

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

DATE: Tuesday, June 23, 2020

TIME: 5:00 P.M.

PLACE: Downstairs Meeting Room; Municipal Complex (10 Iredale Street)

VIRTUAL MEETING INVITATION INSTRUCTIONS

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/819880821>

You can also dial in using your phone.

United States (Toll Free): [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 819-880-821

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. June 9, 2020
 - b. June 10, 2020
 - c. June 17, 2020
4. Public Comments on Non-Agenda Items (Each speaker *may* be limited to 3 minutes.)
5. Committee Reports
6. Correspondence, Presentations and Other Pertinent Information
7. New Business
 - a. Awards and Other Administrative Recommendations
 1. Committee Application from Donna Joss to the Recycling Committee
 2. Request for Administrative Support to Community Development Director
 3. Discussion of Survey on Projects
 4. Personnel Policy Revision; Code Enforcement Officer Position
 - b. Permits/Documents Requiring Board Approval
 1. Victualer's Licenses to: Black Horse Tavern, Chao Thai Restaurant, Corn Shop Trading Company, Lakeside Pines, Maine Lobster Express, Morning Glory Diner, Noria Energy, Punkin Valley Inn, Ricky's Diner; Ala Mexicana 2
 - c. Discussion of Legal Services
 - d. Selectmen's Concerns
 - e. Town Manager's Report/Deputy Town Manager's Report
8. Old Business (Board of Selectmen Discussion Only)
 - a. Wastewater Status Update
 - b. Streetscape: Upper and Lower Main Street Status Update
9. Treasurer's Warrants

10. Public Comments on Non-Agenda Items *(Each speaker **may** be limited to 3 minutes.)*
11. Dates for the Next Board of Selectmen's Meetings
July 28, 2020
12. Adjourn

**Town Manager's Notes
Board of Selectmen's Meeting
June 23, 2020**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. June 9, 2020
***Suggested Motion:** Move to approve the June 9, 2020 Selectboard Minutes.*
 - b. June 10, 2020
***Suggested Motion:** Move to approve the June 10, 2020 Selectboard Minutes.*
 - c. June 17, 2020
***Suggested Motion:** Move to approve the June 17, 2020 Selectboard Minutes.*
6. **Correspondence, Presentations and Other Pertinent Information**
7. **New Business**
 - a. Awards and Other Administrative Recommendations
 1. In your binder is please find a Committee Application submitted by Donna Joss to serve on the Recycling Committee.
***Motion:** Move to appoint Donna Joss to the Recycling Committee.*
 2. The Community Development Director and Code Enforcement Officer are requesting that the Board approve a new administrative assistant position. There is currently one position serving both offices. The individual who held that position recently resigned citing unreasonable expectations regarding workload. The position currently includes admin functions to both departments as well as overseeing Community Development Block Grant administrative requirements, Planning Board and Appeals Board secretarial duties and attendance at Planning Board and Appeals Board Meetings. It is noted that up to \$35,000 from CDBG funds off-sets the position cost as well as building permit (\$54,500 FY20) and plumbing permit fees (\$28,000 FY 20). Building permits continue to rise and take precedent over enforcement issues as those require substantial time effort. Please refer to the supporting documentation in your binder. The CD Director and CEO will be present.
***Suggested motion:** Move to approve an Administrative Assistant position in the Community Development Department.*
 3. It has been suggested that the Town should do a report card on the Streetscape Project.
 4. When the Personnel Policy was revised and reviewed, the position of Code Enforcement Officer was removed from Article 31. Definitions Sec. 1. The position meets the definition and I am asking that it be reinstated as a Department Head position.
***Suggested motion:** Move to revise Article 31. Definitions Sec. 1 Terms: Department Heads to include Code Enforcement Officer.*
 - b. Permits/Documents Requiring Board Approval
 1. Victualer's Licenses
 - i. The following businesses are applying for a Victualer License renewal: Blackhorse Tavern, Chao Thai Restaurant, Corn Shop

Trading Company, Lakeside Pines, Maine Lobster Express, Morning Glory Diner, Noria Energy, Punkin Valley Inn, Rickey's Diner and Ala Mexicana 2.

- ii. ***Suggested Motion:*** *Move to approve Victualer's Licenses for Blackhorse Tavern, Chao Thai Restaurant, Corn Shop Trading Company, Lakeside Pines, Maine Lobster Express, Morning Glory Diner, Noria Energy, Punkin Valley Inn, Rickey's Diner and Ala Mexicana 2.*

- c. Discussion on whether to direct the Town Manager to develop a Request for Proposal for legal services.

8. Old Business

- a. Project Updates

Board of Selectmen's Meeting Minutes

June 9, 2020; 5:00 P.M.

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

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Public Services Director David Madsen; Community Development Director Linda LaCroix

1. Call to Order

Chairman Eastman called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

The "Pledge of Allegiance" was recited.

3. Approval of Minutes

a. May 26, 2020

Motion was made by Selectman Murphy for approval of the minutes from the May 26, 2020 Board Meeting; second from Selectman Packard. 5 approve/0 oppose

4. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

5. Committee Reports

There were no committee reports.

6. Correspondence, Presentations and Other Pertinent Information

a. Presentation of Bridgton Economic and Market Analysis by Ryan Wallace

Ryan Wallace reviewed the Bridgton Economic and Market Analysis with the Board. Copies of the report are available at the Town Office and on the town website. **Motion** was made by Vice-Chairman Zaidman to accept the Bridgton Economic and Market Analysis; second from Selectman Lone. 5 approve/0 oppose

b. Welcome to Bridgton Sign at Community Center

Selectman Lone reported that the Town of Bridgton sign on the lawn at the Community Center is faded, has mold on the back, it is leaning and requested that it be removed. **Motion** was made by Vice-Chairman Zaidman to remove the Welcome to Bridgton sign sited at the Community Center; second from Selectman Packard. 5 approve/0 oppose

c. Request from Bridgton House of Pizza

Due to the Governor's Executive

Bridgton House of Pizza owner Spyridon Hronarakis said that we are all well aware of the effects that Covid-19 has had not only on health but also on our businesses and livelihood and he is looking for new and creative ways to conduct business in order to off-set the damage all of this has caused. He asked for permission to close off the entrance to the parking lot adjacent to the BHOP and Breakroom building for the remainder of the summer so we can utilize this space for outside dining. There are other entrances into the parking lot and with the Board's permission he would be adding picnic tables and shade for patrons. This would also secure at least four more jobs because the outside station would always be manned. They will need a barricade in the

front and back with ample space and signage provided to avoid confusion and keep everyone safe. **Motion** was made by Selectman Lone to approve the use of the entrance to the municipal parking lot located between Bridgton House of Pizza and the Town Park for outdoor seating. Said permission to expire September 2, 2020; second from Chairman Eastman. 5 approve/0 oppose

d. Request from Depot Street Business Owners

In response to the Covid-19 pandemic and the Governor's Executive Orders, the businesses on Depot Street (in the cited area) are requesting the closure of the street to non-emergency vehicles from the bridge to Tasteful Things. Owner of Vivo, Christian Cuff, presented the proposal noting that all safety issues have been addressed. **Motion** was made by Selectman Lone to approve the closure of Depot Street to non-emergency vehicles between the bridge and Tasteful Things for retail and outdoor seating. Said permission to expire September 1, 2020; second from Selectman Packard. 5 approve/0 oppose

e. Correspondence Regarding Opening Bridgton

1. From Sarah Parks
2. From Linda Ziemnicki
3. From Jessica Clayton & Michael Citro
4. From Kelly Moore
5. From Ruth-Ellen Matthews

Town Manager Peabody reported that he received two additional letters after the agenda had closed. Vice-Chairman Zaidman suggested that a copy of the taped meeting be sent to the Governor to support the re-opening of Bridgton businesses.

Chairman Eastman brought agenda item 8 forward.

8. Public Hearing at 6:00 P.M.

a. Special Amusement Permit Application to Tarry-A-While

Chairman Eastman opened the Public Hearing to hear comment on a Special Amusement Permit application from Tarry-A-While at 6:00 P.M. Owner Roseana Richards was present to respond to any questions. Selectman Lone asked if there have been any changes with the hours or operation to which Ms. Richards responded that there have been no changes. Chairman Eastman closed the hearing at 6:01 P.M.

9. Action Items Following Public Hearing

a. Special Amusement Permit Application to Tarry-A-While

Motion was made by Vice-Chairman Zaidman to approve a Special Amusement Permit for Tarry-A-While; second from Selectman Lone. 5 approve/0 oppose

Chairman Eastman returned to agenda item 6.E.

e. Correspondence Regarding Opening Bridgton

Business owners from Campfire Grille, Tarry-A-While, Bridgton House of Pizza, Vivo, Beth's Kitchen Café and others spoke in support of re-opening Bridgton; all shared the difficulties they have been experiencing noting their love of the Town and desire to stay open and remain in Bridgton. They all reiterated that they would continue to follow guidelines creating a safe environment for staff and patrons. Community Development Director LaCroix thanked everyone for showing up; she is inspired and happy and welcomes enthusiastic comments about the town.

Selectman Packard suggested that the Governor look at the geographic area by zip code rather than by County.

Motion was made by Vice-Chairman Zaidman to open the Town of Bridgton for business by sending a letter (by the end of the week) to the Governor, Senators, Representatives explain that this community cannot take this devastation adding that business owners will safely and responsibly open their establishments; second from Selectman Packard. Selectman Lone asked for clarification of what the Select Board voting to open the Town of Bridgton actually means to which Vice-Chairman Zaidman responded that the Town will send a statement to the Governor that the Board supports opening businesses back up. Discussion ensued. Vice-Chairman Zaidman called the question. 5 approve/0 oppose

Chairman Eastman requested that a copy of the video be sent to Governor Mills with the letter to which Lake Region Television responded that they would have the video ready as soon as possible. Additional comments and suggestions should be directed to the Town Manager at rpeabody@bridgtonmaine.org.

7. New Business

a. Awards and Other Administrative Recommendations

1. Ratification of the Purchase and Sale Agreement and Acceptance of the Winning Bid for the First and Last Motel

Motion was made by Vice-Chairman Zaidman to move to accept the bid from Mark Lopez to purchase the former First and Last Resort property (Tax Map 5, Lot 87) for \$41,600 and to ratify the Town Manager's signing of the Purchase and Sale Agreement dated May 15, 2020. The Town Manager is authorized to deliver the deed and any other documents necessary to complete the transfer, all on such terms as the Town Manager and the Town's attorneys deem reasonable, which will include a written agreement with the buyer for the Town to hold \$25,000 refundable deposit in addition to the purchase price to secure the buyer's obligation to demolish the building; second from Selectman Murphy. 5 approve/0 oppose

2. Approval of Dam Park Renovations

Public Services Director Madsen provided the Board with the design, cost estimate, funding source and the Reserve Policy Account for renovations to the Dam Park. **Motion** was made by Vice-Chairman Zaidman to approve the expenditure of up to \$20,000 to rehabilitate Dam Park; second from Selectman Packard. 5 approve/0 oppose

3. Approval of Water Reclamation Budget

Town Manager Peabody and Public Services Director Madsen reviewed the budget. **Motion** was made by Vice-Chairman Zaidman to approve the 2020-21 Water Reclamation Budget and rate as presented; second from Selectman Murphy. 5 approve/0 oppose

b. Permits/Documents Requiring Board Approval

1. Victualer's Licenses to Mack's Place, Bridgton House of Pizza, Break Room

Motion was made by Selectman Lone to approve Victualer's Licenses for Derrick and Matty Mack dba Mack's Place, Spyridon Hronarakis dba Bridgton House of Pizza and Spyridon Hronarakis SNDME LLC dba Breakroom; second from Selectman Murphy. 5 approve/0 oppose

c. Selectmen's Concerns

1. Farragut Park

- **Selectman Packard** voiced concerns regarding the overgrown bushes on Bennett Street to which Town Manager Peabody responded that he would have the area reviewed.
- **Selectman Murphy** suggested no overnight parking signage at the lot on Depot Street to allow the Farmers Market vendors to pull in without conflict.

- **Selectman Lone** asked if the speed bumps at Highland Lake Beach are being installed this year to which Public Services Director Madsen responded that they were put in yesterday.
- **Vice-Chairman Zaidman** requested that the Town Manager also include a copy of the taped meeting when Peter Wright, Bridgton Hospital, indicated that Covid-19 is not an issue in Bridgton to the Governor.
- **Vice-Chairman Zaidman** voiced concerns with the manhole covers and water shut-off covers being too far down in the asphalt.
- **Vice-Chairman Zaidman** suggested that appropriate signage be put up if roads are blocked off.
- **Chairman Eastman** received concerns from residents on Lower Main Street about construction beginning too early and the need to park a long way from their home.
- **Chairman Eastman** thanked Public Services Director Madsen for the quick response to the concern regarding bushes on Smith Avenue.

1. Farragut Park

Town Manger Peabody reported that in anticipation of doing work in Farragut Park a survey was commissioned. While doing research it was discovered that the Town does not own the Park. **Motion** was made by Selectman Packard to direct the Town Manager to work with the Town Attorney to acquire Farragut Park; second from Selectman Murphy. 5 approve/0 oppose

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, June 9, 2020

Annual Town Meeting Town Meeting this year will be by referendum **ONLY** which allows you to vote absentee on all 38 articles **OR** you can vote in person by completing a ballot on Tuesday, July 14, 2020 at the Old Town Hall beginning at 8:00a.m. until 8:00p.m. A **public hearing has been scheduled for Wednesday, June 10** (that's tomorrow evening) beginning at 5:00p.m. Town Manager, Deputy Town Manager, Board of Selectmen and Department Heads will be present in the downstairs meeting room to answer questions the public may have on any warrant article. The public may participate by asking questions via virtual meeting by calling in at 1-866-899-4679 with an access code of 991-495-341. This information has been posted on our website and on our Facebook page.

