtedness:

A. Bonds outstanding and unpaid	\$	0.00
B. Bonds authorized and unissued	\$	0.00
C. Bonds to be issued if this article is approved	\$	1,355,000.00
TOTAL:	\$	1,355,000.00

2. Estimated Costs: At an estimated interest rate of 3.30%, the estimated costs of the bonds to be issued over a term of 20 years will be:

Principal:	\$	1,355,000.00
Interest:	\$	553,145.61
Total Debt Service To Be Paid At Maturity:	\$	1,908,145.61

3. Validity: The validity of the bonds and the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount for the total debt service of the bond issue varies from the estimate, the ratification by the electors is nevertheless conclusive and the validity of the bond issue is not affected by reason of the variance.

Robert A. Peabody, Treasurer
Town of Bridgton

There were no public comments.

Chairman Eastman closed the public hearing at 7:30 P.M.

6. Correspondence and Other Pertinent Information (continued)

b. iPad demonstration

Chris Sanborn provided a brief presentation of iPad usage for Board Meeting material. He responded to several questions asked by the Board. The Town Manager will gather a price quote for the iPad Pro to include keyboard, case and stylus.

d. Request to Pave Small Section of Bear Pond Road

Town Manager Peabody reported that Jeff Hadley, a resident from Bear Pond Road, requested that the Town pave 300ft on the back side of Bear Pond Road. Public Works Director Kidder reported that this area is undeveloped with no residents; he does not support the request.

e. Zerbini Family Circus 2019

The Zerbini Family Circus has notified the Town that they would be available July 19th or August 10th for performances. The Board opted to forward the request to Bob McHatton, Bridgton Lions Club, for their consideration.

7. Public Hearing(s) at 5:30 P.M.

This item was addressed earlier in the meeting.

8. New Business

a. Awards and Other Administrative Recommendations

b. Permits/Documents Requiring Board Approval

1. Municipal Valuation Return

Assessor's Agent Denis Berube reported that annually the Town is required to complete the Maine Revenue Services Municipal Valuation Return. Motion was made by Vice-Chairman Zaidman to sign the 2018 Municipal Valuation Return; second from Selectman Lone. 4 approve/0 oppose

2. Commitment Correction for BETE

Assessor's Agent Denis Berube reported that the State overpaid the Town and is required to file a corrected commitment for Business Equipment Tax Exemption. **Motion** was made by Vice-Chairman Zaidman to correct and sign the 2017 and 2018 Certificates of Assessment; second from Selectman Lone. 4 approve/0 oppose

3. Resignation of Brian Cushing from Pondicherry Park Committee

Brian Cushing has resigned from the Pondicherry Park Stewardship Committee. **Motion** was made by Selectman Lone to accept, with regret, the resignation of Brian Cushing from the Pondicherry Park Stewardship Committee; second from Selectman Murphy. 4 approve/0 oppose

4. Appointment of Glenn "Bear" Zaidman to Pondicherry Park Committee

The Town, per the Pondicherry Park Stewardship Committee Agreement is allowed three members. It currently has one. **Motion** was made by Chairman Eastman to appoint Glenn "Bear" Zaidman as a Town representative to the Pondicherry Park Stewardship Committee; second from Selectman Lone. 4 approve/0 oppose

5. Wastewater Connection Assistance Program

Town Manager Peabody provided the Board with a draft of the proposed Wastewater Connection Assistance Program. As envisioned, the Program would aid homeowners wishing to connect to the expanded Wastewater System, if approved on November 6th, who qualify as low, very low, or extremely low income as

determined by the US Department of Housing and Urban Development (HUD) Income limited documentation system. It would initially be funded by the \$79,000 Salt/Sand Building Reimbursement the Town recently received. Town Manager Peabody added that Selectman Lone suggested this program. Selectman Lone added that this program is significant if the wastewater project is approved so that people can get on as quickly as possible without making it burdensome for those on fixed incomes. **Motion** was made by Vice-Chairman Zaidman to table this discussion until after the vote; second from Selectman Lone.

4 approve/0 oppose

c. Selectmen's Concerns

- **Selectman Murphy** had no concerns.
- **Vice-Chairman Zaidman** does not agree with the findings from the attorney regarding senior tax relief. He believes it is a worthwhile program and would like to move forward by first inviting the Cumberland Town Manager to meet with the Board.
- **Vice-Chairman Zaidman** requested that the Town explore other law firms. This item will be added to the next agenda for discussion.
- **Selectman Lone** requested that the light by the Pondicherry Park entrance be replaced (it is broken) to which Public Works Director Kidder responded that the light head has been discontinued and will look different. The Board's priority is to make sure people can see and want the light replaced.
- **Chairman Eastman** reported that he attended his first Investment Committee Meeting and the Committee may be recommending a 3% drawdown on trust funds. A formal recommendation will be forthcoming. Town Manager Peabody will invite members from the Investment Committee to attend the first meeting in December to provide additional information.

