

## Board of Selectmen's Meeting Minutes

April 28, 2020; 4:30 P.M.

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

Board Members Remote: G. Frederick Packard, Robert P. Murphy

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck

### 1. Call to Order

Chairman Eastman called the meeting to order at 4:30 P.M.

### 2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

### 3. Executive Session at 4:30 P.M.

a. Per MRS Title 1 § 405.6.E.: Legal Matters

**Motion** was made by Vice Chairman Zaidman to enter executive session at 4:31 P.M. per MRS Title 1 Section 405.6.E for discussion of legal matters; second from Selectman Lone. 3 approve/0 oppose

**Motion** was made by Vice-Chairman Zaidman to exit executive session at 5:27 P.M.; second from Selectman Lone 3 approve/0 oppose

Murphy and Packard joined the meeting.

### 4. Approval of Minutes

a. March 31, 2020

b. April 7, 2020

**Motion** was made by Vice-Chairman Zaidman for approval of the minutes from the March 31, 2020 and April 7, 2020 Board Meetings; second from Selectman Lone. 5 approve/0 oppose

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

Health Officer Catherine Pinkham reported that she has personally called over ninety seniors as a courtesy and most are all doing great. She informed seniors that meals on wheels are serving the Bridgton area and shared their contact information. She has gone shopping for two seniors, and they were very happy to know they can always reach out. Tri-County has a phone number or anyone who feels the need to vent and that information is also on the 211 hotlines. She has reached out to Ms. Lone about a few seniors that are requesting information on heat and have let folks know that the general assistance program is available through Laurie. She is closely monitoring the CDC updates and sharing with the Town Manager and Ms. Fleck. She is also forwarding emails pertaining to grants to Carmen and Linda. The stay home order was extended until May 31<sup>st</sup> with gradual opening of businesses. She will share information as it becomes available.

### 6. Committee Reports

There were no committee reports.

### 7. Correspondence, Presentations and Other Pertinent Information

a. Annual Audit Presentation

Timothy Gillis presented and reviewed the following PowerPoint:

# TOWN OF BRIDGTON

## FINANCIAL OVERVIEW

Presented by: Tim Gill, CPA

*RUNYON KERSTEEN OUELLETTE*

### INSIDE

2. Summary of Audit Results - Opinions
3. Summary of Audit Results – Government Auditing Standards
4. General Fund – Fund Balance
5. General Fund – Revenues
6. General Fund – Expenditures
7. Fund Balance as a percentage of budget
8. Revenue Distribution
9. Expenditure Distribution – 2019
10. Expenditure Distribution – 2018
11. Long-Term Debt

### About this presentation

This presentation is intended as a tool to assist the Town of Bridgton's Select-Board and management in understanding its financial operating results. The information contained in this publication should be read in conjunction with the audited financial statements and related disclosures and should not be used for any other purposes without the expressed consent of *RUNYON KERSTEEN OUELLETTE*.

Please contact us at 207-773-2986 or 1-800-486-1784  
20 Long Creek Drive, South Portland, ME 04106

**RKO**

*Runyon Kersteen Ouellette*

# TOWN OF BRIDGTON

## SUMMARY OF AUDIT RESULTS

- Financial Statement Opinion
  - Governmental Activities – Unmodified
  - Business-type Activities – Unmodified
  - General Fund – **Qualified**
  - Moose Pond Trust – Unmodified
  - Street Scape – Unmodified
  - Lower Main – Unmodified
  - Sewer Department – Unmodified
  - Salmond Point Campground – Unmodified
  - Aggregate Remaining Fund Information – Unmodified