The **Elections page** on our website is being updated regularly. To accommodate our voters the office will be open additional hours for the purpose of accepting voter registration, absentee balloting, and other election related issues:

Tuesday, June 23 ;4PM to 6PM

Thursday, June 25 ;4PM to 6PM

Saturday, June 27 ;8AM to Noon

Tuesday, July 7; 4PM to 6PM

Thursday, July 9; 4PM to 7PM

!!Avoid long lines, take your time filling out your ballot, VOTE Absentee!!

Summer Rec is in full swing. We started June 8th with 45 registrations. Starting next week our numbers will be completely sold out with a daily growing waitlist. Unfortunately, families were just told today that School Age Childcare (SACC) for Bridgton were unable to use the school this summer therefor unable to have their summer camp. This now leaves Bridgton Summer Rec as one of the feasible child-care programs open for our community for elementary school aged children. Since we are limited to specific size gatherings we are unable to accommodate any more children on the Town Hall property than the current 64. Currently summer rec is set to serve 84 different children all living in the Bridgton area this summer. This is not including those waiting for weekly slots to open. **Swim lessons** start on June 22nd and are available for babies up through adult. Lifeguards will be on beaches starting June 20-21 at both Woods Pond and Highland Lake 7 days a week from 10-6.

General I have been notified by Bob McHatton, Lions Club member, that the **Fourth of July parade** has been cancelled.

Legion Post 67 On Wednesday, June 17th around 2:00p.m. there will be a tractor trailer parked at the Community Center to distribute **food to local veterans**. The American Legion is sponsoring this, will manage the traffic, and distribute the food to veterans. The veterans must sign up in advance and will be able to drive up, show an ID and the food boxes will be brought to them. They do not have to leave their vehicles. For information please contact Donald Mulcahy, Commander of the Legion Post at 890-8874. We want to thank Commander Mulcahy and Post members who have agreed to volunteer to provide maintenance of **Farragut Park** until the ownership issue can be resolved.

Bridgton Police Department There was a very **peaceful protest** at Monument Park this past Saturday morning. Chief Stillman and Sergeant Jones attended. The new **Park Ranger, Erica Bridge**, will be working as our full-time seasonal Park Ranger. She is getting her initial training and familiarization with police officers this week and will be very visible in the coming weeks.

Bridgton Fire Department The Fire Department continues to **gain new members** interested in the department. A new recent applicant has extensive fire service experience in many Maine communities including Harrison, and if approved, will be another great asset to the department. Another new application for membership is from a Bridgton Citizen who is new to public safety, if approved, he is willing to attend rookie fire training school in Fryeburg. One member has moved and was placed inactive for now. **Training** resumed under the new State group guidelines. We held our first training last Wednesday night with (25) member attending. Prior to the training all in attendance had their temperatures taken by the Chief. No concerns were noted. The training was held outside with face coverings provided. **All stations remain closed the public**. The Chief attended a local meeting with town staff concerning **closing Depot Street**. The Chief met with other department heads on plans review for upcoming proposed projects and made recommendations. The Department has fit tested (8) members for N-95 masks for response to assist United Ambulance on lift assists, CPR calls, and other responses as requested.

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

Respectfully submitted, Georgiann M. Fleck, Deputy Town Manager

Vice-Chairman Zaidman left the meeting at 7:55 P.M.

Town Manager Peabody reported that the Town Clerk's Office will be closed on July 14th to allow for staff administration of the Election.

Chairman Eastman reported that he and Vice-Chairman Zaidman have volunteered to assist and greet voters outside the polls on Election Day and asked Selectman Lone to consider this as well. Selectman Murphy and Selectman Packard were not asked as they are both candidates on the ballot.

8. Public Hearing at 6:00 P.M. / a. Special Amusement Permit Application to Tarry-A-While

9. Action Items Following Public Hearing / a. Special Amusement Permit Application to Tarry-A-While

These two items were addressed earlier in the meeting.

10. Old Business

a. Wastewater Status Update

b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody provided brief updates on the wastewater and streetscape projects.

The Board will have discussion at their next meeting about a project survey.

11. Treasurer's Warrants

Motion was made by Selectman Murphy for approval of Treasurer's Warrants numbered 137, 138, 139, 140, 141, 142, and 143; second from Lone. 4 approve/0 oppose

12. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

13. Dates for the Next Board of Selectmen's Meetings

June 10, 2020 and June 23, 2020

14. Adjourn

Chairman Eastman adjourned the meeting at 8:10 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Board of Selectmen's Meeting Minutes

June 10, 2020; 5:00 P.M.

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

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Public Services Director David Madsen; Community Development Director Linda LaCroix

1. Call to Order

Chairman Eastman called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

The "Pledge of Allegiance" was recited.

3. Public Hearing

Chairman Eastman opened the Public Hearing to hear public comment on the following questions that will be presented to the voters via referendum ballot on July 14, 2020:

Question 1. Shall the Town vote to regulate medical marijuana large-scale caregiver operations by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?
(Note: A "Yes" vote on Question 1 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana large-scale caregiver operations. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 2. Shall the Town vote to allow and regulate medical marijuana caregiver retail stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

(Note: A "Yes" vote on Question 2 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana caregiver retail stores. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 3. Shall the Town vote to allow and regulate medical marijuana manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

(Note: A "Yes" vote on Question 3 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public.

Question 4. Shall the Town vote to allow and regulate medical marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

(Note: A "Yes" vote on Question 4 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to medical marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 5. Shall the Town vote to allow and regulate adult use marijuana cultivation facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

(Note: A "Yes" vote on Question 5 will enact the ordinance entitled "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments" as applied to adult use marijuana cultivation facilities. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 6. Shall the Town vote to allow and regulate adult use marijuana stores in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

(Note: A "Yes" vote on Question 6 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to adult use marijuana stores. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 7. Shall the Town vote to allow and regulate adult use marijuana products manufacturing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments"?

(Note: A "Yes" vote on Question 7 will enact the ordinance entitled, "Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments," as applied to adult use products marijuana manufacturing facilities. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 8. Shall the Town vote to allow and regulate adult use marijuana testing facilities in the Inner Corridor (IC) and Outer Corridor (OC) Districts by enacting an ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments”?

(Note: A “Yes” vote on Question 8 will enact the ordinance entitled, “Amendments to Bridgton Ordinances to Allow and Regulate Certain Marijuana Establishments,” as applied to adult use marijuana testing facilities. Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 9. Shall an ordinance entitled, “Housekeeping Amendments to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements,” be enacted?

(Note: Copies of the text of the ordinance are available from the Town Clerk.)

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 10. Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Exempt Subdivisions from Land Use Ordinance Requirements” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

ARTICLE I. GENERAL PROVISIONS

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Section 3. Applicability

The Town of Bridgton hereby regulates the inspection, construction, alteration, height, area, ground coverage, location and use of buildings and structures, and the use of land, throughout the Town; and also hereby divides the Town into districts as defined and described herein, and shown on the Official Zoning Maps on file with the Town Clerk, which are hereby incorporated into this Ordinance. All buildings or Structures hereinafter constructed, reconstructed, altered, enlarged, or moved, and the uses of buildings and land, including the division of land ~~(except as expressly provided in Article I, Section 3.C.2, below)~~, shall be in conformity with the provisions of this Ordinance. No building, Structure, land, or water area shall be used for any purpose or in any manner except as provided for in this Ordinance.

...

- C. This Ordinance shall govern any and all proceedings, applications for permits, or approvals required hereunder or any other Ordinances of the Town, provided, however, that this Ordinance shall not apply to:

1. ~~A~~any application for a permit which has been determined to be complete by the reviewing authority, and on which the reviewing authority has conducted a substantive review, prior to the effective date. For purposes of this section, a substantive review of an application shall consist of a review of that application to determine whether it complies with the applicable review criteria and other applicable requirements.

2. Any application for a subdivision permit. The Planning Board shall review and authorize subdivision permit applications pursuant to the Town of Bridgton Subdivision Regulations, without regard to the provisions in this Ordinance; provided, however, that the provisions of this Ordinance establishing allowed uses for each District shall apply to any structures or land uses that are located on a subdivided lot.

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ARTICLE VI. DEFINITIONS

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Minimum Lot Frontage – The minimum Lot Frontage on a parcel of land. The “Minimum Lot Frontage” requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

Minimum Lot Size – The minimum acreage of a parcel of land. The “Minimum Lot Size” requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 11. Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Allow Additional Land Uses in Single-Story Structures in the DVB-I District,” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

ARTICLE II. LAND USE DISTRICTS AND USES

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Section 2. Land Use~~s~~ & Standards by District

A. Downtown Village Business District I (DVB-I)

...

9. Uses

...

- b. **Allowed uses—Upper Stories**, including within the roof of any Structure where the roof is configured as a half-story (1/2 Story)~~);~~ If a Structure is composed of a single story, the following uses are allowed within the Ground Story if (i) the uses are not clearly visible from any Public Lot Line and (ii) one or more of the uses allowed in Section 9.a, above, occupies a portion of the Ground Story that is most proximate to and visible from any Public Lot Line.

...

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 12. Shall an ordinance entitled, “Amendments to the Bridgton Land Use Ordinance to Allow Assisted Living Facilities in the DVN District,” as shown below, be enacted?

(Note: Deletions are shown in ~~strikethrough~~ form and additions are shown in underline form.)

ARTICLE II. LAND USE DISTRICTS AND USES

...

Section 2. Land Use~~s~~ & Standards by District

...

C. Downtown Village Neighborhood District (DVN)

...

9. Uses

Uses shall be consistent with the Purpose set forth for this District. The following uses, and any Structures associated with such uses, are allowed in this District:

a. Allowed uses:

...

Assisted Living Facility

...

Section 3. Tables

A. Land Uses by District

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USE CATEGORY	DVB I Ground Story	DVB I Upper Stories	DVB II	DVN	IC	OC	MUC	LN	OV	RN	NOTES/LIMITATIONS *
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Assisted Living Facility	N	N	N	NY	Y	Y	Y	N	N	Y	
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Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 13. Shall the Town vote to appropriate the sum of \$3,345,116.00 from Anticipated Revenues, the Unassigned Fund Balance, Bridgton Trust Fund and Moose Pond Trust Fund to reduce property taxes for the 2020/2021 fiscal year?

Board of Selectmen Recommend a YES vote.

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 14. Shall the Town vote to raise and appropriate the sum of \$3,105,560.00 for the cost of General Government to include Contingency and Long-Term Debt?

Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 15. Shall the Town vote to raise and appropriate the sum of \$1,608,315.00 for the cost of Public Safety?

Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 16. Shall the Town vote to raise and appropriate the sum of \$2,664,000.00 for Public Works and Capital Expenditures/Other Services?

Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 17. Shall the Town vote to raise and appropriate the sum of \$12,450.00 for the cost of annual stipends for the Board of Selectmen and Planning Board?

Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 18. Shall the Town vote to raise and appropriate the sum of \$194,387.00 for Outside Agencies?

Board of Selectmen Recommend a YES vote.

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 19. Shall the Town vote to raise and appropriate the sum of \$64,008.00 for Outside Services?

Board of Selectmen Recommend a YES vote.

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 20. Shall the Town vote to raise and appropriate the sum of \$855,396.00 for County Fees and Taxes?
Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 21. Shall the Town vote to appropriate the sum of \$200,070.00 from the Community Development Block Grant Capital Reserve for community development projects approved by the Board of Selectmen?
Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 22. Shall the Town vote to appropriate, and authorize the Board of Selectmen to expend, up to \$330,000 from the Route 302 Tax Increment Development Program for the purposes of that program?
Board of Selectmen Recommend a YES vote.

There were no public comments on this question.

Question 23. Shall the Town vote to fix the date when property taxes become due and payable with the first quarter payment being due and payable on August 15, 2020; second payment being due and payable on November 15, 2020; third payment being due and payable on February 15, 2021; fourth payment being due and payable on May 15, 2021 and that an interest rate of 6% per annum be charged on all unpaid taxes after these dates until those taxes are paid in full (36 MRS § 505.4)?

There were no public comments on this question.

Question 24. Shall the Town vote to set an interest rate of 2% as the rate to be paid to taxpayers who pay amounts in excess of amounts finally assessed and authorize any such interest paid or abatements granted to be charged against the annual overlay (36 MRS § 506)?

There were no public comments on this question.

Question 25. Shall the Town vote to fix the rate of interest on delinquent wastewater charges at 6% interest per annum?

There were no public comments on this question.

Question 26. Shall the Town vote to authorize the Tax Collector to accept pre-payment of taxes not yet due or assessed (36 MRS § 506)?

There were no public comments on this question.

Question 27. Shall the Town vote to authorize the Board of Selectmen to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

Select Board Members, Management, and staff responded to questions asked by the public. Discussion ensued.

Question 28. Shall the Town vote to authorize the Board of Selectmen to waive the foreclosure of a tax lien mortgage pursuant to 36 MRS § 944 upon a finding by the Board of Selectmen that ownership of the property subject to the lien would be contrary to the Town's best interest?

There were no public comments on this question.

Question 29. Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; with property to be disposed of by written policy and on terms the Board of Selectmen deem advisable, except that the Municipal Officers shall use the special sale process required by 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s)?

There were no public comments on this question.

Question 30. Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of wastewater assessments thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; property to be disposed of by written policy and on terms the Board of Selectmen deem advisable?

There were no public comments on this question.

Question 31. Shall the Town vote to authorize the Board of Selectmen to sell Town-owned land that the Board of Selectmen has determined to be surplus, other than land acquired for non-payment of taxes or wastewater assessments, and to conduct the sale of such land by sealed bid, public auction or through an agent or multiple listing, whichever the Board of Selectmen deems to be in the best interest of the Town; and to deliver a quitclaim deed to the successful purchaser; provided that at least 30 days prior to selling, or obligating the Town to sell, such surplus land, the Town shall mail written notice to the abutters at their addresses on file with the Town, give notice on the Town's website, post at least one notice on a social media platform used by the Town, and publish at least one notice in a newspaper of general circulation in the Town? The net proceeds of any sale shall be deposited into the Town's general fund.

There were no public comments on this question.

Question 32. Shall the Town vote to authorize the transfer of all unexpended balances to fund balance, excepting those carried forward funds, and to authorize any overdrafts that may occur in the Town operations in the 2020/2021 fiscal year to be taken from fund balance?

There were no public comments on this question.

Question 33. Shall the Town vote to authorize the Board of Selectmen to sell or dispose of equipment that is no longer of any use, or is unusable?

There were no public comments on this question.

Question 34. Shall the Town vote to authorize the Board of Selectmen and Treasurer, on behalf of the Town, to accept gifts, real estate, and funds, including trust funds, that may be given or left to the Town?

There were no public comments on this question.

Question 35. Shall the Town vote to authorize the Board of Selectmen to apply for and accept grants on behalf of the Town, and to expend the proceeds thereof for the purposes for which they are received, provided that the terms of the grants do not require the Town to expend other funds which have not been appropriated by the Town?

There were no public comments on this question.

Question 36. Shall the Town vote to participate in the Cumberland County Housing and Community Development Programs of the Federal Department of Housing and Urban Development, including but not limited to the Community Development Block Grant Program (CDBG) and the HOME Program; to designate its population to be included in the calculation of Cumberland County's funds by the U.S. Department of Housing and Urban Development and to authorize the Board of Selectmen to execute an agreement with Cumberland County to formalize the same?

There were no public comments on this question.

4. Adjourn

Chairman Eastman adjourned the meeting at 6:52 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Board of Selectmen's Meeting Minutes

June 17, 2020; 2:00 P.M.

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

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne

1. Call to Order

Chairman Eastman called the meeting to order at 2:00 P.M.

2. Pledge of Allegiance

The "Pledge of Allegiance" was recited.

3. Order Declaring Emergency for Absentee Ballots

Town Clerk Laurie Chadbourne explained that a candidate for the Board of Selectmen was inadvertently omitted on the printed ballot. We are working with legal and the State's Election Division to ensure that this issue is resolved efficiently and effectively. **Motion** was made by Chairman Eastman for approval of the following Order of the Board of Selectmen:

Whereas the municipal ballots for the July 14, 2020 municipal election were initially printed defectively in that a candidate for the office of Board of Selectmen was omitted from the ballot; and

Whereas the Town of Bridgton needs corrective ballots for the July 14, 2020 municipal election; and

Whereas there is not sufficient time for the corrective ballots to be made available for absentee voting 30 days prior to the municipal election;

Now Therefore, Be It Ordered by the Board of Selectmen of the Town of Bridgton:

1) that the Board of Selectmen declare an emergency to exist within the meaning of Title 21-A M.R.S. Section 752;

2) that the action of the Town Clerk in having corrective ballots prepared for the July 14, 2020 municipal election is hereby ratified and approved; and

3) that the corrective ballots be made available for absentee voting as soon as practicable but not less than 14 days prior to the July 14, 2020 municipal election.

Second from Selectman Lone. 5 approve/0 oppose

4. Adjourn

Chairman Eastman adjourned the meeting at 2:06 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

TOWN OF BRIDGTON COMMITTEE APPLICATION

3 Chase Street, Suite 1
Bridgton, Maine 04009

207-647-8786

www.bridgtonmaine.org

Interested in participating on the Recycle Committee Committee.

Applicant's Name: Donna Joss

Address: 27 Milbrook Rd

Phone (Day): 207 803 2124 (Evening) Same

E-mail address: djoss@worcester.edu

Personal background information (education, related experience, etc.)

BA MS EdD

Occupation: Retired Occupational Therapist

What goal and objectives do you have for this Committee? To help the Transfer Station be self-sustaining financially and effective in recycling and keeping Bridgton clean.

Other Information: _____

Availability for Meetings: ☒ Late Afternoons ☒ Evenings ☐ Weekdays

Donna M. Joss
Applicant's Signature

6 / 09 / 2020
Date

(over)

FOR MUNICIPAL USE ONLY

Application received on 06 / 15 / 2020

Application received by A (initials)

Board of Selectmen will consider this application on 6 / 23 / 2020

Applicant was:

☐ appointed for the following term _____

☐ not appointed

Date: ____/____/20____

Municipal Officers/Board of Selectmen:

_____	• Liston E. Eastman, Chairman
_____	• Glenn R. Zaidman, Vice-Chairman
_____	• Robert P. Murphy
_____	• G. Frederick Packard
_____	• Carmen E. Lone

Applicant Notified of Board decision on: ____/____/20____

Applicant Notified by _____ (initials)

This form to be returned to the Municipal Clerk for filing.

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Robert Peabody, Town Manager
From: Linda LaCroix, Community Development Director
RE: Administrative Support
Date: May 12, 2020

This past week a very competent new hire resigned after just over four months at the helm of the Administrative Assistant to Code and Planning position. This after my having her attention for just a few weeks since her hire during which time I accomplished so much. Previous to that Kari's attention was taken over by catching up on backlog, learning the ropes in code enforcement through training with Brenda, supporting the Planning Board, receiving training in and administering the CDGB program, and a host of miscellaneous impromptu tasks and projects thrown her way, including a stellar performance during the Winter Festival selling Bridgton swag.

We will miss Kari but I am a firm believer in the mantra that things happen for a reason: the elephant in the room is that the position of administrative assistant has spilled over into many venues over the years while the town has positioned itself to reap the benefits of progressive planning including the current wastewater and streetscape project, and at the same time is experiencing a paradox of change in a time of uncertainty. My department is at the forefront of this paradox and cannot afford to lose talent at the precise moment when leadership and service are critical to reigning in uncertainty by pouncing on opportunities before us generated by the diligent effort and investment made prior to my coming on board.

It is clear to both Brenda and I that there is a need to create a second position to complement and support what has been heretofore a manageable task to address primarily code, secretarial, and CDBG duties. Now despite the current crisis applications are up while violations remain unresolved, planning ordinances need major revamping and the town is growing. Assisting in the effort to addressing these issues alone takes up the current administrative position in a nutshell and as such leaves community development in the hands of a single individual who can think up and provide the necessary leadership to do great things for Bridgton, *and execute* but for the absence of personnel dedicated to assist in an arguably entirely different task requiring a different skillset.

The time is prescient since my coming on, and in light of losing good talent, the time is prescient because we have previously raised monies heretofore unspent that could be directed to establishing a new trajectory of support purposed to resolving code and planning issues (eg violations and land use in the backlog) while backstopping efforts you hired me to carry out to build out the latent potential this town is capable of - to me in a snapshot that

Town of Bridgton | Office of the Community Development Director
Memorandum Regarding Administrative Support

would be the capability of becoming the coolest town this side of Portland, a town where business and people thrive and experience a quality of life equal to the tremendous assets we have always had but have yet to truly nurture and exploit to their full potential. The time is prescient because of the very lack of a community development expense pretty much throughout the departure of the previous long-term Director to my arrival that could jumpstart a second administrative assistant position in my department: enabling full attention to code, planning, appeals board, violations and the like from one individual, and from a dedicated second support person robust community development efforts including marketing, infrastructure, and community engagement while still managing CDGB and in addition giving proper attention to decreasing taxpayer burden by assisting in the primary effort of bringing in new business and funding from dedicated concerted efforts I do not now have the bandwidth to carry out if it means relying on one overtaxed administrative assistant no matter how competent that individual may be.

My proposal is this: create a second administrative position for my department to support community development using as much as \$60,00 to \$70,000 remaining in my current budget after deducting out monies I planned on using for the development of a robust marketing program plan promised to the Board of Selectmen, to pay for the second position for the better part of a year and a half or more, prior to establishing a separate line item in the budget. In that time and with that help Brenda and I can bring to bear the things necessary to bolster this town, attract and sustain new business, build necessary infrastructure and develop most importantly a Bridgton coming into its own that will more than support this new framework and then some.

We have an intern coming in June that could provide valuable support during this transition, and we have the time to train the new Administrative Assistant to Code with this support while we establish the new administrative position for the CDD during the summer. On the other hand, we have major projects started and ongoing in CDBG, Land Use revisions, marketing, broadband and a robust building season ahead along with violations that need to be addressed. It is hard to imagine where we might be without taking this step.

A formal job description for the new position of Administrative Assistant to Community Development and modified position of Administrative Assistant to Code will be forthcoming if you agree with the premise as set forth herein. I look forward to your feedback and direction on this positive move in support of both Brenda and I that we feel addresses the underlying challenges at the root of why we have lost a valuable member of our team.

Respectfully submitted,



Town of Bridgton
Administrative Position – Community Development
(FULL-TIME)

POSITION NARRATIVE:

This is a responsible and varied administrative position serving as the Administrative Assistant to the Community Development Director.

Work involves considerable contact with the public and other governmental departments, boards and committees. Work requires familiarity with the organizational and operating characteristics of various departments with which the position interacts. The employee frequently acts independently in the disposition of a variety of matters including developing and promulgating public documents, interacting with legal counsel, suppliers, holding meetings, preparing and disseminating meeting, project and other deliverables. Much of the work is project based. Except for unusual assignments and initial development of project mechanics, etc., which may involve careful instruction and supervisory review, work is normally carried out in accordance with only general guidance and is subject to occasional review of methods and results. The work is both support-based and requires leadership and public speaking competencies.

LEVELS OF AUTHORITY AND DECISION MAKING:

 x Routine actions and following the requirements of the procedures assigned to the position tasks.

 x Decision making relates to interpreting policies and procedures and applying those to the tasks of the position.

 x Decision making includes recommending policy and amending procedures to improve efficiency of task completion.

SUPERVISION:

This position is supervised by the Community Development Director.

Community Development Performance Statement:

In the performance of the below respective tasks and duties, the Administrative Assistant is expected to conform to the following:

- Perform quality of work within deadlines with or without direct supervision.
- Interact professionally with other employees, existing or future Municipal, State and Federal Personnel, Attorneys, Residents, Business Owners, Engineers, Vendors, Agencies, and the Public at large.
- Always maintain professional decorum.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with others.
- Maintain and manage critical documents and public records, including project, committee, board, financial, economic, legal, regulatory and other information.
- Always maintain confidentiality mandates.

General Job Description:

Perform administrative and office support activities for the Community Development Director.

Town of Bridgton
Administrative Position – Community Development
(FULL-TIME)

- Answer incoming administrative/business phone calls during business hours to schedule appointments, gather inputs, address questions or concerns when possible and follow up when not with the Community Development Director or other staff members.
- Assist the Community Development Director in developing programs, regulatory documents, events, projects, committees, initiatives, public information and marketing campaigns, funding sources, policy related initiatives and other actions related to economic and community development.
- Helps manage program and other initiative schedules and communications with participants.
- Works with various boards from time to time to prepare minutes and follow-up on workshops or special meetings.
- Meets with various officials and the public in the performance of community development related duties.
- Joins or represents the Community Development Director at local and state events, conferences, and meetings.

Essentials Work:

- Prepares grant proposals and applications, contracts and other necessary documents as may be required.
- Represents the Community Development Director as needed on a variety of Boards and Committees concerning economic and community planning and development activities.
- Prepares minutes, journals and reports related to various committees, projects or initiatives.
- Prepares financial records and reconciliations having to do with Community Development Block Grant and other funding sources, marketing programs, and other programs coming under the responsibility of the Community Development Director.
- Leads project meetings especially related to CDBG and other initiatives as needed.
- Maintains a comprehensive database of community development related materials and efforts.
- Demonstrates ethical conduct, community stewardship, individual initiative and responsive service.
- Performs clear, concise communication, positive collaboration.
- Prepares research as assigned by the Community Development Director.
- Performs related work as required and assigned by the Town Manager.

Qualifications:

Experience in municipal or other governmental or regulatory organization including engaging with the public, boards, committees and other organized venues as a participant, leader or administrative staff; community development or development experience or credential, academic or industry-related, or education/experience in political science, economics, management, public policy, or donor development or related field preferred; a minimum of (2) to (3) years of experience in and administrative field; successful history of engagement and leadership in interactions with volunteers, business leaders and citizens; positive attitude and tenacity to see through efforts addressing both immediate priorities and long-term vision. Legal background a plus.

Town of Bridgton
Administrative Position – Community Development
(FULL-TIME)

Minimum Required Knowledge, Skills & Abilities:

- Knowledge of Microsoft Word, Excel and Project; experience with Access database a plus.
- Ability to juggle multiple projects with accuracy and pivot to new tasks effectively.
- Strong sense of urgency and problem-solving skills.
- Ability to learn the applicable statutes, ordinances, and town and department rules, regulations and guidelines.
- Ability to communicate effectively orally and in writing.
- Detail oriented with an ability to maintain context constraints in a busy environment.
- Good time management skills and ability to manage time efficiently without supervision.
- Ability to engage and communicate with employees interdepartmentally.
- Ability to read and interpret documents.
- Competency in social media venues and posting to website and related digital venues.

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities, as necessary.

**Town of Bridgton
Administrative Assistant – Code Enforcement
(FULL- TIME)**

POSITION NARRATIVE:

This is a responsible and varied secretarial and administrative position serving as the Administrative Assistant to the Code Enforcement Director, Board of Appeals and Planning Board.

Work involves considerable contact with the public and the screening of calls and callers. Work requires familiarity with the organizational and operating characteristics of various departments. The employee frequently has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information, and other public contact work. Work is performed under the general supervision of the Code Enforcement Director. Except for unusual assignments that may involve careful instruction and supervisory review, work is normally carried out in accordance with only general instructions and is subject to occasional review of methods and results.

LEVELS OF AUTHORITY AND DECISION MAKING:

 x Routine actions and following the requirements of the procedures assigned to the position tasks.

 x Decision making relates to interpreting policies and procedures and applying those to the tasks of the position.

 Decision making includes recommending policy and amending procedures to improve the efficiency of task completion.

SUPERVISION:

This position is supervised by the Code Enforcement Director.

Code Enforcement performance Statement:

In the performance of the below respective tasks and duties, the Administrative Assistant is expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, existing or future homeowners, Realtors, Attorneys, Engineers, Architects and Contractors.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with others.

General Job Description:

Perform administrative and office support activities for the Code Enforcement Director.

Essential Functions:

- Serve as receptionist for walk-in residents/customers seeking services or information.
- Answer incoming administrative/business telephone calls during business hours to schedule appointments or answer basic code related questions.