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

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

**TOWN OF BRIDGTON
DEPUTY TOWN MANAGER'S REPORT
October 23, 2018**

Board of Selectmen

There will be another Board of Selectmen's Meeting/Workshop tomorrow night, **October 24th beginning at 6:00p.m.** for the warrant articles to be presented for consideration to the voters at the November 6th referendum. This is another opportunity for the public to attend and ask questions about the proposed projects which include the expansion of the wastewater system and improvements to upper and lower Main Street. Absentee ballots are currently available if you cannot make it to vote on November 6th.

Recreational Department

The Bridgton Recreation Department is hosting its annual Halloween Party at the Town Hall on October 31, 2018 beginning at 6:15p.m with a Costume Contest and 7:00p.m. with a Freeze Dance. This event is open to the public. For information please contact Gary Colello at rec@bridgtonmaine.org or 647-1126.

Street Closing – Halloween

On Wednesday, October 31st Iredale Street, Chase Street and a portion of Elm Street will be blocked off during the hours of 4:00p.m. to 8:00p.m. Barricades will be installed at Park Street and Elm Street for safety purposes.



The **Drug Take Back** event is scheduled for Saturday, October 27, 2018 from 10:00a.m. to 2:00p.m. at the Bridgton Community Center, 15 Depot Street, Bridgton, Maine. Also included with the event is a food drive; so please bring non-perishable edible goods, specifically individually packaged snack packs for the *Backpack Program*. Any questions, please contact the Bridgton Community Center at 647-3116.

Fire Department

Members of the Fire Department would like to thank the **Bridgton Lion's Club** for their donation of **5 sets of snorkeling gear** consisting of mask, fins and snorkel which is specified to U.S. Navy standards. We would like to welcome **newest member, Jason Tausek**, to the Department. Fire Chief Fay and Deputy Chief's Field and Field sponsored the Community Kettle Dinner last evening offering Peach Pork Picante entrée over rice, salad and pumpkin spice cake. All the painting has been completed on the **airboat** and mockup and assembly are underway.

Public Works Department

We would like to welcome new employee **Scott Low** to the Public Works Department Highway Division. Scott brings with him diverse and long term experience in this field which will be beneficial to the Public Works Department.

Transfer Station

Transfer Station employee, **Jeff Hayward**, submitted his resignation effective October 16th. Jeff was helpful and friendly to the public assisting them with questions and directing them to the appropriate area to recycle. We wish him the best of luck in his next endeavor. We would like to welcome **Colin Grant**, new employee, who was hired as Jeff's replacement.

Financials

Before you tonight is the **Revenue and Expenditure Summary Report for the month of August 2018**. The benchmark is 16.67% for the month. Revenues are at 34.06% and Expenditures are at 23.52%

Respectfully submitted,
Georgiann M. Fleck
Deputy Town Manager

Town Manager Peabody reported that volunteers are needed for the Halloween Party and encouraged anyone interested to contact Gary Colello, Recreation Director.

9. Old Business (*Board of Selectmen Discussion Only*)

a. Wastewater Expansion Update

Brent Bridges, P.E. reported that information has been shared with the Rotary, Lions Club, Young Professionals and through workshops to get the word out regarding the vote on the sewer system. Questions are being answered and public input is helpful. He encouraged attendance at the workshop meeting tomorrow evening.

10. Treasurer's Warrants

Motion was made by Vice-Chairman Zaidman for approval of Treasurers Warrants numbered 27, 28, 29, 30, 31, 32, 33, 34, and 35; second from Selectman Lone. 4 approve/0 oppose

11. Public Comments and Presentations on Non-Agenda Items

Liam Opie, Bridgton resident and member of the Sons of the Union Veterans of Civil War, voiced concerns regarding the condition of nine union soldiers buried in the Middle Ridge Road Cemetery. He specifically asked if the Board would allow the Joshua L. Chamberlain group to raise funds for improvement (an upright memorial), to approve the replacement of the old markers, and approve a ceremony. **Motion** was made by Vice-Chairman Zaidman to support all three; second from Selectman Lone. Selectman Lone voiced concerns with the replacement of the old markers and would like the original stones retained to which **motion** was made by Vice-Chairman Zaidman to amend the motion to authorize the group to work with town staff on the process to preserve the site; second from Selectman Lone. 4 approve/0 oppose

12. Dates for the Next Board Meetings/Workshops

October 24, 2018; November 13, 2018; November 27, 2018

Chairman Eastman called for a ten-minute recess before entering executive session.

13. Executive Session

a. Per MRS Title 1, Section 405.6.A.1; Review of Committee Applications

Motion was made by Vice-Chairman Zaidman to enter executive session at 8:11 P.M. per MRS Title 1, Section 405.6.A.1 for review of committee applications; second from Selectman Lone.

4 approve/0 oppose

Motion was made by Vice-Chairman Zaidman to exit executive session at 8:13 P.M.; second from Selectman Lone. 4 approve/0 oppose

14. Action Items Following Executive Session

Motion was made by Vice-Chairman Zaidman to appoint Sharon Menegoni to the MSAD #61 Board of Directors to a term ending in June 2019; second from Selectman Lone. 4 approve/0 oppose

15. Adjourn

Chairman Eastman adjourned the meeting at 8:14 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk