

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

DATE: Tuesday, August 11, 2020

TIME: 3:00 P.M.

PLACE: Bridgton Town Hall, 26 North High Street, Bridgton

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

<https://global.gotomeeting.com/join/850673029>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311) Access Code: 850-673-029

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. July 28, 2020
 - b. August 5, 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
 - a. Moose Pond Proposal by Denmark Town Manager
 - b. A Petition from the Residents of the Upper Section of Highland Road
 - c. MSAD #61 Reopening Plan – Superintendent Al Smith
 - d. Extension for Use of Depot Street Dining Area – Christian Cuff
 - e. Health and Sanitation Issue – Lakes Environmental Association
7. New Business
 - a. Awards and Other Administrative Recommendations
 1. Adult and Medical Marijuana Fees (tabled from 7/28/2020)
 2. Maine Municipal Associations' Legislative Policy Committee Voting Ballot
 3. Maine Municipal Associations' Annual Election – Vice-President and Executive Committee Members Voting Ballot
 4. Sponsorship from Norway Savings Bank for Fall Soccer Program – Recreation Director
 5. Confirmation of Police Chief
 6. Request from Pondicherry Park Stewardship Committee to Accept Sign Standards
 - b. Permits/Documents Requiring Board Approval
 1. Certificate of Commitment of Sewer User Rates Commitment #241
 2. Revision of the Sewer Billing Process per 38 MRS Section 1208
 3. Approval of Back-hoe Purchase – Public Services Department
 4. Accept Payment and Approve Quit Claim Deed to Dale Torres (Map 14, Lot 52A)
 - c. Selectmen's Concerns
 1. Bookkeeping Questions
 - d. 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
August 25, 2020 (to be determined)
September 8, 2020
12. Public Hearing at 5:00 P.M.
To hear public comment on the following question that will be presented to the voters at a Special Town Meeting on Tuesday, August 11, 2020 at 6:00 P.M.:

(Affordable Housing TIF) Shall the following vote be adopted:

Shall the voters of the Town of Bridgton, Maine designate an affordable housing development district to be known as the "15 Harrison Road Municipal Affordable Housing Development and Tax Increment Financing District" and adopt the Development Program for the District such designation and adoption to be pursuant to the following findings, terms and provisions?

WHEREAS, the Town of Bridgton (the "Town") is authorized pursuant to Chapter 206, Subchapter 3 of Title 30-A of the Maine Revised Statutes, as amended, to designate specified areas within the Town as Affordable Housing Development Districts and to adopt a development program for such Districts; and

WHEREAS, it has been proposed that the Town designate certain land located at 15 Harrison Road as the "15 Harrison Road Municipal Affordable Housing Development and Tax Increment Financing District" (the "District") and adopt a development program for the District (the "Development Program"); and

WHEREAS, the Town has held a public hearing on the question of establishing the District and adopting the Development Program, in accordance with the requirements of 30-A M.R.S.A. Subsection 5250, upon at least ten (10) days prior notice published in the Portland Press Herald, a newspaper of general circulation within the Town; and

WHEREAS, it is expected that approval will be sought and obtained from the Maine State Housing Authority (the Authority) approving the designation of the District and the adoption of the Development Program for the District; and

WHEREAS, at least 25% of the property within the District is suitable for residential use, and in need of rehabilitation or redevelopment; and

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE TOWN:

1. The designation of the District and pursuit of the Development Program will create affordable, livable housing within the Town of Bridgton, and therefore constitutes a good and valid public purpose.

2. Pursuant to Chapter 206, subchapter 3 of Title 30-A of the Maine Revised Statutes, as amended, the Town hereby designates the 15 Harrison Road Municipal Affordable Housing Development and Tax Increment Financing District as more particularly described in the documents presented to the Town Meeting in the form attached hereto.

3. Pursuant to the provisions of 30-A M.R.S.A., Subsection 5250-A, the percentage of captured assessed value to be retained in accordance with the Development Program is to be established as set forth in the Development Program.

4. The Town Manager be and is hereby authorized, empowered and directed to submit the proposed designation of the District and the proposed Development Program for the District to the Maine State Housing Authority for review and approval pursuant to the requirements of 30-A M.R.S.A. Chapter 206, subchapter 3.

5. The Town Manager be and is hereby authorized and empowered at his discretion from time to time to make such revisions to the Development Program for the District as he/she deems reasonably necessary or convenient in order to facilitate the process of review and approval of the District by the Maine State Housing Authority, or for any other reason so long as such provisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

6. The foregoing designation of the District and the adoption of the Development Program shall automatically become final and shall take full force and effect upon receipt by the Town Board of Selectmen of approval of the designation of the District and adoption of the Development Program by the Maine State Housing Authority, without requirements of further action by the Town, the Board of Selectmen or any other party. Upon approval of the District and Development Program by Maine State Housing Authority, the Town Manager is further authorized to execute and deliver a Credit Enhancement Agreement between the Town and the owner of all land in the District in form and substance substantially identical to that attached as an exhibit to the Development Program.

7. The Town Manager be and is hereby authorized to create a Municipal Project Cost Account, as contemplated by the Development Program in the name of and on behalf of the Town, such Account to be in such form and to contain such terms and provisions, not inconsistent with the Development Program and this Order, and a percentage of the proceeds of the Municipal Project Cost account, as specified in the Development Program, shall be used to defray operating expenses for eligible projects within the District, consistent with the Development Program. Said Development Program and Account to be reviewed and approved by the Town Solicitor or his/her designee.

8. The Town Manager is authorized to file the yearly reports required by 30-A M.R.S.A. § 5250-E and otherwise to take all lawful actions required in the administration of the District and Development program.

13. Adjourn

**Town Manager's Notes
Board of Selectmen's Meeting
August 11, 2020**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. July 28, 2020
***Suggested Motion:** Move to approve the July 28, 2020 Selectboard Minutes.*
 - b. August 5, 2020
***Suggested Motion:** Move to approve the August 5, 2020 Selectboard Minutes.*
6. **Correspondence, Presentations and Other Pertinent Information**
 - a. Denmark's Interim Town Manager, Bertrand Kendall, will be presenting a request to the Board to share in the cost of an engineering assessment for work needed on the Moose Pond Dam. At your March 10th Meeting, you were provided the email from the Manager, Woodard & Curran's fee estimate and preliminary condition observations with cost estimates, and a correspondence breaking down the percentage of shore frontage in Bridgton, Denmark and Sweden.
***Suggested motion:** Move to approve the expenditure of \$ _____ towards the Woodard & Curran fee estimate for repairs to Moose Pond Dam to be included in the FY 20-21 Budget.*
 - b. A petition signed by residents of the upper portion of Highland Road is requesting that the Selectboard take appropriate measures to curtail speeding on the road. In your binder, please find the letter from James Cossey and the petition. Please also find a copy of the *Traffic Ordinance*. Article IV §VI references traffic-control signs, signals, and devices.
***Suggested motion:** Move to approve the following traffic control measures on Highland Road: _____.*
 - c. MSAD #61 Superintendent Al Smith will be presenting the District's re-opening plan.
 - d. Christian Cuff, the owner of Vivo's, is requesting that his permitted use of a portion of Depot Street be extended until the end of September. A copy of his email is in your meeting materials. A copy of the June 9th Minutes with the approved Motion is in your binder.
***Suggested motion:** Move to approve Christian Cuff's use of Depot Street till September 30, 2020 under the same terms and conditions as previously approved.*
 - e. Lakes Environmental Association has written the Board expressing concerns with the level of human feces being found in Long Lake and on private property. They are asking the Board to install a porta-potty at the Boat Launch on Powerhouse Road. The launch (Map 29 Lot 13B) is owned by the State of Maine. A copy of the letter and tax map are in your binder.
7. **New Business**
 - a. Awards and Other Administrative Recommendations
 1. In your binder, please find the proposed fee schedule and supporting documents for establishing marijuana related fees. (Tabled from (07/28/20 Meeting).

Suggested motion: Move to establish the following fees for marijuana businesses: Dispensary \$ ____; Retail Store (Adult Use and Care Giver) \$ ____; Medical Cultivation Facility \$ ____; Adult Use Cultivation Facility; Tier 1 \$ ____, Tier 2 \$ ____, Tier 3 \$ ____, Tier 4 \$ ____; Manufacturing Facility (Adult Use and Medical) \$ ____; Adult Use and Medical Use Testing Facility \$ ____; Extraction Facility \$ ____.

2. Bi-annually Maine Municipal Association (MMA) holds an election for the Legislative Policy Committee. Please refer to the information provided by MMA found in your notebooks.

Suggest Motion: Move to vote for ____ to serve on the 2020-22 Legislative Policy Committee and write-in ____.

3. Annually Maine Municipal Association (MMA) holds an Election. This year, Towns are electing a Vice-President and three (3) Executive Committee Members. Please refer to the information provided by MMA found in your notebooks.

Suggest Motion: Move to approve the slate of officers proposed by the MMA Nominating Committee.

4. Norway Savings Bank is donating \$3,000 to sponsor Bridgton's Fall 2020 Youth Soccer Program. Please refer to the Rec Directors Memo, letter of thanks to Norway Savings Bank and a copy of the check.

Suggested motion: Move to accept the donation from Norway Savings Bank of \$3,000 to sponsor the Fall 2020 Youth Soccer Program.

5. Pursuant to the Town of Bridgton Personnel Policy Article 3 §1 "The employment of all personnel shall be the responsibility of the Town Manager in accordance with 30A MRS 2636 as follows: The Town Manager shall appoint, subject to confirmation of the Board of Selectmen...heads of departments...". I have appointed Phillip Jones as Bridgton's Police Chief.

Suggested Motion: Move to confirm Phillip Jones to the position of Police Chief.

6. The Bridgton Library wants to do a Storybook Trail in Pondicherry Park as they have in the past. The Pondicherry Park Steering Committee has established a set of sign standards and seek Board approval of them. Background information will be provided at the meeting.

Suggested motion: Motion to approve the Storybook Trail Sign Standards.

b. Permits/Documents Requiring Board Approval

1. Pursuant to 30-A M.R.S. § 3406 (copy of statute in your packet), please refer to Certificate of Commitment of Sewer User Rates: #241 in your packet.

Suggested motion: Move to commit the March 1, 2020 to May 31, 2020 Sewer User Rate Commitment #241 comprising 2 pages totaling \$3,122.78 to the Treasurer for collection.

2. Pass over this agenda item.
3. In your binder is the required vote to authorize the lease purchase of a 2018 John Deer Backhoe with Attachments. Please find also a memo from the Public Services Director recommending the lease purchase.

Suggested motion: Move to approve the lease purchase of a 2018 John Deere 310SL HL Backhoe Loader and related accessories in the principal amount up to \$107,000.

4. Dale E. Torres, pursuant to the Town's *Tax Acquired Policy and Procedures* revised 01/22/08 (a copy of which is in your binders), is requesting that the Town quitclaim Map 14 Lot 52A back having paid the required fees (not received) (please refer to the copy of the receipt in your binders-). The property has been inspected by the Code Enforcement Officer and a memo provided (being inspected Monday).

Suggested Motion: Move to accept payment and approve a Municipal Quitclaim Deed to Dale E. Torres for property described as Map 14 Lot 58A Town of Bridgton Tax Maps.

c. Selectmen's Concerns

1. Selectman Zaidman had questions regarding the accounting procedure for processing grant funds. Please see the memo from the Finance Officer and two examples.

8. Old Business

a. Project Updates

Board of Selectmen's Meeting Minutes

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

Board Members Present: Liston E. Eastman; Glenn R. Zaidman, Carmen E. Lone; G. Frederick Packard

Administration Present: Town Manager Robert Peabody; Deputy Town Manager Georgiann Fleck, Deputy Town Clerk Samantha Eichel, Community Development Director Linda LaCrix, Public Service Director David Madsen

1. Call to Order

Town Manager Peabody called the meeting to order at 4:31 P.M.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Executive Session

a. Per MRS Title 1 Section 405.6.A.; Personal Matters

Motion was made by Selectman Eastman to enter executive session pursuant to MRS Title 1, Section 405.6.A.: Personnel Matters; second from Selectman Zaidman. 4 approve/0 oppose. **Motion** was made by Selectman Eastman to exit executive session at 5:10 P.M.; second from Selectman Zaidman. 4 approve/0 oppose

4. Approval of Minutes

a. June 23, 2020

b. July 16, 2020

Motion was made by Selectman Packard for approval of the minutes from the June 23, 2020 and July 16, 2020 Board meetings; second from Selectman Lone. 4 approve/0 oppose

5. Public Comments on Non-Agenda Items

Paul Tworog raised concerns regarding the lake levels and inquired how the Town maintains the levels. Town Manager and Public Service Director David Madsen explained the process; discussion ensued. Selectman Eastman suggested the Town keep a log of water levels.

Steven Shorey inquired about Farrigut Park, wanting to know who mows and conducts the ground maintenance. Town Manager Peabody explained the park is not town owned, it would be a liability for the Town to maintain the grounds. The Town is looking into options for the park.

6. Committee Reports

There were no Committee Reports.

7. Correspondence, Presentations and Other Pertinent Information

a. Moose Pond Proposal by Denmark Town Manager

Bertrand Kendell, Interim Town Manager for Denmark proposed shared cost of an engineering assessment for work needed on the Moose Pond Dam. Discussion ensued. **Motion** was made by Selectman Packard to put this item on the August 11, 2020 Board meeting agenda; second from Selectman Zaidman. 4 approve/0 oppose

b. Proposed 15 Harrison Road Affordable Housing TIF District

Community Development Director Linda LaCroix explained the Affordable Housing TIF. Discussion ensued. Laura Reiding, Developers Collaborative answered questions from the Board. And requested a Special Town Meeting on August 11, 2020. **Motion** was made by Selectman Packard to have a Special Town Meeting on the August 11, 2020; second by Selectman Zaidman. 4 approve/0 oppose

c. Request form Pondicherry Park Stewardship Committee to Accept Sign Standards
Passed over agenda item

8. New Business

a. Awards and Other Administrative Recommendations

1. Adult and Medical Marijuana Fees

Discussion ensued. **Motion** was made by Selectman Eastman to table agenda item to Board Meeting August 11, 2020; second by Selectman Zaidman. 4 approve/0 oppose

2. Broadband Committee

Community Development Director Linda LaCroix proposed the mission and authorities for the Broadband Assessment Ad Hoc Committee. **Motion** was made by Selectman Eastman to approve the Charge, Mission and Authority for the Broadband Assessment Ad Hoc Committee; second by Selectman Lone. 4 approve/0 oppose

b. Permits/Documents Requiring Board Approval

1. Salmon Point Budget

Town Manager Peabody explained the proposed budget and fee schedule. **Motion** was made by Selectman Eastman to approve the 2020-2021 Salmon Point Campground Appropriations Budget and Lease Schedule; second by Selectman Lone. 4 approve/0 oppose

2. Victualer's License to Hannaford Bros. Co., LLC; Depot Street Tap House

Motion was made by Selectman Lone to approve a Victualer's License for Hannaford Bros. Co., LLC and Depot Street Tap House; second from Selectman Packard. 4 approve/ 0 oppose

3. Certificate of Commitment of Sewer User Rates Commitment #239

Motion was made by Selectman Eastman to approve the Certificate of Commitment of Sewer User Rates Commitment #239; second from Selectman Packard. 4 approve/0 oppose

4. Certificate of Commitment of Sewer User Rates Commitment #240

Motion was made by Selectman Eastman to approve the Certificate of Commitment of Sewer User Rates Commitment #240; second from Selectman Packard. 4 approve/0 oppose

5. Action on the Carry Forwards

Discussion ensued. **Motion** was made by Selectman Packard to approve the 2020 Carry Forward requests as submitted; second from Selectman Lone. 4 approve/ 0 oppose

6. Accept Anonymous Donation of \$1,200. to Recreation Department

Motion was made by Selectman Packard to accept an anonymous donation of \$1,200 to be used for Summer Recreation Camp Scholarships; second from Selectman Lone. 4 approve/0 oppose

7. Special Town Meeting Warrant for August 25, 2020; Run-Off Election

Motion was made by Selectman Lone to set a Special Town Meeting for Tuesday, August 25, 2020 from 8:00pm to 8:00pm at the Town Hall; second by Selectman Zaidman. 4 approve/0 opposed

c. Selectmen's Concerns

- **Selectman Packard** had no concerns.
- **Selectman Zaidman** requested to have the Finance Director, Charisse Keach, present at the August 11, 2020 Board of Selectmen's Meeting to answer questions he has regarding the book keeping.
- **Selectman Lone** raised the question whether there should be a Board meeting on August 25, 2020. After discussion Board decided to determine if the meeting will be held on the 25th of August at the next board meeting, August 11, 2020.
- **Selectman Eastman** asked the Public Services Director David Madsen if the suggested paint removal solution worked on the painted road lines. David Madsen stated yes, with multiple applications.

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

TOWN OF BRIDGTON

DEPUTY TOWN MANAGER'S REPORT

July 28, 2020

Run-off Election The Annual Town meeting recently held on Tuesday, July 14, 2020 resulted in George Frederick "Fred" Packard being re-elected to the Board of Selectmen with 428 votes, (congratulations Fred). Bernard N. King Jr. and Paul A. Tworog each received the same number of votes, 347, as candidates for membership to the Board of Selectmen. The Town of Bridgton will be conducting a run-off election on Tuesday, August 25, 2020 where ballots will be cast for the two tied candidates. The polls will be open from 8AM until 8PM at the Bridgton Town Hall located at 26 North High Street. Absentee ballots will be made available 30 days prior to the vote. For questions please call the Town Clerks Office at 207-647-8786. An application for an absentee ballot and a sample ballot are available on our website at www.bridgtonmaine.org

Swim lessons and summer camp will be coming to an end on Friday, August 7, 2020. We thank Gary Colello, Recreation Director, for putting the necessary precautions in place and his staff for being so dedicated and monitoring the situation so these programs could be offered. **Fireworks** are scheduled for Saturday, September 5th Labor Day weekend. We continue to monitor the situation and the location to make sure we can proceed.

General

Staff Changes - Resignations:

Kari Downs, Administrative Assistant to Code Enforcement and Community Development Director

Miranda Hinkley, Administrative Assistant to Public Services

Holly Heymann, Finance Clerk

Steve Christy, Building Maintenance Technician, Parks and Cemeteries

Staff Changes - New Hires:

Erin O'Connor, Administrative Assistant to the Code Enforcement Officer

Courtney Kemp, Administrative Assistant to the Community Development Director (Starting Monday August 3rd)

Diane Kiriaji, Administrative Assistant to Public Services

Jenna Domer, Finance Clerk (Starting Friday July 31st)

George "Joe" Leighton, Building Maintenance Technician, Parks and Cemeteries

We want to thank those that recently resigned for their service to the Town of Bridgton and welcome the new employees to the Town of Bridgton.

We were able to fill the vacant positions expediently by utilizing a **notebook** that has been created for applicants that applied for a position but may not have been considered or accepted. All applications go into this notebook and is available to Department Heads for any open positions to be considered along with applications submitted for a specific position.

Board Training has been rescheduled to September, date to be determined, due to the run-off election for a Board of Selectman member.

Bridgton received a \$5,631 dividend check from **Maine Municipal Association Workers Compensation** fund as a result of its good loss experience and loss prevention programs. Congratulations to all of our employees for being safe and to our Department Heads for overseeing their departments to assure safety is at the forefront.

Bridgton Police Department

The Bridgton Police Department will be conducting the **National Click It OR Ticket Campaign** targeting seat belt enforcement using monies obtained from grants done by our Administrative Assistant, Ashley Bedard. **Brandon George** will be returning to the Police Department in August as a full-time Police Officer.

Bridgton Fire Department

Chief Harriman attended the recent **Cumberland Oxford local Chief's meeting**. The group will be reviewing our area **mutual aid agreements** and adding a Chief's response as requested for serious calls to fill command system positions or other needs, if needed. The department has been busy with **recent weekly storms**, this summer as the threat continues. The **annual hose testing and pump testing** is scheduled for the first week in September. Three members will be attending **emergency vehicle operations** two-day class which will be held in Bridgton, and the practical in Fryeburg. Six members are in **firefighter ½** classes that are on-going and somewhat delayed due to Covid-19 issues.

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

Respectfully submitted,

Georgiann M. Fleck

Deputy Town Manager

9. Old Business (*Board of Selectmen Discussion Only*)**a. Wastewater Status Update**

Brent Bridges, PE Wastewater Project Engineer, gave a presentation with an updated timeline and answered questions from the Board.

b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody provided a brief update of the Upper and Lower Main Street status. And answered questions from the Board regarding the crosswalks.

10. Treasurer's Warrants

Motion was made by Selectman Eastman for approval of Treasurer's Warrants numbered 146, 147, 148, 150, 151, 152, 153, 154, 155, 156, 157, 1, 2, 3, 4, 5, 6, 7 and 8 ; second from Selectman Packard. 4 approve/ 0 oppose

11. Public Comments on Non-Agenda Items

Community Development Director Linda LaCroix recommended to defer bringing new land use ordinances but to instead include councils consolidated Land Use Ordinance Site Plan, Shoreland and Subdivision Ordinance for consideration at June 2021 Town Hall Meeting.

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

August 11, 2020

August 25, 2020; to be determined.

13. Adjourn

Town Manager Peabody adjourned the meeting at 7:40 P.M.

Respectfully submitted,
Samantha Eichel
Deputy Town Clerk

Board of Selectmen's Meeting Minutes

August 5, 2020; 4:00 P.M.

Board Members Present: Liston E. Eastman; Glenn R. Zaidman; Carmen E. Lone; G. Frederick Packard

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

1. **Call to Order**
The Meeting was called to order at 4:00 P.M. by Town Manager Robert Peabody.
2. **Pledge of Allegiance**
Was recited by the Board of Selectman.
3. **Executive Session at 4:00 P.M. Per MRS Title 1 § 405.6.A.: Personnel Matters**
Motion was made by Selectman Zaidman to enter executive session at 4:00 P.M.; second by Selectman Eastman. 4 approved/0 opposed
Motion was made by Selectman Zaidman to exit executive session at 5:14 P.M.; second by Selectman Lone. 4 approved/ 0 opposed.
4. **Action Items Following Executive Session**
No action items taken.
5. **Other Matters**
There were no other matters at this time.
6. **Adjourn**
Meeting was adjourned by Town Manager Robert Peabody at 5:14 P.M.

Respectfully submitted,

Suzzanah Forsythe
Deputy Town Clerk

JAMES D. COSSEY
338 Highland Road
Bridgton, ME 04009-4316
Tel: 207-647-3724 (H) 207-787-1414 (C)
E-Mail: jcossey193@aol.com

July 25, 2020

Mr. Robert A. Peabody, Town Manager
Town of Bridgton
1 Chase Common
Bridgton, ME 04009

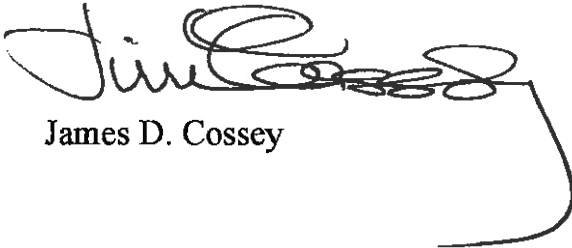

Dear Mr. Peabody:

Enclosed is a petition signed by most of the residents of the upper portion of Highland Road that requests Select Board action. This section of Highland Road is a straightaway where motorcycles and vehicles often travel well in excess of the posted 35 mph speed limit. Not only is this speeding noisy but also it represents a danger to the residents of this area. Enforcement of the speed limit here is infrequent and as such does not deter speeders.

The petition requests the Select Board take appropriate measures to control or significantly reduce speeding on this section of Highland Road. Appropriate speed control devices would include one or more 30 mph speed tables (removable for the winter season) and/or two or more solar-powered speed display signs. There may also be other devices or approaches of which we are unaware. Additional enforcement should also be considered, but enforcement alone will not be sufficient to resolve this issue.

When this issue is scheduled for consideration by the Select Board, I would appreciate being notified in advance so that representatives of this area can attend the meeting.

Sincerely,


James D. Cossey

Encl: as

A PETITION FROM THE RESIDENTS OF THE UPPER SECTION OF HIGHLAND ROAD
TO
THE SELECT BOARD OF THE TOWN OF BRIDGTON, MAINE

WE, THE UNDERSIGNED RESIDENTS OF UPPER SECTION OF HIGHLAND ROAD, BRIDGTON, ME, ARE SERIOUSLY CONCERNED BY THE LACK OF ENFORCEMENT OF POSTED SPEED LIMITS AND ABOUT THE HAZARDOUS CONDITIONS CREATED BY CARS AND TRUCKS CONTINUOUSLY EXCEEDING THE 35 MPH SPEED LIMIT ON HIGHLAND ROAD BETWEEN THE TOP OF DODGE HILL AND THE INTERSECTION OF HIGHLAND ROAD WITH CHADBOURNE HILL ROAD. THE UNDERSIGNED HEREBY PETITION THE SELECT BOARD OF THE TOWN OF BRIDGTON, MAINE, TO INSTALL ONE OR MORE SPEED TABLES OR SIMILAR SPEED CONTROL DEVICES ON HIGHLAND ROAD IN THE AREA DESCRIBED ABOVE.

NAME	ADDRESS	SIGNATURE
JAMES D. COSSEY	338 HIGHLAND	James D. Cossey
Beth Cossey	338 Highlands	Beth Cossey
Jamie Chalmer	434 Highland Rd.	Jamie Chalmer
Bruce Chalmer	434 Highland Rd	Bruce Chalmer
Suzie Kinney	352 Highland Rd	Suzie Kinney
Edward Kinney	352 Highland Road	Edward Kinney
Nancy C. Nicholson	410 Highland Rd.	Nancy C. Nicholson
Eleanor Nicholson	410 Highland Rd	Eleanor B. Nicholson
James B. Chalmer	292 Highland Rd	James B. Chalmer
Katie Chalmers	292 Highland Rd.	Katie Chalmers
William W. Chalmer	307 Highland Rd	William W. Chalmer
BARBARA Jenni	390 Highland Rd	Barbara Jenni
HANS JENNI	390 Highland Rd.	Hans Jenni
William J. Brucker	295 Highland Rd	William J. Brucker
Susan Hermann	294 Highland Rd.	Susan Hermann
Beth Hermann	294 HIGHLAND RD	Beth Hermann

WE, THE UNDERSIGNED RESIDENTS OF UPPER SECTION OF HIGHLAND ROAD, BRIDGTON, ME, ARE SERIOUSLY CONCERNED BY THE LACK OF ENFORCEMENT OF POSTED SPEED LIMITS AND ABOUT THE HAZARDOUS CONDITIONS CREATED BY CARS AND TRUCKS CONTINUOUSLY EXCEEDING THE 35 MPH SPEED LIMIT ON HIGHLAND ROAD BETWEEN THE TOP OF DODGE HILL AND THE INTERSECTION OF HIGHLAND ROAD WITH CHADBOURNE HILL ROAD. THE UNDERSIGNED HEREBY PETITION THE SELECT BOARD OF THE TOWN OF BRIDGTON, MAINE, TO INSTALL ONE OR MORE SPEED TABLES OR SIMILAR SPEED CONTROL DEVICES ON HIGHLAND ROAD IN THE AREA DESCRIBED ABOVE.

NAME	ADDRESS	SIGNATURE
BRUCE DAVIS	282 HIGHLAND RD	Bruce Davis
CAROL DAVIS	282 HIGHLAND RD.	Carol J. Davis
Margaret Lindsey	258 Highland	Margaret Lindsey
Drew Sanborn	258 Highland	D. Sanborn
Rob Knowles	261 Highland Rd	Rob Knowles
Sharon Abbott	397 Highland Rd	Sharon Abbott
Ken Abbott	407 Highland Rd	Ken Abbott
Nancy Stretch	17 Bittersweet Ln	Nancy A. Stretch
Marc Stretch	" " "	Marc Stretch
Gary Syti	364 Highland Rd	Gary Syti
Dan Doherty	248 Highland	D. Doherty
Peter DeLuca	407 Highland	P. DeLuca
Frank Polak	492 Highland Rd.	Frank Polak
Dan Cohn	378 Highland Rd	Dan Cohn
James R. Mains	379 Highland Rd	J. Mains
Matthew J. Marcellin	425 Upper Knapton	Matthew J. Marcellin
Wm Marcellin	360 Highland Road	Wm Marcellin
	360 Highland Road	Wm Marcellin

**TOWN OF BRIDGTON
TRAFFIC ORDINANCE**

AN ORDINANCE REGULATING TRAFFIC UPON THE PUBLIC STREETS OF THE TOWN OF BRIDGTON AND REPEALING ALL OTHER ORDINANCES AND SECTIONS OF ORDINANCES IN CONFLICT HEREWITH.

Be it enacted by the Board of Selectmen for the Town of Bridgton as follows:

Article I. Section I. STOPPING, STANDING OR PARKING PROHIBITED IN SPECIFIED PLACES.

No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic, or in compliance with law, or the directions of a Police Officer, or traffic controlled device, in any of the following places:

1. On a sidewalk;
2. In front of a public or private driveway or alley way;
3. Within an intersection;
4. Within ten feet of a fire hydrant;
5. On a crosswalk;
6. Within 15 feet of the near corner of the curbs at intersection, except where otherwise designated;
7. Within 15 feet upon the approach to any stop sign located at the side of a roadway;
8. Within Fire Lane where signs are erected giving notice thereof as described in Schedule III, included in this Ordinance;
9. On the roadway side of any vehicle stopped or parked at the edge of a curb or street;
10. Upon any bridge;
11. At any place where official signs, white painted curbs or other curb painting or other road painting or markings so prohibit.

Section II.

No person shall stop, stand, park or leave his vehicle on any street in such a manner or under such condition so as to obstruct the free passage of other vehicles in either direction unless specifically permitted by a Police Office, or so as to leave available less than fifteen feet of the width of the roadway for free movement of vehicular traffic.

Section III.

No person shall allow, permit or suffer any vehicle in his possession to stand or park on any street, headed in the direction of lawful traffic movement a distance greater than 12 inches from

the curb or edge of the roadway or to stand or park on any street facing oncoming traffic.

Article II. Section I. PARKING TIME LIMITED ON STREETS

Between November 15th and April 15th no vehicle shall be parked on any public street or way from 11:00p.m. to 7:00a.m. Also, parking may be prohibited with notification of a parking ban (10/05).

The Chief of Police or his designee may cause any vehicle so parked on any street or way to be moved and placed in a suitable parking space off of the street, at the expense of the owner of such vehicle, and without the Town being liable for any damage that may be caused by such removal.

Section II.

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the streets or parts of streets described in Schedule I, II and III included in this Ordinance.

When signs have been erected giving notice thereof, parking will be limited to those with appropriate handicap identification in the two spaces provided at the main entrance to the Bridgton Municipal Complex, Three Chase Street Suite 1, Bridgton, Maine.

When signs have been erected giving notice thereof, parking will be limited to thirty minutes in the four spaces provided at the main entrance to the Bridgton Municipal Complex, Three Chase Street Suite 1, Bridgton, Maine. This is for the purpose of allowing parking for people to conduct short term business at either the Town Office or the District Court Office during business hours. Overnight parking is prohibited with the exception of Lake Region Television's utility truck (10/05).

Parking on both sides of Main Street from Pondicherry Square to the Monument is limited to 2 hours between the hours of 9:00a.m. and 10:00p.m. Vehicles exceeding the time limit may be subject to a parking fine pursuant to Article VI. (09/16)

Section III.

When signs are erected giving notice thereof, no person shall park or vehicle for longer than the period of time specified in Article IV Section IV, between the hours of 9:00a.m. to 10:00p.m., except Sundays and Legal Holidays, upon any of the streets or parts described in Section X of this Ordinance.

Article III. Section I. SCHEDULE OF STREETS AND WAYS AND SECTIONS THEREOF PROHIBITING PARKING AT ANY TIME

- SCHEDULE I. The northeasterly side of Main Street from the easterly side of the driveway at 90 Main Street to Chase Street; from Hayes Block (i.e.; Bridgton News) to Tannery Bridge;
- SCHEDULE II. The southerly side of Main Street from Walker Street to Cottage Street; from west side of Church Street to Tannery Bridgton; from Renys parking lot to lower intersection of Gibbs Avenue.
- SCHEDULE III. The easterly side of Gibbs Avenue to Fire Station; the northerly and southerly side of lower section of Gibbs Avenue from the Fire Station to Main Street.
- SCHEDULE IV. The northeasterly and southeasterly sides of North High Street from the Civil War Monument To Fire Lane #241.
- SCHEDULE V. No Parking Zone on Route 302, Moose Pond Causeway, on the southeast side of Route 302 from Moose Pond boat launch to Kendal Ham Drive (1/02) (5/10).
- SCHEDULE VI. No Parking Zone on the West side of Chase Street between Main Street and Bennett Street for a distance of 425 feet (3/02).
- SCHEDULE VII. No parking zone on either side of Depot Street from the intersection of Main Street heading southerly up to the first bridge on Depot Street in the vicinity of the Bridgton Community Center (2/12)

Article IV. Section I. SCHEDULE OF STREET AND SECTIONS OF STREETS PERMITTING PARKING WHERE SIGNS ARE ERECTED GIVING NOTICE THEREOF AND TIME LIMIT

- SCHEDULE I. The southerly side of Main Street from the east side of the parking lot of 17 Main Street to Walker Street; from Cottage Street to Church Street; from Depot Street to the Cool Moose; from lower intersections of Gibbs Avenue to To Portland Street.
- SCHEDULE II. The northeasterly side of Main Street from the easterly side of Bacon Street to Hayes Block; From Tannery Bridge to Flint Street.
- SCHEDULE III. When signs are erected giving notice thereof on

Chase Street, designated parking will be allowed for District Court Employees between the hours of 7:30a.m.-4:00p.m. on business days only (10/05).

Section II.

The provisions of this Ordinance prohibiting the standing or parking of a vehicle shall apply at all times or at those times herein specified or as indicated on official signs except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device.

Section III.

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the streets described in Article III Section I Schedule I, II, III, IV, V and VI included in this Ordinance.

Section IV.

When signs are erected giving notice thereof, no person shall park a vehicle for longer than the time specified between the hours of 9:00a.m. and 10:00p.m. of any day except Sundays and public holidays upon any of the streets described in Article IV Section I, Schedule I, II, and III included in this Ordinance.

Section V.

Whenever by this or any other ordinance of this Town any parking time limit is imposed or parking is prohibited on designated streets it shall be the duty of the Town Manager or his designee to erect appropriate signs giving notice thereof and no such regulations shall be effective unless said signs are erected and in place at the time of any alleged offense.

Section VI.

The Town Manager with the approval of the Board of Selectmen shall place and maintain, or cause to be placed and maintained, traffic-control signs, signals and devices when and as required or authorized under this Ordinance, and may place and maintain such additional traffic-control devices as he may deem necessary to regulate traffic under this Ordinance or under State Law, or to guide or warn traffic, including angle parking signs, and markings, turning markers, and signs prohibiting left, right or U turns, the location of which he is authorized to determine. All traffic control devices so erected and not inconsistent with the provisions of the State Law or this Ordinance shall be official traffic control devices.

Article V. Section I. MUNICIPAL PARKING LOTS

All Municipal Parking Lots shall be closed to overnight parking between the hours of 1:00a.m. and 7:00a.m.

The Chief of Police or his designee may cause any vehicle so parked on any street or way to be moved and placed in a suitable parking space off of the street, at the expense of the owner of such vehicle, and without the Town being liable for any damage that may be caused by such removal. (09/16)

Section II. MUNICIPAL PARKS PARKING LOTS

All Municipal Park Parking Lots shall be closed to overnight parking between the hours of 10:00p.m. and 7:00a.m.

The Chief of Police or his designee may cause any vehicle so parked on any street or way to be moved and placed in a suitable parking space off of the street, at the expense of the owner of such vehicle, and without the Town being liable for any damage that may be caused by such removal. (09/16)

Article VI. Section I. GENERAL PENALTY

Unless another penalty is expressly provided by State Law, any person convicted of a violation of any provisions of this Ordinance shall be punished by a fine of not more than \$100.00 except as otherwise provided in the following subsections of this section; and any such fines or penalties shall accrue to the Town.

Any person violating any parking provisions of this Ordinance shall be subject to the general penalty imposed for violation of this Ordinance, however, such person may elect, in lieu of such penalty, to pay a fee as provided in the Town of Bridgton Fee Schedule, which may be amended from time to time, and which is incorporated herein by reference. Such payment shall in no event be construed as an enforced imposition of a fine or penalty, but on the other hand shall be construed to be an amount which an offender may voluntarily contribute towards the cost and expense of furnishing to the public a less expensive alternative method of regulating and administering traffic law violations. If, however such payment is not made at the Town Office or Office of the Chief of Police within 72 hours after notice of such violation is served, by traffic ticket or otherwise, this alternative method is not available or applicable, and the penalty provided by this Ordinance shall be imposed. (5/10)

After one hour if a vehicle is still parked in violation after being cited for a first offense, the second offense penalty will apply and the vehicle shall be subject to being towed at the owner's expense.

Article VII. Validity

If any part of parts of this Ordinance are for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Article VIII. Previous Ordinances

All former traffic ordinances of this Town are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed prior to the enactment of this Ordinance.

Article IX. Certification

The Town Clerk shall certify to the passage of this Ordinance and cause the same to be published in the Bridgton News.

Article X. Name

This Ordinance may be known and cited as the Traffic Ordinance.

Article XI. Adoption

This Ordinance shall take effect upon its adoption by the Board of Selectmen.

This Ordinance was adopted on January 10, 1995 following the public hearing held for that purpose under the authority granted by 30A MRSA 3009.

Enacted: January 10, 1995

Amended: August 1996, January 2002, March 2002, October 2005, May 25, 2010, August 9, 2011 and January 24, 2012, **December 13, 2016**

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Tuesday, August 4, 2020 2:13 PM
To: christian cuff; Laurie Chadbourne
Cc: Georgiann M Fleck; Nikki Hamlin
Subject: Re: depot street continued use

Laurie-

Would you please put on the next agenda?

Thanks!

Bob

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From: christian cuff <christian@vivomaine.com>
Sent: Tuesday, August 4, 2020 12:16:03 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Subject: Fwd: depot street continued use

Hey Bob,

I spoke with Andy Madura yesterday, and he offered his support in our continued use of the Depot Street Dining area through the month of September. As our original use approval will be expiring at the end of this month, is there a way I could apply for extended terms that would bring us to the end of September?

Thanks much for all the help through this.

(FYI, your email address have a typo on the town web directory)

-Christian

--
Christian Cuff
A Corked Fork LLC
Vivo Italian Kitchen
Sweet Pea's Cafe
The Cup Coffeeshop

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.

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Thursday, July 30, 2020 5:55 PM
To: Laurie Chadbourne
Cc: Georgiann M Fleck
Subject: Fwd: using the lake as a bathroom
Attachments: 2020 letter to Bridgton Select Board regarding feces in the water.pdf

08/11 agenda.

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From: Colin Holme <colin@mainelakes.org>
Sent: Thursday, July 30, 2020 5:33:07 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Subject: using the lake as a bathroom

Dear Lee, Bear, Carmen, Fred and Bob,
Please see the attached letter regarding people using Long Lake and its shoreline as a personal bathroom.
Let me know if you have questions.
Thank you for serving the community.
Colin

Colin Holme
Lakes Environmental Association
colin@mainelakes.org
(207) 647-8580



July 30, 2020

Town of Bridgton Select board
3 Chase Street, Suite 1
Bridgton, ME 04009

Dear Mr. Eastman and Bridgton Select board:

I am writing to make the board aware of a serious health and sanitation issue. In recent weeks, we have received multiple reports of shorefront landowners finding human feces in the water of Long Lake and boaters and other recreationalists defecating on private property along the shore. Our staff have also seen this issue first hand. Because boating and lake recreation is a relatively safe activity right now, more people appear to be out on the water and the problem seems to be getting worse.

Installing a public bathroom, waterless privy, or porta-potty at the town launch on Powerhouse Road could help reduce the severity of this problem, protect water quality, and help reduce the spread of disease.

While new structures (even if they are temporary) within 100 feet of the water are generally prohibited under Shoreland Zoning, a bathroom on town owned land is for the greater good of the community and it seems unlikely the Maine Department of Environmental Protection would have any objections.

Thank you for your time and I hope you find this information helpful.

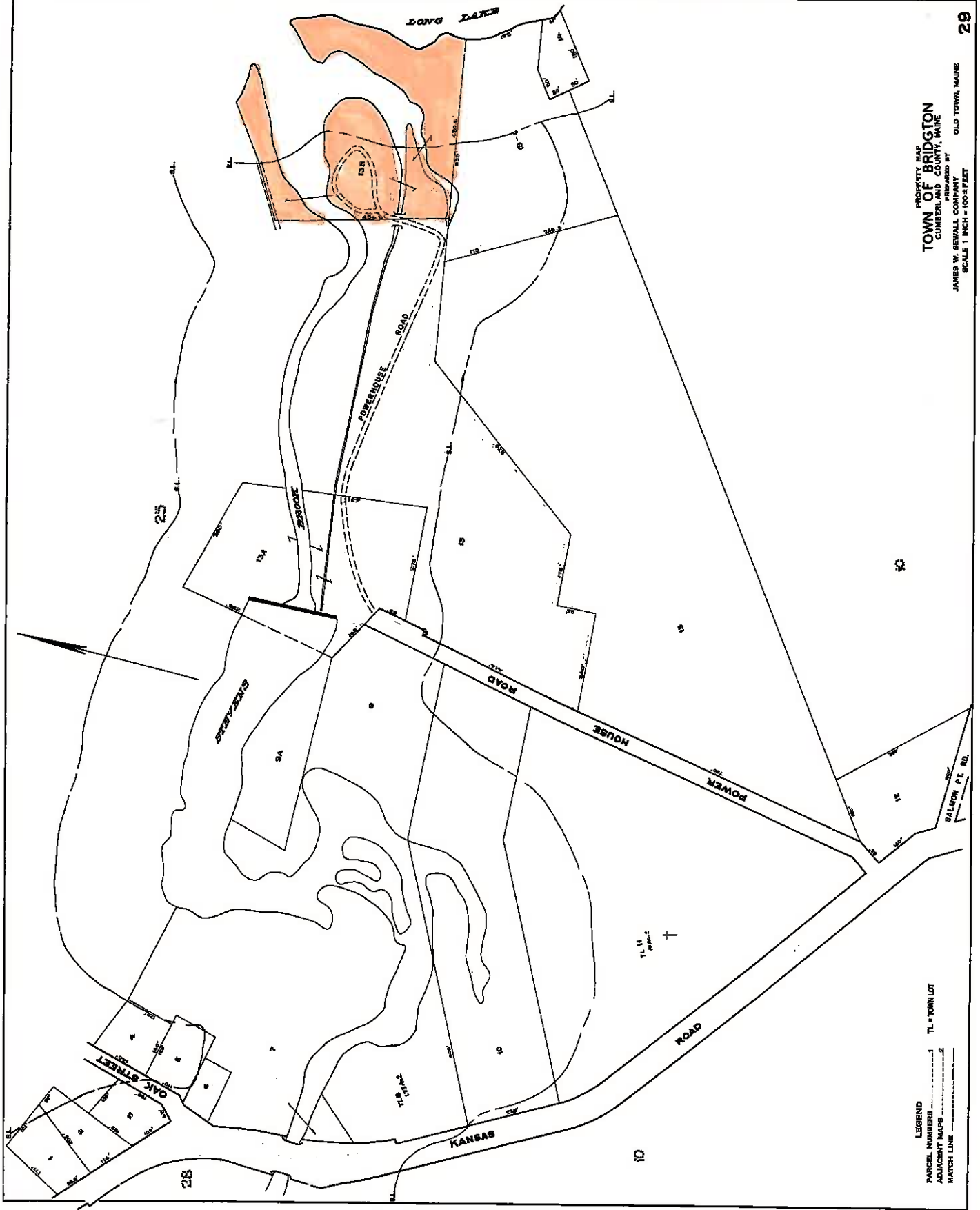
Sincerely,

A handwritten signature in cursive script that reads 'Colin Holme'.

Colin Holme
Executive director

cc: Robert Peabody, Town Manager





LEGEND
PARCEL NUMBERS
ADJACENT MAPS
MATCH LINE
TL - TOWN LOT

PROPERTY MAP
TOWN OF BRIDGTON
CUMBERLAND COUNTY, MAINE
PREPARED BY
JAMES W. SEWELL COMPANY
SCALE 1 INCH = 100 FEET

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Select Board, Town Manager
From: Linda LaCroix, Community Development Director
RE: Marijuana Establishment Fee Schedule
Date: 08/05/2020

Below is a proposed marijuana establishment fee schedule for the Board's consideration based on input from counsel. Attached is correspondence from counsel including information on fees charged in other towns. Once a final fee schedule is approved, the Victualer's Ordinance will need to be updated to include the new marijuana business license information.

In addition, Counsel provided proposed edits to the town's Uniform Fee Ordinance and corresponding edits to the town's Fee Schedule. These edits do not yet include the marijuana section.

Regarding the proposed fees, you will see again from the attached documents a variety of approaches with some including hefty fees. The proposed fee schedule for Bridgton takes into consideration discussion at the most recent Select Board hearing as well as comments made by Counsel and consideration of categories used in other towns. Of particular note is the following from Counsel's email:

"... To note from the outset is that any fee charged by a municipality must bear a reasonable relationship to the actual costs of review, associated administrative and enforcement costs, etc. and if the fees seem unreasonably high they could be subject to legal challenge."

The remainder of this paragraph taken from Counsel's email gives context to the above note and provides an example of costs considered and support for fees determined in Portland.

Also attached is the updated Site Plan Review Ordinance with recently passed amendments related to marijuana establishments included on page 25 forward. For a listing of all the marijuana establishments allowed in Bridgton see Page 35. For each of those establishments you will find definitions starting on page 33 for Adult Use Marijuana, and page 36 for other establishments. Some of the fee categories include multiple establishments, which are noted in the schedule below.

PROPOSED FEE SCHEDULE

<i>Category</i>	<i>Annual Fee</i>	<i>Included Establishments</i>
Dispensary	\$2,500	Medical Marijuana Registered Dispensary
Retail Store	\$1,000	Medical Marijuana Caregiver Retail Store Adult Use Marijuana Store
Medical Marijuana Cultivation Facility	\$1,000	Medical Marijuana Large-Scale Caregiver Operation Medical Marijuana Multiple Registered Caregiver Facility
Adult Use Cultivation Facility		
Tier 1 (Canopy of up to 500 sf)	\$250	Adult Use Marijuana Cultivation Facility
Tier 2 (Canopy of up to 2,000 sf)	\$500	
Tier 3 (Canopy of up to 7,000 sf)	\$1,000	
Tier 4 (Canopy over 7,000 sf)	\$2,500	
Manufacturing Facility	\$1,000	Medical Marijuana Manufacturing Facility Adult Use Marijuana Products Manufacturing Facility
Testing Facility	\$1,000	Medical Marijuana Testing Facility Adult Use Marijuana Testing Facility
Extraction Facility	\$1,000	Medical Marijuana Inherently Hazardous Substances Extraction Operation

Brenda Day

From: Malina E. Dumas <MDumas@dwmlaw.com>
Sent: Wednesday, July 29, 2020 10:40 AM
To: Agnieszka A. (Pinette) Dixon
Cc: Brenda Day
Subject: RE: Business license fees

Hi Aga and Brenda,

Thanks for reaching out to me about this, Aga. I can put together an illustrative chart either today or tomorrow with the licensing fees from a few municipalities of different sizes across the state if you'd like. I have a lot of that information in my files, but I need to get it into a format that's easier to review. I don't think there's really a "going rate," but with the exception of some significant outliers I think a lot of towns are looking at annual licensing fees that are mostly in the \$1,000-\$10,000 range, depending on the category of marijuana establishment. Many municipalities charge an initial application fee in the range of \$250-\$500 on top of the fee for the license.

What I want to note from the outset is that any fee charged by a municipality must bear a reasonable relationship to the actual costs of review, associated administrative and enforcement costs, etc., and if the fees seem unreasonably high they could be subject to legal challenge. With this industry in particular, I think it is unlikely that we will see a legal challenge on this particular basis in the near future. So I imagine the legality of the licensing and application fees imposed by other Maine municipalities will not be tested by the courts any time soon. That doesn't mean I am giving you a sampling of fees that I think illustrate best practices; it is just difficult to judge what is reasonable without knowing more about actual costs. Portland, as one example, justified its marijuana licensing fees on the basis that the fees would go toward funding new staff positions that they would need to fill in order to build their capacity for license application review and enforcement. They provided budgetary information in their agenda packets for public hearings. It is worth considering what you anticipate your actual expenses to be and how you will justify the fees once you land on what you feel is appropriate. With that being said, I understand that this is also very difficult to do if you do not have a sense yet of how many viable applications you might receive and what this market is going to look like.

I'll share one example of a fee schedule to start. Auburn charges a \$500 application fee for all applications and then license fees according to the following schedule:

Marijuana Store: Annual Operation License Fee: \$5,000

Marijuana Manufacturing Facility: Annual Operation License Fee: \$2,500

Marijuana Testing Facility: Annual Operation License Fee: \$2,500

Adult Use Marijuana Cultivation:

Tier 1: 0 to 500 SF of plant canopy: Annual Permit/Licensing Fee: \$1,000.

Tier 2: 501-2,000 SF of mature plant canopy: Annual License Fee: \$1,500.

Tier 3: 2,001-7,000 SF of mature plant canopy: Annual License Fee: \$2,500.

Tier 4: greater than 7,000SF of mature plant canopy: Annual License Fee: \$5,000.

Medical Marijuana Cultivation: Annual Operation License Fee: \$1,000

Adult Use Marijuana Nursery Cultivation: Annual License Fee: \$1,000 (Plant canopies of individual Nursery Cultivations are permanently capped at 1,000 SF.)

Again, I think it would probably be helpful to get a sampling of fees from other municipalities that have opted in more recently, so I will plan to put something together for you soon unless I hear otherwise. Best,

Malina

From: Agnieszka A. (Pinette) Dixon
Sent: Wednesday, July 29, 2020 9:05 AM
To: Malina E. Dumas <MDumas@dwmlaw.com>
Cc: 'Brenda Day' <bday@bridgtonmaine.org>
Subject: Business license fees

Hi Malina,

Bridgton is interested in learning more about the local business licensing schemes for marijuana establishments. Do you know the going rate that municipalities are charging these establishments for their annual business license fees? Please send whatever info you have on this to Brenda Day, CEO (copied here), as well as me.

Thanks,
Aga

Agnieszka A. (Pinette) Dixon
Attorney

207.772.1941 ext. 532

ADixon@dwmlaw.com

84 Marginal Way, Suite 600, Portland, ME 04101
800.727.1941 | 207.772.3627 Fax | dwmlaw.com



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Sampling of Marijuana Business Annual Licensing Fees

	Farmington	Portland	Brunswick	Presque Isle	South Portland	Fairfield	Windham
Marijuana Store	\$1,250	\$5,000 (medical) \$10,000 (adult use)	\$1,400	\$2,500	\$1,400	\$1,500	\$2,500
Manufacturing Facility	\$1,250 (\$300-\$700 for registered caregiver)	\$2,500 (manual processing only) \$5,000 (high hazard) There is also a separate food license for edibles manufacturers (\$459)	\$300	\$2,500	\$300	\$1,500	\$1,000
Testing Facility	\$500	\$1,000	N/A (no license required)	\$1,000	N/A (no license required)	\$1,500	\$1,000
Tier 1 Cultivation Facility	\$250 for indoor/outdoor; \$125 outdoor only	\$500	\$600	\$500 (\$5,000 for registered caregiver)	\$600	\$1,500	\$1,000 (registered caregiver: \$150-\$300)
Tier 2 Cultivation Facility	\$1,500 for indoor/outdoor; \$750 outdoor only	\$5,000	\$600	\$3,000	\$600	\$2,500	\$1,000
Tier 3 Cultivation Facility	\$5,000 for indoor/outdoor; \$2,500 outdoor only	\$10,000	\$600	\$10,000	\$600	\$3,500	\$1,000
Tier 4 Cultivation Facility	\$15,000 for indoor/outdoor; \$7,500 outdoor only	N/A (not allowed)	\$600	\$30,000	\$600	\$4,500	\$1,000
Nursery	\$175	Not listed	Not listed	\$350	Not listed	\$2,000	Not listed

Some municipalities charge additional fees for criminal background checks, any required third party review of application materials, etc., and notice fees (for public hearings) are usually outside the scope of the application fee, but it depends. Application fees tend to range from \$100-\$500 and generally apply to all categories of marijuana establishments.

Town of Bridgton

UNIFORM FEE ORDINANCE AND RELATED AMENDMENTS TO OTHER ORDINANCES



Enacted: June 11, 2019

UNIFORM FEE ORDINANCE

The Town of Bridgton Uniform Fee Ordinance is proposed to be enacted, as set forth below:

TOWN OF BRIDGTON UNIFORM FEE ORDINANCE

Section 1. Title, Authority

This Ordinance is enacted pursuant to the Home Rule powers as provided in Article VIII, part second, section 1 of the Maine Constitution, 30-A M.R.S. § 3001, and all other applicable authority.

This Ordinance shall be known and cited as the "Uniform Fee Ordinance" of the Town of Bridgton, adopted and effective by vote of the Town Meeting.

Section 2. Purpose

The purpose of this Ordinance is to establish a reasonable and fair fees to recover costs associated with the Town of Bridgton's exercise of its police powers in processing, reviewing and administering applications, licenses, petitions, and permits, including but not limited to building permits, certificates of occupancy, shoreland zoning permit applications, site plan review permit applications, sign permit applications, permit renewals, permit amendments, appeals, and requests for reconsideration (hereinafter, "Applications").

Section 3. Fee Schedule Established; Amendments; Applicability

The Select Board shall establish a schedule of fees which bears a substantial relationship to the cost of processing, reviewing, and administering Applications (hereinafter, the "Fee Schedule"). The Fee Schedule may be amended from time to time by Order of the Select Board as the Select Board deems necessary, fair, and reasonable. For administrative ease, the Fee Schedule may also identify Town-imposed fees, costs, rents, assessments, fines, and penalties other than those associated with the processing, review, and administration of Applications (including but not limited to fees, costs, rents, fines, and penalties related to cemetery plots, assessing records, parking tickets, public drains, common sewers, photocopying and printing, recreational programming, facility rentals, and

statutorily mandated fees) to which this Ordinance shall not apply.

Section 4. Special Fee

- A. If the Select Board, Code Enforcement Officer, Planning Board, or Board of Appeals, as applicable, (hereafter, the "Reviewing Authority") determines that an Application, by virtue of its size, uniqueness, complexity, or other factors, is likely to require a disproportionate share of Town resources to process, review, or administer, the Reviewing Authority may designate the Application as a Special Application and may assess a Special Fee in addition to any applicable fees established by the Fee Schedule, ordinance, or law. The Reviewing Authority may designate an Application as a Special Application at any time during the processing of the Application. The designation by the Reviewing Authority of an Application as a Special Application is final.
- B. The Special Fee shall not exceed the actual costs associated with processing, reviewing, and administering the Special Application and any administrative appeal or reconsideration of the Special Application. The Special Fee may include, without limitation, the actual costs of Town personnel, administration, supplies, advertising, legal notices, mailings, postage, photocopies and other document reproductions, public hearings, specialized computer software, legal fees, in-house or third party professional reviews of the Special Application or the record related thereto, or other expert or consulting fees.
- C. The Reviewing Authority shall notify the applicant in writing of the Special Application designation and shall provide the applicant with an estimate of the Special Fee. The applicant shall pay to the Town the estimated Special Fee within 14 days of receipt of the notification; otherwise, the Special Application shall be returned as incomplete. If the estimated Special Fee is depleted prior to the completion of processing, reviewing, and administering the Special Application, the Reviewing Authority may provide the applicant with a revised estimate of the Special Fee from time to time, and the applicant shall pay to the Town the revised estimate, less any prior estimate already paid, within 14 days of receipt of the notification.

- D. The Town shall deposit the Special Fee into an escrow account and may draw on the account to pay for the actual costs associated with processing the Special Application.
- E. After the Reviewing Authority renders its final decision on the Special Application, the Town shall provide the applicant with an accounting of the actual costs of processing the Special Application, and shall return any unspent portion of the Special Fee to the applicant within 60 days.

Section 5. Refunds; Waivers

The Select Board, in its sole discretion, may refund, reduce, or waive any fee or Special Fee assessed under this Ordinance when the person requesting the refund, reduction, or waiver demonstrates to the satisfaction of the Select Board that an extreme hardship or injustice would result from payment of the fee.

Section 6. Severability

If any provision of this Ordinance is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity of any other portion of the Ordinance.

Enacted: June 11, 2019

BEAR RIVER AQUIFER PROTECTION ORDINANCE

Sections 6, 7 and 10 of the Town of Bridgton Bear River Aquifer Protection Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 6 (Administration and Enforcement), Subsection A.6.b:

The Planning Board may require an applicant to submit a hydro geological study examining the potential impact of the proposed use on groundwater quality. The study must be prepared by a State Certified Geologist with proven experience in hydrogeology. The Board may hire an expert to review all information submitted by the applicant and may charge the applicant the cost of the consultant if the Board of Selectmen designates the application as a Special Application as provided in the Town of Bridgton Uniform Fee Ordinance.

Section 7 (Submission Requirements), Subsection A:

Applications for permission to carry out any activity in Zone A or Zone B shall be accompanied by a fee of \$25.00 as provided in the Town of Bridgton Uniform Fee Ordinance and the following information.

Section 10 (Appeals), Subsection A.2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

BUILDING, RAZING AND PLUMBING PERMIT ORDINANCE

Articles 3 and 7 of the Town of Bridgton Building, Razing and Plumbing Permit Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Article 3 (Approval Required), Section 6:

All application~~s~~, including renewals, shall be accompanied by a fee as provided in the Town ~~Fee Schedule of~~ Bridgton Uniform Fee Ordinance ~~which may be amended from time to time by the Board of Selectmen. The initial building permit fee also covers a one-time building permit renewal.~~

Article 7 (Appeal), Section 2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

DOG CONTROL ORDINANCE

Sections 3 and 9 of the Town of Bridgton Dog Control Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 3 (License Required):

All dogs kept, harbored or maintained by their respective owners in the Town of Bridgton shall be licensed and tagged in accordance with the appropriate laws of the State of Maine, M.R.S.A. 3921. All license applications to the Town shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

Section 9 (Impoundment Fees):

Owners may reclaim their dog by first licensing the dog, if applicable, according to ~~Town regulation~~Section 3, above, and by paying to the ~~town~~ a fee of thirty dollars (\$30) for each offense as provided in the Town of Bridgton Uniform Fee Ordinance. The owner will also be responsible for any additional costs incurred by the Animal Shelter prior to reclamation. Fees must be paid and a receipt of same presented to the shelter prior to the release of dog. All fees ~~to~~ shall be deposited by the Town in the separate account as required by 7 M.R.S.A. - 7, Section 3945.

FIRE PROTECTION ORDINANCE FOR SUBDIVISIONS ONLY

Article XIV of the Town of Bridgton Fire Protection Ordinance for Subdivisions Only is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Article XIV (Appeals), Section 2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

FLOODPLAIN MANAGEMENT ORDINANCE

Articles IV and IX of the Town of Bridgton Floodplain Management Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Article IV (Application Fee and Expert's Fee):

All applications shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance. A non-refundable application fee as may be set by the Board of Selectmen from time to time shall be paid to the Town Clerk

~~and a copy of a receipt for the same shall accompany the application.~~

~~An additional fee may be charged if the Code Enforcement Officer and/or Board of Appeals needs the assistance of a professional engineer or other expert. The expert's fee shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the Ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.~~

Article IX (Appeals and Variances), Section G, Subsection 2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals, including variance appeals, and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

ORDINANCE TO REGULATE AUTOMOBILE GRAVEYARDS, JUNKYARDS, AND AUTOMOBILE RECYCLING BUSINESSES

Section 12 of the Town of Bridgton Ordinance to Regulate Automobile Graveyards, Junkyard and Automobile Recycling Business is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 12 (Appeals), Subsection 12.2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall~~

~~be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

OUTDOOR FESTIVAL ORDINANCE

Section 1 of the Town of Bridgton Outdoor Festival Ordinance is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 1:

No person shall exhibit, sponsor, hold, promote or operate any pageant, amusement show, theatrical performance, including a music festival or exhibition where an excess of 500 people are reasonably anticipated to attend and where a substantial portion of the entertainment will be out of doors without first procuring from the Municipal Officers a license therefore at least seven (7) days prior to the event and payment of ~~the sum of \$100.00 to the Town therefore~~ a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

SEWAGE ORDINANCE

Sections 5 and 7 of the Town of Bridgton Sewage Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 5 (Building Sewers and Connections), Subsection A.3:

Permit Applications and Inspection Fees. The Board of Selectmen shall establish, alter from time to time and levy upon Persons applying for Public Sewer Connection Permit, permit application and inspection fees for both classes of Public Sewer Connection Permits in such amounts and with such reasonable classifications and differentiations as the Board of Selectmen deems adequate and reasonable. Public Sewer Connection Permit applications shall be accompanied by such fees as provided in the Town of Bridgton Uniform Fee Ordinance.

Section 7 (Board of Appeals), Subsection D.2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to~~

~~cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

SHORELAND ZONING ORDINANCE

Section 16 of the Town of Bridgton Shoreland Zoning Ordinance is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 16, Subsection C.1 (Permit Application):

Every applicant for a permit shall submit a written application, including a scaled site plan, on a form provided by the municipality, to the appropriate official as indicated in Section 14. All applications shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

Section 16, Subsection H.3.a(2) (Appeals; Appeal Procedure):

~~The fee established by the Board of Selectmen (see feeschedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

SIGN ORDINANCE

Sections VII and IX of the Town of Bridgton Sign Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section VII (Approval Required), Subsection B:

All applications shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance. ~~W~~However,

When the sign or signs are a part of a new business, service organization, subdivision or the like making application before the Planning Board pursuant to the Ordinances of the Town of Bridgton, application for signage will be considered a part of the total application and no separate sign application or fee shall be required, as long as all information required at the time of appearance before the Board is complete. The installation of said signs shall be accomplished as part of building or renovation required to establish the business, service agency or subdivision.

Section IX (Waivers and Appeals), Subsection B.2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

SITE PLAN REVIEW ORDINANCE

Articles V, VI, VIII, IX, and XV of the Town of Bridgton Site Plan Review Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Article V (Site Plan of Development Application), Section 1, Subsection 5:

All applications shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance ~~Fee Schedule~~ and may be amended from time to time, and which is incorporated herein by reference.

Article VI (Amendments to Previously Approved Site Plan of Development Applications), Section 3:

~~The~~ All applications shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance ~~Fee Schedule~~ and may be amended from time to time.

Article VIII (Large Scale Water Extraction), Section 4, Subsection 3.c:

~~Related advertising fees will be deducted from the Escrow.~~

Article IX (Surface and Subsurface Mineral Extraction Applications), Section 2, Subsection 3:

~~Related advertising fees will be deducted from the Escrow.~~

Article XV (Appeals), Section 2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

SPECIAL AMUSEMENT ORDINANCE

Article II of the Town of Bridgton Special Amusement Ordinance is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Article II (General), Section 201, Subsection 1:

Applications for all special amusement permits shall be made in writing to the Board of Selectmen and shall state the name of the applicant; his residence address; the name of the business to be conducted; his business address; the nature of his business, including a specific description of any entertainment to be offered; the location to be used; whether the applicant has ever had a license to conduct the business therein described either denied or revoked and, if so, the applicant shall describe those circumstances specifically; whether the applicant, including all partners or corporate officers, has ever been convicted of a felony and, if so, the applicant shall describe specifically those circumstances; and any additional information as may be needed by the Board of Selectmen in the issuing of the permit, including but not limited to a copy of the applicant's (current) liquor license. All applications

shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

Article II (General), Section 201, Subsection 4:

~~The fee for the special amusement permit shall be established as part of the Town of Bridgton Fee Schedule as approved by the Board of Selectmen.~~

Article II (General), Section 205 (Permit and Appeal Procedures):

205.1 Any licensee requesting a special amusement permit from the Board of Selectmen shall be notified in writing of ~~their~~ the Board's decision no later than thirty (30) days from the date ~~his request~~ a complete application is ~~was~~ received. In the event that a licensee is denied a permit, the licensee shall be provided with the reasons for the denial in writing. The licensee may not reapply for a permit within ~~thirty~~ thirty (30) days after an application for a permit is denied.

205.2. Any person, firm or corporation aggrieved by a decision of the Board of Selectmen may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

205.3. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

205.4. Appeals from decisions of the Board of Selectmen made after conducting a public hearing shall be purely appellate. The Board of Selectmen shall transmit to the Board of Appeals the decision of the Board of Selectmen and all documents and other evidence comprising the record on which the Board of Selectmen's decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Board of Selectmen. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Board of Selectmen was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals

shall have authority to sustain or reverse a decision of the Board of Selectmen or to remand the matter to the Board of Selectmen for further proceedings.

205.5. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the Board of Selectmen. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the filing of the appeal shall constitute a denial of the appeal.

205.6. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

~~Any licensee who has requested a permit and has been denied, or whose permit has been revoked or suspended, may appeal the decision to the Bridgton Board of Appeals within thirty (30) days of the denial, suspension, or revocation. The Board of Appeals may grant or reinstate the permit if it finds that:~~

~~A. The permitted activities would not constitute a detriment to the public health, safety or welfare, or violate the Town's Ordinances or regulations; or~~

~~B. The denial, revocations or suspension was arbitrary or capricious.~~

~~Appeals from decisions of the Board of Appeals shall be taken within thirty (30) days to the Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.~~

STREET NAMING, ADDRESSING AND DRIVEWAY/ENTRANCE OPENING ORDINANCE

Section 8 of the Town of Bridgton Street Naming, Addressing and Driveway/Entrance Opening Ordinance is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 8 (Fees):

All Driveway/Entrance Opening Permit applications shall be accompanied by an application fee and any fees for necessary street signs and driveway opening permits as provided in the Town of Bridgton Uniform Fee Ordinance are determined by the Town of Bridgton Fee Schedule. Said fee schedule is set by the Bridgton Board of Selectmen.

SUBDIVISION REGULATIONS

Articles V, VIII, and X of the Town of Bridgton Subdivision Regulations are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Article V (Preliminary Plan), Section 1, Subsection 3:

The application shall be accompanied by a fee ~~according as provided in~~ the Town of Bridgton ~~fee schedule~~Uniform Fee Ordinance.

~~a. An escrow fee according to The Town of Bridgton Fee Schedule shall be deposited in an escrow account established by the Town, which monies may be used by the Town for related expenses or the Bridgton Planning Board to pay for professional reviews and advice related to the developer's application as it deems necessary. Those monies deposited by the developer and not spent by the Planning Board in the course of its review shall be returned within thirty (30) days after the Board renders its final decision on the application. (4/2014)~~

~~b. Additional amounts may be required as determined by the Board.~~

Article V (Preliminary Plan), Section 8:

The Planning Board may hold a public hearing within 30 days of the determination of application completeness. The developer or authorized agent for the developer shall notify owners of all properties within five hundred (500) feet of the proposed development by certified mail return receipt requested no less than twelve (12) days prior to the hearing. The developer or authorized agent for the developer shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using

certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the Town of Bridgton Assessing Office Property Owner Lists, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times. ~~Related advertising fees will be deducted from the Escrow.~~ Failure to receive notice shall not invalidate the public hearing. The hearing may be continued from one meeting to a later meeting or meetings as the Board determines to be necessary. Although an application has been deemed complete by the Board, if the Board subsequently determines as a result of new information that further data is required, the Board may continue the hearing and require the developer to submit such further information as the Board deems necessary. (3/2011, 4/2014, 3/2015)

Article VIII (Performance Guarantees), Section 1.A:

~~The Planning Board may require the applicant or his/her authorized agent to deposit in escrow with the Town an amount of money to cover the costs for any professional review of the plan and documents which the Board may feel is reasonably necessary to protect the environmental quality or general welfare of the Town. The Board shall determine the amount required to be placed in escrow. This escrow payment shall be made before the Board engages any outside party to undertake review and make recommendations to the Board. Any part of this escrow payment in excess of the final costs for review shall be returned to the owner or his/her agent. Any such review shall be performed by a Professional Engineer registered in Maine, mutually acceptable to the applicant or his/her agent and the Planning Board. (4/2014)~~

Article X (Design Standards), Section 3:

~~1. All new developments shall comply with the Town of Bridgton Street Naming, and Addressing and Driveway/Entrance Opening Ordinance. (9/2003)~~

~~2. Fees for necessary street signs are determined in the Town of Bridgton Fee Schedule and will be deducted from any escrow monies. (9/2003)~~

Article XVI (Appeal), Section 1, Subsection 2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

TOWER ORDINANCE

Sections IV, IX, and XI of the Town of Bridgton Tower Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section IV (Application Procedure), Subsection F:

All applications shall be accompanied by a fee as ~~set~~ by provided in the Town of Bridgton Uniform Fee Ordinance.

Section IX (Amendments to Previously Approved Telecommunication Facilities, Tower or Wind Energy System Applications Other Than General Routine Maintenance), Subsection 3:

The application shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee ~~Schedule and may be amended from time to time~~ Ordinance.

Section XI (Appeals), Subsection 2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for~~

reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

WILLIS BROOK AQUIFER PROTECTION ORDINANCE

Sections 6, 7, and 10 of the Town of Bridgton Willis Brook Aquifer Ordinance are amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 6 (Administration and Enforcement), Subsection F.2:

The Planning Board may require an applicant to submit a hydrogeological study examining the potential impact of the proposed use on groundwater quality. The study must be prepared by a State Certified Geologist with proven experience in hydrogeology. The Board may hire an expert to review all information submitted by the applicant and may charge the applicant the cost of the consultant if the Board of Selectmen designates the application as a Special Application as provided in the Town of Bridgton Uniform Fee Ordinance.

Section 7 (Submission Requirements), Subsection A:

Applications for permission to carry out any activity in Zone A or Zone B shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance and the following information.

Section 10 (Appeals), Subsection A.2:

~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~

ORDINANCE TO ESTABLISH UNIFORM PROCEDURES FOR APPEALS

The Town of Bridgton Ordinance to Establish Uniform Procedures for Appeals to the Bridgton Board of Appeals is amended by deleting the words shown below in strikethrough form and by adding the words shown in underline form:

Section 1. Section 11 of the Town of Bridgton Site Plan Review Ordinance is repealed and the following is enacted in its place:

Section 11. Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.

4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.
5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 2. Sections 16.G.3 and 16.G.4 of the Town of Bridgton Shoreland Zoning Ordinance are repealed and the following is enacted in their place:

Section 16.G.3. Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO"), Local Plumbing Inspector or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by

filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO, the Local Plumbing Inspector, and the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO, Local Plumbing Inspector, or Planning Board for further proceedings.
4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a

decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.

5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or Local Plumbing Inspector, or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 3. Section 10.A of the Town of Bridgton Bear River Aquifer Protection Ordinance is repealed and the following is enacted in its place:

A. Administrative Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing,

shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.

4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.
5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.

7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 4. Section 10.A of the Town of Bridgton Willis Brook Aquifer Ordinance is repealed and the following is enacted in its place:

A. Administrative Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.

4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.
5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 5. Section 10.G of the Town of Bridgton Flood Plain Ordinance is repealed and the following is enacted in its place:

- G. Appeal Procedure for Administrative and Variance Appeals
1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision, or request a variance, by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, and variance appeals shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit, approval, or variance. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings, or in the case of variances, to grant or deny the variance.
4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a

decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.

5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO, to grant an appeal from a decision of the Planning Board, or to grant a variance. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 6. The last paragraph of Section 7.C and Section 7.D of the Town of Bridgton Sewage Ordinance are repealed and the following is enacted in their place:

D. Appeal Procedure

1. Any person, firm or corporation aggrieved by a decision of any agent or officer of the Town which arises from the provisions of this Ordinance may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of any agent or officer of the Town made without conducting a public hearing shall be de novo.

The Superintendent shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the agent or officer of the Town for further proceedings.

4. Appeals from decisions of agents or officers of the Town made after conducting a public hearing shall be purely appellate. The Superintendent shall transmit to the Board of Appeals the decision of the agent or officer of the Town and all documents and other evidence comprising the record on which the decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision or to remand the matter to the agent or officer of the Town for further proceedings.
5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit or to grant an appeal from a decision of an agent or officer of the Town. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.

7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 7. Section X of the Town of Bridgton Telecommunications Towers, Antennas and Associated Facilities Ordinance is repealed and the following is enacted in its place:

Section X. Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO for further proceedings.
4. Appeals from decisions of the Planning Board shall be purely appellate. The CEO shall transmit to the Board of

Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.

5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 8. Section 1XB of the Town of Bridgton Sign Ordinance is repealed and the following is enacted in its place:

B. Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.
4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.

5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 9. Section 12 of the Town of Bridgton Amended Ordinance to Regulate Automobile Graveyards, Junkyard and Automobile Recycling Business is repealed and the following is enacted in its place:

Section 12. Appeals

1. Any person, firm or corporation aggrieved by a decision of the municipal officers may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.~~
3. Appeals from decisions of the municipal officers shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the municipal officers and all documents and other evidence comprising the record on which the municipal officers' decision was based. The Board of Appeals shall conduct a public proceeding at which all

persons shall have the right to present legal argument concerning the decision of the municipal officers. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the municipal officers was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the municipal officers or to remand the matter to the municipal officers for further proceedings.

4. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
5. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an appeal from a decision of the municipal officers. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
6. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 10. Article 7 of the Town of Bridgton Building, Razing and Plumbing Permit Ordinance is repealed and the following is enacted in its place:

Article 7. Appeal

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. ~~The fee established by the Board of Selectmen (see fee schedule) shall be paid at the time of filing the appeal to cover the cost of advertising. An escrow fee shall also be paid for miscellaneous services rendered in processing the application. This fee shall also be established by the Board of Selectmen. Any unused portion of the escrow shall~~

be returned to the appellant. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

3. Appeals from decisions of the CEO shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO for further proceedings.
4. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
5. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
6. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Section 11. Article II, Section 205, of the Town of Bridgton Special Amusement Ordinance is repealed and the following is enacted in its place:

205.1 Any licensee requesting a special amusement permit from the Board of Selectmen shall be notified in writing of the Board's decision no later than thirty (30) days from the date a complete application is received. In the event that a licensee is denied a permit, the licensee shall be provided with the reasons for the denial in writing. The

licensee may not reapply for a permit within thirty (30) days after an application for a permit is denied.

205.2. Any person, firm or corporation aggrieved by a decision of the Board of Selectmen may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

205.3. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

205.4. Appeals from decisions of the Board of Selectmen made after conducting a public hearing shall be purely appellate. The Board of Selectmen shall transmit to the Board of Appeals the decision of the Board of Selectmen and all documents and other evidence comprising the record on which the Board of Selectmen's decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Board of Selectmen. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Board of Selectmen was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Board of Selectmen or to remand the matter to the Board of Selectmen for further proceedings.

205.5. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the Board of Selectmen. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the filing of the appeal shall constitute a denial of the appeal.

205.6. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

TOWN OF BRIDGTON FEE SCHEDULE

GENERAL GOVERNMENT

Returned Checks	\$ 35.00
Misc Photo-Copies	\$ 0.50 /per page
Misc Photo-Copies 11" x 17"	\$ 1.00 /per page

CEMETERY

Cemetery Lot Cost (Minimum 2 grave lot purchase) – Resident/Taxpayer	\$ 300.00 per grave site
Cemetery Lot Cost (Minimum 2 grave lot purchase) – Non-Resident	\$ 400.00 per grave site
Cremation Lot Cost in Urn Garden – Resident/Taxpayer	\$ 150.00 per cremation lot
Cremation Lot Cost in Urn Garden – Non-Resident	\$ 200.00 per cremation lot
Interment (Burial) or Disinterment (work week) Full Grave	\$ 500.00
Interment (Burial) or Disinterment (outside normal work week) Full Grave	\$ 550.00
Interment (Burial) or Disinterment (work week) Cremation	\$ 200.00
Interment (Burial) or Disinterment (outside normal work week) Cremation	\$ 225.00
Administration Fee (may be applicable)	\$ 50.00

ASSESSING RECORDS

~~NOTE: Data not available at the time of request will be provided as soon as it is ready. Payment in advance for fee specific items is required; on items where the fee is based on unknown number of hours or pages, an estimate will be made and a deposit of 50% is required.~~

Individual p Property r Record e Cards	\$ 1.00 /per card
Transfer t Tax d Declaration	\$ 0.50 /per page
Complete set of Tax Maps (See complete set, small or large and Log)	
– Contact John E. O'Donnell & Associates at 207-926-4044	
Individual Tax Maps (Individual Sheets, 11" x 17")	\$ 1.00
Computer Lists (printed commitment, owner by map or alpha)	\$ 50.00 per computer hour +
Printed Commitment, owner by map or alpha	\$ 0.50 /per page
Property Pictures (Black & White)	\$ 1.00 per picture
Property Pictures (color)	\$ 2.00 per pictureColor
Property Deeds	\$ 1.50 /per page

~~NOTE: Data not available at the time of request will be provided as soon as it is ready. Payment in advance for fee specific items is required; on items where the fee is based on unknown number of hours or pages, an estimate will be made and a deposit of 50% is required.~~

MUNICIPAL LICENSES / PERMITS

~~NOTE: In addition to the fees in this Fee Schedule, a special fee may be assessed to cover the actual costs of processing, reviewing, and administering an application, license, petition, or permit. See Uniform Fee Ordinance.~~

Automobile Graveyard, Junkyard, or Automobile Recycling Business Permit

Application (per 30-A M.R.S.A. § 3756)

Graveyard or Junkyard (1-year permit) \$ 50.00 plus cost of notice

Recycling Business (5-year permit) \$ 250.00 plus cost of notice

Dog License \$

Victualer's License

Fast Food \$ 25.00

Restaurant (~~under~~ 50 or under seating) \$ 25.00

Restaurant (over 50 seating) \$ 40.00

Pool Room \$ 10.00

Hawker & Peddler License \$ 25.00

Outdoor Entertainment License (Fee Set by Ordinance) \$ 100.00

Liquor License

Renewal \$ 25.00

Initial Application \$ 25.00

Advertising (new licenses only) \$ 30.00

Pinball Machines \$ 10.00 ~~per~~ machine

Special Amusement Permit Application \$ 25.00

~~Special Amusement Permit Advertising~~ \$ 30.00

SEWER DEPARTMENT

Initial Hook-up Charges \$ 600.00

Public Sewer Connection Permit

Application for Residential and Commercial Services \$

Application for Establishments Producing Industrial Waste \$

Transfer \$

Change of Use \$

Renewal Application \$

Plumbing Permit \$

Sewer Assessments, Fees, and Service Charges \$

POLICE DEPARTMENT

Concealed Weapon Permit (New) \$ 35.00

Concealed Weapon Permit (Renewal) \$ 20.00

Concealed Weapon Permit (Change of Address) or replacement card \$ 2.00

Crash Reports \$ 25.00

Dog Impound \$ 30.00

NOTE: Owner is also responsible for additional costs incurred by animal shelter.

Fingerprints (one/two cards) Resident \$ 5.00

Fingerprints (one/two cards) Non-Resident	\$ 15.00
Law Report	\$ 5.00 leaper report
Parking Tickets – 1 st offense	\$ 10.00
Parking Tickets – 2 nd and subsequent offenses	\$ 20.00
Parking tickets – Interfering with plowing	\$ 25.00
Sex Offender Registry	\$ 25.00

***NOTE:** Additional Requests for Information – costs/charges based on scope, time, and materials involved.*

FIRE DEPARTMENT

Fire Permit	No charge
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CODE ENFORCEMENT / PLANNING BOARD / APPEALS BOARD

***NOTE:** In addition to the fees in this Fee Schedule, a special fee may be assessed to cover the actual costs of processing, reviewing, and administering an application, license, petition, or permit. See Uniform Fee Ordinance.*

Appeals Board Application Fees	\$ 250.00 + \$500.00 (eserow)
<u>Appeals – Variances</u>	\$ 250.00
<u>Appeals – Administrative</u>	\$ 500.00
<u>Requests for Reconsideration</u>	\$ 100.00

Application Fees

<u>Application for Flood Hazard Development Permit Application</u>	\$ 25100.00
<u>Shoreland Zoning – see Building Permit, Site Plan Review, or Subdivision fees</u>	No separate fee charged
<u>Sign Permit Application (unless part of another application)</u>	\$ 25.00
<u>Site Plan Review</u>	
<u>Minor Site Plan Review Application (Departmental Review – credited toward Planning Board Review fee, if application is passed on to Planning Board)</u>	\$ 50.00
<u>Major Site Plan Review Application (Site Plan of Development Planning Board Review)</u>	\$ 4500.00 + \$250.00 (eserow)
<u>Amendment or Revision (minor, no new structures or uses)</u>	\$ 250.00

Subdivision Review

<u>Pre-Application (Sketch Plan) – credited toward preliminary plan fee</u>	\$ 250.00
<u>Preliminary Plan</u>	\$ 250.00 per lot or unit
<u>Final Plan</u>	\$ 50.00 per lot or unit
<u>Amendment or Revision (minor, no new lots or units proposed)</u>	\$ 250.00
Tower Application	\$ 100.00 + \$250.00 (eserow)
Willis Brook and Bear River Aquifer Application	\$ 100.00 + \$250.00 (eserow)

Building Permit Fees

Minimum Permit Fee	\$ 25.00
New Construction or Additions (finished area)	\$ 0.28 per sq. ft.
New Construction or Additions (unfinished area)	\$ 0.23 per sq. ft.
Attached Garage	\$ 0.28 per sq. ft.
Detached Garage	\$ 0.23 per sq. ft.
Commercial/Industrial	\$ 0.30 per sq. ft.
Alterations or Renovations	\$ 3.00 per thousand <u>\$1000 of construction costs</u>
Docks	\$ 0.23 per sq. ft.
Swimming Pools (in-ground)	\$ 0.23 per sq. ft.
Swimming Pools (above ground)	\$ 0.23 per sq. ft.
Razing	\$ 5.00
Occupancy Permit (New Homes)	\$ 15.00
Communication Towers (greater than 70')	\$ 250.00
Communication Towers (less than 70')	\$ 3.00 per <u>\$1000 of construction costs</u> <u>thousand</u>
Willis Brook and Bear River Aquifer Additional Building Permit Fee	\$ 25.00

Plumbing Permit Fees (per 22 M.R.S.A. § 9 and 42 M.R.S.A. § 110.0)

NOTE: A \$10.00 Administration Fee will automatically be added to ~~any and~~ all plumbing permit applications. A \$15.00 surcharge is required and payable to the Department of Environmental Protection, Water Quality Improvement Fund, for all complete non-engineered subsurface wastewater disposal system permits.

Engineered System	\$ 200.00 + \$10.00
Non-Engineered System	\$ 250.00 + \$10.00 + \$15.00
Primitive System	\$ 100.00 + \$10.00
Separate grey waste disposal field	\$ 35.00 + \$10.00
Seasonal Conversion Permit	\$ 50.00 + \$10.00
Alternative toilet (only)	\$ 50.00 + \$10.00
Disposal Field (engineered system)	\$ 150.00 + \$10.00
Disposal Field (non-engineered system)	\$ 150.00 + \$10.00
Treatment Tank (engineered system)	\$ 80.00 + \$10.00
Treatment Tank (non-engineered system)	\$ 150.00 + \$10.00
Holding Tank	\$ 100.00 + \$10.00
Miscellaneous Other Components	\$ 30.00
Internal Plumbing Code Fees (does not apply to Manufactured Housing)	
Fixture Fee	\$ 10.00 per fixture + \$10.00
NOTE: For <u>internal</u> fixtures the charge is \$10.00 per fixture or \$40.00, whichever is greater	
Hook-up to public sewer	\$ 10.00 + \$10.00

Hook-up to existing subsurface system	\$ 10.00 + \$10.00
Piping relocation with no new fixtures	\$ 10.00 + \$10.00
Permit transfer	\$ 10.00 + \$10.00
Variance	\$ 20.00

PUBLIC WORKS DEPARTMENT

Street Signs	\$ 50.00 per sign
Driveway / Entrance <u>Opening Permit</u> Application	\$ 25.00

RECREATION DEPARTMENT

Summer Programs

Swimming Lessons – Summer Only - (Resident)	\$ 35.00 / per session
Swimming Lessons – Summer Only - (Non-Resident).	\$ 50.00 per person
Summer Camp	\$ 75.00 per week
Summer Softball	\$ 30.00

Spring Programs

Baseball/Softball	\$ 40.00 / per child
Lacrosse	\$ 40.00

Winter Programs

Base ket ball	\$ 25.00 - \$40.00 max.
Base ket ball – Kindergarten (1-2 grade)	\$ 15.00

Fall Programs

Adult Flag Football	(TBA)
Soccer (Before June 30)	\$ 30.00 /\$45.00
Soccer (After June 30)	\$ 45.00 /65.00

Year Round

Mad Science	\$ 60.00
radKids	\$ 50.00
BOKS	\$ 20.00
Trips	(Price Varies)
Adult Trips	(Price Varies)

TOWN HALL

Resident/Non-Profit Rental	\$ 100.00 /day +
Custodial Fee	\$ 50.00

Non-Resident/Profit Rental	\$ 200.00 /day +
Custodial Fee	\$ 50.00

TRANSFER STATION

~~NOTE: For items not listed, please ask an attendant. All fees are subject to change without notice.~~

Commented [AA(D1): Let's discuss

Stickers	\$ 10.00
Demolition	\$ 0.10 per pound
Bulky	\$ 5.00 each item
Tires: (car and light truck) off wheel	\$ 1.50 each
Tires: (S.U.V. and Motorcycle)	\$ 3.00 each
Tires: (Commercial Truck)	\$ 10.00 each
Tires (Commercial Truck) on wheel	\$ 20.00 each
Large Equipment Tires	See Attendant
Items containing Freon	\$ 10.00 each

Universal Waste (Items that contain mercury)

CFL's	\$ 0.75 each
2 Foot Tube	\$ 0.20 each
4 Foot Tube	\$ 0.35 each
8 Foot Tube	\$ 0.70 each
U Shape Bulbs	\$ 0.70 each
Thermostats	\$ 1.00 each
Mercury Vapor	\$ 1.00 each
Opening on a Closed Day (Contractors)	\$ 60.00
Compost for Sale	\$ 0.04 per pound

~~NOTE: For items not listed, please ask an attendant. All fees are subject to change without notice.~~

SAMPLE MUNICIPAL FEE SCHEDULES FOR SELECT LAND USE PERMIT CATEGORIES

	BRIDGTON (Township)	BRIDGTON (Recommended)	BUXTON (Recommended)	PALMOUTH (Approved)	NEWBURYPORT (Recommended)	NAPLES (Approved)	NORTH BERWICK (Recommended)	RAYMOND (Recommended)	SEBAGO (Recommended)	STANDISH (Recommended)
APPEAL	\$25 + \$500 (escrow)	\$250 (appeal) \$150 (reconsideration)	\$50	\$100	\$40 + \$6.73/abutter + \$100 newspaper ad	\$50 + notices	\$100 + costs	\$75 (residential) \$235 (commercial) + \$1,500 escrow	\$100 + costs	\$200
BUILDING PERMIT										
Minimum	\$25	No change	\$50	\$25	\$40	\$20	\$25	\$25	\$35	\$33
Residential	New Construction \$0.28/sf finished area \$0.23/sf unfinished area garage \$0.28/sf attached garage \$0.23/sf detached garage Renovation \$3.00/\$1,000 est. cost Razing \$5.00	No change	\$1.00/sf finished area \$0.50/sf non-living area \$0.25/sf garage, deck, basement \$0.25/sf sheds \$50 demolition \$30 relocation	New Construction \$0.25/sf finished area \$0.05/sf unfinished areas \$100 Foundation only \$25 accessory, up to 200sf + \$0.05/sf \$10 porch/deck + \$0.15/sf Renovation \$5/\$1,000 est. project cost	\$100 demolition, relocation	New Construction \$0.25/sf finished \$0.15/sf unfinished Renovation \$20-\$50+ based on project cost	\$6/\$1,000 est. completed value	New Construction \$0.30/sf finished area \$0.25/sf unfinished area Renovation \$25-\$50+ based on project cost Demolition \$25	New Construction \$0.35/sf living space \$0.35/sf accessory structures Renovation \$25-\$50+ based on sf	\$33 up to first \$1000 of est. valuation + \$9/additional \$1000 value
Commercial, Industrial	New Construction \$0.30/sf Renovation \$3.00/\$1,000 est. cost	No change	New Construction \$1.00/sf (including additions) Renovation \$0.50/sf storage/utility 50% of new construction fee	New Construction \$10/\$1,000 est. project cost Renovation \$20 + \$7/\$1,000 est. project cost	\$100	New Construction \$0.30/sf finished \$0.30/sf unfinished Renovation \$25-\$100+ based on project cost	\$0.30/sf	\$37-\$75/sf based on type of use		
FLOOD PLAIN	\$25	\$100			\$100					\$100
SHORELAND ZONING	No fee charged	\$250 + Building Permit fee + SPRO fee		\$100	\$10/\$1,000 est. project cost					\$300 + \$0.15/sf over 2000sf
SIGNS	\$50 (street sign only)	\$50 street sign \$25 sign	\$20 (commercial)		\$50			\$25 (up to 6sf) + \$0.15/sf over 6sf	\$15	
SITE PLAN										
Pre-app	No fee charged	No change		\$250				\$75	\$75	
Development	Minor (Dept., review) \$50 Major (PB review) \$100 + \$250 (escrow)	No change Minor (Dept., review) \$250 Major (PB review) \$500		\$500 + \$50/1,000 sf		Under 1000sf \$300 1000sf or over \$400 + \$25/1,000sf over 10,000sf If no building \$400	Staff Review (up to 10,000sf) \$75 + escrow (\$625) Minor (PB, less than 10,000sf) \$400	Under 1000sf \$500 1000sf or over \$600+\$0.15/sf over 2000sf Home Occupation \$75-\$200		

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Town of Bridgton

Site Plan Review Ordinance



Revised 07/14/2020

**TOWN OF BRIDGTON
SITE PLAN REVIEW ORDINANCE**

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NOTE: Table of Contents Subject to Change.

TOWN OF BRIDGTON SITE PLAN REVIEW ORDINANCE

ARTICLE I. PURPOSE

1. Large-scale development or major land-use changes have a profound effect upon the cost and efficiency of municipal service, upon the environment of the Town of Bridgton and upon the general health, safety, and welfare of the residents of the Town. Unplanned development may result in overcrowded schools and highways, increased costs of municipal services and degraded air and water quality.
2. The purpose of this Ordinance is to ensure an orderly growth of the Town and to minimize the adverse effects of that growth when caused by development, by way of, but not limited to: commercial, industrial, retail or institutional buildings, structures and/or uses, multiple dwellings of three (3) or more attached units, campgrounds and mobile home parks.

ARTICLE II. AUTHORITY AND ADMINISTRATION AND GENERAL PROVISIONS

SECTION 1. Authority

1. This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII-A of the Maine Constitution and Title 30, M.R.S.A., Section 1917. (Present reference is Article VIII, Part Second, Section 1 of the Maine Constitution and Title 30A M.R.S.A., Section 3001.
2. This Ordinance shall be known as the "Site Plan Review Ordinance" of the Town of Bridgton, Maine adopted and effective by vote of the Town Meeting.

ARTICLE II. AUTHORITY AND ADMINISTRATION

SECTION 2. Administration

The Planning Board of the Town of Bridgton shall administer this Ordinance.

ARTICLE II. AUTHORITY AND ADMINISTRATION

SECTION 3. General Provisions

1. The Reviewing Authority may modify or waive any of the application requirements or performance standards when it determines that because of the special circumstances of the site such application requirements or standards would not be applicable or would be an unnecessary burden upon the applicant and not adversely affect the abutting landowners and the general health, safety and welfare of the Town.
2. The Planning Board may require the filing of a Performance Bond, a certified check payable to the Town, an irrevocable letter of credit or the execution of a conditional agreement with the municipality by the applicant. Such measures may be required to assure proper completion of some or all site improvements including, but not limited to roads, parking areas, sewage systems, water lines, open areas and sedimentation and erosion control systems.
3. The Planning Board may use any technical and professional services necessary to assist in the review of any application submitted. Services may include but are not limited to: a technical analysis of the consequences of other users of property within the town or on other towns within one thousand (1,000) feet of the site, an analysis of the visual impact, an analysis of any applicable federal and state requirements, an analysis of alternative sites, an analysis of road transportation effects, and other issues to satisfy the requirements of this Ordinance. The applicant shall be required to pay all costs involved in these professional services. If any cost, the applicant shall be required to pay to the Town, in advance of the scheduling of any Meeting or Public Hearing a sum equal to said projected or estimated cost. Any part of said sum in excess of the final cost shall be returned to the applicant.

ARTICLE III. APPLICABILITY

1. No large scale development or major land use change, as defined in this Ordinance, shall be undertaken without the prior review and approval of the Code Enforcement Officer or Fire Chief and the Planning Board, as provided herein.
2. **This Ordinance does not apply to:**
 - a. Construction of detached one and two family dwellings when built on individual lots and customary outbuildings for the use of residents thereof.
 - b. Construction of barns, stables, and other agriculturally related buildings. This exemption shall not apply to Marijuana Establishments.
 - c. All non-structural uses of land for agricultural or forestry purposes. This exemption shall not apply to Marijuana Establishments.
 - d. Existing buildings or premises legally established prior to the adoption of this Ordinance unless one or more of the factors described in Article III Section 3 is present.
 - e. Surface and Subsurface mineral extraction activities that affect less than two (2) acres of surface area of the entire property that is active or unreclaimed and the removal or handling of less than 1,500 cubic yards of material in twelve consecutive months.
 - f. Storage or stockpiles of winter abrasives (sand) used for the maintenance of private or public road. This applies to the stockpile of storage area itself and not any associated with mineral extraction activity or area.
 - g. Removal or filling of materials for all improvements incidental to construction, alteration or repair of a structure, town or state roads, or in the landscaping incidental thereto.
 - h. Construction of farm and fire ponds and normal agricultural operations. This exemption shall not apply to Marijuana Establishments.
 - i. Marijuana Home Cultivation.
 - j. Medical Marijuana Small-Scale Caregiver Operations.
3. **This Ordinance shall apply to all development proposals for:**
 - a. New or substantial enlargement as defined herein of commercial, retail, industrial, institutional and recreational building(s), structures(s) and uses, and projects to be constructed on an existing footprint or foundation.
 - b. Multi-family dwellings consisting of three (3) or more attached dwelling units and their accessory uses and structures.
 - c. Campgrounds.
 - d. Mobile home parks.
 - e. New or expanded uses of existing structures or land or existing uses when such new or expanded uses are likely to generate greater vehicular traffic, or which would employ new materials and/or processes, or the sale of goods not normally associated with the previous use.
 - f. Bed and Breakfast establishments.
 - g. Large Scale Water Extraction exceeding 50,000 gallons on any given day or 1,000,000 annually. See section relating to Large Scale Water Extraction. Large Scale Water Extraction is subject to the general provisions set forth in this Ordinance.
 - h. Water extraction operations which are less than 50,000 gallons on any given day are subject to the general provisions set forth in this Ordinance.

- i. New or proposed Surface and Subsurface Mineral Extraction greater than 2 acres and expansions of permitted Surface and Subsurface Mineral Extraction Activities.
- j. Telecommunications facilities, towers or wind energy systems.
- k. Marijuana Establishments, as defined in this Ordinance, including but not limited to: new Marijuana Establishments, enlargements of existing Marijuana Establishments, changes of use to other type(s) of Marijuana Establishment, or the addition of other type(s) of Marijuana Establishments to existing Marijuana Establishments.

ARTICLE IV. REVIEW PROCEDURES

SECTION 1. Department Review

1. Except as provided in Article XI Section 2, the Code Enforcement Officer, Fire Chief, Public Works Director, Police Chief, Planning and Development Director and Transfer Station Manager of the Town of Bridgton are delegated authority to approve site plan review applications without prior submission to the Planning Board if, after careful study, those applications present no increased impact on the environment, health and public safety of the Town of Bridgton. The Department Heads shall use Article VII. "Review Standards" of the Site Plan Review Ordinance to guide them in the process. Decisions or decisions with conditions on Department Review shall be completed within 15 days upon receipt of the application. Upon completion of Department Review it shall be the responsibility of the Code Enforcement Officer to notify the applicant in writing of the decision or decision with conditions.
2. If a particular department is vacant at the time an application is submitted the application is automatically forwarded to the Planning Board for a full review. For purposes of Planning Board Review, the applicant must comply with Article VII. "Review Standards" of the Site Plan Review Ordinance. The Planning Board has the authority to apply all provisions of the Site Plan Review Ordinance to conduct a full and comprehensive review of the application submitted.
3. If an application is denied by a Department Head the applicant may proceed to the Planning Board for a full review. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. For purposes of Planning Board review, the applicant must comply with Article VII. "Review Standards" of the Site Plan Review Ordinance. The application shall also include documentation from the particular Department Head stating reason for denial. The Planning Board has the authority to apply all provisions of the Site Plan Review Ordinance to conduct a full and comprehensive review of the application submitted.
4. Impact Statements to this effect are to be provided by the Code Enforcement Officer, Fire Chief, Public Works Director, Police Chief and Transfer Station Manager.
5. When comments are made on an impact statement by a particular Department Head they must cite the section of the Ordinance or state law that is applicable to their comments.
6. If the following thresholds are not exceeded the proposed use shall be deemed eligible for Department Review.
 - a. Does not involve a new building or accessory building over 600 square feet.

- b. Accessory buildings associated with the primary use or structure not exceeding 600 square feet which does not have sanitary plumbing i.e., toilet(s), shower(s), sink(s) are eligible for Department Review provided that only one such new construction project shall be permitted in a five-year period.
 - c. Expansions less than a 25 percent expansion or 3,000 square feet, whichever is less, of current use.
 - d. Creates no increased traffic, change of traffic pattern, noise level, use, storage or sale of hazardous, toxic or noxious materials, or significant changes in numbers of personnel.
 - e. Proposed use constitutes a minor change only.
- 7. All other cases are subject to full Planning Board review.
 - 8. The Planning Board is to be informed of all Departmental approvals at its next scheduled meeting.

ARTICLE IV. REVIEW PROCEDURES

SECTION 2. Pre-application meeting before the Planning Board

- 1. Prior to submitting an application for development, the developer or his authorized agent may appear at a regular or special meeting of the Planning Board to informally discuss the proposed development.
- 2. The developer or his authorized agent shall be responsible for notifying owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested at least twelve (12) days before the meeting of the Planning Board at which the applicant wants to be heard. The applicant shall also notify the Bridgton Town Manager at the Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt. Along with the notification to the property owners and the Town Manager the applicant shall include a sketch of the proposed project. Copies of the letter and verification of the certified mailing from the USPS, or the equivalent carrier, shall be submitted to the Planning Board. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically.
- 3. The developer shall present to the Planning Board at this time, for informal review and comment, a sketch plan of the proposed development. The sketch plan shall consist of a rough description of the proposed development, and may be a free hand, penciled sketch of the parcel, showing the proposed exterior and layout of buildings, roads and other features which may be of assistance to the Planning Board in making its determinations.
- 4. The Planning Board may request that the developer arrange for an inspection of the site with the Planning Board, or an individual appointed by the Board Chairman to act as the Board's representative.
- 5. No binding commitments shall be made between the developer and the Planning Board at this stage. The purpose of the pre-application meeting shall be to understand what is proposed, what is possible, and what is acceptable. No vested interests shall attach or accrue as a result of any pre-application meeting with the Planning Board.

ARTICLE IV. REVIEW PROCEDURES

SECTION 3. Full Planning Board Review

- 1. The Planning Board of the Town of Bridgton is empowered to approve, deny, or approve with conditions an application coming before it. Upon receiving a completed application as determined by the Planning Board, the Planning Board will begin the process of review according to the procedures established by this Ordinance.
- 2. The Applicant or a duly authorized representative shall attend the meeting of the Board when the application is reviewed.

3. The Planning Board may hold a public hearing within (30) days of beginning review of an application. The time, date, and place of the hearing shall be published at least two times prior to the hearing in a newspaper of area-wide circulation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet of the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the hearing. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Public hearings by the Planning Board shall be conducted according to the procedures outlined in Title 30, M.R.S.A., Section 2411, Subsection 3 (A),(B),(C),(D) and (E).
4. The Planning Board may request an inspection of the site by the Board or by an individual appointed by the Board Chairman to act as the Board's representative.
5. In the event of a public hearing or site review, the Planning Board shall again review the application at the next scheduled meeting.
6. The time frame for review by the Planning Board may be altered or delayed in cases when more time, public reaction and/or information is needed. In these cases, Planning Board review will proceed with all deliberate speed to a conclusion of the matter.
7. Applicants present at Planning Board meetings will be given oral notice of Board action and the reason for taking such action. In such cases the minutes of the meeting will provide the written record. Written notice of Board action, if warranted, will be provided within seven (7) business days of a decision.
8. Supplemental information which the applicant may wish to present must be submitted to the Planning Board at least twelve (12) days prior to the proposed meeting or Public Hearing.
9. During the review process of the application the Planning Board shall have the authority to request additional information. If the information requested by the Planning Board is not submitted within three (3) months from the date the Planning Board made the request the application is considered null and void. The Planning Board may grant an extension to the three (3) months upon request by the applicant in writing and demonstrating that the time period can not be complied with due to circumstances beyond the control of the applicant.

ARTICLE V. SITE PLAN OF DEVELOPMENT APPLICATION

SECTION 1. Submission Requirements

NOTE: Please review Article VII. "Review Standards" for comprehensive review standards.

1. The Applicant shall submit eight (8) copies of all documents 8½x11 and fifteen (15) copies of all documents larger than 8½x11 of the completed application along with all required documentation to the Town at least twelve (12) days before the meeting of the Planning Board at which the Applicant wants to be heard. If an application for Site Plan of Development is submitted after twelve (12) days but prior to the Planning Board meeting, the application may be heard at the discretion of the Planning Board.
2. A map or maps prepared at a scale of not less than one (1) inch to one hundred (100) feet containing:
 - a. Name and address of the Applicant or his authorized agent and name of proposed development and any land within five hundred (500) feet of the proposed development in which the Applicant has title or interest;
 - b. Description of existing soil conditions as established by a soil scientist, geologist, engineer or by soil conservation service medium-intensity soil surveys;

- c. Municipal tax maps and lot numbers and names of property owners within one hundred (100) feet;
 - d. Perimeter survey of the parcel and interior lot layout made and certified by a registered land surveyor relating to reference points, showing true north point, graphic scale, corners of parcel and date of survey and total acreage;
 - e. Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways and public or private rights-of-way;
 - f. If the site is not to be served by a public sewer line, then an on-site soils investigation report by a Department of Human Services licensed site-evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed location and design of the best practical subsurface disposal system for the site;
 - g. Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of entrances and exits of vehicles to and from the site onto public streets and curb and sidewalk lines;
 - h. Topography indicating contours at intervals of either 5, 10 or 20 feet in elevation as specified by the Planning Board;
 - i. Location of aquifers and aquifer recharge areas, if mapped.
3. Drawing or drawings showing:
- a. Exterior of building with statement of exterior materials, texture and color;
 - b. Floor plan of building(s) showing location, maximum floor area and ground coverage and placement on site;
 - c. Landscaping sketch plan showing approximate placement and types of vegetation, fencing and screening;
 - d. Location, description and placement of signs.
 - e. Location, description and placement of exterior lighting.
4. A written statement or statements by the Applicant that shall consist of:
- a. Evidence from the applicant of his title and/or interest in the land for which the application covers;
 - b. A description of the proposed uses to be located on the site, including quantity and type of residential unit(s), if any;
 - c. Total maximum floor area and ground coverage of each proposed building and structure and maximum percentage of lot covered by each building or structures;
 - d. Summary of existing and proposed easements, restrictions and covenants placed on the property;
 - e. Method of solid waste disposal;
 - f. Erosion and sedimentation control plan;
 - g. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed application using certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the Planning Board Meeting and a sketch of the proposed project. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application;

- h. The applicant's evaluation of the availability and suitability of off-site public facilities;
 - i. A statement from the developer that the requirements of the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services will be provided;
 - j. A statement from the developer that the proposed road construction will meet town specifications as detailed by the Public Works Department;
 - k. An estimate of the date when construction will start and when the development will be completed.
 - l. Proposal for protecting existing vegetation during construction and replacing that which may become damaged by construction.
 - m. Any additional information that the Planning Board deems necessary.
5. All applications shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

ARTICLE VI. AMENDMENTS TO PREVIOUSLY APPROVED SITE PLAN OF DEVELOPMENT APPLICATIONS

1. Prior to making any change or revision to an application that has been approved by the Planning Board, the applicant must submit A Departmental Review Application to the Code Enforcement Officer. The applicant shall submit eight (8) copies of all documents 8½x11 and fifteen (15) copies of all documents larger than 8½x11 of the request along with all required documentation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed amendment or revision using certified mail return receipt requested postmarked the date application is submitted. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed amendment or revision by certify mail return receipt requested postmarked the date application is submitted. The notification to the property owners and the Town Manager shall include a description of the proposed project, a sketch if there are proposed revisions to the footprint or a new structure, and a statement that written comments must be received by the Code Enforcement Officer within 10 days of the date of notice. Copies of the letter, description, sketch and verification of the certified mailing from the USPS, or equivalent carrier shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically.
2. The Planning Board may hold a Public Hearing concerning the amendment or revision within thirty (30) days of beginning review of an application. The time, date and place of hearing shall be published at least two times prior to the hearing in a newspaper of area-wide circulation. The applicant or authorized agent for the applicant shall notify owners of all properties within one hundred (100) feet from the property involved of the proposed amendment or revision using certified mail return receipt requested not less than twelve (12) days prior to the hearing. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Public hearings by the Planning Board shall be conducted according to the procedures outlined in Title 30, M.R.S.A., Section 2411, Subsection 3 (A), (B), (C), (D), and (E).
3. The application shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

ARTICLE VII. REVIEW STANDARDS

- A. Standards presented herein are intended to achieve the following objectives: Preserve the traditional New England character of the downtown; present an attractive gateway area; facilitate safe vehicular and pedestrian access; protect the value of abutting properties and the character of natural surroundings; promote intelligent, attractive and useful design; ensure economic investment and vitality; anticipate future growth.
- B. Performance Standards required for any approval by the Planning Board. The Planning Board shall approve or approve with conditions a submitted application if there is an affirmative finding based on information presented that the application meets the following standards. The applicant shall have the burden of establishing by demonstrable evidence that the application and project is in compliance with the requirements of this Ordinance.
1. Preserve and Enhance the Landscape: The landscape shall be preserved in its natural state by minimizing disturbance of soil and removal of existing vegetation during construction. Landscaping shall be incorporated into the final plan and shall be designed and planted in such a way that shall define, soften or screen off-street parking areas from the public right of way and abutting properties, will enhance the physical design of the building and site and will minimize adverse impact on neighboring land uses. Invasive plants shall not be used in any landscaping project.
 2. Relationship to Surroundings: Proposed structures or additions to existing structures shall be harmonious with the terrain and existing buildings in the vicinity and shall;
 - a. Be of compatible scale and size;
 - b. Not to exceed thirty-five (35) feet in height measured from the ground or rise in sight above the Main Street church steeple;
 - c. Be of compatible architectural style, incorporating features such as, but not limited to, simple rectangular shape, gable roof or other traditional compatible roof line, dormers, compatible windows, doors and trim;
 - d. Include as an integral element of design varying roof lines, awnings and canopies above windows or doors and other architectural elements to reduce bulk or scale of buildings. Designs shall seek to eliminate unadorned or blank walls through use of varying architectural elements, windows or other reflective surfaces. The Planning Board shall consider the use, location and surroundings of the structure when determining the appropriateness of the building's façade.
 - e. Have exterior of wood, stone, brick, or other material having the same architectural and visual properties;
 - f. Present minimal disruption to such natural features as slope, soil type and drainage ways;
 3. Vehicular Access: The proposed layout shall ensure that vehicular and pedestrian traffic conditions shall not exceed reasonable limits for the neighborhood. Special consideration shall be given to the location, number and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, and existing or proposed traffic signalization and pedestrian-vehicular contacts. Applicants shall make all reasonable efforts to incorporate shared driveways, providing primary access to adjacent properties, reducing curb cuts on the main road.
 4. Parking and Circulation: The design of vehicular and pedestrian circulation areas including walkways, interior drives and parking areas shall be safe and convenient and promote clearly delineated traffic patterns for pedestrian, private vehicle and service use.
 - a. Loading areas and general parking areas shall be separate and not detract from the proposed building or from neighboring properties.
 - b. Parking lots serving multiple establishments or providing general off-street parking are strongly encouraged. Applicant must provide adequate turning capacity for all public safety vehicles.
 - c. New construction, substantial enlargements or adaptive reuse of existing buildings subject to Planning Board review shall be required to provide adequate parking for employees and customers.

- d. Applicants may satisfy parking requirements by entering into a written agreement with another property owner or through the utilization of municipal parking lots allowing for overnight and winter parking. The applicant must demonstrate to the Planning Board a long-term lease or other arrangement within close proximity of the proposed development site. The lease or other arrangement must have a duration of at least five (5) years plus two consecutive five (5) year automatic renewal periods. The Planning Board shall have the ability to determine if alternative agreements or use of public lots is sufficient to address the needs of the proposed development. (12-13-2011)
5. Surface Water Drainage: Adequate provision shall be made for surface drainage so that removal of surface waters will not adversely affect neighboring properties, downstream water quality, soil erosion or the public storm drainage system. On-site absorption shall be utilized to minimize discharges whenever possible. All drainage calculations shall be based on a ten-year storm frequency.
6. Applicants shall be required to meet any and all state and local regulated setbacks from all applicable vehicle rights of way. The applicant shall be restricted from building any non-impervious development within the setback area. This shall not restrict the construction of vehicular or pedestrian entrances to and exits from the property. Applications subject to dimensional requirements set forth in Article XI Section 2 and Section 2.a through 2.b are exempt from this section.
7. Existing Utilities: The development shall not impose an unreasonable burden on public utilities.
8. Advertising Features: The design and lighting of signs and other advertising structures shall be shielded and non-flashing and not detract from the design of the proposed building and other surrounding structures and properties.
9. Special Features of the Development: Exposed storage areas, exposed machinery installation, service areas, truck loading areas, utility buildings and similar structures shall have sufficient setbacks and screening to provide an audiovisual buffer sufficient to minimize their adverse impact on other land uses within the development area and surrounding properties.
10. Exterior Lighting: All exterior lighting shall be shielded and non-flashing, energy efficient and ensure safe movement of people and vehicles. Placement of lighting shall minimize glare and reflections on adjacent properties and the traveling public. Adverse impact is to be judged in terms of hazards to people and vehicular traffic and potential damage to the value of adjacent properties.
11. Emergency Vehicle Access: Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures.
12. Municipal Services: The development will not have an unreasonable adverse impact on the municipal services including municipal road systems, fire department, police department, emergency medical unit, solid waste program, schools, open spaces, recreational programs and facilities, and other municipal services and facilities.
13. Protection Against Undue Water Pollution:
 - a. In making this determination, the Planning Board shall at least consider the elevation of land above sea level and its relation to the floodplains, the nature of soils and subsoil's, and, if necessary, their ability to adequately support waste disposal and/or any other approved licensed discharge; the slope of the land and its effect on effluents; the aquifers and aquifer recharge areas; the existence of streams and surface runoff characteristics; cumulative impact of increased phosphorus loading to lakes; and the applicable federal, state and local laws, ordinances, codes and regulations.
 - b. The proposed development will not alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.
14. Protection Against Undue Air Pollution: The applicant shall consult federal and state authorities to determine applicable air quality laws and regulations and shall furnish evidence to the Planning Board of compliance with the required consultation.
15. Water Use: There is sufficient water available for the reasonable foreseeable needs of the development and will not cause an unreasonable burden on an existing water supply, if one is to be utilized.

16. Protection against unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition will not result.
17. Provision for adequate sewage waste disposal.
18. Protection against any undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites or rare and irreplaceable natural areas.
19. Protection of waters and shoreland: Whenever situated in whole or in part, within 250 feet of any pond, lake, river, will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water, and will be in compliance with the Shoreland Zoning Ordinance of the Town of Bridgton.
20. Limit of Noise levels. Will not raise noise levels to the extent that abutting and/or nearby residents are adversely affected.
 - a. Noise: Excessive noise at unreasonable hours shall be required to be muffled so as not to be objectionable due to intermittence, beat frequency, shrillness, or volume (please refer to table below).
 - b. The maximum permissible sound pressure level of any continuous regular or frequent source of sound produced by any activity regulated by this Ordinance shall be as established by the time period and type of land use listed below. Sound pressure levels shall be measured on a sound level meter at all major lot lines of the proposed site, at a height of at least four (4) feet above the ground surface.

Sound Pressure Level Limit	
7a.m. - 8p.m.	8p.m. - 7a.m.
70 dB (A)	55 dB (A)

- c. The following uses and activities shall be exempt from the sound pressure level regulation:
 1. Noises created by construction and maintenance activities between 6:30 a.m. and 8:00 p.m.
 2. The noises of safety signals, warning devices, and emergency pressure relief valves and any other emergency activity.
 3. Traffic noise on public roads.
21. Conformance with Comprehensive Plan for the Town.
22. ADA Compliance. All new construction and substantial enlargements or renovations of existing buildings as defined in this ordinance, requiring a permit, shall adhere to all applicable sections of the American's with Disability Act (ADA).
23. Location in Flood Zone: The sub divider shall determine, based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, whether the proposed development in whole or part, is in a flood prone area. If the proposed development, or any part of it, is in such an area, the applicant shall determine the one hundred (100) year flood elevation and flood hazard boundaries within the development. The proposed development plan shall as a condition of site plan approval assure that principal structures on lots in the subdivision shall be constructed with their lowest floor, including basement, at least one (1) foot above the one hundred (100) year flood elevation.
24. Proof that the applicant has adequate financial and technical capacity to meet the above standards.

ARTICLE VIII. LARGE SCALE WATER EXTRACTION

SECTION 1. Inapplicability

1. The requirement of review and approval shall not apply to extraction of ground water which is to be used within the Town of Bridgton for standard agricultural purposes, for part of a community non-transient public drinking water supply as defined under Maine Drinking Water Program rules or for domestic water supplies to private residences

within the Town of Bridgton. Also exempt is water supply for public facilities such as schools within the Town of Bridgton, fire suppression, or for existing residential, commercial, agricultural, or industrial use and consumption within the Town of Bridgton

ARTICLE VIII. LARGE SCALE WATER EXTRACTION

SECTION 2. Applicability

1. The extraction of more than 50,000 gallons on any given day or 1,000,000 annually of ground water, spring water, surface water and/or water from an aquifer by any one entity of person, or consortium or association of entities or persons acting in concert, regardless of the number of extraction facilities utilized, shall require review and approval by the Bridgton Planning Board.

ARTICLE VIII. LARGE SCALE WATER EXTRACTION

SECTION 3. Pre-application Meeting Before the Planning Board

1. Prior to submitting an application for development, the developer or his authorized agent may appear at a regular or special meeting of the Planning Board to informally discuss the proposed development.
2. Requirements set forth in Article IV Section 2 of this Ordinance shall apply.

ARTICLE VIII. LARGE SCALE WATER EXTRACTION

SECTION 4. Application Process

1. Applications for Large Scale Water Extraction shall be in writing, stamped and certified by a Maine Registered professional Engineer or Maine-Certified Geologist and be accompanied by Site Plans stamped by a Maine-Licensed surveyor.
2. Application requirements set forth in Article V of this Ordinance shall also apply.
3. The Planning Board shall have thirty (30) days from the date of submission to conduct a preliminary review of the application solely for the purpose of determining whether the application is complete as required by this Ordinance.
 - a. If within said thirty (30) day period the Planning Board determines the application is incomplete, in any material or relevant respect, it shall inform the applicant, either by writing, or verbally at a regularly scheduled meeting of the Board at which the applicant or its duly authorized representative is present, after which the applicant shall have a reasonable period of time, not to exceed sixty (60) days to complete its application in accordance with this Ordinance, upon failure of which the application shall be deemed withdrawn.
 - b. If by the end of said thirty (30) day period for review of completeness the Planning Board has not informed the applicant the application is incomplete, it shall be deemed complete, in which case the Board shall schedule a public hearing no later than sixty (60) days from the date the application was originally submitted, or no later than sixty (60) days from the date a supplemental application was submitted.
 - c. The Planning Board shall hold a Public Hearing within thirty (30) days of the determination of application completeness. The applicant or authorized agent for the applicant shall notify owners of all properties within one thousand (1,000) feet of the property involved by certified mail return receipt requested not less than twelve (12) days prior to the meeting. The applicant or authorized agent for the applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. The notification to the property owners and the Town Manager shall include the time, place and date of the hearing and a sketch of the proposed project. Copies of the letter, sketch and verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*,

applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times and posting of notice in at least three conspicuous public places within the Town.

- d. Within thirty (30) days of the Public Hearing, or within such other time limit as may be otherwise mutually agreed to, the Board shall meet to render a decision.
 - e. No later than thirty (30) days following the official decision, the Board shall issue a written decision with findings of fact and rulings and conclusions.
4. Any independent technical evaluation shall be at the applicant's expense.
 5. Copies of approved state and federally mandated permits. Applications will not be accepted until all state and federal permits are complete and approved;
 6. Evidence of applicant's right, title and interest to the property(ies) from which the water is to be extracted, whether by lease, option, contract or otherwise. Ownership and title as evidenced by a deed, in its entirety, duly recorded in the Cumberland County Registry of Deeds;
 7. A statement of total maximum quantity of water to be extracted, as the annual total, then maximum monthly total and the maximum daily total from all extraction points operated by the same individual or entity, or consortium or association of individuals or entities;
 - a. The location(s) of points of extraction;
 - b. The method(s) of extraction;
 - c. The proposed use for which the water is to be extracted, including the identity of any end user of the extracted water whose facilities for use, processing, transporting, storage, bottling, shipping, piping, sales or other similar activities are located outside the Town of Bridgton;
 8. A copy of any related application and exhibits, reports, and public correspondence for such extraction and related facilities filed or to be filed with any other municipal authority or any agency or department of the State of Maine or federal government, including as required by 38 MRSA 481-490 (Site Location of Development), 38 MRSA 480-A to 480-Z (Natural Resources Protection Act), 22 MRSA 2660 et seq. (transportation of water for commercial purposes) or under other applicable Department of Environmental Protection (DEP) or Department of Health and Human Services rules and regulations;
 9. A copy of any related permit, approval, or denial for such extraction or related facilities as may have been issued by any agency including but not limited to DHHS bulk Water Transport Permit, DHHS Public Water Supply approval, DEP Site Location License, or DEP Wetlands Alteration Permits (all such permits are needed prior to application);
 10. A written report, certified to the Bridgton Planning Board, procured and paid for by the applicant, of a hydro geologic investigation and study conducted, prepared and stamped and certified by a Maine Registered Professional Engineer or Maine Certified Geologist or any other professional engineer as may be determined by the Planning Board. The report shall be based on a hydro geologic investigation of sufficient detail to provide but not be limited to the following information;
 11. A map of the entire topographic drainage basin up gradient of the water extraction site(s) showing the basin boundaries, sub basin boundaries that may be of significance to the recharge of the water extraction site(s), and the location of the extraction site(s);
 12. Two maps of the aquifer as specified below showing the spring(s), well(s) or excavation(s) from which water is to be extracted; and the wetlands, including significant vernal pools, and surface water bodies within two thousand (2,000) feet of the extraction site(s). These maps shall be at a scale of one hundred feet (100) to an inch and shall depict topographic contours at an interval of twenty (20) feet or less. The two maps shall show the following information, respectively 1) Water Table contours under ambient conditions, and 2) Water Table contours under actual pumping conditions at the completion of a five day constant rate pumping test at a rate at or above that

proposed for operation. These maps shall be based on Water Table elevation measurements from monitoring wells and surface water bodies in the vicinity of the extraction site(s), and must include estimated surface water elevations for more distant locations. The applicant shall take reasonable measures to obtain such data from land not owned by the applicant but not required to include such data if other land owners do not allow access;

13. A map showing the long-term zone of contribution to the extraction site(s) based on maximum proposed extraction rates, and a quantitative water budget analysis that includes precipitation input, evapotranspiration losses, surface water runoff, ground water flux, and discharge-recharge relationships between surface water and ground water;
14. Two scaled geologic cross-sections effects of long-term water extraction on local and regional ground water levels, wetlands; ponds or lakes levels; base flow in streams; and any water quality changes in ground water and surface water bodies due to the proposed use;
15. Locations and logs of all subsurface explorations, including but not limited to test pits, borings, probes, and geophysical data. Installation diagrams of all wells, including, as applicable, depth, screened interval(s), casing length, elevation of ground surface and top of casing materials used, length of seals, and other relevant information. Background water level and water quality data, including, as applicable, stream flow, spring flow, wetland boundaries and hydro period, and other information as determined to be necessary by the Board. Precipitation data from a location or locations and for a period determined to be acceptable by the Board;
- o. The aquifer characteristics including hydraulic conductivity and transmissivity, average daily, monthly, and annual extraction rates;
16. The applicant shall be responsible for notifying owners of all properties within one thousand (1,000) feet of the extraction point(s), as identified by the application, by written notification of time, place and date of Planning Board Meeting. Notification shall also include an explanation of the intent, scope, location of the proposed water extraction in terms readily understandable to a layman. Such notice shall be sent certified with a return receipt not less than fifteen (15) days before the Meeting. A copy of the notice along with verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of properties shall be considered to be the persons listed as those against whom taxes are assessed in the most recent tax records of the Town of Bridgton;
17. A small scale site plan showing existing network of public or private roads leading to or by the extraction point(s);
18. Any proposed new roads or driveways to be constructed for access to and egress from the extraction point(s), and the point(s) of intersection of such proposed roads or driveways with existing roads;
19. The location and type of monitoring and test wells;
20. Any existing or proposed pipes, pipelines, aqueducts or similar that are intended to facilitate transport of the extracted water from the extraction point(s) towards the intended end user;
21. Any existing or proposed utility lines to be used in the extraction operation(s);
22. A detailed plan of the extraction point(s) including without limitation: well heads, pumping facilities, monitoring or test wells, lighting, all structures including but not limited to buildings, sheds, tanks, and silos, paving, vehicular drives, parking and turnaround, utility lines, fencing, pipelines, access roads or driveways, elevation and contour lines;
23. Any other relevant material detail(s) bearing on the proposed extraction process the omission of which would tend to hinder the ability of the reviewing authority, affected landowners, or the public from developing a full understanding of the scope and impact of the proposal.
24. Any vehicular demand on existing town roads or public easements occasioned by the operation of the extraction and related storage and transfer facility(ies) shall not exceed the capacity of those roads as determined by the Bridgton Road Commissioner, or cause the premature failure, aging or diminished utility of those roads;
 - a. To the extent the extraction facility(ies) will be served by pipes, pipelines, aqueducts or similar, such installations shall be sited and constructed in a manner which shall not interrupt the public's use of any existing roadway,

interrupt the public's access to any private facility, great pond or similar; interrupt private access to private property; or pose the risk of damage to any property along or through which such installation traverses as a result of any failure or malfunction which might cause ponding, erosion, run off or similar.

- b. The proposed extraction and activities incident to such extraction such as increased traffic (volume and type), parking, noise, glare from lights, or similar potential for nuisances shall not cause a negative impact on adjacent properties, and nearby vicinity as a whole. Hours of operation to be determined by the Planning Board and implemented according to type of activity.
 - c. Provisions shall be made for vehicular access to extraction facility(ies) and for circulation, loading and unloading upon the lot in such manner as to safeguard against hazards to traffic and pedestrians on adjacent streets or roads, to avoid traffic congestion and traffic safety hazards, or other safety risks.
 - d. Any driveways or access roads to the extraction facility(ies) shall be designed in profile and grading and located so as to provide sight distances as specified by the Maine Department of Transportation.
 - e. Driveways or access roads to the extraction facility(ies) shall conform to the standards outlined in the Town of Bridgton Subdivision Regulations.
25. All water extraction meters must be calibrated, Driveways or access roads to the extraction facility(ies) shall conform to the standards outlined in the Town of Bridgton Subdivision Regulations certified and sealed annually by the Maine State Department of Weights and Measurers with all costs to be paid by the applicant or the extractor.
26. The quantity of ground water to be extracted will not have a negative impact on ground water flow patterns relating to the aquifer, its recharge areas, or other ground water sources within the Town of Bridgton.
27. The quantity of ground water to be extracted will not negatively impact, diminish or alter any surface waters within the Town of Bridgton, including during any periods of drought.
28. The quantity of ground water to be extracted will not cause any ground subsidence beyond the property lines of applicant's property.
29. The quantity of ground water to be extracted will not adversely affect the long-term sustainability of the aquifer, or its recharge areas, including during periods of drought.
30. The quantity of ground water to be extracted will not negatively impact the quality of the ground water in the aquifer.
31. Trucks transporting water must only use roads approved by the Planning Board.
32. Representative(s) of the Town of Bridgton shall have access to all wells and facilities for oversight purposes.
33. Extraction well(s) shall not have a negative impact on the water quality or quantity of any public or private wells or spring in the Town of Bridgton, Maine.