Town of Bridgton
Administrative Assistant – Code Enforcement
(FULL– TIME)

- Track ordinance violations and send appropriate correspondence to violators while meeting required deadlines for violation notifications with contact with the town attorney, as directed by the Code Enforcement Director.
- Secretarial skills for assisting the Planning and Appeals board with setting agendas, minute taking and recording as well as preparing documents for the boards within the deadlines required.
- Assisting with questions related to Planning and Appeals board applications.
- Ability to become a Local Plumbing Inspector in the absence of the Code Enforcement Director.
- Filing and scanning of building permits and other building documents accurately.
- Building and Plumbing permit monthly reporting.

Qualifications:

- High school diploma or GED equivalent. A minimum of two (2) years of general office, communications, or records management experience.
- Reliable transportation to and from work.
- Excellent organizational skills as well as verbal and written communication skills.
- Ability to positively interact with public.
- Ability to work independently with little direction.

Minimum Required Knowledge, Skills & Abilities:

- Intermediate knowledge of Microsoft Word and Excel.
- Ability to juggle multiple projects with accuracy.
- Strong sense of urgency and problem-solving skills.
- Skill in operating standard office machines, including but not limited to, personal computer, Xerox machines, fax machine, etc.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to be detail oriented.
- Ability to manage time efficiently with minimal supervision.
- Ability to communicate effectively with employees interdepartmentally.
- Ability to read and interpret documents.

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities, as necessary.

Town of Bridgton Community Development Departmental Goals

An overview of departmental goals. Specific priorities will flex as circumstances dictate but all actions will be brought forward together given close interrelationships between goals within and between both community development and code enforcement offices.

Community Development

- Build out key municipal infrastructure and assets purposed to increase location desirability and quality of life for existing and prospective residents and businesses. Time frame: bring up to vote after current infrastructure projects are successfully delivered; carry out in a stepwise fashion based on relevant circumstances at the time. Development period over five years
- Form robust public/private groups including town sponsored and private initiative in the following:
 - Young adult leadership and engagement with economic development activities
 - Innovation and workforce development including makerspaces
 - Arts and cultural venues and opportunities
 - Marketing Bridgton as a desired place to build and relocate essential business that carry forward traditional and brings in new innovative industries appropriate to the town resources, natural and built assets and amenities.
 - Address persistent poverty and unserved populations focusing on three major populations including children, young families, and elderly.

Time frame: Most initiatives in beginning stages or established; fully develop within the upcoming budget season depending on how current pandemic crisis rolls out.

- Bolster town planning documents to establish key growth management plan and vision; address engagement requirements for a simpler more inviting gateway to development within the town; review and fine tune existing zoning documents to better reflect this vision and historical development of the town. Current and on-going effort as part of normal duties; Land Use amendments on track as directed by BOS; robust start at master planning, growth management plan, and review of other development related ordinances.
- Build out the donor base and funding resources to provide a reliable and consistent financial base from which to build out desired assets, program, and preserve or enhance existing buildings and other infrastructure including parks, parking lots, services, and other essential town-wide and neighborhood amenities.
 - Continue to manage and exploit CDBG funding programs
 - Act on identified resources to bring in both public and private funds supporting public development
 - Leverage public/private partnerships to decrease taxpayer burden and increase outcomes

This is the key area that, aside from over \$200k being considered by CDBG County officials, has not been able to be addressed. We should be able to carry out multiple opportunities including some related to committee development named above within six months to a year in addition to establishing a more efficient CDBG process both during project development and execution.

- Support all initiatives with multi-dimensional assessment and analytics to ensure successful delivery of the promises made, to include measurable action items and outcomes as well as a flexible framework to enable ability to jump on appropriate opportunities and mitigate uncertainties from external forces such as we are experiencing in this pandemic.

Town of Bridgton
Community Development Departmental Goals

This support mandate is the framework under which all work will be performed to ensure effective and sustainable outcomes.

Code Enforcement Officer

Both efforts under the Code Enforcement Director will follow and be carried out in conjunction with an intensive training process for the new hire.

Violations

See chart listing current violations. This is the primary goal that has not been able to be addressed as desired. Noted bringing forward actions on violations as described in the time frame includes careful attention to managing legal costs as multiple violations are processed. Time frame: Fifty percent (50%) of violations processed within one year.

Management

Better manage demands of an increasingly complex and busy development environment and related requirements of planning and appeals boards. Time frame: most effective following the new hire training process. Once that is completed improvements on processes coming under code enforcement should be realized within a few months, with continuous improvement on longer term processes and procedures for documenting, storing and providing access to public records.

Code Enforcement Violations May 18, 2020

[illegible]

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Robert Peabody, Town Manager
From: Linda LaCroix, Community Development Director
RE: Administrative Support Budget
Date: June 1, 2020

UPDATED 06/11/20

As requested, following is an update on the projected CDD budget surplus that may be used to support an additional administrative assistant for the Community Development department.

<u>Account</u>	<u>Amount</u>	<u>Item Totals</u>
014-01-1010 Salaries	\$59,077	
014-01-1020 Hourly	\$1,524	
014-01-1030 Part-Time	(\$212)	
014-02-2010 Employee Benefits	\$2,641	
Total Payroll/Employee Benefits Fund Balance		\$63,030
014-01-1010 Salaries to end of fiscal year	(\$5,231)	
014-01-1020 Hourly to end of fiscal year	(\$400)	
014-02-2010 Employee Benefits to end of fiscal year	(\$653)	
Total Payroll/Employee Benefits to end of fiscal year 2020		(\$6,374)
Current budget shortfall*	(\$913)	
CDBG funds for payroll not yet allocated (per Charisse)	\$30,000	
Final payment on Economic Study	(\$15,000)	
Total other items impacting budget		\$14,087
Anticipated CDD budget surplus at end of fiscal year 2020		\$70,743
Proposed CDD Admin for fiscal year 2021 (September 1 start)	\$57,406	
Anticipated CDD budget surplus carry forward to fiscal year 2022		\$13,337
Carry forward if July 1 start		\$1,856

*Budget shortfall primarily due to legal fees overage of \$5,235.

Hourly Wage	\$20.00	\$22.00
# of hours	2080	2080
Annual Wage	\$41,600.00	\$45,760.00
FICA (Social Security & Medicare) @ 7.65%	\$3,182.40	\$3,500.64
Retirement @ 6%	\$2,496.00	\$2,745.60
WC per \$100 / payroll (\$.88)	\$366.08	\$402.69
Health (Family or Employee & Spouse) @ \$1,726.81 / mo.	\$20,721.72	\$20,721.72
Dental @ \$43.36 / mo.	\$520.32	\$520.32
Total Wages & Benefits Value	<u>\$68,886.52</u>	<u>\$73,650.97</u>

Expense Detail Report

Department(s): E 014-1-1010 - E 014-1-1010
ALL Months

Trans Date	Per	RCB/Type	Jrnl	Description	Wrrt	Check#	Vendor	Current Budget	Debits	Credits	Unexpended Balance
014 - Comm Dev											
1 - Payroll											
1010 - Salaries											
07/01/19	07	B	G 0140	Corr. Comm. Dev. Budget				60,770.00	0.00	0.00	60,770.00
07/01/19	07	B	G 0188	Carry Fwrds FY19 to FY20				60,770.00	0.00	0.00	60,770.00
								60,770.00	0.00	0.00	60,770.00
								9,230.00			
								30,000.00			
				July				39,230.00	0.00	0.00	60,770.00
11/01/19	11	A	0512	Relocation Expenses - CDD	0056	83994	00479 - MAIN ECO		3,000.00		
11/15/19	11	R	P 0538	11/15/19 Payroll (Dist)					1,307.69		
11/22/19	11	R	P 0568	11/22/19 Payroll (Dist)					1,307.69		
11/29/19	11	R	P 0582	11/29/19 Payroll (Dist)					1,307.69		
				November				0.00	6,922.98	0.00	53,847.02
12/06/19	12	R	P 0597	12/06/19 Payroll (Dist)					1,307.70		
12/13/19	12	R	P 0622	12/13/19 Payroll (Dist)					1,307.69		
12/20/19	12	R	P 0645	12/20/19 Payroll (Dist)					1,307.69		
12/27/19	12	R	P 0660	12/27/19 Payroll (Dist)					1,307.69		
				December				0.00	5,230.77	0.00	48,616.25
01/03/20	01	R	P 0684	01/03/20 Payroll (Dist)					1,307.69		
01/10/20	01	R	P 0725	01/10/20 Payroll (Dist)					1,307.69		
01/17/20	01	R	P 0764	01/17/20 Payroll (Dist)					1,307.69		
01/24/20	01	R	P 0784	01/24/20 Payroll (Dist)					1,307.69		
01/31/20	01	R	P 0809	01/31/20 Payroll (Dist)					1,307.69		
				January				0.00	6,538.45	0.00	42,077.80
02/07/20	02	R	P 0836	02/07/20 Payroll (Dist)					1,307.69		
02/14/20	02	R	P 0876	02/14/20 Payroll (Dist)					1,307.69		
02/21/20	02	R	P 0903	02/21/20 Payroll (Dist)					1,307.69		
02/28/20	02	R	P 0931	02/28/20 Payroll (Dist)					1,307.69		
				February				0.00	5,230.76	0.00	36,847.04
03/06/20	03	R	P 0994	03/06/20 Payroll (Dist)					1,307.69		
03/13/20	03	R	P 1028	03/13/20 Payroll (Dist)					1,307.69		
03/20/20	03	R	P 1042	03/20/20 Payroll (Dist)					1,307.69		
03/27/20	03	R	P 1060	03/27/20 Payroll (Dist)					1,307.69		
				March				0.00	5,230.76	0.00	31,616.28
04/03/20	04	R	P 1072	04/03/20 Payroll (Dist)					1,307.69		
04/10/20	04	R	P 1094	04/10/20 Payroll (Dist)					1,307.69		
04/17/20	04	R	P 1108	04/17/20 Payroll (Dist)					1,307.69		
04/24/20	04	R	P 1127	04/24/20 Payroll (Dist)					1,307.69		
				April				0.00	5,230.76	0.00	26,385.52
05/01/20	05	R	P 1148	05/01/20 Payroll (Dist)					1,307.69		
05/08/20	05	R	P 1181	05/08/20 Payroll (Dist)					1,307.69		

Expense Detail Report

Department(s): E 014-1-1010 - E 014-1-1010

ALL Months

Trans Date	Per	RCB/Type	Jrnl	Description---	Wrnt Check#	Vendor-----	Current Budget	Debits	Credits	Unexpended Balance
014 - Comm Dev CONT'D										
05/15/20	05	R	P 1197	05/15/20 Payroll (Dist)				1,307.69	0.00	
05/22/20	05	R	P 1221	05/22/20 Payroll (Dist)				1,307.69	0.00	
				May			0.00	5,230.76	0.00	21,154.76
				Object.....			100,000.00	39,615.24	0.00	60,384.76
				Expense.....			100,000.00	39,615.24	0.00	60,384.76
				Department..			100,000.00	39,615.24	0.00	60,384.76
Final Totals							100,000.00	39,615.24	0.00	60,384.76

1259 additional compensation for constructive suggestions that have resulted in direct cost savings to
1260 the Town.

1261 **Article 31. Definitions**

1262 **Section 1. Terms**

1263
1264
1265
1266 **Chief Administrative Officer** - The Town Manager.

1267
1268 **Department Heads** - An employee who has been delegated the jurisdiction over one or more
1269 primary service functions of Town Government. Department Heads include:

1270
1271 Community Development Director/Planner
1272 Deputy Town Manager
1273 Finance Officer
1274 Fire Chief
1275 Police Chief
1276 Public Services Director/ Water Reclamation Director
1277 Recreation Director
1278 Town Clerk
1279 Code Enforcement Officer

1280
1281
1282 **Domestic Partner** - The partner of an employee who:

- 1283
1284 1. Is a mentally competent adult as is the employee;
1285
1286 2. Has been legally domiciled with the employee for at least twelve (12)
1287 months;
1288
1289 3. Is not legally married to or legally separated from another individual;
1290
1291 4. Is the sole partner of the employee and expects to remain so;
1292
1293 5. Is not a sibling of the employee; and
1294
1295 6. Is jointly responsible with the employee for each other's common
1296 welfare as evidenced by joint living arrangements, joint financial
1297 arrangements or joint ownership of real or personal property. MRS 26
1298 §843 (7)
1299


1300 **Electronic Communication** - means all electronic communications, data, software, files, and
1301 other information created, modified, located upon, received or transmitted by, or stored upon, any
1302 part of the System, including, but not limited to e-mail, voicemail, and Internet usage and wireless
1303 electronic devices that access the System.

1304
1305 **Electronic Equipment** - means any hardware or devices that are designed to communicate with
1306 or without connecting wires, utilize technology that allow the devices to interact with each other
1307 and may include but are not limited to computers, cell phones, blackberry devices, GPS and GIS
1308 equipment and all other such devices that are purchased by tax dollars and assigned to employees
1309 of the Town to allow them to complete their position tasks and responsibilities. In those cases

TOWN OF BRIDGTON

MEMO

TO: Board of Selectmen
FROM: Laurie L. Chadbourne, Town Clerk
RE: Business License Applications
DATE: June 17, 2020



▪ **Black Horse Tavern**

Barbara Klimek

26 Portland Road

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Morning Glory Diner**

Todd Perreault

78 Portland Road

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Chao Thai Restaurant Inc.**

Kirk Wohlmuth

244 Main Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Noria Energy**

Nouria Energy Retail Inc

443 Portland Road

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Corn Shop Trading Company**

Mark Grenda

179 Main Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Punkin Valley Inn**

Robert Grace

1270 North High Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Lakeside Pines Campground**

Charlene Doucette

54 Lakeside Pines Road

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Ricky's Diner**

Gilles Labelle

257 Main Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Maine Lobster Express**

William Butcher

7 Main Street

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk

▪ **Ala Mexicana 2**

Jose Chavez

243 Portland Road

Victualer's License Renewal

Impact statements were returned and approved:

☒ CEO ☒ Fire ☒ Police ☒ Tax Collector ☒ Town Clerk