**RKO**

*Runyon Kersteen Ouellette*

# TOWN OF BRIDGTON

## SUMMARY OF AUDIT RESULTS

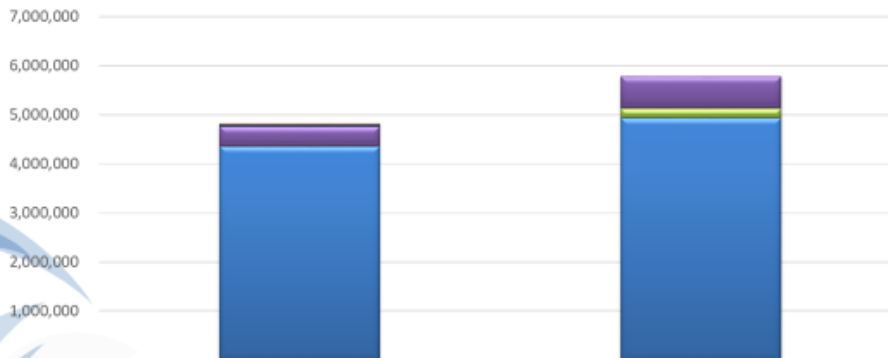
- Report Required by *Government Auditing Standards (GAS)*
  - Material Weaknesses
    - Timely reconciliation of balances
  - Significant Deficiencies
    - Preparation of financial statements
    - Permanent Funds
  - Other Comments
    - Payroll rate approvals
    - Wastewater billing
    - Segregation of duties
    - Town budget

**RKO**  
Runyon Kenzies Ouellette

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# TOWN OF BRIDGTON

## GENERAL FUND – FUND BALANCE



■ Nonspendable  
■ Restricted  
■ Assigned - All Other  
■ Assigned - Use of FB  
■ Unassigned

**RKO**  
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# TOWN OF BRIDGTON

## GENERAL FUND - REVENUES

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Taxes	\$15,651,998	15,852,151	200,153
Licenses and permits	138,270	119,474	(18,796)
Intergovernmental	657,555	719,563	62,008
Charges for services	246,778	310,746	63,968
Investment earnings	15,000	106,474	91,474
Unclassified revenue	22,000	141,958	119,958
<b>Total revenues</b>	<b>16,731,601</b>	<b>17,250,366</b>	<b>518,765</b>
Transfer from other funds	329,747	334,722	4,975
Utilization of assigned fund balance	46,900	-	(46,900)
Utilization of unassigned fund balance	694,833	-	(694,833)
<b>Total revenues and other financing sources</b>	<b>\$17,803,081</b>	<b>17,585,088</b>	<b>(217,993)</b>

### Observations:

- **Tax revenue** exceed projections as excise taxes related to motor vehicle and off-road exceed expectations.
- **Intergovernmental revenues** were higher than anticipated as state revenue sharing was more than expected and the sand and salt building reimbursement was not budgeted.
- **Unclassified revenues** were higher then budget due to an uncorrected material misstatement that was posted to this account during the year end reconciliation process.



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# TOWN OF BRIDGTON

## GENERAL FUND EXPENDITURES

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
General government	\$2,076,332	1,840,812	235,520
Public safety	1,554,393	1,438,705	115,688
Public works	1,603,296	1,520,281	83,015
Education	9,263,856	9,263,856	-
Culture and recreation	688,098	635,299	52,799
Outside agencies	71,505	71,505	-
Unclassified	921,383	905,332	16,051
Debt Service	190,612	176,182	14,430
Capital outlay	1,100,303	565,759	534,544
<b>Total expenditures</b>	<b>17,469,778</b>	<b>16,417,731</b>	<b>1,052,047</b>
Transfers to other funds	333,303	214,319	118,984
<b>Total expenditures and other financing sources</b>	<b>\$17,803,081</b>	<b>16,632,050</b>	<b>1,171,031</b>

### Observations:

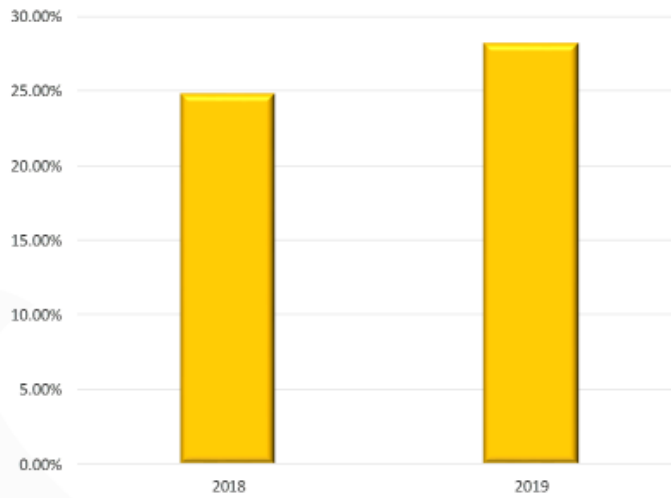
- **General government** was under budget primarily due to lower-than-expected salaries and employee benefits as a result of vacant positions and smaller-than-expected health insurance rate increases.
- **Public safety** was under budget due to savings in the fire department from less calls and training as well as less building repairs than anticipated.
- **Capital outlays** were under budget as multiple road and sidewalk projects and equipment purchases were delayed until next year.