ARTICLE VIII. LARGE SCALE WATER EXTRACTION

SECTION 5. Enforcement

- 1. Standards outlined in Article XIV shall also apply.
- 2. The applicant assumes any and all liability for the loss, interruption, degradation or interference with the pre-existing beneficial domestic use of ground water by a landowner or lawful land occupant, or other public or private water supply, caused by applicant's withdrawal or extraction of water.
- 3. Liability for harmful ground water withdrawal shall be governed by 38MRSA 404.
- 4. Also, the liability of applicant shall be for compensatory damages only, and shall be limited to the following:

5. All costs necessary to restore the landowner or lawful land occupant to a status which is reasonable equivalent in terms of quantity and quality of ground water, made available on a similarly accessible and economic basis;
6. Compensatory damages for loss or damage to the property, including, without limitation, the loss of habitability of residence, caused to the landowner or lawful land occupant by reason of the interference prior to restoration of the status provided for in subparagraph F.3.a.; and
7. Reasonable costs, including expert witness and attorney fees incurred in initiating and prosecuting an action when necessary to secure a judgment granting the relief provided for under this section.

ARTICLE VIII. LARGE SCALE WATER EXTRACTION

SECTION 6. Performance Standards

1. Every extraction well site shall be provided with a minimum of three monitoring test wells, the location of these monitoring test wells must first be approved by the Town of Bridgton and these wells must monitor the same geologic unit that is producing the ground water for the extraction well. Any private wells within the zone of contribution shall be monitored.
2. The approved applicant shall provide the Town of Bridgton with quarterly hydro geologic status reports documenting compliance with their permit, the effects of the extraction on the local and regional ground water system, and confirmation that the extraction is not degrading water quality or quantity. The report shall include but not be limited to a tabulation of ground water extraction volumes on a daily and monthly basis; monthly ground water level trends from each monitoring well set associated with the extraction well, and a discussion of any variation in the effects of extraction compared to predicted hydro geologic response. All quarterly reports will be submitted to an independent expert for review. The independent expert will be chosen by the Bridgton Planning Board and paid for the applicant.
3. The applicant must submit quarterly operating records to the Bridgton Planning Board. Such reports shall show daily, monthly, and yearly totals of water extracted and the amount stored and shipped for each interval. Detailed records must also be kept as to the vehicles on which water is shipped, including the loading weight and the vehicle gross weight, the departure time and the intended destination.
4. Ground water samples shall be collected on an annual basis in August and analyzed for an appropriate suite of water quality parameters. Samples shall be collected from at least two hydraulically up gradient locations and two hydraulically down gradient locations. In addition, representative samples from 10% of the private wells within the zone of contribution will be included in the August water quality analysis. The water quality parameters and sample locations shall be approved beforehand by the Town of Bridgton or its representative. An itemized report defining sample location(s) and results shall be submitted to the Bridgton Planning Board no later than thirty (30) days following the collection of such samples.
5. If in any seven (7) days out of a twelve (12) day rolling window, the flows are below 120 percent of the proposed minimum base flows, the alert level is triggered. While on alert status the reporting frequency to the Planning Board will increase to weekly reporting of flow monitoring and include a weekly description of operational modifications to ensure that the minimum base flows are not reached. Operational modification will entail reduction in pumping. The reduction in pumping will vary between a complete stop of pumping to no reduction in pumping. If the alert level is triggered, the applicant must notify the Planning Board before the end of the following workday (weekends and holidays excluded). The applicant must implement, within twenty-four hours, any operational changes potentially including cessation or reduction in pumping rate and or supplementing existing flows required by the Planning Board following Planning Board review of the weekly reports. The Planning Board will determine whether and when the previously approved reporting schedule may be resumed.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 1. Purpose

1. In addition to the requirements of Article I "Purpose" of this Ordinance the following criteria shall also apply to applications for Surface and Subsurface Mineral Extraction.

2. The purpose of this section is to put into law minimum removal, and reclamation standards, and municipal procedures intended to regulate the removal, processing and storage of topsoil, loam, rock, flat rock, sand, gravel, metallic minerals, or other similar materials. These standards and procedures are intended to protect the public health, safety, and general welfare; and to minimize the adverse impact of extraction to the Town, abutting property owners, citizens of the Town and wildlife and natural resources by:
 - a. Preserving and protecting surface and groundwater quality and quantity for current and future use of the town and/or its residents.
 - b. Preserving the value of property and its future ability to be an asset to the town and its residents.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 2. Review Procedures

1. Requirements stated in Section 4 "Review Procedures" shall also apply.
2. The applicant shall be responsible for notifying owners of all properties within one thousand (1,000) feet of the extraction site by written notification of time, place and date of Planning Board Meeting as identified by the applicant using certified mail return receipt requested. The applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt. Along with the notification to the property owners and the Town Manager the applicant shall include a sketch of the proposed project. Notification shall also include as explanation the intent, scope, location of the proposed extraction in terms readily understandable to a layman. Such notice shall be sent not less than fifteen (15) days before the Planning Board Meeting. A copy of the notice along with verification of the certified mailing from the USPS, or equivalent carrier, shall be made a part of the application. For the purpose of this section, the owners of properties shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically.
3. The Planning Board shall hold a Public Hearing within thirty (30) days of the determination of application completeness. The applicant or authorized agent shall be responsible for notifying owners of all properties within one thousand (1,000) feet of the extraction site by written notification of time, place and date of such hearing. The applicant shall also notify the Bridgton Town Manager at Bridgton Town Office, Three Chase Street, Suite 1, Bridgton, Maine 04009 of the proposed application using certified mail return receipt requested. Along with the notification to the property owners and the Town Manager the applicant shall include a sketch of the proposed project. Copies of the letter, sketch and return receipts shall be made a part of the application. This notice shall be sent not less than fifteen (15) days before the Public Hearing. For the purpose of this section, the owners of property shall be considered to be the persons listed in the most recent version of the *Town of Bridgton Assessing Office Property Owner Lists*, applicant must reference date of list used, available at the Town of Bridgton Municipal Office created by the Town of Bridgton Assessing Department and amended periodically. Notice shall be published in a newspaper of general circulation in the Town of Bridgton at least two times and posting of notice in at least three conspicuous public places within the Town.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 3. Application requirements

1. Application requirements stated in Article V shall also apply.
 - a. Name and address and telephone number of the applicant, and the name, address and telephone number of the owner of the property, if different from the applicant.
 - b. Verification of the right, title or interest the applicant has in the property; a copy of the deed(s) of the property together with copies of all covenants, deed restrictions, easements, rights of way, or other encumbrances, including, but not limited to, liens and mortgages currently affecting the property.

- c. The date the plan was prepared with the name, address and telephone number of the person or company that prepared such plan.
- d. Scale is to be no more than one hundred (100) feet or less than forty (40) feet per inch. All dimensions to be marked in feet or decimals of a foot, north arrow shown and paper size no smaller than 24" x 36".
- e. Contour lines showing elevations in relation to mean sea level at appropriate intervals to show the effect on the land of existing and proposed grades for areas proposed to be excavated or filled. Contour intervals shall be a maximum of five (5) feet.
- f. Boundaries of the tract of land showing lot lines of properties within one thousand (1,000) feet as defined on the Town of Bridgton Tax Assessor's Maps with total acreage of the subject parcel(s) indicated including the Town of Bridgton Tax Assessor's map(s) and lot number(s); the names of all the property owners within one thousand (1,000) feet of any line, as determined by the Bridgton Tax Records, shall be shown. The Planning Board may require a boundary survey of the property by a licensed surveyor if the boundaries are in question.
- g. Location of existing and proposed mineral extraction activities and structures on the property.
- h. Approximate location of residential structures on properties within 1,000 feet of the proposed activity.
- i. Location and identification of existing public and private streets, roadways and rights-of-way associated with the subject property(ies).
- j. Location of proposed access road to the mineral extraction activity from public roadways.
- k. Location of all setbacks, buffers and conservation areas and protected natural resources.
- l. Location, intensity, type, size and direction of all outdoor lighting.
- m. Location and size of signs and all permanent outdoor fixtures such as fences, gates and utility poles.
- n. Location and type of existing and proposed berms, fences, hedges and tree lines.
- o. Location of known existing natural drainage ways and proposed storm drainage facilities, including dimensions of culverts, pipes, etc. If any portion of the mineral extraction activity is in a flood-prone area, the boundaries of any flood hazard areas and the one hundred (100) year flood elevation shall be delineated on the plan.
- p. Location of known existing wells as defined by the owner within one thousand (1,000) feet of the proposed activity, if 5 acres or more; or within five hundred (500) feet of the proposed activity if less than (five) 5 acres; and all wells on the parcel itself.
- q. Location of proposed hazardous material storage areas including, but not limited to, fuel storage and handling, and washdown areas per current Maine Department of Environmental Protection specifications.
- r. Name of the proposed manager of operations.
- s. An estimate of the average daily traffic and a traffic impact narrative during periods of operation projected to be generated by the activity to show that the minimum standards in Article VII of this Ordinance have been met.
- t. A narrative description of the surface and ground water impacts, including protection plans and the identification of any significant mapped aquifers.
- u. Information and a map showing soils conditions on the site of the proposed mineral extraction activity. For subsurface sewage disposal proposed, the information shall include evidence of soil suitability according to the standards established in Article VII of this Ordinance. The Site Plan shall show the location of soil test areas.
- v. A Soil Erosion and Sedimentation Control Plan, prepared in accordance with the standards contained in the latest revision Best Management Practices (BMP's) as established by the State.
- w. A Reclamation Plan showing the final grades and revegetation plan, and any phasing of the plan.

- x. A narrative description of the impact on the wildlife habitat, and the location of any deer yard or other significant wildlife habitat designated by Maine Dept. of Inland Fisheries and Wildlife, including any proposed mitigation.
- y. A narrative description of the present use of the parcel and property within five hundred (500) feet of the activity.
- z. Estimated longevity of the operation, including phasing.
- aa. Proposed hours and days of operation.
- bb. A Spill Prevention, Control & Containment (SPCC) Plan.
- cc. Blasting Plan, if any proposed blasting activity is to occur.
- dd. Copies of all submissions made to any federal or state agency(ies) concerning the property.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS
SECTION 4. Review Standards

- 1. In addition to the requirements of Article VII “Review Standards” of this Ordinance the following criteria shall also apply to applications for Surface and Subsurface Mineral Extraction.
 - a. Mineral extraction activities shall conform to all applicable state laws and local ordinances or regulations.
 - b. The owner and/or operator of a mineral extraction activity shall be responsible, both jointly and severally, for ensuring the maintenance of all infrastructure, structures and their sites.
 - c. Mineral extraction activities in the Shoreland Zone shall be in accordance with the Shoreland Zoning Ordinance or this Ordinance whichever is stricter.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS
SECTION 5. Performance Standards

- 1. Sediment may not leave the parcel or enter a protected natural resource.
- 2. Internally Drained Projects.
 - a. Land shall be restored and stabilized according to the Reclamation Plan.
 - b. A volume calculation shall be provided demonstrating that the area(s) will safely hold a volume of precipitation at least equal to that which may be expected in the area from the ten (10) year, twenty-four (24) hour storm event for the region.
- 3. Externally Drained Projects.
 - a. If surface water flows out of and away from the proposed site during and after the site is excavated, the following should be provided to assure proper erosion control and prevent siltation of downstream waters. Temporary erosion control measures shall be included in the project design, such as hay bale barriers, silt fencing, and riprap. Plans shall show the location and installation details and include a description of the timing of installation, inspection and maintenance of erosion control measures.
 - b. A site plan showing preconstruction and postconstruction contours, and if applicable, phased contours. The plan must show the watershed, on and off site watershed boundaries and hydrologic surface water flow lines.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 6. Reclamation Plan

1. The affected land must be restored to a condition or physical state that is either similar to and compatible with that which existed prior to any development or encourages the productive use of the land. A Reclamation Plan is required for all activities according to the following specifications.
2. Soil Stockpiling. Soil which is stripped or removed must be stockpiled for use in reclaiming disturbed land, unless it is demonstrated to the Planning Board that it is not needed for reclamation purposes. Soil stockpiles must be seeded, mulched, or otherwise stabilized. At least 4 inches of any previously stripped topsoil will be used for final cover.
3. Regrading. A slope no greater than the natural angle of deposition for the type of material being deposited.
4. Vegetative cover. Vegetative cover must be established on all affected land. Topsoil must be placed, seeded, and mulched within thirty (30) days of final grading.
5. Vegetative material used in reclamation must consist of grasses, legumes, herbaceous, or woody plants or a mixture thereof. Plant material must be planted during the first growing season following the reclamation phase. Selection and use of vegetative cover must take into account soil and site characteristics such as drainage, pH, nutrient availability, and climate.
6. The vegetative cover is acceptable if within one growing season of seeding. The planting of trees and shrubs results in a permanent stand, or regeneration and succession rate, sufficient to assure a 50% survival rate and the planting results in 90% ground coverage.
7. Phased Reclamation. For guidance in planning and implementation of reclamation see Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices (March 1991 or latest edition), Section 10 Pit Reclamation.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 7. Petroleum Usage

1. Spill prevention, control and countermeasures are applicable to all size projects.
2. If any petroleum products or other materials with potential to contaminate groundwater are to be stored on the site, a Spill Prevention and Countermeasures (SPCC) Plan shall be submitted. An SPCC Plan shall be developed in accordance with DEP regulations.
3. Crankcase oil, hydraulic fluids or similar products shall not be disposed of within the excavation area in violation of Department of Environmental Protection regulations.
4. Any discharge or leak of petroleum product over a gallon shall be immediately reported to the Code Enforcement Officer. All discharges or leaks of any size shall be cleaned up promptly according to Best Management Practices.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 8. Buffers and Setbacks

1. Buffers and setbacks shall be shown on the plan as follows:
 - a. To minimize visual impacts and provide for wildlife, a seventy-five (75) foot natural buffer shall be maintained from property boundaries. This buffer may be reduced to no less than twenty-five (25) feet with written permission of an abutting landowner; or may be eliminated between abutting properties provided that written permission is obtained and erosion and stormwater control standards on both properties are met. Said document to reduce buffer or eliminate buffer must be approved and signed by the abutter(s) and must be recorded in the

Cumberland County Registry of Deeds. Any written permission to reduce or eliminate buffer must provide that it remains in effect until mining ceases.

2. Existing Structures

- a. A three hundred (300) foot buffer from the closest edge of an existing residence, business structure or farm building used for livestock shall be maintained with all projects. This buffer may be reduced with written permission of the owner of the existing residence, business structure or farm building. Any written permission to reduce buffer must provide that it remains in effect until mining ceases. Said document to reduce buffer must be recorded in the Cumberland County Registry of Deeds.
- b. A one hundred (100) foot undisturbed natural vegetated buffer from the closest edge of the shoulder of a public road shall be maintained with all projects. This provision shall not prevent the installation of an access road or utilities for the proposed project.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 9. Road Design, Circulation and Traffic

1. The intersection of any road within the development area and an existing public road shall meet the following standards:
 - a. The angle of an intersection shall be 60° to 90°.
 - b. The maximum permissible grade within seventy-five (75) feet of the intersection shall be five percent (5 percent).
 - c. A minimum sight distance of ten (10) feet for every mile per hour of posted speed limit on the existing road shall be provided. Sight distances shall be measured from the driver's seat of a vehicle that is ten (10) feet behind the curb or edge of the shoulder line with the height of the eye 3½ feet above the pavement and the height of object 4¼ feet.
 - d. The center line of any road within the project intersecting an existing public road shall be no less than one-hundred-twenty-five (125) feet from the center line of any other road intersecting that public road.
2. Turning lanes, traffic directional islands, frontage roads, and traffic controls shall be provided on Town roads at the developer's expense, where necessary, in the opinion of the Bridgton Planning Board to safeguard against hazards to traffic or pedestrians and/or to avoid traffic congestion. Additional review and approval may be required by the State of Maine Department of Transportation.
3. All access/egress roads leading to or from the extraction site to paved public ways shall be treated with suitable materials to reduce dust and mud and paved or maintained hard surface for a distance of at least two hundred (200) feet from the paved public road.
4. Traffic impacts to be considered:
 - a. Where mineral extraction activity traffic proposes to use Town maintained roads, the activity scope must be suitable and appropriate to the projected daily traffic impacts as determined by the Bridgton Planning Board.
 - b. The road giving access to the mineral extraction activity and neighboring roads which can be expected to carry traffic to and from the mineral extraction activity site shall have traffic carrying capacity. If this is a Town road the Planning Board may determine that it be suitably improved to handle the carrying capacity from the project. Necessary studies and road improvements shall be at the owner's expense.
5. Routing.
 - a. Where necessary to safeguard against hazards to pedestrians and to avoid traffic congestion, or adverse impacts to Town roads, alternative routing may be required by the Planning Board.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS
SECTION 10. Ground Water Impacts

1. The following requirements apply to all projects unless otherwise noted:
 - a. **Assessment Submitted.** The Planning Board must be satisfied that the mineral extraction activity will not cause an adverse impact to ground water quality and quantity before approving any application.
 - b. To provide an adequate buffer for ground water and allow for filtration of impurities from surface water, mineral extraction shall not be any closer than two (2) feet above the maximum seasonal high water level unless an application has been submitted to and approved by the State of Maine Department of Environmental Protection for excavation below the seasonal high groundwater table and all other minimum design and performance standards and application requirements per this Ordinance, are met. The applicant shall provide documentation of the groundwater table. The Planning Board may require monitoring of groundwater levels and quality to assure there are no adverse impacts to any water supplies or wells within 500 feet of the perimeter of the work site.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS
SECTION 11. Water Supply Buffer

1. A three hundred (300) foot separation must be maintained between the limit of excavation and any predevelopment private drinking water supply. Separation may be reduced to no less than one hundred (100) feet with written permission of owner and recorded in the Cumberland County Registry of Deeds. A one thousand (1,000) foot separation must be maintained between the limit of excavation and any well or spring which qualifies as a public drinking water supply. The Planning Board may require larger buffers from water supplies, if they find that a hazard is shown to exist due to the mineral extraction activity.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS
SECTION 12. Water Use

1. A mineral extraction activity must not withdraw more than 5,000 gallons of ground water per day, unless a hydrogeologic study which supports withdrawal of more than 5,000 gallons per day is submitted by a qualified professional.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS
SECTION 13. Standards for Acceptable Ground Water Impacts

1. Projections of ground water quality shall be based on the assumption of drought conditions (assuming sixty percent (60 percent) of annual average precipitation) based on a ten (10) year average.
2. No mineral extraction activity shall increase any contaminant concentration in the ground water to more than one half of the Federal Primary Drinking Water Standards. No mineral extraction activity shall increase any contaminant concentration in the ground water to more than the Federal Secondary Drinking Water Standards.
3. If ground water contains contaminants in excess of the primary standards, and the mineral extraction activity is to be served by on site ground water supplies, the applicant shall demonstrate how water quality will be improved or treated, if necessary.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 14. Solid Waste Disposal

1. No solid waste, including stumps and grubblings, shall be placed, stored, or disposed of in the mineral activity site unless it meets the requirements of the rules and regulations of the Maine Department of Environmental Protection.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 15. Hours of Operation

1. The hours of operation shall not be earlier than 7:00a.m. and no later than 7:00p.m. Monday through Friday, no earlier than 7:00a.m. and no later than 2:00p.m. Saturday, and shall be prohibited from operating on Sunday. Exceptions may be approved by the Code Enforcement Officer. Depending on the location of the site the hours of operation may be revised by the Planning Board. Excluded from the specified hours of operation are hours related to general office duties, general maintenance and repair of equipment and any unforeseen emergency.
 - a. The hours of operation for rock crushing and blasting activity associated with gravel pits shall not be earlier than 7:00a.m. and no later than 5:00p.m. Monday through Friday, no earlier than 8:00a.m. and no later than 12:00p.m. Saturday, and shall be prohibited from operating on Sunday. It shall be limited to three (3) periods consisting of six consecutive days within a single three (3) year period. An extension shall be granted by the Code Enforcement Officer upon written request by the applicant and a showing of just cause for the extension. Any time not used during a three (3) year period can not be carried over to the next three year period.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 16. Performance Standards - Rock Mining/Extraction Operations

1. In addition to the performance standards listed in Article X Section 1 "Purpose" of this ordinance, rock mining operations shall conform to the following:
 - a. The maximum limit of material that may be extracted per year is 100,000 cubic yards.
 - b. A surveyed report of the quarry material on site to be excavated must be calculated and submitted with the permit application and the amount extracted per year confirmed by an annual inspection report by a third party civil engineer at the applicant's expense. Said report to be submitted to the Bridgton Code Enforcement Officer for review and any comment.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 17. Reclamation Performance Guarantees

1. As determined by the annual report, once the project meets five (5) acres the owner/applicant must submit:
 - a. A performance bond payable to the Town issued by a surety company, approved by the Selectmen; or
 - b. An irrevocable bank letter of credit from a financial institution establishing funding for the construction or reclamation of the mineral extraction activity, from which the Town may draw if reclamation or construction is inadequate, approved by the Selectmen; or
 - c. May propose alternatives to the above.
2. Contents of Guarantee
 - a. The performance guarantee shall contain a reclamation schedule, cost estimates for each major phase of reclamation taking into account inflation, provisions for inspections of each phase of reclamation, provisions for the release of part or all of the performance guarantee to the permit holder, and a date after which the permit holder will be in default and the Town shall have access to the funds to finish reclamation. Inspection shall be

done by the Code Enforcement Officer and/or Civil Engineer approved by the Board of Selectmen. Expenses of said inspection shall be the responsibility of the applicant.

3. Performance Bond

- a. A performance bond shall detail the conditions of the bond, the method for release of the bond or portions of the bond to the developer, and the procedures for collection by the municipality. The bond documents shall specifically reference the mineral extraction activity for which approval is sought.

4. Letter of Credit

- a. An irrevocable bank letter of credit from a bank or other lending institution shall indicate that funds have been set aside for the complete reclamation of the mineral extraction activity and may not be used for any other project or loan.

5. Phasing of Development

- a. The Board may approve phased performance guarantees, when a mineral extraction activity is approved in separate and distinct phases.

6. Performance Bond Review

- a. Any performance bond or proof of financial capacity shall be reviewed no later than thirty (30) days before the expiration of the guarantee, and adjusted if necessary. The applicant may also request adjustments in the guarantee.

7. Release of Guarantee

- a. Prior to the release of any part of the performance guarantee, the Board of Selectmen shall determine to its satisfaction, in part upon the report of a certified Civil Engineer and/or whatever other agencies and departments may be involved, that the reclamation meets or exceeds the design requirements for that portion of the reclamation for which the release is requested.

8. Default

- a. If upon inspection, the Code Enforcement Officer or other inspecting official finds that any of the required reclamation has not been performed in accordance with the approved plans and specifications, they shall so report in writing to the Board of Selectmen, and the permit holder and guarantor. The permit holder shall have thirty (30) days from the date of such report unless otherwise specified by the Code Enforcement Officer, to remedy any insufficiency noted. Thereafter, the Board of Selectmen shall take any steps necessary to enforce the guarantee and remedy the insufficiencies.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 18. Enforcement and Inspections

1. Reclamation Certification

- a. Upon completion of reclamation or a reclamation phase, a written certification signed by a professional Civil Engineer registered in the State of Maine shall be submitted to the Board of Selectmen at the expense of the applicant, certifying that the reclamation is in compliance with the approved plans.

2. Violations

- a. No Mineral Extraction Activity Plan shall be recorded in the Cumberland County Registry of Deeds until a Final Plan has been approved and signed by the Planning Board in accordance with this Ordinance.
- b. No person, corporation or other legal entity may sell or offer to sell any materials in a mineral extraction activity site which sale or offer to sell has not been approved by the Planning Board.

ARTICLE IX. SURFACE AND SUBSURFACE MINERAL EXTRACTION APPLICATIONS

SECTION 19. Alternate Submissions

1. Activities that already have a valid DEP permit or a complete pending DEP application may submit the DEP application to the Planning Board subject to the Planning Board request for additional information on submissions above, not covered by the DEP application.
2. Waivers of Submissions
 - a. The Planning Board may grant waivers from specific application submission requirements, provided the applicant can demonstrate all of the following;
 - b. A waiver would not be contrary to the public interest;
 - c. A literal enforcement of submission requirements would result in an unnecessary or undue hardship;
 - d. The intent of the item being waived can be met in some other manner;
 - e. There will be no adverse impacts resulting from the waiver.

ARTICLE X. SPECIAL REGULATIONS AND DIMENSIONAL REQUIREMENTS

SECTION 1. Special Regulations

1. The following regulations shall be complied with in addition to the performance standards contained in Article VII "Review Standards" of this Ordinance for residential-institutional, industrial and commercial.
 - a. An institutional use requiring federal, state and or local licensing shall obtain such license before a Conditional Use Permit is granted by the Planning Board.
 - b. The applicant shall furnish the Planning Board detailed information relating to projected numbers and types of clients; planned and projected numbers of staff and duties, so that the Planning Board can determine the availability of necessary Town services.
 - c. The Planning Board, as a condition of approval, may require assurances or bond to protect the health, safety and general welfare of the community.
 - d. All residential childcare and/or educational institutions and/or facilities shall comply with Rules for the Licensure of Residential Child Care Facilities as adopted by the Department of Mental Health and Mental Retardation, Department of Educational and Cultural Services, Bureau of Mental Health and Bureau of Instruction.
 - e. Any industrial use which is found by the Planning Board to constitute a public nuisance by reason of the emission of dust, fumes, gas, smoke, odor, noise, vibration or other disturbance shall be expressly prohibited. No such finding shall be made by the Planning Board until after a public hearing has been held.
 - f. Any outdoor storage of articles, supplies, and materials shall not be within the required setback and shall be screened from view of abutting residential property owner or streets by a solid wall or vegetative hedge.

ARTICLE X. SPECIAL REGULATIONS AND DIMENSIONAL REQUIREMENTS

SECTION 2. Dimensional Requirements

1. Lots and structures for residential-institutional, industrial, commerce and commercial uses, shall meet the following standards where applicable.

Minimum road frontage	100 feet
Minimum front setback from edge of ROW	25 feet

ARTICLE XI. MARIJUANA ESTABLISHMENTS
SECTION 2. Review Procedures

Notwithstanding Article IV Section 1 of this Ordinance, any application for a Marijuana Establishment, including any proposed amendments to a previously authorized Medical Marijuana Registered Dispensary, shall require review and approval by the Bridgton Planning Board. Prior to submitting an application, the applicant or the applicant's authorized agent may appear at a regular or special meeting of the Planning Board to informally discuss the proposal. The requirements set forth in Article IV Section 2, Article IV Section 3, and Article VI of this Ordinance shall apply.

ARTICLE XI. MARIJUANA ESTABLISHMENTS
SECTION 3. Application Submission Requirements.

The application requirements set forth in Article V of this Ordinance shall apply. In addition, the applicant shall provide:

1. Documentation of any required state approvals connected with the Marijuana Establishment, including the licensing or registration of entities engaged in such operation.
2. Proposed hours of operation for the Marijuana Establishment.
3. Property and building security plans. These security plans shall be submitted to the Bridgton Police Department at the time of filing its site plan review application. If the Marijuana Establishment site plan review application is approved, the operator or owner of the Marijuana Establishment, or their designee(s), shall submit amendments, if any, to such security plans to the Bridgton Police Department at the time such amendments are made.
4. Written statements, maps, and other documentation addressing each of the additional review criteria set forth in Article XI Section 4. At minimum, such documentation must include the following:
 - a. Buffers from Sensitive Uses: A drawn-to-scale map of all lots within 1,000 feet of the lot lines of the site on which the Marijuana Establishment is proposed to be located. The map must identify the location of any of the buffered uses identified in Article XI Section 4, subsections 1-3.
 - b. Statements that the Marijuana Establishment will be operated from a permanent, indoor location; will not have drive-through pick-up facilities; and will not display Marijuana, Marijuana products, or Marijuana paraphernalia so as to be visible from outside the premises.
 - c. Documentation evidencing compliance with the security and police services impacts criteria set forth in Article XI Section 6.
 - d. A detailed odor and emissions control plan describing and documenting the equipment, practices, and technologies proposed to be used to control odors and emissions in accordance with Article XI Section 8 of this Ordinance.
 - e. An operations plan for proper disposal of Marijuana, Marijuana products, and related by-products.
 - f. For any proposed Marijuana Cultivation Area, the proposed Plant Canopy size, the location of the Marijuana Cultivation Area in relation to property lines and setbacks, and a proposed plan for visually buffering the Marijuana Cultivation Area from view from all property lines.
 - g. Illustrations and graphics of all proposed signage and advertising associated with the Marijuana Establishment.
 - h. Evidence of compliance with state and local labeling and packaging laws and rules for Marijuana and Marijuana products.
 - i. For Marijuana Establishments proposing to provide any goods containing Marijuana for human consumption, plans for the storage of goods in a secure area and documentation evidencing that the goods will not be prepared, produced, or assembled so as to appeal to persons under 21 years of age.

ARTICLE XI. MARIJUANA ESTABLISHMENTS

SECTION 4. Review Criteria.

The review standards set forth in Article VII and X of this Ordinance shall apply to any application for a Marijuana Establishment. In addition, the following review standards shall apply:

1. **Buffers from Sensitive Uses.** No Marijuana Establishment shall be located within 1,000 feet of the lot lines of any of the following structures or uses (collectively, "Sensitive Uses"):
 - a. A juvenile or adult halfway house, correctional facility, or substance abuse rehabilitation or treatment center.
 - b. A State of Maine licensed child care facility.
 - c. A State of Maine licensed family home child care facility.
 - d. Areas designated as safe zones, and areas within 1,000 feet of real property comprising designated safe zones, as shown on an official Town of Bridgton Safe Zone Map which has been made part of a Town of Bridgton ordinance entitled, "An Ordinance to Regulate the Establishment of Safe Zones."
 - e. A public preschool program, or a public or private elementary, secondary, or post-secondary school, or related athletic fields. For purposes of this section, the term "school" means a "public school" as that term is defined in 20-A M.R.S. § 1(24), as may be amended; a "private school" as that term is defined in 20-A M.R.S. § 1(22), as may be amended; and/or a "public preschool program" as that term is defined in 20-A M.R.S. § 1(23-A), as may be amended. For purposes of this section, the term "post-secondary school" means a community college, college or university authorized by the State of Maine to award associate, baccalaureate or higher degrees.
 - f. A church, synagogue, or other House of Worship.

The distances cited in this subsection 4.1 shall be measured between the lot lines of the proposed site for the Marijuana Establishment and the lot lines of the site of the Sensitive Uses at their closest points.

A Marijuana Establishment may continue to operate in its present location as a pre-existing use if a Sensitive Use later locates within the applicable buffer area; however, the Marijuana Establishment does so at its own risk and Town-issued permits or approvals provide no protection or indemnification against enforcement of federal or other applicable laws that may prohibit operation of a Marijuana Establishments proximate to such Sensitive Use.