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# TOWN OF BRIDGTON

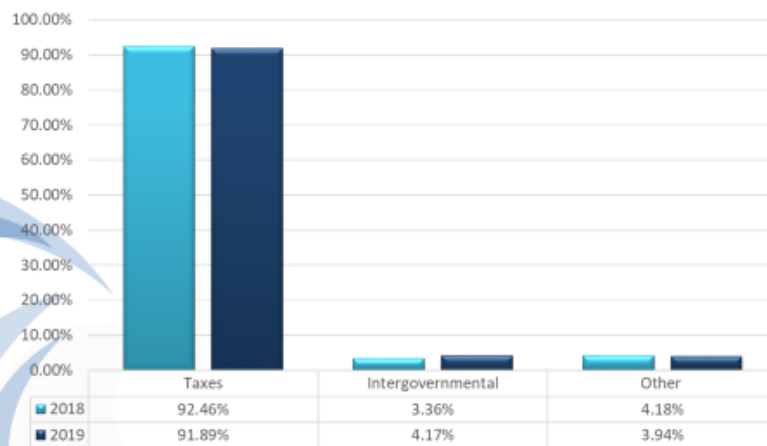
## UNASSIGNED FUND BALANCE AS A PERCENTAGE OF BUDGET



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# TOWN OF BRIDGTON

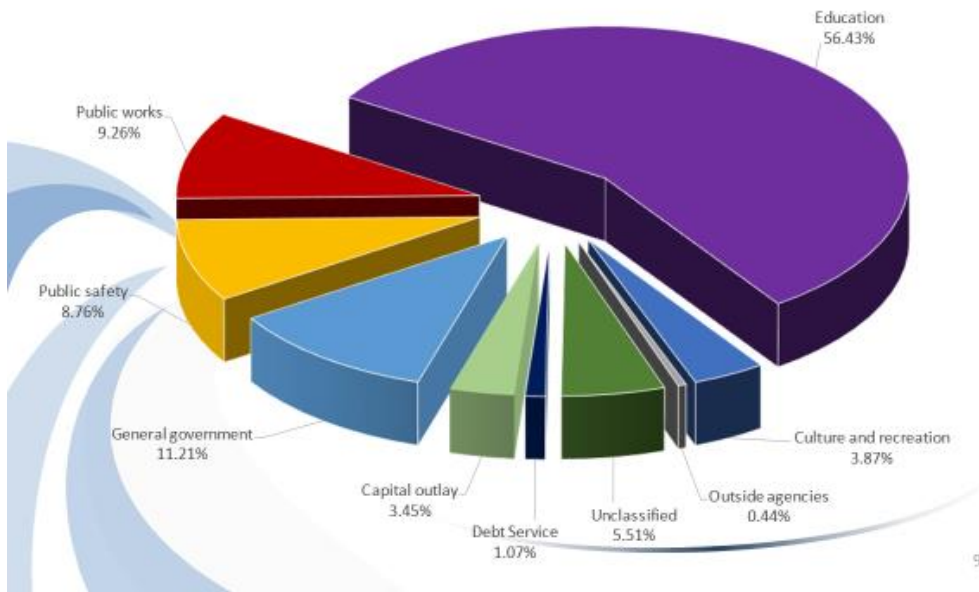
## GENERAL FUND - REVENUE DISTRIBUTION



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# TOWN OF BRIDGTON

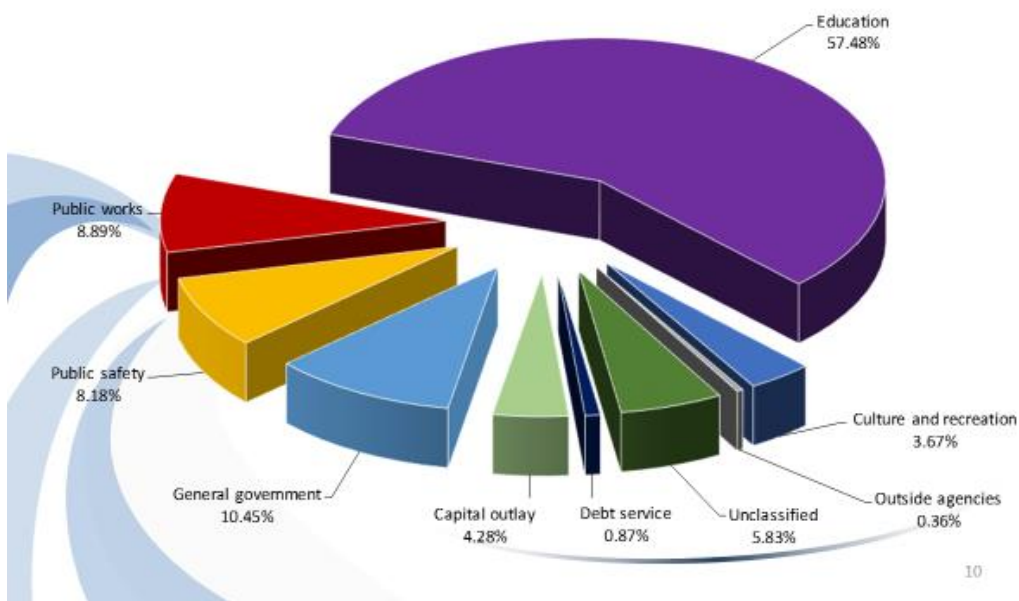
## GENERAL FUND – EXPENDITURE DISTRIBUTION 2019



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# TOWN OF BRIDGTON

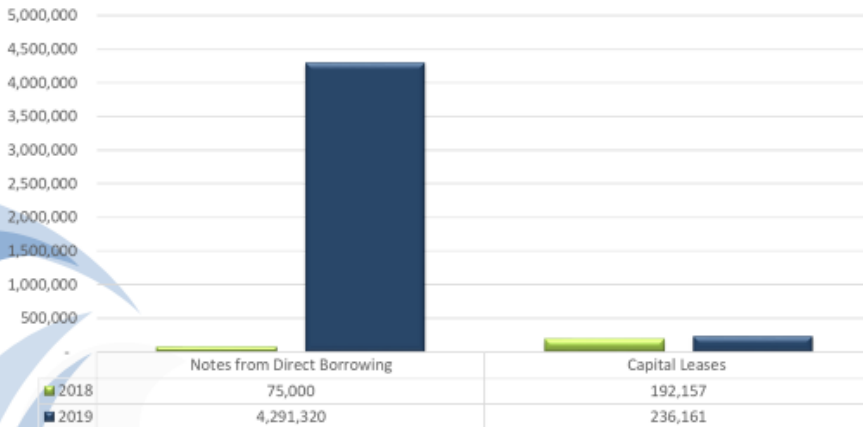
## GENERAL FUND – EXPENDITURE DISTRIBUTION 2018



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# TOWN OF BRIDGTON

## LONG-TERM DEBT



### Observations:

- No debt is carried by the Town's business-type activities, only Governmental.
- In 2019 the Town issued bonds for Lower Main St. and Main St. Streetscape

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Mr. Gillis responded to several questions asked by the Board.

b. Economic Development Study: Ryan Wallace

This item was passed over.

c. MEH Sidewalk/Curb Cut Discussion (269 Main Street)

Colin Dinsmore, HEB Engineering, provided the Board with a change proposed by Mclver Properties, LLC for relocating the curb cut at that property. **Motion** was made by Vice-Chairman Zaidman to approve the Mclver Properties, LLC change to the Streetscape Project as proposed with any additional costs to be the responsibility of Mclver Properties; second from Selectman Lone. 5 approve/0 oppose

d. CN Brown Curb Cut Discussion

The Town and CN Brown have agreed to increasing the width of their curb cut as laid out in the specifications and email provided by Colin Dinsmore, HEB Engineering. **Motion** was made by Vice-Chairman Zaidman to approve the CN Brown change to the Streetscape Project as proposed with any costs to be the responsibility of CN Brown; second from Selectman Lone. 4 approve/0 oppose (Packard had a remote computer malfunction and was off-line)

e. Correspondence from Doris Kimball Regarding Amendments to Land Use Ordinance

Chairman Eastman read the following correspondence from Doris Kimball into the record:

April 7, 2020

To: Robert Peabody, town manager, Selectboard members, Planning Board members, and Linda LaCroix, Community Director;

After watching the Selectboard's public hearing tonight, needless to say, I am upset and confused. But what upsets me most is the time spent on the first eight marijuana articles, each listed separately. Then number nine asks, "Shall the town enact an ordinance entitled, "Miscellaneous amendments to the town of Bridgton Land Use Ordinance?" What % of voters would you think has a clue as to what they would be voting on? I'm assuming that the Assisted Living Amendment is included, but I don't know that for sure.

It has been my tendency that when it comes to Planning Board items, as such, I feel the Planning Board would not have put them on the Warrant if they were not needed, or deemed necessary. Therefore, I would vote "Yes" for the whole list, not even understanding what was in it. That is exactly what I feel will happen on this miscellaneous list. After looking for, and not finding, an article for Assisted Living, chances are a voter would think it's not on the list and would, therefore, just vote "Yes" on the remaining miscellaneous amendments. This would result in, "Yes, I agree that Assisted Living be allowed in the Village Neighborhood District". Totally not a fair move by the Planning Board! Although that may be the desired outcome for members of the Planning Board, there are those who feel that these business facilities do not belong in a Village Neighborhood. If Assisted Living remains in the list, I would have to urge a "No" vote, which would also apply to the whole list.

Therefore, it seems to me that rather than being hidden, it should be listed as a separate article with its own number, so voters could easily find it. It could read, "Do you approve the insertion of the verbiage "Assisted Living Facility" so that any structures associated with such uses, are allowed in the Downtown Village Neighborhood District?" (By the way, I question "any" structures? If taken literally, that could mean a skyscraper}.

As I understand it, this is the first time the public, (as well as the Selectboard, apparently), has been made aware of what articles the Planning Board had placed on the Warrant. It was also the first opportunity given to the public to provide input via call-in. When Mary Shorey called in to suggest that Assisted Living be



listed as a separate article and given its own number, she was told by the Planning Board chair person that once the articles were on the Warrant, there could be no changes made (or something to that effect). Bear asked why each marijuana question was listed separately, but Assisted Living could not be. After some discussion, it was decided that if any changes were to be made, they would have to be done tonight. Wording for the separate article would also have to be provided. A call was put in to someone for clarification (?), but had not called back prior to the end of the meeting. Question: If no changes are allowed once the articles are placed on the Warrant, why was time not made available so that the articles might be presented to the public for input prior to their being placed on the Warrant? When was there to be a time for specific public input, if any? Unless it is stated in Planning Board literature that the Board is not obligated to accept input from the public, it should not be encouraging input, then saying it's too late; the articles are already on the Warrant. By not allowing Mary public input at the first chance to do so, I feel her rights were violated. Would you please check on this and, if possible, reverse the decision. Would appreciate a reply so that I may try to better understand the system.

Doris G. Kimball  
207 North High Street  
Bridgton, ME 04009  
647-2402

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Lengthy discussion ensued. The Board discussed separating the proposed amendments to the Land Use Ordinance from one question to multiple and directed the Town Manager to contact legal for advice.

## 8. New Business

### a. Awards and Other Administrative Recommendations

There were no awards and other administrative recommendations.

### b. Permits/Documents Requiring Board Approval

#### 1. Commitment of Sewer User Rates #237

**Motion** was made by Vice-Chairman Zaidman to commit November 1, 2019 to January 31, 2020 Sewer User Rate Commitment #237 comprising of two pages totaling \$14,152.42 to the Treasurer for collection; second from Selectman Lone. 5 approve/0 oppose

### c. Selectmen's Concerns

- **Selectman Packard** stated that if the ballot questions can be broken down, they should be.
- **Selectman Murphy** had no concerns.
- **Selectman Lone** asked if the auction on May 14<sup>th</sup> included the minimal amount of funds to re-coup all town expenses to which Town Manager Peabody responded, "yes."
- **Vice-Chairman Zaidman** had no concerns.
- **Chairman Eastman** acknowledged that remote meetings are more difficult than having everyone physically present. He reviewed some etiquette to include, but not limited to, keeping the microphone on silent, proper attire, and a reminder that we all represent the Town of Bridgton as we try to do business a different way while focusing on what needs to be done.

#### 1. Voter Education on Proposed Ordinance Amendments

Selectman Lone requested that the Town prepare and distribute public education on the proposed amendments like what was done with the Streetscape and Wastewater projects to get as much informed voter participation as possible. The Board concurred. Community Development Director Linda LaCroix will work with the Planning Board and staff creating a mailer to reach all resident of Bridgton.

Community Development Director LaCroix reported that in a working call with Kristin Styles, Economic Development Director for the County overseeing the CDBG and CDGB-CV funding program, Kristin advised that the "single application" that the Board voted to approve at its last meeting includes a provision for other entities to submit their own applications for the monies set aside for Bridgton. The County indeed prefers that the recipients be existing county programs and services already set up to manage specific deliverables to individuals and businesses. Kristin recommended that the Town defer all monies to The Opportunity Alliance (TOA) and GPCOG as the better options in lieu of in-town or town related service programs based on these county based programs' ability to bring to bear other funding and resource opportunities in conjunction with the CDBG-CV program. This was not our understanding when we spoke to the Board about approving the single application approach. A few comments on what this means and options for the Board to consider:

- The office of the CDD in conjunction with Carmen Lone put together a framework for the proposed CDBG-CV funding under the understanding that the town would be devising and directing how these funds would be allocated, distributed and managed. The second memorandum referencing "*Response to COVID-19 Pandemic*" describes that approach, written prior to learning of the framework outlined above.
- The new framework above essentially puts the town in competition with other entities for the set-aside funds: TOA and GPCOG would be applying for the same funds the town would be applying for.
- Given the response from Kristin regarding the preferences of her team overseeing the application process, and her team's role in scoring and recommending programs to go forward from among the applicants, it seems likely there would be a strong bias toward the county based programs.
- If this is the case, inputs from local organizations on needs, and programmatic assistance from local organizations on resources, applications, best approaches for businesses and non-profits, etc., may not be provided to Bridgton residents, businesses and non-profits in need of the resources either because of a lack of such programs on the county level, or burdens placed on applicants because of distances to county resources or requirements to access computers, or other barriers.

Regarding options for the Board to consider:

- Since the vote to support a single application was taken at the meeting just previous to the Board's meeting on April 28, the Board may reconsider the vote. If the Board is not in favor of the single application framework now put forth by Kristin, it may make sense to reconsider. If the Board does so and the vote to reconsider passes, this office would apply under the standard CDBG procedures, with the intention of speeding up the process to the extent we can.
- Based on the communication from Kristin advising that she needed both South Portland and Bridgton to agree on the single application approach to move forward under the schema she outlined, presumably that approach could not be employed and all other towns within her district would have to apply under the established CDBG process. Since this outcome is not the desired approach, it may be possible if one were looking to the downside that Bridgton's projects would not be looked upon favorably in the future.
- If the Board decides not to take up the reconsideration, this office will make application as outlined in the separate memorandum.

**Motion** was made by Vice-Chairman Zaidman to reconsider the vote taken on April 16 [*Motion was made by Vice-Chairman Zaidman for approval of the single application; second from Chairman Eastman. 4 approve/0 oppose*]; second from Chairman Eastman. 5 approve/0 oppose Motion was made by Vice-Chairman Zaidman for approval of the single application; second from Chairman Eastman. 0 approve/5 oppose

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

Deputy Town Manager Fleck read the following into the record:

"General: There will be an onsite auction for the First and Last Motel property located at 461 Portland Road, Bridgton, Maine on Friday, May 15, 2020 at 10:00a.m. The auctioneer will be Christopher Grant. Required is a \$40,000 minimum bid, demolition and removal of the motel buildings. Additional information is available on our website at [www.bridgtonmaine.org](http://www.bridgtonmaine.org)

Employees of the Public Services Department finished the *small sitting area* in front of the municipal building and assisted Kyle Warren, Contractor on site, with implementing *drainage* capabilities on the rear of the building. They are currently in the process of preparing the lower parking lot for *paving*. I want to thank David Madsen, Director, and Public Services Employees for their dedication and assistance in bringing these projects to fruition and to thank Kyle Warren, Warren Excavation, for a job well done!