2. **Buffers from Residential Uses.** The primary entrance of any Marijuana Establishment shall be sited no closer than 100 feet, as measured along the normal course of travel, from the primary entrance of an abutting residential property.
3. **Buffers from Other Marijuana Establishments.** A property containing a structure housing one or more Marijuana Establishments may not be located within 300 feet of another property housing one or more Marijuana Establishments. This setback area shall be measured from the lot lines of the properties at their closest points. This buffer does not apply as between those Medical Marijuana Registered Caregivers that are operating in the same Medical Marijuana Multiple Registered Caregiver Facility.
4. A Marijuana Establishment shall be operated from a permanent, indoor location; must remain in its approved location; and may not operate as a mobile establishment or operation. The prohibition on operating as a mobile establishment or operation does not apply to the delivery of Marijuana or Marijuana products by a Medical Marijuana Large-Scale Caregiver Operation to his/her qualifying patients.
5. **No Drive-throughs.** Marijuana Establishments are prohibited from having drive-through pick-up facilities.
6. **Security, Impact on Local Police Services.** The owner or operator of a Marijuana Establishment, or their designee(s), shall:
 - a. Install security surveillance cameras recording and operating 24 hours a day, 7 days a week, to monitor all entrances and the exterior of the premises to discourage and facilitate the reporting of criminal acts and nuisance activities occurring at the premises. Upon the request of the Bridgton Police Department, the requested security recordings shall be made available to the Police Chief or his/her designee. All video surveillance recordings

must be retained for a minimum of 15 calendar days. Upon its request, the security recordings shall be made available to the Bridgton Police Department.

- b. Provide the Bridgton Police Department with the name and functioning telephone number of a 24-hour on-call staff person to whom notice of any operating problems associated with the Marijuana Establishment may be given, and shall keep the name and contact information updated.
 - c. Maintain and provide, upon request, all property and building security plans to the Bridgton Police Department.
 - d. Install door and window intrusion robbery and burglary alarm systems with audible and notification components that are professionally monitored and maintained in good working condition.
 - e. Maintain a locking safe or its functional equivalent permanently affixed to the premises that is suitable for storage of all Marijuana, including Marijuana products, and cash stored overnight on the premises. A "functional equivalent" may include, but is not limited to, the provision of secure and restricted access to indoor spaces housing Plant Canopy, immature Marijuana plants, and/or seedlings.
7. Display. No Marijuana, Marijuana products, or Marijuana paraphernalia shall be displayed or kept so as to be visible from outside the premises of the Marijuana Establishment.
8. Control of Odors, Emissions, and Trash.
- a. The odor of Marijuana must not be perceptible beyond the property boundary lines of any Marijuana Establishment.
 - b. Adequate provision must be made to prevent smoke, debris, dust, fluids, and other noxious gases, fumes, and substances from exiting a Marijuana Establishment at all times. All such substances must be controlled and disposed of in a safe, sanitary, and secure manner.
 - c. A Marijuana Establishment shall have in place an operations plan for the disposal of Marijuana, Marijuana products, and related by-products in a safe, sanitary, and secure manner and in accordance with all applicable laws and regulations.
 - d. Dumpsters and trash containers must not be overflowing, and the surrounding area must be kept free of litter and trash. All dumpsters and containers shall be screened from public view. All trash receptacles on the premises of a Marijuana Establishment that are used to discard Marijuana and Marijuana products must have a metal cover or lid that is locked at all times.
9. Marijuana Cultivation Areas.
- a. Outdoor cultivation of Marijuana associated with any Marijuana Establishment is prohibited.
 - b. For any Marijuana Cultivation Areas associated with a Medical Marijuana Multiple Registered Caregiver Facility, the aggregate Plant Canopy of all Marijuana Cultivation Areas within the Facility shall not exceed 7,000 square feet.
 - c. For any Adult Use Marijuana Cultivation Facility, the Plant Canopy shall not exceed 20,000 square feet; provided, however, that any Adult Use Marijuana Cultivation Facility may request an expansion of the Plant Canopy to up to 30,000 square feet. These Plant Canopy limitations shall apply to each Adult Use Marijuana Cultivation Facility that is co-located with any other Adult Use Marijuana Cultivation Facility.
 - d. Notwithstanding paragraph c, above, no more than two Tier 4 Adult Use Marijuana Cultivation Facilities shall be allowed to operate within the geographic boundaries of the Town of Bridgton. For purposes of this paragraph d, a "Tier 4 Adult Use Marijuana Cultivation Facility" is an Adult Use Marijuana Cultivation Facility that has been granted a "Tier 4 cultivation facility license" by the State licensing authority to allow cultivation by a licensee of not more than 20,000 square feet of plant canopy, pursuant to 28 M.R.S.A. § 301(4), as amended, and its successor provisions.
 - e. All Marijuana Cultivation Areas shall be visually buffered from view from all property lines.

10. **Signage and Advertising.** All signage and advertising associated with a Marijuana Establishment shall comply with all applicable provisions of the Town of Bridgton Sign Ordinance and the following additional standards:
 - a. Use of advertising material that is misleading, deceptive, or false, or that is designed to appeal to a person under 21 years of age is prohibited.
 - b. Exterior signs shall not advertise Marijuana strains by name.
11. **Labeling, Packaging, and Food Products.**
 - a. All medical Marijuana (including any medical Marijuana products) sold, prepared, produced, or assembled by a Marijuana Establishment shall be packaged and labeled as required by the laws of the state licensing authority, including the requirements set forth in 22 M.R.S. § 2429-A as amended, and its successor provisions.
 - b. All adult use Marijuana (including any adult use Marijuana products) sold, prepared, produced, or assembled by a Marijuana Establishment shall be packaged and labeled as required by the laws of the state licensing authority, including the requirements set forth in 28-B M.R.S. § 701, as amended, and its successor provisions.
 - c. No food products shall be sold, prepared, produced, or assembled by a Marijuana Establishment except in compliance with all operating and other requirements of state and local laws and regulations, including, without limitation, food establishment licensing requirements.
 - d. Any goods containing Marijuana for human consumption shall be stored in a secure area.
 - e. Any goods containing Marijuana for human consumption shall not be prepared, produced, or assembled so as to make the goods specifically appeal to persons under 21 years of age.
12. **Inspections.**
 - a. The Code Enforcement Officer, the Police Chief, the Fire Chief, and the Health Officer shall inspect every Marijuana Establishment prior to issuance of a Certificate of Occupancy by the Code Enforcement Officer to verify that the Marijuana Establishment is constructed and can be operated in accordance with the application submitted, the site plan review approval(s) issued, and the requirements of this Ordinance, local and state building codes, electrical codes, fire codes, and any other applicable life safety codes. No Marijuana or Marijuana products associated with said Marijuana Establishment will be allowed on the premises until the inspection is complete and a Certificate of Occupancy has issued.
 - b. Nothing herein shall be construed to prevent the Code Enforcement Officer, Police Chief, Fire Chief, or Health Officer from inspecting a Marijuana Establishment as part of their ordinary duties and responsibilities.

ARTICLE XI. MARIJUANA ESTABLISHMENTS

SECTION 5. Additional Requirements for Marijuana Manufacturing Facilities

1. **Additional Submission Requirements for Proposed Marijuana Manufacturing Facilities.** In addition to the requirements set forth in Article V and Article XI Section 3 of this Ordinance, the applicant of a proposed Marijuana Manufacturing Facility shall provide:
 - a. Certification from a professional engineer licensed in Maine of the safety of the equipment used for Marijuana extraction and the location of the equipment and the professional engineer's approval of the standard operating procedures for the Marijuana extraction;
 - b. Documentation from a professional engineer licensed in Maine or a state or local official authorized to certify compliance that the equipment used for Marijuana extraction and the location of the equipment comply with state law and all applicable local and state building codes, electrical codes, and fire codes, including the chapters of the most recent National Fire Protection Association Fire Code relating to Marijuana extraction facilities;

- c. Documentation from the manufacturer of the Marijuana extraction system or a professional engineer licensed in this State showing that a professional grade, closed-loop extraction system that is capable of recovering the solvents used to produce Marijuana concentrate is used by the person; and
 - d. Evidence that the person provided notice to the state reviewing authority prior to August 1, 2019 of the person's intent to engage in Marijuana extraction using inherently hazardous substances and the location where the Marijuana extraction will occur prior to engaging in marijuana extraction using inherently hazardous substances, in accordance with 22 M.R.S. § 2423-F(3), or has received the necessary state HIS registration to engage in this activity.
2. Additional Review Criteria for Marijuana Manufacturing Facilities. The review standards set forth in Article VII, X, and XI Section 4 of this Ordinance shall apply to any application for a Marijuana Manufacturing Facility. In addition, the following review standards shall apply. A Marijuana Manufacturing Facility shall:
- a. Acquire and maintain in good working order Marijuana extraction equipment which is certified by a professional engineer licensed in Maine to be safe for Marijuana extraction;
 - b. Utilize a professional grade, closed-loop extraction system that is capable of recovering the solvents used to produce Marijuana concentrate is used by the person;
 - c. Locate all Marijuana extraction equipment in a location which is certified by a professional engineer licensed in Maine to be safe for Marijuana extraction;
 - d. Prepare and maintain standard operating procedures for the Marijuana extraction operation that are approved by a professional engineer licensed in Maine;
 - e. Include ventilation systems that mitigate noxious gases or other fumes used or created as part of the manufacturing or extraction operation; and
 - f. Comply with all applicable local and state building codes, electrical codes, and fire codes concerning the Marijuana extraction equipment used and its location, including the chapters of the most recent National Fire Protection Association Fire Code relating to Marijuana extraction facilities.

ARTICLE XI. MARIJUANA ESTABLISHMENTS

SECTION 6. Additional Requirements for Marijuana Testing Facilities

- 1. Additional Submission Requirements for Proposed Marijuana Testing Facilities. In addition to the requirements set forth in Article V and Article XI Section 3 of this Ordinance, the applicant of a proposed Marijuana Testing Facility shall provide its ISO/IEC accreditation and state license or registration.
- 2. Additional Review Criteria for Marijuana Testing Facilities. The review standards set forth in Article VII, X, and XI Section 4 of this Ordinance shall apply to any application for a Marijuana Testing Facility. In addition, the following review standards shall apply:
 - a. A Marijuana Testing Facility shall obtain and must be able to produce, upon demand by the Code Enforcement Officer, its ISO/IEC accreditation and proof of state licensing.
 - b. A Marijuana Testing Facility must include ventilation systems that mitigate noxious gases or other fumes used or created as part of testing.

ARTICLE XII. EXPIRATION

1. Following the issuance of approval, if no substantial start is made in construction or in the use of the property within two (2) years from the date of approval, the approval shall lapse and become void with the exception of Large Scale Water Extraction Applications. Any Large Scale Water Extraction Application granted approval by the Bridgton Planning Board shall be for a period not to exceed five (5) years, but may be renewed subject to the same criteria contained herein.

ARTICLE XIII. ENFORCEMENT, NUISANCES, CODE ENFORCEMENT OFFICER, LEGAL ACTIONS, PENALTY.

SECTION 1. Nuisances

1. Any violation of this Ordinance shall be deemed to be a nuisance.

ARTICLE XIII. ENFORCEMENT

SECTION 2. Code Enforcement Officer

1. The Code Enforcement Officer shall enforce the provisions of this Ordinance. Upon finding that any provision of this Ordinance is being violated, the Code Enforcement Officer shall, by registered mail, notify those responsible for such violation, indicating the nature of the violation and order the action necessary to correct it.
2. Action may include discontinuance of illegal use of land, buildings, structures and abatement of nuisance conditions. A copy of such notices shall be maintained as a permanent record.

ARTICLE XIII. ENFORCEMENT

SECTION 3. Legal Actions

1. When the above action does not result in the correction or abatement of the violation or nuisance condition, the Municipal Officers, upon notice from the Code Enforcement Officer, are hereby required to institute any and all actions and proceedings, in law or equity, including seeking injunction against violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality.

ARTICLE XIII. ENFORCEMENT

SECTION 4. Penalty

1. Any person, firm, corporation, or legal entity who shall violate any of the provisions of this Ordinance or fail to comply with any of the requirements thereof shall, upon conviction, be punished by a fine of not less than \$100 nor more than \$2,500, and each day on which such violations shall continue shall constitute a separate offense.

ARTICLE XIV. VALIDITY AND SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES

SECTION 1. Validity and Severability

1. Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.

ARTICLE XIV. VALIDITY AND SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES

SECTION 2. Conflict with Other Ordinances

1. Whenever the requirements of this Ordinance are inconsistent with the requirements of any other ordinance, code or statute, the more restrictive requirements shall apply.
2. Nothing herein shall exempt any applicant or proposed development or land use from the requirement(s) of complying with other applicable Ordinances and Regulations of the Town of Bridgton.

ARTICLE XV. APPEALS

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer (“CEO”) or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.
2. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Schedule.
3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.
4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.
5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.
6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.
7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

ARTICLE XVI. ORDINANCE AMENDMENTS

1. This Ordinance may be amended by referendum. Amendments must comply with Title 30A §4352. Amendments must be submitted to the Municipal Officers by the Planning Board following the requirements for publishing and conducting a public hearing:
 - a. The notice must be posted in the municipal office at least thirteen (13) days before the public hearing;
 - b. The notice must be published at least 2 times in a newspaper that complies with Title 1, section 602 and that has a general circulation in the municipality. The date of the first publication must be at least 12 days before the hearing and the date of the 2nd publication must be at least 7 days before the hearing. That notice must be written in plain English and understandable by the average citizen;
 - c. Notice must be sent by regular mail to a public drinking water supplier if the area to be rezoned contains its source water protection.

ARTICLE XVII. REFERENCES AND DEFINITIONS

SECTION 1. References

1. In general, all words and terms used in this Ordinance shall have their customary dictionary meaning. More specifically, certain words and terms shall be described below.
2. Where there is a conflict between the language contained in this Ordinance and any other Town ordinances, the stricter language shall apply for purposes of this Ordinance.
3. All references in this ordinance to “Town”, “The Town”, “the Town of Bridgton”, and to any board, official or officer, unless clearly defined otherwise, shall be construed to be references to the Town of Bridgton, Maine, an incorporated municipality in the County of Cumberland County, State of Maine and its municipal boards, officials and officers.
4. Unless the context otherwise requires, the terms defined in this Article XVII shall have the meanings set forth below for purposes of this Ordinance, regardless of whether or not the terms are capitalized; the singular shall include the plural, and the plural shall include the singular. Unless a general definition (such as, but not limited to, Agriculture, Commercial, Manufacturing, Retail, Home Occupation or Accessory Use), expressly includes a Marijuana Establishment, the definition shall not be construed so as to include a Marijuana Establishment.

ARTICLE XVII. REFERENCES AND DEFINITIONS

SECTION 2. Definitions

Air-blast – A horn or signal before blasting.

Adult Use Marijuana Cultivation Facility – A “cultivation facility” as that term is defined in 28-B M.R.S. § 102(13), as amended, and its successor provisions.

Adult Use Marijuana Products Manufacturing Facility – A “products manufacturing facility” as that term is defined in 28-B M.R.S. § 102(43), as amended, and its successor provisions.

Adult Use Marijuana Store – A “marijuana store” as that term is defined in 28-B M.R.S. § 102(34), as amended, and its successor provisions.

Adult Use Marijuana Testing Facility – A “testing facility” as that term is defined in 28-B M.R.S. § 102(54), as amended, and its successor provisions.

Agricultural Land Management Practices – Means those devices and procedures utilized in the cultivation of land in order to further crop and livestock production and conservation of related soil and water resources.

Accessory Use or Structure – A subordinate use of a building, other structure or land, or a subordinate building or other structure:

1. The use of which is customary in connection with the principal building, other structure or use of land;
2. The use of which is clearly incidental to the use of the principal building, other structure or use of land; and
3. Which is located on the same lot with the principal building, other structure or use of land, or on a lot adjacent to such lot if in the same ownership or part of the same establishment.

Appropriate Suite or Water Quality Parameters – Refers to all organic or inorganic primary and secondary Federal Drinking Water Standards including bacteria.

Aquifer – Means a saturated permeable geologic unit consisting of unconsolidated sediment or bedrock that can yield economically valuable quantities of water. The term “aquifer” as used in this Ordinance includes all areas specifically mapped as such by the Maine Geological Survey or as mapped by a certified geologist.

Blasting – The controlled use of explosives to excavate or remove rock.

Buffer Strip – A defined and described tract of land or parcel that is required to remain unaltered excepting any improvements to minimize erosion, noise or visual impact.

Building – Any structure having a roof or partial roof supported by columns or walls used for the shelter or enclosure of persons, animals, goods or property of any kind. A building shall include a multiple family dwelling.

Campground – An area devoted to overnight recreational or educational use, where the land area is divided into sites or lots for which a charge is made; either on a short or long-term basis by sale, rent or lease or condominium type of financing.

Clay – A fine grained material consisting mainly of hydrated aluminum silicates that occurs naturally in soil and sedimentary rock. Used in making bricks, ceramics and cement.

Commerce – The exchange or buying and selling of commodities on a large scale involving transportation from place to place.

Commercial – Connected with the buying or selling of goods or services or the provision of facilities for a fee.

Construction – Structural changes or additions to a building or structure other than repairs and modification in building equipment.

Dwelling Unit – A room or group of rooms designed and equipped exclusively for use as living quarters for one family including provisions for living, cooking and eating.

Exempt Caregiver – A natural person who is a Medical Marijuana Registered Caregiver for no more than two family members or members of the Caregiver’s household, is exempt from registration pursuant to 22 M.R.S. § 2423-A(3)(C), and may not possess more than 8 pounds of Marijuana.

Explosives – A substance that contains a great amount of stored energy that can provide an explosion, a sudden expansion of the material after initiation, usually accompanied by the production of light, heat, sound and pressure.

Extraction or (water extraction or extraction of water) – Means withdrawal, removal, diversion, taking, or collection by any means of water from ground water sources, aquifers, springs, wells, pumps, pipes or similar.

Extraction point – or Extraction facility – Means the physical location where water is extracted, whether by well, pump, pipeline, catchments, or other similar method.

Forest Management Activities - Includes timber cruising and other forest resource evaluation activities, pesticide application, timber stand improvement, pruning, timber harvesting and other forest harvesting, regeneration of forest stands, and other similar associated activities, but not the construction, creation or maintenance of land management roads.

Gravel – Small stones and pebbles or a mixture of them with sand.

Gravel Pit – An excavation for removal, processing, or storage of borrow, topsoil, loam, gravel, rock, sand, clay, silt or other similar non-metallic earth materials whether alone or in combination. Does not require the use of explosives.

Ground Water – Means underground water located in unconsolidated sediment or bedrock below the Water Table and includes ground water emanating to the surface in the form of springs.

Handling, Processing, or other Accessory Uses – Any washing, screening, crushing, mixing or storage of sand, gravel, stone, rock, clay, topsoils, or any other material of any kind from either on or off site; to include: any washing or screening operations; concrete mix or asphalt batching plants; blasting or mining of material; storage of material from off site; disposal, placing, or storing of any materials that are not going to be used in any process or production in conjunction with the extraction activity; or ore concentration processes.

Home Occupation – An occupation or profession which is customarily carried on in a dwelling unit or structure accessory to a dwelling unit which is incidental to residential use and employs two or less full-time equivalent outside employees.

House of Worship – A structure whose primary purpose is for gatherings to perform spiritual or divine services and/or rituals.

Industrial – Connected with the assembling, fabrication, finishing, manufacturing, packaging or processing of goods or the extraction of minerals.

Institutional – A building devoted to some public, governmental, educational, charitable, medical or similar purpose.

Large Scale Water Extraction – Means extraction of water from ground water sources, aquifers, springs, wells or similar in a total daily amount on any given day of 50,000 gallons or 1,000,000 gallons annually, as extracted by the same individual or entity, or consortium or association of individuals or entities, regardless of the number of extraction facilities utilized.

Landscaping – The ornamental planting of trees, shrubs and other plants as foundation planting, in separate bedding areas and between the property and sidewalk or street so as to enhance the appearance of the property.

Marijuana – The leaves, stems, flowers and seeds of all species of the plant genus cannabis, whether growing or not. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil or cake or sterilized seed of the plant which is incapable of germination.

Marijuana Cultivation Area – An indoor facility used for cultivation of Marijuana as part of any Marijuana Establishment, which is enclosed and equipped with locks and other security devices that permit access only by a person authorized to have access to the facility.

Marijuana Establishment – Any one of the following uses:

- Medical Marijuana Registered Dispensary
- Medical Marijuana Large-Scale Caregiver Operation
- Medical Marijuana Multiple Registered Caregiver Facility
- Medical Marijuana Caregiver Retail Store
- Medical Marijuana Manufacturing Facility
- Medical Marijuana Inherently Hazardous Substances Extraction Operation
- Medical Marijuana Testing Facility
- Adult Use Marijuana Cultivation Facility
- Adult Use Marijuana Store
- Adult Use Marijuana Products Manufacturing Facility
- Adult Use Marijuana Testing Facility

Marijuana Home Cultivation – (1) The cultivation of Marijuana for personal adult use by persons 21 years of age or older in accordance with the provisions of 28-B M.R.S. § 1502, as may be amended; or (2) the cultivation of medical Marijuana by an Exempt Caregiver or a Qualifying Patient.

Marijuana Manufacturing Facility – Any one of the following uses:

- Medical Marijuana Manufacturing Facility
- Medical Marijuana Inherently Hazardous Substances Extraction Operation
- Adult Use Marijuana Products Manufacturing Facility

Marijuana Testing Facility – Any one of the following uses:

- Medical Marijuana Testing Facility
- Adult Use Marijuana Testing Facility

Medical Marijuana Caregiver Retail Store – A location, building, or facility operated by a Medical Marijuana Registered Caregiver that is used to sell medical Marijuana to qualifying patients and that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer.

Medical Marijuana Inherently Hazardous Substances Extraction Operation – “Marijuana extraction” using “inherently hazardous substances” by a “qualifying patient,” the “caregiver” of a qualifying patient, or any other person authorized under 22 M.R.S. § 2423-F(3), as may be amended, to engage in “marijuana extraction” using “inherently hazardous substances,” as those terms are defined in 22 M.R.S. § 2422, as amended, and its successor provisions.

Medical Marijuana Large-Scale Caregiver Operation – Any commercial or noncommercial use by a Medical Marijuana Registered Caregiver other than: (i) a Medical Marijuana Caregiver Retail Store, (ii) a Medical Marijuana Multiple Caregiver Facility, (iv) a Medical Marijuana Inherently Hazardous Substances Extraction Operation, (v) Marijuana Home Cultivation by a Qualifying Patient or Exempt Caregiver, or (vi) a Medical Marijuana Small-Scale Caregiver Operation.

Medical Marijuana Manufacturing Facility – A registered tier 1 or tier 2 manufacturing facility, as defined in 22 M.R.S. § 2422 as amended, and its successor provisions.

Medical Marijuana Multiple Registered Caregiver Facility – A building or facility housing more than one (1) Medical Marijuana Registered Caregiver.

Medical Marijuana Registered Caregiver – A caregiver who is registered by the State licensing authority pursuant to 22 M.R.S. § 2425-A, as amended, and its successor provisions.

Medical Marijuana Registered Dispensary – A building or facility operated by a person or entity registered under 22 M.R.S. § 2425-A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses Medical Marijuana or related supplies and educational materials to qualifying patients and the caregivers of those patients as defined in 22 M.R.S. § 2422(6), as amended, and its successor provisions.

Medical Marijuana Small-Scale Caregiver Operation – A commercial or noncommercial use by a Medical Marijuana Registered Caregiver who sells or dispenses Marijuana solely out of the Caregiver’s residential dwelling or accessory structure to no more than five individual registered patients in any one calendar month; does not process or manufacture Marijuana using chemicals or solvents; and cultivates no more than 30 mature Marijuana plants.

Medical Marijuana Testing Facility – A public or private laboratory that: (a) is authorized in accordance 22 M.R.S. § 2423-A(10) to analyze contaminants in the potency and cannabinoid profile of samples; and (b) is accredited pursuant to standard ISO/IEC 17025 of the International Organization for Standardization by a third-party accrediting body or is certified, registered or accredited by an organization approved by the Maine Department of Health and Human Services.

Mineral – A naturally occurring solid chemical substance that is formed through geological processes and that has a characteristic chemical composition, a highly ordered atomic structure, and specific physical properties. By comparison, a rock is an aggregate of minerals and/or mineraloids and does not have a specific chemical composition. Minerals range in composition from pure elements and simple salts to very complex silicates with thousands of known forms.

Mineral Extraction Activity – Any excavation or removal, handling or storage of sand, gravel, borrow, rock, clay, minerals, or topsoil to include, but not limited to, sand or gravel pits, clay pits, borrow pits, quarries, mines and topsoil mining or removal.

Mineral Extraction Site or Area – All of the land area disturbed or otherwise developed for the extraction, removal, processing, or storage of sand, gravel, clay, minerals, stone, rock, or topsoil; including any access roads and cleared areas adjacent to a pit or excavation area.

Mobile Home Park - An area designed or planned for the placement of two or more mobile homes with design and lot size standards as required in the Bridgton Subdivision Regulations.

Multiple Family Dwelling - A building(s) consisting of three (3) or more attached dwelling units.

Office, Business or Professional – The place within and from which a person or persons conducts a business providing, by way of example, but not limited to, a trade, professional or service to clients or customers. Business and professional offices may include, but are not limited to, offices for plumbing, electrical, and other construction trades, firms or contractors (including headquarters); and for lawn care and building cleaning companies; and for lawyers, doctors, accountants, engineers and other professional consultants.

Persons - Means any person, firm, association, partnership, corporation, municipal or other local government entity, quasimunicipal entity, state agency, educational or charitable organization or institution, or other legal entity.

Plant Canopy - The total surface area within a cultivation area that is dedicated to the cultivation of mature Marijuana plants. The surface area of the Plant Canopy must be calculated in square feet and measured using the outside boundaries of the area and must include all of the area within the boundaries. If the surface area of the Plant Canopy consists of noncontiguous areas, each component area must be separated by identifiable boundaries. If a tiered or shelving system is used in the cultivation area, the surface area of each tier or shelf must be included in calculating the area of the Plant Canopy. Calculation of the area of the Plant Canopy may not include the areas within the cultivation area that are used to cultivate immature Marijuana plants and seedlings and that are not used at any time to cultivate mature Marijuana plants.

Public Drinking Water Supply – Any publicly or privately owned system of pipes or other constructed conveyances, structures and facilities through which water is obtained for or sold, furnished or distributed to the public for human consumption, if such a system has at least fifteen (15) service connections, regularly serves an average of at least twenty-five (25) individuals daily at least sixty (60) days out of the year or bottles of water for sale. Any publicly or privately owned system that only stores and distributes water, without treating or collecting it; obtains all its water from, but is not owned or operated by a public water system; and does not sell water or bottled water to any person, is not a “public water system”. The term “public water system” includes any collection, treatment, storage or distribution pipes or other constructed conveyances, structures or facilities under the control of a supplier of water and used primarily in connection with such a system, and any collection or pretreatment storage facilities not under that control that are used primarily in connection with such a system. The system does not include the portion of service pipe owned and maintained by a customer of the public water system.

Qualifying Patient – A person who has been a resident of Maine for at least 30 days and who possesses a valid written certification regarding medical use of Marijuana in accordance with 22 M.R.S. § 2423-B.

Quarry – An excavation or pit, usually open to air, from which building stone, slate, construction aggregate, riprap, or the like, is obtained by cutting, blasting, etc.

Reclamation – The restoration or continued maintenance of the area of land affected by mining under a Reclamation Plan. This may include but is not limited to, grading and shaping of the land, the creation of lakes or ponds, the planting of forests, the seeding of grasses, legumes, or crops for harvest, or the enhancement of wildlife and aquatic resources.

Reclamation Plan – A plan which depicts how the project will be restored, or maintained, after excavation is complete. Such a plan usually includes final grading and revegetation plans, of any given phase.

Recreational Vehicle – A vehicle or vehicular attachment for temporary sleeping or living quarters for one or more persons, which is not a dwelling and which may include a pick-up camper, travel trailer, tent trailer and motor home.

Residential-Institutional – A use providing recreation, counseling, education and/or other rehabilitative services where the individuals commonly reside at the facility.

Retail – Connected with the sale of goods to the ultimate consumer for direct use and consumption, and not for trade.

Rock – A naturally occurring solid aggregate of minerals and/or mineraloids. In general rocks are of three types, namely, igneous, sedimentary and metamorphic.

Rock Crushing – A process of reducing large rocks into small rocks, gravel or rock dust, or changing the form of waste materials so they can be more easily disposed of or recycled, or to reduce the size of a solid mix of raw materials so that pieces of different composition can be differentiated.

Seismograph – An instrument that measures motions of the ground and provides a continuous record of ground motion.

Setback – The horizontal distance from a lot line or referred location to the nearest part of a structure or activity.

Silt – A granular material of a grain size between sand and clay derived from soil or rock. Silt may occur as a soil or as suspended sediment in a surface water body. It may also exist as soil deposited at the bottom of a water body.

Small Mineral Extraction Operations – Extraction operations that are less than 2 acres in size.

Structure – Anything constructed, erected or placed on the ground which is permanent, temporary or mobile. Structure(s) include but are not limited to building(s), mobile homes, recreational vehicles, piers and pads, and storage and processing facilities. Boundary walls, fences and flagpoles are not considered structures.

Substantial Enlargement – An expansion by more than 25% at any one time. Excludes Surface and Subsurface Mineral Extraction Operations and any related activity.

Substantial Start – Any project that is considered 20% complete.

Surface Water – Shall include any lake, pond or perennial stream.

Use – Any purpose for which a building or other structure or a tract of land may be designed, arranged, intended, maintained or occupied; also any activity, occupation, business or operation carried on or intended to be carried on in a building or other structure or on a tract of land.

Top Soil – The upper, outermost layer of soil, usually the top 2 inches to 8 inches. It has the highest concentration of organic matter and microorganisms and is where most of the Earth's biological soil activity occurs.

Variance – A relaxation of the terms of this Ordinance where such variance would not be contrary to the public interest where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this Ordinance would result in unnecessary or undue hardship. A financial hardship shall not constitute grounds for granting a variance. The crucial points of a variance are undue hardship and unique circumstances applying to the property. A variance is not justified unless both elements are present in the case.

Water Bodies or Surface Water(s) – Means lakes, ponds, river, streams, wetlands and similar.

Water Table – means the underground water surface at which the pressure is equal to that of the atmosphere. The water table elevation changes throughout the year in response to precipitation recharge and the level of nearby surface water.

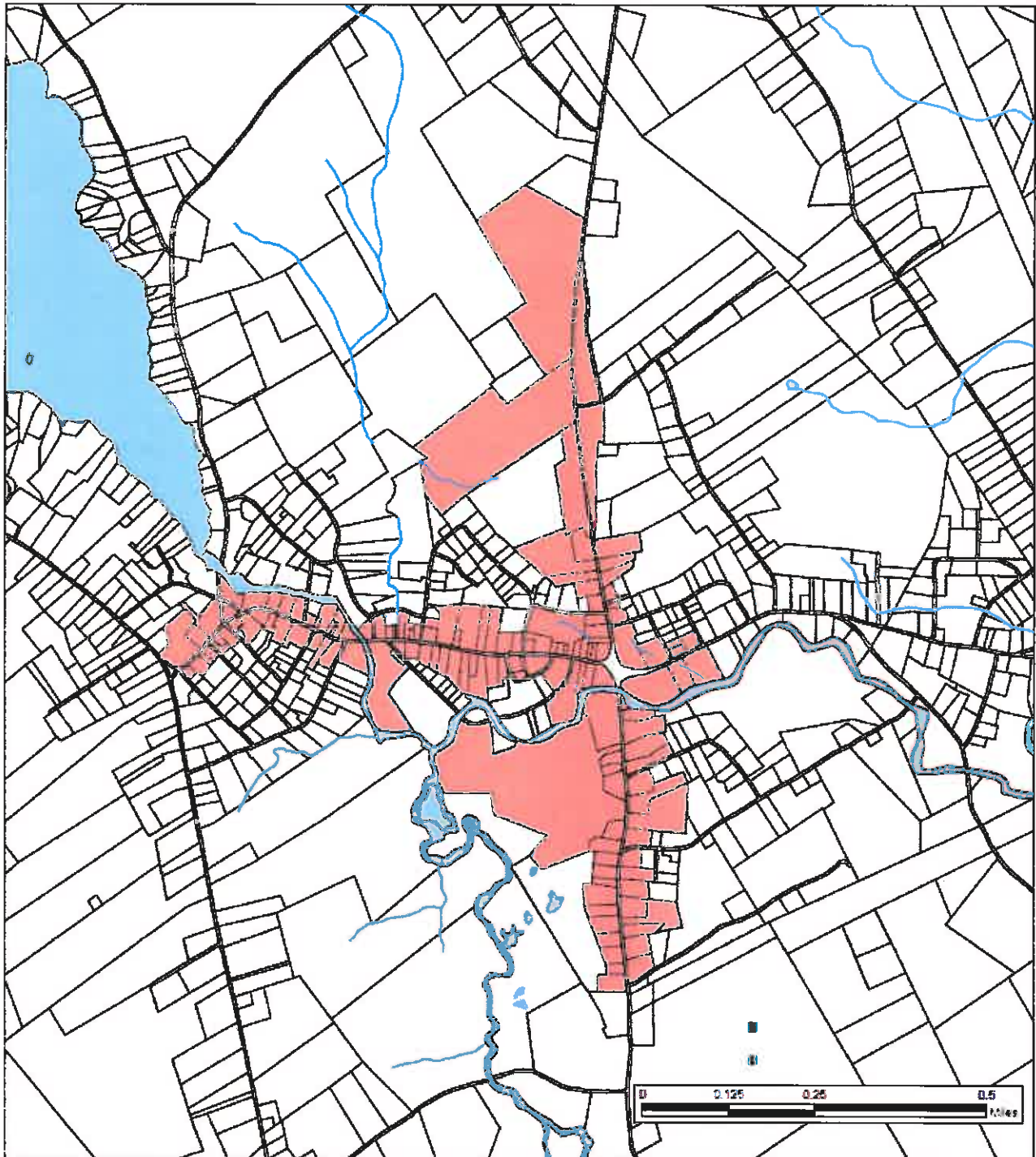
Working Pit or Area – The extraction area including side slopes and adjoining areas with overburden removed, excluding roads.

Zone of Contribution – Means the area of an aquifer that contributes water to a well or other extraction point under the most severe pumping and recharge conditions that can be realistically anticipated within the Town of Bridgton. It is bounded by the ground water divides that result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. In some cases, streams or lakes may act as recharge boundaries. In all cases the zone of contribution shall extend up gradient to its point of intersection with prevailing hydro geologic boundaries (a ground water flow divide, a contact with till or bedrock, or a recharge boundary).

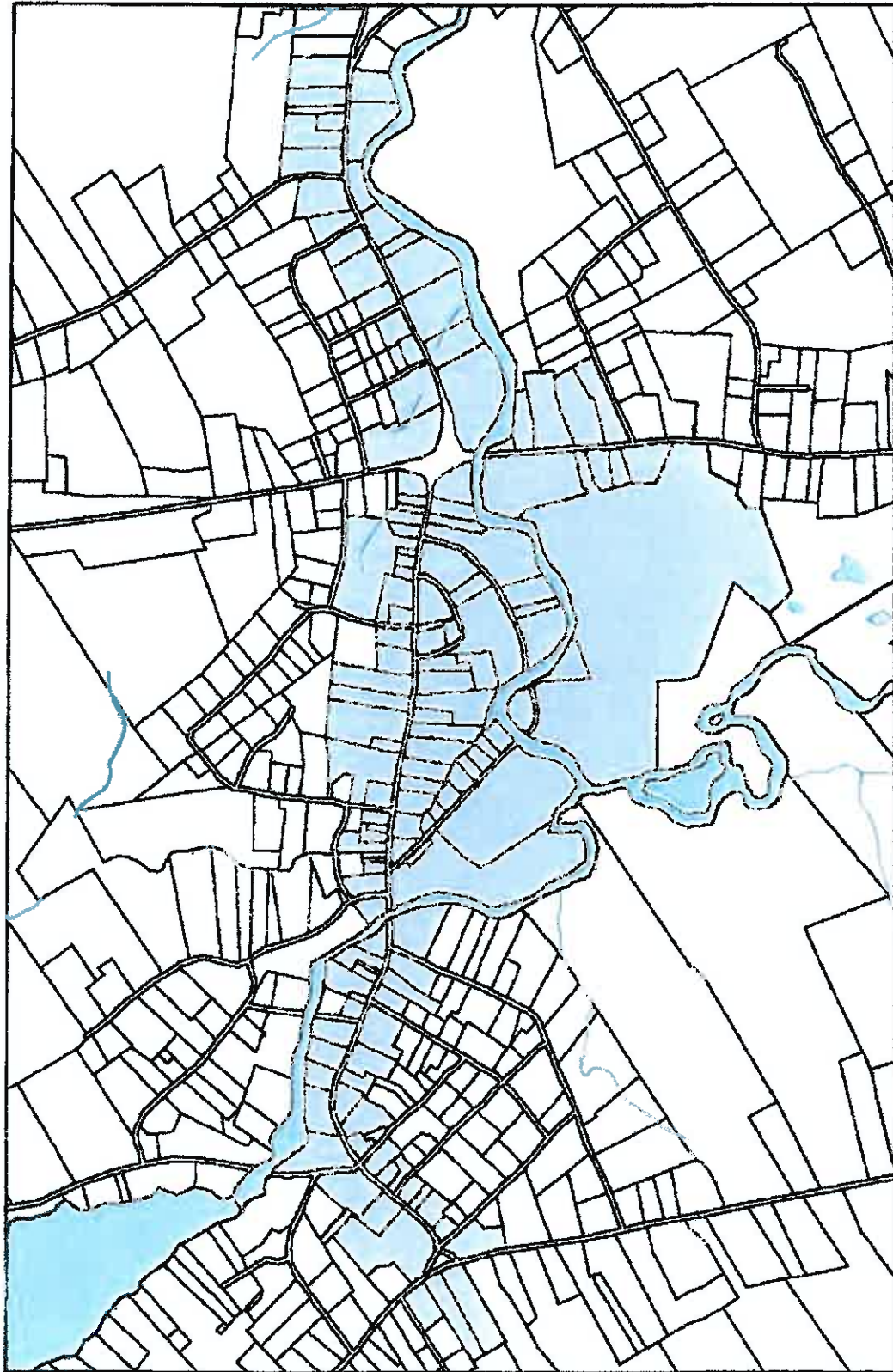
Enacted: June 10, 1998

Amended: June 14, 2000, June 14, 2005, June 12, 2007, June 10, 2008, June 14, 2011, December 13, 2011, June 12, 2012, June 10, 2014, June 9, 2015, June 14, 2016, June 11, 2019, July 14, 2020.

Town of Bridgton
Site Plan Development Ordinance
Downtown Site Plan District Map
June 14th 2005



Town of Bridgton
Site Plan Review Ordinance
Village Center District Map
June 12, 2012



Robert "Bob" Peabody, Jr.

From: Laura Ellis <LEllis@memun.org>
Sent: Thursday, July 16, 2020 11:00 AM
To: Robert "Bob" Peabody, Jr.; townmegan@fairpoint.net;
townmanager@denmarkmaine.org; townmanager@fryeburgmaine.org;
tpellerin@harrisonmaine.org; edurgin@townofhiram.org; jhawley@townofnaples.org;
dlajoie@norwaymaine.com; twofergies@aol.com; basselin@oxfordmaine.org;
manager@parismaine.org; rheard@portermaine.org; townmanager@townofsebago.org
Subject: LPC Election Ballot for LPC/Senate District 19
Importance: High

*** Only one nomination was received for this District. If you know of someone willing to serve, please utilize the write-in option. ***



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Christine Landes, President, Maine Municipal Association
Date: July 15, 2020



Re: Ballots for Election to MMA's Legislative Policy Committee

MMA's member municipalities have made their nominations for the 2020-2022 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot for your LPC/Senate can be accessed via this link: https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?EntryId=13901&Command=Core_Download&language=en-US&PortalId=0&TabId=104. All LPC election material can be accessed at: <https://www.memun.org/Legislative-Advocacy/Legislative-Policy-Committee>. The ballot must be completed by the Board of Selectmen or Town/City Council of your municipality.

Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the second page of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC District. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return to ballot by 5:00 p.m. on August 27, 2020 to:

Laura Ellis: lellis@memun.org

FAX: 624-0129

Your participation is important – Thank You!

Laura Ellis
Maine Municipal Association's State & Federal Relations Dept.
(207)623-8428 ext. 2207

OFFICIAL BALLOT – District 19

Maine Municipal Association's Legislative Policy Committee
July 1, 2020 – June 30, 2022

VOTE FOR **TWO**:



Lenny Adler, Select Board Member, Town of Otisfield



_____ (name) _____ (position) _____ (municipality) (✍ write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____



BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 27, 2020 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

LPC Senate District 19

Bridgton
Brownfield
Denmark
Fryeburg
Harrison

Hiram
Naples
Norway
Otisfield
Oxford

Paris
Porter
Sebago

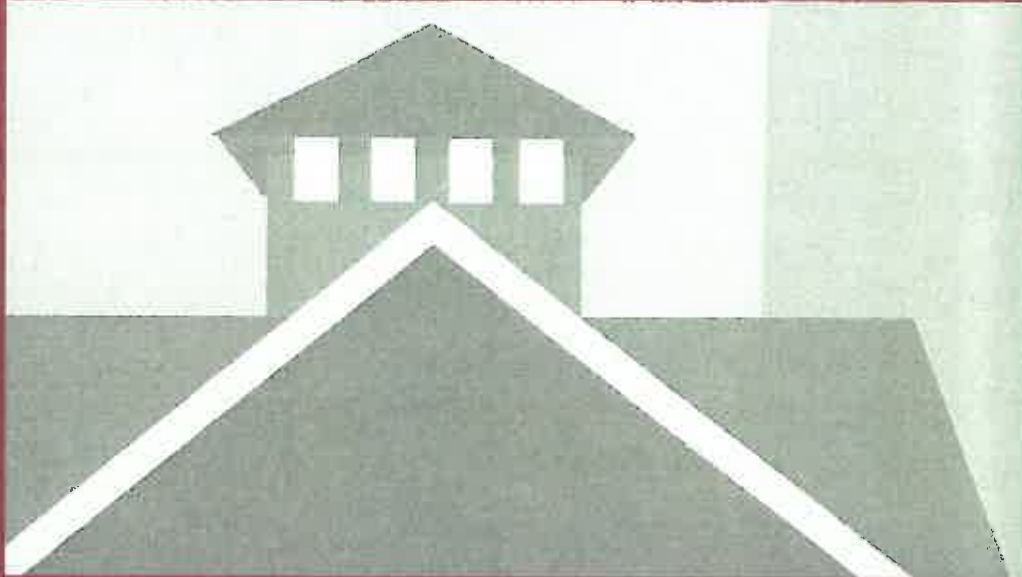
Candidate Profile:

Lenny Adler has served the Town of Otisfield in several capacities for nearly 43 years. He has served for well over 36 years as selectman, and has also served as Road Commissioner, Fire Chief, Ordinance Review Committee member and on the Appeals Board. He has served on MMA's Legislative Policy Committee for more than 28 years and would like to continue his service because of his long-term interest in municipal affairs, particularly in the areas of mandates, regulations, school funding and Revenue Sharing. He is also very interested in preserving home rule authority.

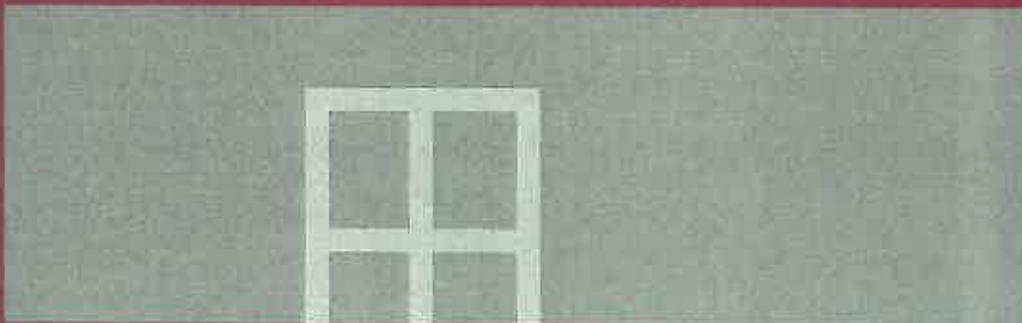


Maine Municipal Association

60 Community Drive
Augusta, Maine 04330
207-623-8428



MMA Governance Structure



LOCAL GOVERNMENT
begins with **you**

MMA GOVERNANCE STRUCTURE

MMA Executive Committee – The Executive Committee was established in 1937 within the Association's by-laws as the governing body of the Maine Municipal Association. The Committee is composed of 12 municipal officials who must either be an elected municipal officer (selectperson, councilor) or an appointed chief administrative officer (town or city manager). The Committee includes a president, immediate past president, vice president and nine Executive Committee members (serving three three-year staggered terms). Members are able to be re-elected to serve a second consecutive three-year term. Officers serve one-year terms in their respective positions.

The MMA Executive Committee generally meets monthly. The broad responsibilities include overall governance, establishing the mission and long-range planning, oversight over all fiscal matters, policy development, and representation of the organization with state and federal governments and business organizations. The Executive Committee is responsible for hiring and evaluating the executive director, who serves as the chief executive officer of the Maine Municipal Association.

Nomination, Petition & Election Process – The MMA by-laws call for a five-member Nominating Committee appointed annually in February by the Executive Committee. The Committee is composed of two past presidents, two elected municipal officers and one member who is either the president of an affiliate organization or chief appointed administrative officer. The immediate past president serves as the chair of the Nominating Committee and brings forth the Nominating Committee Advisory Guidelines adopted annually by the Executive Committee.

The **Nomination Process** formally begins in April with notice seeking statements of interest from all qualified municipal officials. Notice is sent through electronic communication to the key municipal official (manager or chair of selectboard) in all member municipalities, posted on the MMA website and publicized in the April issue of the *Maine Townsman*. The Nominating Committee generally meets in April and May. The Nominating Committee's sole purpose is to select a proposed slate of officers and members for service on the Executive Committee to be presented to the municipal membership for election 90 days prior to the pre-established election deadline in August.

The MMA by-laws also establish a **Petition Process** which is provided through electronic communication to the full municipal membership 40 days in advance of the election deadline. A voting ballot with the proposed slate of officers and members offered by the Nominating Committee and any successful petition candidates is mailed to the municipal membership 30 days in advance of the election deadline.

The MMA's President oversees the **Election Process**. A municipal clerk works with the MMA president to formally count the voting ballots and provide notice of the election results. The candidates with the most votes are elected to the Executive Committee and are so notified. Newly elected Executive Committee members serve as non-voting members during September – December and officially begin their three-year voting term on Jan. 1 following their election.

MMA Strategic & Finance Committee – The Strategic & Finance Committee is a five-member subcommittee of the Executive Committee. The major responsibilities of the Committee include developing a recommended annual Association budget, including capital expenditures;

MMA GOVERNANCE STRUCTURE

funding policies and staffing requirements and reviewing various proposed elements of the Association's business plan; identifying strategic initiatives and developing recommendations consistent with the Association's budget and fiscal policies. As a purely advisory committee, the responsibilities and structure of the Strategic & Finance Committee may be changed by the Executive Committee.

MMA Workers Compensation Fund Board of Trustees – In 1978 the Association created a self-funded Workers Compensation program. State law, both then and now, requires that any fund established by employers for the purpose of meeting their obligations to provide workers' compensation benefits be established and operated as a trust. The Indemnity Agreement and Declaration of Trust, which together form a contract between the members and the Board of Trustees, establishes and governs the Fund. The Executive Committee is the designated Board of Trustees.

The Workers Compensation Fund Board of Trustees generally meets two times per year and is typically held in conjunction with regular meetings of the Executive Committee. As the declared Trustee of the Workers Compensation Fund, the Executive Committee is empowered to exercise all authority necessary to manage and administer the Trust in accordance with the Indemnity Agreement, such as entering into contracts, incurring liabilities, holding and disposing of property, collecting contributions and assessments, investing proceeds, purchasing insurance and services, and adopting rules not inconsistent with the Fund Indemnity Agreement.

MMA Property & Casualty Pool Program Board of Directors – In 1987 the Association established a public self-funded property and casualty risk pool. Because of statutory requirements, the Executive Committee alone could not be named as the governing authority for the Pool. State law requires that a majority of the members of a board of directors of a public pool be officials from participating pool members and, further, that there must be two public members who are not currently serving as elected or appointed officials. For these reasons, the board of directors is composed of the Executive Committee, as the nucleus of the board, plus as many additional members as are necessary to meet the requirements of state law.

The Board of Directors generally meets two times per year and typically meets in conjunction with regular meetings of the MMA Executive Committee. The powers and duties of the Board are prescribed by the Pool Contract Agreement and entail all the normal corporate and legal authorities necessary to manage and administer the Pool, similar to those exercised by the Workers Compensation Board of Trustees.

Maine Municipal Employees Health Trust – The Maine Municipal Employees Health Trust (MMEHT) is a separate legal entity from the Maine Municipal Association and is governed by an 11 member Board of Trustees that oversees the services and programs offered by the Health Trust. The Maine Municipal Association serves as the Plan Administrator for the Health Trust.

Board officers serve one-year terms and trustees serve staggered three-year terms. Each trustee must be an active member participating in one or more of the plans maintained by the Trust at the time of his/her selection and term in office. The Board of Trustees is appointed by a Selection Committee made up of three Health Trust Board members and two MMA Executive Committee members.

Although the MMA Legislative Policy Committee is not officially part of the MMA governance structure, it plays a critical function as the advocacy arm of the Maine Municipal Association.

MMA Legislative Policy Committee – The Executive Committee established the Legislative Policy Committee (LPC) in the 1970s. The LPC, chaired by MMA's Vice President, serves a critical function as the advocacy arm of the Maine Municipal Association. The LPC process is guided by a set of rules established in the *LPC Handbook*. The purpose of the LPC is to define municipal interests and to maximize those interests through effective participation in the legislative process. Specifically, in consultation with the Executive Committee, the LPC is responsible for:

- Developing and coordinating MMA's legislative policy process;
- Identifying MMA's advocacy priorities and developing a legislative program;
- Providing direction on legislative strategy to achieve these objectives; and
- Taking positions on legislative proposals affecting municipalities.

Any elected or appointed municipal official may serve on the LPC. The 70-member LPC is made up of two representatives elected from each of the state's 35 Senate Districts. LPC members serve for a two-year term, running from July 1 of each even-numbered year to June 30 of the next subsequent even-numbered year. The Committee meets in the fall of the year they are elected to set the Association's legislative priorities and on a monthly basis during the legislative session(s).

Nomination and Election Process – Shortly after the conclusion of the second session of the Legislature (in April or May of the even-numbered years) an announcement is sent to the key municipal official (manager or chair of selectboard) in all member municipalities, informing them of the LPC election and asking for nominations of a candidate from their municipality or any other municipality within their district. The MMA State & Federal Relations department administers the LPC Nomination and Election process.

Once nominations are received, ballots containing the names and brief biographies of all nominees received by the specified deadline are mailed to all member municipalities. The ballot also contains a space for write-in candidates. The boards of selectmen or councils of each municipal member within the Senate District make their top two preferences known on the ballot and return it to MMA by the deadline. The two nominees or write-in candidates with the most votes in each District are elected to the Legislative Policy Committee and are so notified.

For further information on the MMA and MMEHT Governance Structure, please contact Theresa Chavarie, Manager of Member Relations & Executive Office, at tchavarie@memun.org or by telephone at 1-800-452-8786 ext. 2211. Thank you.

LOCAL GOVERNMENT
begins with **YOU**

www.memun.org



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “Write-in Candidates” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2021 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

JAMES BENNETT (CITY MANAGER, CITY OF BIDDEFORD)

Professional & Municipal Experience:

- City of Biddeford, Maine – City Manager (August 2015 – present)
- Adjunct Professor, USM Muskie School, Masters level courses: (1) Public Budgeting and Finance, and (2) Managing Towns and Municipalities
- City of Presque Isle, Maine – City Manager (March 2010 - July 2015)
- Town of Sabattus, Maine – Interim Town Manager (September 2009 – March 2010)
- City of Lewiston, Maine – City Administrator (March 2002 – July 2009)
- Town of Westbrook, Maine – Administrative Assistant to the Mayor (October 1996 – March 2002)
- Town Old Orchard Beach, Maine – Town Manager (May 1990 – October 1996)
- Town of New Gloucester, Maine – Town Manager (February 1988 – May 1990)
- Town of Dixfield, Maine – Town Manager (February 1986 – February 1988)
- Town of Lisbon, Maine – Selectman (May 1982 – February 1986) Vice Chairman (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (1992 – 1996) (2018 – present)
- Member, MMA Property & Casualty Pool Board of Directors (1992 – 1996) (2018 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (1992 – 1996) (2018 – present)
- Member, MMA Strategic & Finance Committee (1995 - 1996, 2018 – present); Chair (1995 -1996, 2019-2020)
- Member, Governor's Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, MMA Legislative Policy Committee (served as member many years since 1990)
- Co-developed and presented 2020 MMA Webinar "Budgeting in Uncertain Times" in response to COVID-19
- Frequent presenter on behalf of MMA Training: Basic Budgeting since 1993; Cash Management for Municipalities since late 1990s; Top Ten Things I wish I Was Told Earlier in My Career since 2014, Leadership Training since 2018
- President, International City/County Management Association (2014 – 2015); Regional Vice President, (2008 – 2011) Chairperson, Conference Planning Committee, (2007 – 2008); Committee Member (various years 1997 – 2011); Small Community Task Force (1999 – 2001)
- ICMA Emerging Leaders Development Program Facilitator (2007 – present)
- President, Maine Town & City Management Association (1998 –1999); Board of Directors (1991 – 2000)
- President, Aroostook Municipal Association (2012 – 2014)
- Executive Board, Northern Maine Development Commission (2010 – present)
- Chairperson, Aroostook Tourism Committee (2011 – 2013)
- Member, Revolving Loan Committee, Northern Maine Development Commission (2010 – present)
- Executive Board, Maine Service Center Coalition (2011 – present)
- Treasurer, Martindale Country Club (2005 – 2008)
- Treasurer, Kora Klown Shrine Unit (2004 – 2008)
- Kora Divan, Kora Shriners (2004-2006; 2019 - present)
- Worshipful Master, Ancient York Lodge of Free and Accepted Masons (2007)
- Chairman and Founder, Ginger Bennett Memorial Scholarship Fund (2003 – present)
- Chairman, Joseph Graziano Memorial Scholarship Fund (2004 – 2012)

Education:

- Master of Business Administration, University of Southern Maine
- Bachelor of Science, Business Administration, University of Southern Maine
- Associate of Science, Accounting, Bentley College

Awards and Certifications:

- ICMA Legacy Leader since 2008
- All –America City, National Civic League (LEW) 2007
- Public Service Leadership Award, Androscoggin Chamber of Commerce 2006
- Maine Town and City Management Association’s “Line Stackpole Manager of the Year” August 2003
- ICMA Credentialed Manager since 2002 (*initial year of program*)
- MTCMA Certified Municipal Manager since 1993

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

ROBERT BUTLER (CHAIR OF SELECTBOARD, TOWN OF WALDOBORO)

Professional & Municipal Experience:

- Town of Waldoboro, Select Board Chair (first year of third non-consecutive term)
- Town of Waldoboro committees, including: Budget Committee, Economic Development Committee, Culinary Arts Committee, Sylvania Task Force, Communications and Technology Committee, Town Manager Search Committee and A.D. Gray Committee, Water Department Committee
- Waldoboro Public Library, Treasurer
- Waldoboro Public Library, Member of Board of Trustees
- Waldoboro Business Association, Member, Board
- Municipal Review Committee, Member, Board

Other Experience, Committees and Affiliations:

- Peace Corps, Afghanistan 1968-1970: Taught English as a foreign language in a rural village in the Kuz Konar District of Nangrahar Province and at the Institute of Civil Aviation, Kabul
- Ashland Oil Company, Beirut, Lebanon: Middle East Representative
- Arabian American Oil Company, Dhahran, Saudi Arabia: Government Relations and Contracting Rep
- Bank of Boston, Boston, MA and Tehran, Iran: Middle East Africa Division, Credit Analyst and Middle East Representative
- The National Commercial Bank, Dammam, Saudi Arabia: Head of Corporate Banking, Eastern Province
- Mount Street Holdings, London, England and Al-Khobar, Saudi Arabia: Partner and Financial Advisor
- A.I.N.V. (Arizona), Inc., President. Holding company for a private Saudi investment in a jojoba plantation located in Hyder, Arizona, which my wife and I subsequently purchased.
- Cottonwood Creek, Madera, California, Manager: Certified Organic Grape and Almond farm
- Boston Jojoba Company/The Jojoba Company, President and Co-Owner with my wife. Founded to purchase jojoba seeds and to process and market pure, unrefined golden jojoba world-wide. My wife and I sold the business to Israeli growers in September 2018. She retired immediately upon the sale. I retired in April 2019

Education:

- BA/MA German Literature, The Johns Hopkins University, Baltimore, Maryland (1968)
- MA International Relations, The Johns Hopkins University School of Advanced International Studies (1972)
- Middle East Center for Arab Studies, Shemlan, Lebanon (1973), Advanced Arabic
- MBA Boston University, Boston, Massachusetts (1980)

TERRY HELMS (SELECTPERSON, TOWN OF GRAND ISLE)

Professional & Municipal Experience:

- Town of Grand Isle, Selectperson (July 2015 – present)

Other Experience, Committees and Affiliations:

- Assisted in organizing Congrès Mondial Acadien event in northern Maine as part of the Maine Regional Coordinating Committee and Executive Committee
- Self-employed: TH Enterprises, Caribou, Limestone, Lille and Grand Isle, Maine
- Historic Restoration Specialist
- Tom Sawyer Waste Management, Caribou, Maine

- Tony's Major Muffler Mechanic, Presque Isle, Maine
- Power's Roofing and Sheet Metal, Caribou, Maine
- Bacon Chevrolet General Mechanic, Greenwich, Ohio
- United States Air Force Sargent, Loring, Maine, Keflavic NAS, Iceland
- Saranac Central School System, Library Assistant, Saranac, New York

Education:

- University of Maine at Presque Isle, completed semester (left due to financial obligations)
- School Without Walls, Washington DC, completed high school education
- Ballou High School, Washington DC
- Saranac Central Elementary, Jr. and High School, Saranac, New York
- Conner Elementary School, Long Beach, Mississippi

Awards and Certifications:

- Maine Preservation Honor Award (November 2014)
- Paint and Plaster Repair Seminar (January 2007)
- Maine Preservation Honor Award (May 2006)
- Four Barrel Carburetor Systems (January 1985)
- Computer Command Control Fundamentals (January 1985)
- Transportation Award (June 1983)
- NCO Orientation Phase II – Security (March 1983)
- Steering Systems, Power Brakes, Wheel Alignment and Wheel Balancing (November 1980)
- Air Force Office of Safety and Health (November 1979)
- General Purpose Mechanic Course (September 1979)

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)



MAINE MUNICIPAL ASSOCIATION VOTING BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

☐

Terry Helms, Selectperson, Town of Grand Isle

☐

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Friday, July 31, 2020 4:33 PM
To: Laurie Chadbourne
Cc: Georgiann M Fleck; Gary Colello; Nikki Hamlin
Subject: FW: Fall Soccer
Attachments: Norway Savings Soccer Memo.docx

For the August 11th agenda.

Robert A. Peabody, Jr.
Bridgton Town Manager
3 Chase Street, Suite 1
Bridgton, Maine 04009
rpeabody@bridgtonmaine.org
207.647.8786 Office
207.256.7211 Cell

From: Gary Colello <gcolello@bridgtonmaine.org>
Sent: Friday, July 31, 2020 4:32 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>; Georgiann M Fleck <[gmflex@bridgtonmaine.org](mailto:gmfleck@bridgtonmaine.org)>
Subject: Fall Soccer

Hello,

Attached is a memo regarding a sponsorship from Norway Savings Bank for our Fall soccer program.

Plan B which will happen if soccer is a no go this fall would be a before and after school program and or day care program. The bank has already agreed to support this project as a Plan B.

If you have any questions please let me know.

Gary

Gary Colello, CSCS, CPRP
Director of Recreation
Town of Bridgton
3 Chase St.
Bridgton, ME 04009

Office – 207-647-8786
Cell – 207-647-1126

*****Register Here For Upcoming Programs*****

7/31/2020

MEMO

RE: Norway Saving Bank Sponsor

I am happy to report that Norway Saving Bank has graciously donated \$3,000 to sponsor our Fall 2020 youth soccer program.

The bank would like to cover all the registrations for the soccer program therefor the cost to the participant (residents of Bridgton only) and their family is free.

The Town projects \$3,000 a year in revenues from the soccer program and is all from registration fees.

If athletics, particularly soccer does not operate this fall due to forced closures, or circumstances from COVID-19 these funds can be used elsewhere within the Recreation Department with proper notification and updated plan to Norway Savings Bank.

I look forward to working with Norway Saving Bank and others in the future to ensure recreational programs, and its participants have affordable rewarding opportunities in the Town of Bridgton.

Respectfully,



Gary Colello CSCS, CPRP
Director of Recreation



Town of Bridgton
Department of Recreation
3 Chase St. Bridgton, ME 04009
rec@bridgtonmaine.org
207-647-8786

7/10/2020

RE: Fall 2020 Youth Soccer

Dear Norway Savings Bank,

The Bridgton Recreation Department is committed to providing its community with diverse, fun, and innovating activities for all ages. However, the last five months have created new obstacles and barriers for traditional programming due to the COVID-19 pandemic. Some programs are even being put on hold indefinitely and others we are working diligently to work alongside guidelines to provide safe opportunities to return to community activities.

The Town of Bridgton and its community members have always been committed to subsidizing youth programs, community events, adult programs, and athletics. As we see an increase in unemployment and a slower than usual summer tourist season my concern turns to our local families.

Already our community school has a 62% rate of students on free or reduce lunch. School children are eligible for free school lunches if their family income does not exceed 185% of the federal poverty level. In our school 6 out of 10 children fit this description. These of course are pre-COVID-19 numbers. Our fear is that this number will exceed 65% and potentially up to 70% this fall, thus putting more children at risk for food and housing insecurity but also puts into question the impacts and ramifications on mental health after the quarantine that was required for much of the world this past spring.

At this point most everyone knows that mental health is an important component to overall good health. We also know that physical activity can play a major role in cognitive development, destressing, and is extremely valuable to an overall healthy lifestyle.

The above only scratches the surface of what this community deals with throughout the year. As the COVID-19 pandemic develops we also develop ways we operate as a department. We believe Norway Savings Bank can help us with some of our ideas as we develop a new way to offer community programming.

During a typical fall in Bridgton children would have the choice of participating in soccer, run club, Mad Science, and karate. With all the questions of how school will function this fall it is unlikely all of these programs will resume in September. However, we feel as though athletics through safe protocols should at the very least be offered to the community this fall.

Our goal this fall is to provide our soccer program to the community free of charge with the caveat that we would not lose revenues and the taxpayer of Bridgton was not going to subsidizing even more of the program. In a typical soccer season, the Town of Bridgton has about 150 athletic participants and in that amount 120 are soccer players. This translates to about \$3,000 in revenues from registration fees in a \$6,500 soccer budget. Our hope is that Norway's Saving Bank will team up with the Bridgton Recreation Department this fall to provide a one-time free seven-week soccer program. Our goal is to reach \$3,000 so that we can provide the community children an opportunity to have our traditional Town program at no cost for fall 2020. The \$3,000 helps pay for uniforms, balls, coaches' equipment, safety equipment, and now it will help with cost of sanitation needed for participants, and volunteers to stay safe.

With six out of ten children on the free or reduced breakfast/lunch program we feel more than ever with the help of Norway Saving Bank families will not have to worry about another bill to pay for and our communities children will have an opportunity to be sociable, active, and with their friends during a very difficult time.

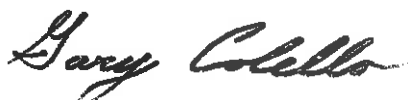
It is important to note that changes in local and state cases, mandatory closures, and other unforeseen events can happen that would prevent the soccer season to actually start. We also wanted to provide the bank with a plan B option in the event fall soccer for school aged children does not happen.

At this point we are also exploring the opportunity to run day care and/or after school programming to accommodate the limitations of other non-profit organizations that are unable to operate within the school building or at all because of COVID-19 guidelines. Since the Department of Education or the Lake Region School Board has not decided on a specific back to school plan as of the date of this letter, I am unable to provide specifics on how these day care/after school programs will function. The main goal of these programs will be to provide day care and after school enrichment programs on days that children might not be attending school, because of the potential of hybrid learning, and to accommodate families that still have to go to work each day. Currently the Town of Bridgton Recreation Department is the only school aged day care/summer camp provider in the community.

If the soccer program were to not happen this fall, we would like Norway Saving Bank to consider our after-school day care enrichment program as an alternate use of the funds to help support the startup cost of running these enrichment programs. If in fact, plan B were to be put in place the Recreation Department would provide a full follow-up of the program details and how funding will be used to help support families in our community through this difficult time.

If you have any questions or would like to meet to discuss more of this plan, please do not hesitate to reach out. We look forward to working with Norway Saving Bank and we appreciate all of your dedication to the communities you work in throughout the state.

Respectfully,

A handwritten signature in cursive script that reads "Gary Colello".

Gary Colello CSCS, CPRP
Director of Recreation



40067946

DATE
7/22/2020

TO THE
ORDER
OF
PAY

TOWN OF BRIDGTON RECREATION DEPT.
Three Thousand and 00/100 DOLLARS

AMOUNT
\$3,000.00**

TOWN OF BRIDGTON RECREATION DEPT.
3 CHASE ST.
BRIDGTON, ME 04009




AUTHORIZED SIGNATURE

⑈40067946⑈ ⑆211274515⑆ 8010157786⑈

TOWN OF BRIDGTON RECREATION DEPT.

40067946

07/22/2020

Document Date	Document Number	Description	Base Amount	Net Amount
7/22/2020	2020 SPONSOR	SOCCER PROGRAM	\$3,000.00	\$3,000.00
Total			\$3,000.00	\$3,000.00

CERTIFICATE OF COMMITMENT OF SEWER USER RATES COMMITMENT #241

To: Robert A. Peabody, Jr., the Treasurer of the Municipality of Bridgton, Maine.

We the undersigned municipal officers of the municipality of Bridgton, hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-M.R.S. § 3406 for those properties, units and structures required by local and State Law to pay a sewer rate to the municipality, for the period beginning 1 March 2020 and ending 31 May 2020. This list is comprised of 2 pages which are attached to this certificate. The date on which the rates included in this list are due and payable is September 12, 2020. You are hereby required to collect from each person named in the attached list, his or her respective amount as indicated in the list; the sum-total being \$3,122.78. You are hereby required to charge interest at a rate of 6.0% per annum on any unpaid account balance. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State Law.

Given under our hands this 11th day of August 2020.

Liston E. Eastman, Chairman

Glenn R. Zaidman, Vice-Chairman

Carmen Lone

Robert P. Murphy

G. Frederick Packard

Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
Book #	3								
*1	49600	50400	800	0.00	126.72	126.72	339	HARTIGAN, LISA M 0024-0092B	1 KANSAS RD.
*2	987675	989598	1923	0.00	264.71	264.71	530	HEATHROW CORPORATION 0024-0102	295 MAIN ST.
*3	48300	50700	2400	0.00	182.56	182.56	534	PARA, LLC 0024-0034	292 MAIN ST.
*4	500900	504600	3700	0.00	524.33	524.33	535	PARA, LLC 0024-0034	292 MAIN ST.
*5	26430	28570	2140	0.00	469.89	469.89	536	N.R.E. GROUP, LLC 0024-0046	320 MAIN ST.
*6	530	1140	610	0.00	120.09	120.09	547	MORSE, ELIZABETH F. 0024-0014	4 MEADOW ST.
*7	20240	21240	1000	0.00	133.70	133.70	714	NUMBERG, ANTHONY J 0024-0048	342 MAIN ST.
*8	89500	89500	0	0.00	98.80	98.80	568	MERRILL, ANGELA M 0024-0050	366 MAIN ST.
*9	54500	64300	9800	0.00	440.82	440.82	778	MERRILL, ANGELA M 0024-0050	366 MAIN ST.
*12	108700	109000	300	0.00	109.27	109.27	717	KATSANOS, ATHANASIOS K 0024-0022	3 PINE ST.
*13	94300	94700	400	0.00	112.76	112.76	718	KATSANOS, ATHANASIOS K 0024-0022	3 PINE ST.
*14	67310	73165	5855	0.00	303.14	303.14	570	TOWN OF BRIDGTON-T.A.-STU ART, KENNETH R. 0024-0096	377 MAIN ST.
*15	152000	152000	0	0.00	98.80	98.80	572	BOODY, TINA 0024-0068	1 GREEN ST.
*16	11100	12200	1100	0.00	137.19	137.19	602	GRIGSBY, GREGORY B 0024-0094	411 MAIN ST.
Book 3 Total:				0.00	3,122.78	3,122.78			
Total:				0.00	3,122.78	3,122.78			

Consumption Report

- - - - Sewer - - - -										
Book	SEWER	RESRV	EDU	4	5	6	7	8	9	Total
3	30,028	0	0	0	0	0	0	0	0	30,028
Total:	30,028	0	0	0	0	0	0	0	0	30,028

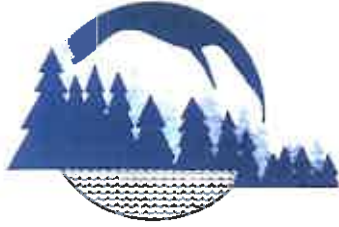
Billing Edit Report

Calculation Summary Report

<u>Water</u>		<u>Sewer</u>	
Override	0.00	Override	0.00
Flat	0.00	Flat	0.00
Units	0.00	Units	2,074.80
Consumption	0.00	Consumption	1,047.98
Miscellaneous	0.00	Miscellaneous	0.00
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	3,122.78

User Category Summary

Category	<u>Water</u>	Cons	Amount	Category	<u>Sewer</u>	Cons	Amount
	Count				Count		
				1 SEWER METER	14	30028	3,122.78



THREE CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

Phone- 207-647-8786
Fax- 207-647-8789

MEMO

FROM: David Madsen, Public Services Director
TO: Robert Peabody, Town Manager
RE: Revision of the Sewer Billing Process / 38 MRSA Section 1208
DATE: 07/30/2020

I would like to request a change to the sewer collection process.

Effective October 15, 2015, Title 38 MRSA Section 1208 was amended by Public Laws 2015, chapter 174. The requirement that sewer user rates be "committed" to the treasurer was eliminated by the 2015 amendments. Now, it should be sufficient to start the collection process by simply providing a list of names and outstanding balances rather than using a more formal commitment document similar to a property tax commitment.

This would greatly streamline what can sometimes be a very time consuming process in that we have had to wait for these commitments, and thus would eliminate unnecessary delays moving forward.

Very Respectfully,

A handwritten signature in dark ink, appearing to read 'D. Madsen', written in a cursive style.

David Madsen
Public Services Director

§1208. Collection of unpaid rates

There is a lien on real estate served or benefited by the sewers of any district formed under this chapter to secure the payment of rates established and due under section 1202, which arises and is perfected as services are provided and takes precedence over all other claims on such real estate, excepting only claims for taxes. [PL 2015, c. 174, §4 (AMD).]

The treasurer of the district has full and complete authority and power to collect the rates, tolls, rents and other charges established under section 1202. The treasurer may, after demand for payment, sue in the name of the district in a civil action for any rate, toll, rent or other charge remaining unpaid in any court of competent jurisdiction. In addition to other methods established by law for the collection of rates, tolls, rents and other charges, and without waiver of the right to sue for the rate, toll, rent or other charge, the lien created may be enforced in the following manner. The treasurer may, after the expiration of 3 months and within one year after the date when the rate, toll, rent or other charge became due and payable, give to the owner of the real estate served, or leave at the owner's last and usual place of abode, or send by certified mail, return receipt requested, to the owner's last known address, a notice in writing signed by the treasurer or bearing the treasurer's facsimile signature, stating the amount of that rate, toll, rent or other charge, describing the real estate upon which the lien is claimed and stating that a lien is claimed on the real estate to secure the payment of the rate, toll, rent or other charge and demanding the payment of the rate, toll, rent or other charge within 30 days after service or mailing, with \$1 for the treasurer for mailing the notice together with the certified mail, return receipt requested, fee. The notice must contain a statement that the district is willing to arrange installment payments of the outstanding debt. For the purpose of this section, a mobile home is defined as real estate. After the expiration of a period of 30 days and within one year thereafter, the treasurer shall record in the registry of deeds of the county in which the property of such person is located a certificate signed by the treasurer or bearing the treasurer's facsimile signature setting forth the amount of such rate, toll, rent or other charge, describing the real estate on which the lien is claimed, and stating that a lien is claimed on the real estate to secure payment of the rate, toll, rent or other charge and that a notice and demand for payment of the rate, toll, rent or other charge has been given or made in accordance with this section and stating further that such rate, toll, rent or other charge remains unpaid. At the time of the recording of any such certificate in the registry of deeds as provided, the treasurer shall file in the office of the district a true copy of such certificate and shall mail a true copy of the certificate by certified mail, return receipt requested, to each record holder of any mortgage on the real estate, addressed to such record holder at the record holder's last and usual place of abode. If the notice described in this paragraph was not provided to all persons who were record owners of the real estate at that time, the treasurer shall mail a true copy of the lien certificate by certified mail, return receipt requested, to any such record owner who was not provided a notice, addressed to the record owner at the record owner's last known address, as well as to any new record owner as of the date the lien certificate was recorded. [PL 2015, c. 174, §5 (AMD).]

The filing of the certificate in the registry of deeds creates a mortgage on the underlying real estate to the district that has priority over all other mortgages, liens, attachments and encumbrances of any nature, except liens, attachments and claims for taxes, and gives to the district all the rights usually possessed by mortgagees, except that the district as mortgagee does not have any right to possession of the real estate until the right of redemption has expired. If the mortgage, together with interest and costs, has not been paid within 18 months after the date of filing of the certificate in the registry of deeds, the mortgage is deemed to be foreclosed and the right of redemption to have expired. The filing of the certificate in the registry of deeds is sufficient notice of the existence of the mortgage created in this paragraph. If the rate, toll, rent or other charge, with interest and costs, is paid within the period of redemption, the treasurer of the district shall discharge the mortgage in the same manner as for the discharge of tax lien mortgages pursuant to Title 36, section 943. After the expiration of the 18-month period of redemption, in the event a copy of the certificate has not been provided to a mortgage holder

of record or an owner of record as required by this section, the mortgage holder of record or the owner of record who did not receive a notice has the right to redeem the real estate within 3 months after receiving actual knowledge of the recording of the lien certificate by payment or tender of the amount of the sewer lien mortgage, together with interest and costs, and to have the lien discharged. [PL 2015, c. 174, §6 (AMD).]

The costs to be paid by the owner of the real estate served shall be the sum of the fees for receiving, recording and indexing the lien, or its discharge, as established by Title 33, section 751, subsection 12, plus \$13, plus all certified mail, return receipt requested, fees. [PL 1987, c. 29, §2 (NEW).]

The treasurer of the district shall notify the party named on the sewer lien mortgage and each record holder of a mortgage on the real estate not more than 45 days or less than 30 days before the foreclosing date of the sewer lien mortgage, in a writing signed by the treasurer or bearing the treasurer's facsimile signature and left at the holder's last and usual place of abode or sent by certified mail, return receipt requested, to the holder's last known address, of the impending automatic foreclosure and indicating the exact date of foreclosure. For sending this notice, the district is entitled to receive \$3 plus all certified mail, return receipt requested, fees. These costs must be added to and become a part of the amount due. If notice is not given in the time period specified in this paragraph to the party named on the sewer lien mortgage or to any record holder of a mortgage, the person not receiving timely notice may redeem the sewer lien mortgage until 30 days after the treasurer does provide notice in the manner specified in this paragraph. Beginning with liens created after October 30, 2001, the notice of impending automatic foreclosure must be substantially in the following form:

STATE OF MAINE
_____ SANITARY DISTRICT
NOTICE OF IMPENDING AUTOMATIC FORECLOSURE
SEWER LIEN
Title 38, M.R.S.A., section 1208
IMPORTANT: DO NOT DISREGARD THIS NOTICE
YOU WILL LOSE YOUR PROPERTY UNLESS
YOU PAY THE CHARGES, COSTS AND INTEREST FOR WHICH
A LIEN ON YOUR PROPERTY HAS BEEN CREATED BY THE
_____ SANITARY DISTRICT.

TO: _____

You are the party named on the Sewer Lien Certificate filed on _____, 20__ and recorded in Book _____, Page _____ in the _____ County Registry of Deeds. This _____ Sanitary District filing created a sewer lien mortgage on the real estate described in the Sewer Lien Certificate.

On _____, 20__, the sewer lien mortgage will be foreclosed and your right to redeem the mortgage and recover your property by paying the district's charges and interest that are owed will expire.

IF THE LIEN FORECLOSES,
THE _____ SANITARY DISTRICT WILL OWN
YOUR PROPERTY, SUBJECT ONLY TO
MUNICIPAL TAX LIENS.

If you can not pay the outstanding charges, costs and interest that are the subject of this notice or the subject of installment payment arrangements that you have made with the district, please contact me immediately to discuss this notice.

District Treasurer [PL 2001, c. 319, §2 (NEW).]

The district shall pay the treasurer \$1 for the notice, \$1 for filing the lien certificate and the amount paid for certified mail, return receipt requested, fees. The fees for recording the lien certificate shall be paid by the district to the register of deeds. [PL 1987, c. 29, §2 (NEW).]

A discharge of the certificate given after the right of redemption has expired, which discharge has been recorded in the registry of deeds for more than one year, terminates all title of the sewer district derived from that certificate or any other recorded certificate for which the right of redemption expired 10 years or more prior to the foreclosure date of this discharge lien, unless the sewer district has conveyed any interest based upon the title acquired from any of the affected liens. [PL 1995, c. 21, §1 (NEW); PL 1995, c. 21, §2 (AFF).]

SECTION HISTORY

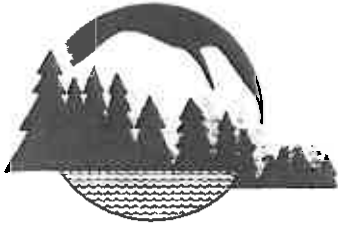
PL 1965, c. 310 (NEW). PL 1975, c. 770, §213 (AMD). PL 1977, c. 630, §§10,11 (AMD). PL 1977, c. 696, §389 (AMD). PL 1979, c. 541, §A276 (AMD). PL 1981, c. 183, §§1,2 (AMD). PL 1987, c. 29, §§1,2 (AMD). PL 1987, c. 548 (AMD). PL 1995, c. 21, §1 (AMD). PL 1995, c. 21, §2 (AFF). PL 2001, c. 319, §§1,2 (AMD). PL 2001, c. 319, §2 (NEW). PL 2011, c. 104, §§3, 4 (AMD). PL 2015, c. 174, §§4-6 (AMD).

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THREE CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

Phone- 207-647-8786
Fax- 207-647-8789

MEMO

FROM: David Madsen, Public Services Director
TO: Robert A. Peabody, Town Manager
RE: Quote Results and Recommendation; Public Works Backhoe
DATE: August 5, 2020

The results of the quotes for the purchase of a Public Works backhoe are tabulated below. Three quotes were received in total. All quoted prices included the trade-in of the 2011 CAT 420 backhoe. The following is a breakdown of the quotes ...

Milton CAT:

NEW CAT 420XE	\$108,000.00
2019 CAT 420ITF2 (900 hrs)	\$103,000.00

Nortrax:

NEW John Deere 310SL	\$92,199.00
2018 John Deere 310SLHL (440 hrs)	\$83,500

Beauregard:

Case 580N	\$100,635.53
-----------	--------------

In addition to the purchase of the John Deere backhoe, the town is also purchasing an 8 foot power angle sweeper (\$12,040.00), and an 11 foot power angle snowplow (\$11,460.00) – totaling \$107,000.00 as budgeted by the Public Works Department.

In accordance with the Town of Bridgton Purchasing Policy, it is my recommendation, we award the contract to Nortrax for the purchase of the 2018 John Deere 310SLHL (440 hrs) in the amount of \$107,000.00.

Thank you for your consideration,

David Madsen
Public Services Director

August 11, 2020

**VOTE TO AUTHORIZE LEASE PURCHASE OF 2018 JOHN DEERE 310SL HL BACKHOE
LOADER AND RELATED ACCESSORIES IN PRINCIPAL AMOUNT OF UP TO \$107,000.00**

Under and pursuant to the provisions of Title 30-A M.R.S., Sections 5721, 5722, and 5728, approval of the voters of the Town of Bridgton (the "Town") at a Town Meeting duly called and held on July 14, 2020 and all other applicable law, the Select Board of the Town hereby VOTES as follows:

1. That the Town Manager of the Town (the "Town Manager") is authorized to solicit proposals from lease purchase companies and to execute and deliver a lease purchase agreement in the name and on behalf of the Town to provide financing for 2018 JOHN DEERE 310SL HL BACKHOE LOADER and related accessories (the "Equipment") in a principal amount not to exceed \$107,000.00 (the "Maximum Principal Amount") in such form and on such terms not inconsistent with said Town Meeting approval and this Vote, as the Town Manager may approve (the "Lease");
2. That, to the extent not inconsistent with said Town Meeting approval and this Vote, the Town Manager is authorized to select such date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s), and other details of the Lease as the Town Manager may approve, said approval to be conclusively evidenced by the execution and delivery thereof;
3. That the Town Manager is authorized to execute and deliver on behalf of the Town such tax compliance certificates and arbitrage and use of proceeds certificates as may, in the Town Manager's judgment, be necessary or convenient to effect the transactions authorized by this Vote;
4. That the Town Manager is authorized to covenant on behalf of the Town that (i) no part of the proceeds of the Lease shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Lease to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and (ii) the proceeds of the Lease and the Equipment financed by the Lease shall not be used in a manner that would cause the Lease to be a "private activity bond" within the meaning of Section 141 of the Code;
5. That the Town Manager is authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease, and to take all other lawful actions necessary to ensure the interest portion of the rental payments under and pursuant to the Lease will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof;
6. That the Town Manager may, as applicable, designate the Lease as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Code;
7. That the Town hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town reasonably expects to use the proceeds of the Lease to reimburse certain original expenditures from the Town's general or other fund, paid not earlier than 60 days prior to adoption of this Vote or to be paid, which original expenditures have been or will be incurred in connection with costs of the Equipment; and that the Town reasonably expects that the maximum principal amount that the Town will issue to finance the Equipment is the Maximum Principal Amount, as stated hereinabove, and further that an attested copy of this declaration of official intent be kept in the permanent records of the Town;

8. That the appropriate officials of the Town, acting singly, are authorized to execute and deliver on behalf of the Town such other documents and certificates as may be required in connection with the Lease;
9. That if the Town Manager or any other officer or official of the Town is for any reason unavailable to, as applicable, approve, execute, or attest the Lease or any related financing documents, the person acting in any such capacity, whether as a successor, assistant, deputy, or otherwise, is authorized to act for such officer or official with the same force and effect as if such officer or official had performed such act; and
10. That an attested copy of this Vote is to be filed with the minutes of this meeting.

A true copy, attest:

Town Clerk
Town of Bridgton



12RETTD

RETTD

00

**MAINE REVENUE SERVICES
REAL ESTATE TRANSFER TAX
DECLARATION**
36 M.R.S. §§ 4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

BRIDGTON

3. GRANTEE/
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

TORRES, DALE E.

3c) Name LAST or BUSINESS, FIRST, MI

3e) Mailing Address after purchase of this property

PO BOX 249

3f) City

NAPLES

BOOK/PAGE—REGISTRY USE ONLY

3b) SSN or Federal ID

3d) SSN or Federal ID

3g) State

ME

3h) ZIP Code

04055

4. GRANTOR/
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRIDGTON

4c) Name, LAST or BUSINESS, FIRST, MI

4b) SSN or Federal ID

4d) SSN or Federal ID

4e) Mailing Address

3 CHASE ST., STE. 1

4f) City

BRIDGTON

4g) State

ME

4h) ZIP Code

04009

5. PROPERTY

5a) Map

14

Block

0

Lot

52A

Sub-Lot

5b) Type of property—Enter the code number that best describes the property being sold. (See instructions)→

101

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

9

5c) Physical Location

200 DUGWAY ROAD

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim - ☒ Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

Back to original owner.

7. DATE OF TRANSFER (MM-DD-YYYY)

08-11-2020

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

MONTH DAY YEAR

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

☒ Foreclosure sale

11. OATH

Aware of penalties as set forth by 36 M.R.S. § 4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee _____ Date 08-11-2020

Grantor _____ Date 08-11-2020

Agent for Grantee _____

Agent for Grantor _____

Grantee _____ Date _____

Grantor _____ Date _____

12. PREPARER

Name of Preparer Robert A. Peabody, Jr., Town Manager

Phone Number 207-647-8786

Mailing Address 3 Chase St., Ste. 1

Email Address _____

Bridgton, ME 04009

Fax Number 207-647-8789

**MUNICIPAL
QUITCLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS,

THAT the Inhabitants of the TOWN OF BRIDGTON a body corporate and politic, located at BRIDGTON in the County of CUMBERLAND and STATE OF MAINE, for consideration paid release to **Dale E. Torres**, whose mailing address is PO Box 249, Naples, ME 04055, and forever quitclaim unto the said **Dale Torres**, his heirs and assigns forever, all its right, title and interest in and to the following described real estate situated at Bridgton in the County of Cumberland and State of Maine:

Land as shown on the Assessor's Map of the Municipality of Bridgton as **Map 14 Lot 52A**.
Said Map being on File at the office of the Assessor's of the Town of Bridgton,

All the grantor's right, title and interest in and to grantees' property described in the Warranty Deed signed on September 06, 2007 and recorded on September 18, 2007 at the Cumberland County Register of Deeds in Book 25477 Pages 235 & 236

The purpose of this deed is to convey any interest the Grantor may have in the foregoing property by virtue of unpaid taxes as follows: an undischarged tax lien dated July 22, 2016, and recorded at the Cumberland County Registry of Deeds in Book 33296, Page 86; an undischarged tax lien dated July 21, 2017, and recorded at the Cumberland County Registry of Deeds in Book 34173, Page 130;

Meaning and intending to convey and hereby conveying any interest the Grantor herein may have in the foregoing property by virtue of unpaid taxes for the tax year 2015, 2016 and 2017.

TO HAVE AND TO HOLD the same, together with all the privileges and appurtenances thereunto belonging to the said **Dale E. Torres**, his heirs and assigns forever.

IN WITNESS WHEREOF, the said Inhabitants of the TOWN OF BRIDGTON have caused this instrument to be sealed with its corporate seal and signed in its corporate name by its Selectmen thereunto duly authorized, this 11 day of the month of August A.D. 2020.

Inhabitants of the
TOWN OF BRIDGTON

By: _____ Liston E. Eastman
_____ Glenn R. Zaidman
Municipal Officers _____
_____ G. Frederick Packard
_____ Carmen E. Lone

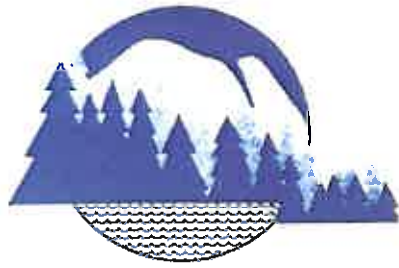
STATE OF MAINE

COUNTY OF CUMBERLAND ss.

August 11, 2020

Then personally appeared the above named Municipal Officers of the Town of Bridgton and acknowledged the foregoing to be their free act and deed in their said capacity, and the free act and deed of the Inhabitants of said Municipality.

Before me, _____
• Laurie Chadbourne
Notary Public, State of Maine
My Commission Expires November 14, 2026



Town of Bridgton Finance Office

3 Chase Street, Suite 1
Bridgton, ME 04009
Tel. 647-8786 / Fax 647-8789

August 6, 2020

To: Robert A. Peabody, Jr., Town Manager
Cc: Board of Selectmen
From: Charisse Keach, Finance Officer

RE: Accounting process for grants

I understand the Board had questions concerning book-keeping processes at your last meeting on July 28, 2020 and more specifically regarding the accounting process for grants.

I have been in contact with our auditing firm and have confirmed that the process I am using is the correct way to process grant funds; having them recorded in the General Fund. Grant proceeds are credited to a "Grant Revenue" such as Police Department Grant or Fire Department Grant and the grant expenses are debited from the department that the grant is for. Proper accounting methods do not allow for debiting revenues and crediting expenses unless it is a warranted transaction such as refunding a registration for a recreation program or a refund received from an overpayment to a vendor. Auditors will scrutinize and ask questions on these types of transactions, debits to revenues and credits to expenses.

Please see response from auditor,

All grants should technically be special revenue funds as they have a dedicated revenue source that is committed or restricted to the specific purpose of the fund. In practice however many grants are so small that management does not take the time to establish a fund for each of them. What I would suggest doing is analyzing the significance of the activity in each grant and determine whether or not it is advantageous for you to have a special revenue fund established for them. The disadvantage of using special revenue funds is that if you post the original expenditures in the general fund for items such as Police payroll, you will need to remember to journal those expenditures into the special revenue fund after you claim the expenditures to the funding source for reimbursement.

The biggest thing that we are concerned with at RKO for grant reporting, is that you always report gross revenue and gross expenditure even if the grant is reimbursement basis. We do not want you clearing out the expenditures with revenues as that creates additional work to unwind this at yearend.

Some examples of the grants the Town receives are from the Bureau of Highway Safety, the Maine Municipal Association Risk Management Safety Enhancement Grant, the Maine Municipal Employees Health Trust Wellness Incentive Grant, CDBG, and others. All four grants listed are reimbursement type grants. With the Safety Grant, the department after receiving notification of the grant award would purchase the approved items first (maximum \$2,000 per application) and in turn the grant would reimburse 2/3rds of the cost.

Pg. 2 ~ Memo to Town Manager & BOS dated August 6, 2020

However, it is possible to set up what is referred to as "Special Revenue" accounts as indicated in our auditor's response so these grants funds and expenses are not being recorded in the General Fund. By doing so, it will create some additional work in the Finance Department as he mentioned but may satisfy some of the concerns posed by a few of the Department Heads.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Charisse Keach", is written over the printed name.

Charisse Keach
Finance Officer

MAINE MUNICIPAL ASSOCIATION (MMA)
SAFETY GRANT

For Example: The Fire Department is purchasing (1) set of turnout gear costing \$3,355. The item meets the eligible equipment and threshold amount of \$2,000 in accordance with the grant specifications.

Upon purchasing the turnout gear, the invoice would be expensed to 032-3-3160 Protective Clothing.

Proof of payment along with a copy of the invoice is submitted to MMA Risk Management Loss Control. One of the questions on the grant application is “Have you committed to the funds for your portion of this project?”. This question would indicate that our portion would need to be included as part of the budget.

Once the check is received for the 2/3rds; \$1333., those funds are credit to the General Fund Revenue account titled Fire Department Grant R010-0320. This allows for the Gross Revenue and Gross Expenses to be reported and identified for auditing purposes.

If we were to start utilizing the “Special Revenue Fund” process of recording grants; I would need to do a journal entry to move these expenses from the General Fund to the Special Revenue Fund. Once the check is received, the proceeds will be credited to the “Special Revenue Fund” Grant Revenue account.

Original Entry

Paying vendor	Debits- Fund 10	Credits – Fund 10
E032-3-3160 Protective Clothing	\$3355.00	
General Fund 10 Cash		\$3355.00

Once grant check received

R010-0320		\$1333.20 **
General Fund 10 Cash	\$1333.20 **	

**Represents 2/3rd of eligible grant award

This method records Gross Revenues and Gross Expenses

Expense Balance in Fund 10 Operating Budget \$3355.00

Journal Entry (JE)

	Debits	Credits
E###-3-3160 Protective Clothing – Special Rev. Fund	\$1333.20	
E032-3-3160 Protective Clothing – General Fund 10		\$1333.20
Grant Revenue R###-0320 - Special Rev. Fund		\$1333.20
Due From General Fund 10 ***-0270-10	\$1333.20	

The Fire Department expense E032-3-3160 will still have a balance of **\$2021.80** in General Fund 10

Original Expense Debit – General Fund 10	\$3355.00
Special Revenue Fund JE to credit the General Fund 10 expense	<u>(\$1333.20)</u>

Expense Balance in General Fund 10 Operating Budget **\$2021.80**

BUREAU OF HIGHWAY SAFETY GRANTS

Police Department Expenses

031-1-1040 Overtime Wages \$127.76 – (4) hours OUI Detail Overtime Rate

031-2-2010 FICA @ 7.65% \$ 9.77

TOTAL Expenses \$137.53

With these grants, we need to certify the officer was in overtime status by providing copies of timesheets, payroll distribution forms, along with a log of administrative time for myself, Ashley, and Sgt. Reese for the match to the Bureau of Highway Safety.

Once the check is received for \$137.53; those funds are credited to a General Fund Revenue account titled Police Grant; all transactions being recorded in the General Fund 10.

If we are to start utilizing the “Special Revenue” process of recording grants; I would need to do a journal entry to move these expenses from the General Fund to the Special Revenue Fund. Once the check is received, the proceeds will be credited to the “Special Revenue” Grant Revenue account less the amount of the FICA as that will still be processed through General Fund 10 upon filing and depositing our weekly FICA payroll tax.

Original Entry

	Debits - Fund 10	Credits – Fund 10
031-1-1040	\$127.76	
031-2-2010	\$ 9.77	
Fund 10 Cash		\$117.99
FICA Payable (Employee Share)		\$ 9.77
FICA Payable (Employer Share)		\$ 9.77
	\$137.53	\$137.73
FICA Tax Deposit		
FICA Payable	\$ 19.54	
Fund 10 Cash		\$19.54
Police Grant Revenue R010-0310		\$ 9.77
Due to Spec. Rev. Fund 10-0270-##		\$127.76
Fund 10 Cash 10-0010-00	\$ 137.53	

Journal Entry

	Debits	Credits
031-1-1040		\$127.76
031-0270-10 Due From Fund 10	\$127.76	
Spec. Rev. Wage Expense E###-1-1040	\$127.76	
Spec. Rev. Grant Revenue R###-0310		\$127.76