Bridgton Fire Department: The Fire Department assisted the Town with traffic control during *test/boring* covering over 48 hours. A department *vehicle was damaged* on Hio Ridge Road when the shoulder / pavement of the road collapsed, repairs ongoing at the Town Garage. The Department received an *MMA grant* for six new fire helmets, covering 2/3's of the costs, not to exceed \$1,332.67. The Department completed the 2020 annual *flow testing* by vendor of our 32 self-contained breathing apparatus units as required. The Department continues to *gain new members* interested in the department, two new recent members include a former area Fire Chief of various towns, and a former Bridgton District Chief, who has returned to the department.

April 9-10<sup>th</sup> The Department was very during the storms covering multiple calls for service.

April 12 the department assisted the police and citizens with a fire truck escort for Easter bunny around town.

April 17<sup>th</sup> the department assisted the school department and joined the Bridgton Police with an escort for the teachers around town.

Health Officer: Catherine Pinkham, Health Officer for the Town of Bridgton, continues to keep management informed of the COVID-19 situation. She also took the opportunity to call over 90 seniors as a courtesy to check on their wellbeing, inform them of available services, answer any questions and even did some shopping for a few that were unable to get out of their home. These are stressful times and keep in mind that there are resources to help such as Tri-County Mental Health's hotline 1-888-304-4673 and a crisis line 1-888-568-1112 and NAMI (National Alliance on Mental Illness) – 1-800-464-5767.

Bridgton Recreation: Gary Colello, Recreation Director, has been busy setting up virtual exercise program via ZOOM. Swim lessons will likely be much smaller in participation this year. Especially if other summer camp programs and season residents choose not to come to town or participate. Currently there are 4 lifeguards of the 9 needed. Some of the swim instructors are also certified as lifeguards so we should be able to have dual roles available for some staff. Recreation departments have been attempting to contact the governor's office to clarify if Summer Rec would be classified as an essential services. For these and more information about summer recreation refer to our website at [www.bridgtonmaine.org](http://www.bridgtonmaine.org) or contact Gary Colello at 207-647-1126.

To date we have received in excess of 30 applications for the position of Executive Secretary and in excess of 20 applications for the position of Parks and Cemeteries. Interviewing has begun for both of these positions.

To finish.....I would also like to thank Peter Dumont, Custodian, for keeping the office sanitized, including before and after meetings, and to thank Deb Flanigan, Clerk at the front counter as well as per diem custodian, for her thorough cleaning (floor to ceiling) of each office, bathrooms, hallways and meeting rooms.

Until next time....be safe and be well.

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

Town Manager Peabody noted that the Governor extended the Stay at Home Order until May 31<sup>st</sup>. He will be reviewing the order and providing additional information to the website, Facebook, and the newspaper.

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

##### a. Wastewater Status Update

Town Manager Peabody provided a brief update on the Wastewater Status.

##### b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody provided a brief update on the Streetscape Project.

#### 10. Treasurer's Warrants

**Motion** was made by Vice-Chairman Zaidman for approval of the Treasurer's Warrants numbered 115, 116, 117, 118, 119, 120, 121, 122 and 123; second from Chairman Eastman. 5 approve/0 oppose

#### 11. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)

Sean Gerard, owner, and president of CIA Salvage voiced concerns regarding the contract and request for proposals to which Town Manager Peabody had no comment as the contract currently in the bid process.

Paul Tworog suggested that all the documents being discussed at the Board Meeting be posted on the website for public access and suggested that all Board Members sign on to the meetings via computer so that they can be seen by the public.

Carmen Lone noted that bathroom facilities will not be available for the Farmer's Market.

#### 12. Dates for the Next Board of Selectmen's Meetings

May 12, 2020 and May 26, 2020

#### 13. Adjourn

Chairman Eastman adjourned the meeting at 8:58 P.M.

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk