

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

DATE: Tuesday, October 27, 2020

TIME: 5:00 P.M.

PLACE: Bridgton Town Office, 10 Iredale Street

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. October 6, 2020
 - b. October 13, 2020
4. Public Comments on Non-Agenda Items (Each speaker *may* be limited to 3 minutes.)
5. Committee/Liaison Reports
6. Correspondence, Presentations and Other Pertinent Information
 - a. Resignation of Peter Lowell from Bridgton Ice Arena
 - b. Moose Pond Agreement
 - c. Transfer Station Punch Cards
7. New Business
 - a. Awards and Other Administrative Recommendations
 1. Lake Level Discussion
 2. Presentation of the Marijuana Establishments Application
 3. Woodlands Senior Living Project Discussion
 4. 2020-2021 Community Development Block Grant (CDBG) Materials and Invitation to Submit Ideas to the Community Development Advisory Committee
 - b. Permits/Documents Requiring Board Approval
 1. Certificate of Commitment of Sewer User Rates Commitment #244
 - c. Selectmen's Concerns
 - d. Town Manager's Report/Deputy Town Manager's Report
8. Old Business (Board of Selectmen Discussion Only)
 - a. Request from Patricia McDonald-Scholz to Purchase Property on Gibbs Avenue (tabled from 10/13/2020)
 - b. Wastewater Status Update
 - c. 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
November 10, 2020
November 24, 2020
12. Adjourn

**Town Manager's Notes
Board of Selectmen's Meeting
October 27, 2020**

1. **Call to Order**
2. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. October 6, 2020
***Suggested Motion:** Move to approve the October 6, 2020 Selectboard Minutes.*
 - b. October 13, 2020
***Suggested Motion:** Move to approve the October 13, 2020 Selectboard Minutes.*
6. **Correspondence, Presentations and Other Pertinent Information**
 - a. Peter Lowell has submitted his resignation from the Board of Directors of the Bridgton Ice Arena. A copy of his resignation is in your binder.
***Suggested motion:** Move to accept with regret Peter Lowell's resignation from the Board of Directors of the Bridgton Ice Arena.*
 - b. In your binder, please find the draft Moose Pond Cost Sharing Agreement prepared by Denmark's Interim Town Manager.
***Suggested motion:** Move to direct the Town Manager to _____.*
 - c. The Chair received the included email from David and Barbara Rathbone requesting a re-issuance of their Transfer Station Punch Card as their tax bill was sent to their prior address in Raymond. They purchased their property May 17, 2019 and received their occupancy approval August 22, 2019. As the owner of record of record April 1, 2020, they were sent a tax bill July 27, 2020 to their address on file. On September 21, 2020, Barbara Rathbone called notifying the Town of their new address. Please refer to the emails from the Rathbones and Town responses, ME RE Transfer Tax Declaration, Name and Address Change Form, and MMA's Duties and Liabilities of the Tax Collector specifically the section on Tax Bills all of which are in your binder.
Considerable research was undertaken to determine the origin of the Transfer Station Punch Card. In 2010, the Board directed the Town Manager to find a more "efficient" manner of issuance. It appears that prior to July 1, 2010, cards were issued separately. At least since July 1, 2010 the Selectboard's policy, as noted in Meeting Minutes published announcement of the change and on the Punch Card, it was and is noted that the card will NOT be replaced. No exceptions to this policy were approved. As it is a Board policy, staff is not in the position to issue replacement cards and have not done so. Please refer to the May 11 and July 13, 2010 Minutes; July 1, 2010 Public Notice (Bridgton News); July 13, 2010 Town Manager's Report; sample Bridgton Transfer Station Punch Card; current Transfer Station Fee Schedule; and Punch Card cost analysis. The Public Services Director will be present.
7. **New Business**
 - a. Awards and Other Administrative Recommendations
 1. The lake levels at Woods Pond and Highland Lake is an on-going concern and discussion each year. This year, the Town plans to co-ordinate the dam openings of both water bodies instead of having one be the middle of

October and the other the end of October. The Public Services Director will be present.

2. In your binder is the draft Marijuana Establishment License Application. The Community Development Director will be present to go over it with the Board.
3. Matthew Walters, Woodland Senior Living, will be making a presentation to the Board on his proposed Woodlands Memory Care of Bridgton project on Route 302. Please refer to his letter, pamphlet, and presentation in your binder. Central to the discussion will be the need to establish a Tax Increment Financing District to include a Credit Enhancement Agreement with the developer/owner.

Suggested motion: Move to direct the Town Manager to _____.

4. Please find information on the upcoming 2020-21 CDBG Program from the Community Development Director. She will be present to discuss the program.

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: #244 in your packet.

Suggested motion: Move to commit the July 1, 2020 to September 30, 2020 Sewer User Rate Commitment #244 comprising 2 pages totaling \$3,162.62 to the Treasurer for collection.

11. Old Business

- a. Patty McDonald-Sholz, 1 Gibbs Avenue, is asking to purchase the parcel of land (M23-L113) owned by the Town. The intention is to construct a two-car garage. In your binder is a copy of the deed, tax map, assessment information, Land Use and Standards for Downtown Village District 1, and Article 33 from the 2020 Annual Town Meeting. As requested, please see the memos from the Fire Chief and Code Enforcement Officer. **(Tabled 10/13/20)**

Suggested motion: Move to remove the item from the table.

Suggested motion: Move to direct the Town Manager to _____.

- b. Project Updates

Board of Selectmen's Meeting/Workshop Minutes October 6, 2020; 4:00 P.M.

Board Members Present: Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice Chairman; Carmen E. Lone; Paul A. Tworog, G. Frederick Packard (arrived at 4:30p.m.)

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

Recycling Committee Members Present: Sally Chappell; Maureen McDevitt; Therese Johnson; Donna Joss.

1. Call to Order

Chairman Eastman called the meeting to order at 4:00P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Workshop with the Recycling Committee

Recycling Committee Member Chappell said the Recycling Committee is here to discuss and establish guidelines regarding licenses for Commercial Haulers. The Town of Bridgton Solid Waste Flow Control Ordinance includes a definition for a commercial hauler which includes the capability of charging a fee. Currently Commercial Haulers don't pay a fee but only pay the amount required for a residential sticker and the Committee feels that this is unfair and unequitable. We need to establish a record controlling the origin at the Transfer Station because we don't know if the refuse is coming completely from the Bridgton area. If we license haulers it enables the Town of Bridgton to legally enforce the guidelines set forth in the Ordinance. It is also a safety matter to ensure that all haulers are in possession of a valid driver's license, registration and some form of liability insurance. In your packet there are sample applications for licenses from Gray and Gardner including the fees that they charge commercial haulers.

Chairman Eastman said I would have been interested in what surrounding towns are doing for their commercial haulers rather than towns that are further away. Did you ask the adjacent towns such as Harrison, Naples, etc.? Recycling Committee Member Chappell said no. I was at the Harrison Transfer Station and I did not see any stickers but we could look into that.

Selectman Lone said I agree we need to look at this differently than we have in the past. Is there some way to encourage commercial haulers to recycle? When I am at the Transfer Station I see big trucks dumping waste but I don't see them stopping at the recycle bin.

Town Manager Peabody said if you go into a fee or license structure you could make an incentive to recycle. Some towns weigh the trucks and if there is recycling they take a certain percentage off the weight. Some towns have a pay as you throw structure and there is a reduction on the

fees that the hauler pays. There has to be an incentive, everything goes in the truck and it is difficult to sort from there. I don't know what would work best in Bridgton but maybe Forrest Kollander, Transfer Station Foreman, might have some ideas. Foreman Kollander said in the past we have had the haulers weigh in, take the recycling off, and weigh out. The commercial haulers, which are three (3) at this time, do a really a great job in recycling.

Vice Chairman Zaidman said the previous Transfer Station Manager told me that he did not feel that there was much of an issue with haulers bringing in trash from other towns. Every once in a while there might be a bag or two from another town but he did not feel that they were abusing our system. Foreman Kollander said I feel the same way and we do spot check to make sure this does not become an issue and so far it hasn't.

Selectman Tworog said how much trash comes in from commercial haulers vs. residential? Foreman Kollander said a year ago I could have given you a better estimate, but currently we have been so busy because of COVID and more people are home or have come to Maine earlier than normal so our weights are very high this year. Foreman Kollander said commercial haulers bring in a very small percentage of waste. I see commercial haulers maybe three times a day, mainly on Tuesday, Thursday and Saturday, and there are only three (3) haulers and the trucks are one tons not compactors. On average they are depositing trash ten (10) times a week.

Vice Chairman Zaidman said how much weight do you think they bring in? Foreman Kollander said it is hard to tell.

Town Manager Peabody said several years ago we were tracking commercial haulers so I have some data from when we were doing that. Chairman Eastman said how much of an issue would it be to begin weighing the commercial haulers again? Vice Chairman Zaidman said I think what the Committee is asking us for are fees for commercial haulers. I don't know why we keep going back to weight because if a pick-up truck hauls trash from a business they will not be weighed and if it is raining, most trucks are not covered, the trash will become saturated and weigh more than on a dry day. Chairman Eastman said I think it would be good data to have. Vice Chairman Zaidman said I don't disagree but you should do it for at least a year because more trash comes in during the summer than in the winter. Foreman Kollander said in 2018 when we did the study to establish data we also weighed some of the larger commercial entities like some of the summer camps.

Selectman Tworog said have we ever established a fee? Foreman Kollander said no, they are charged the same as everyone else.

Recycling Committee Member Johnson said I think it is important to know what weight the commercial haulers are bringing in because it sets it up so the citizens are subsidizing a private business.

Vice Chairman Zaidman said do you think that any business hauling trash to the transfer station should pay the commercial hauling fee? Recycling Committee Member Johnson said yes, some

sort of fee, maybe on a sliding scale. I think that some of the businesses should assess their trash disposal and charge accordingly. Vice Chairman Zaidman said if a business buys a sticker that is what we have traditionally done, I personally believe there should be a minimum haulers fee. Last year when we talked to the Committee we discussed pay-per-bag and the Committee was going to come up with a plan of education. I was originally against pay-per-bag but this would take care of all the issues we are currently discussing. Years ago when we went to the sticker system it was to identify Bridgton residents. I believe it has gotten blown out of context because we don't make that much money on stickers if you factor in the employees and the cost of the stickers. Recycling Committee Member Johnson said the Committee did discuss pay-per-bag but we were reluctant to pursue it any further given the current situation with COVID. Money is going to be tight for most people so we did not want to impose any fees right now on families. We felt that imposing a fee on commercial haulers is a good place to start.

Recycling Committee Member Chappell said a lot of the businesses use commercial services like Waste Management and dumpsters which go directly to ecomaine.

Chairman Eastman said for fees are you recommending that we charge the commercial hauler \$5.00 for each client they have? Recycling Committee Member Chappell said yes, that is what we are recommending. Vice Chairman Zaidman said there should be a fee so we can be sure that they have a valid driver's license and proper insurance. I don't think it should be a huge fee because the tax payer hiring the commercial hauler could buy that sticker. That would be like saying to a pizza place that we want to charge more because they are selling a lot of pizza.

Recycling Committee Member Joss said we would like to charge a fee and it is correct the taxpayer could purchase a sticker, however, instead the commercial hauler is hauling their trash so we charge the hauler the \$5.00 per customer or we charge a flat rate of \$25.00 or \$100.00. We are trying to make it as simple as possible because we don't want to burden the office with additional paperwork and we don't want the Transfer Station attendees to be the officials of the implementation of a fee. We just want it to be fair for the citizens that are taking their own trash vs. citizens that choose to hire a commercial hauler.

Chairman Eastman said I would recommend that we charge \$100.00. Selectman Lone said I agree, we don't need anything complex and we don't need to create any more paperwork for anyone. I agree with \$50.00 to \$100.00. Vice Chairman Zaidman when we talked about commercial haulers there are smaller businesses that have less customers, I don't want to put them out of business. Foreman Kollander said yes there are a few that have a pick-up trucks that might haul for only 6 people. Vice Chairman Zaidman said maybe we need to determine a small hauler, medium hauler and large hauler according to how many customers they have and charge fees based on that. Town Manager Peabody said what do commercial haulers usually charge per customer? Foreman Kollander said average \$20.00-\$25.00/month for residential. Chairman Eastman said I would recommend \$100.00 for a license fee for all commercial haulers whether they be a small, medium, or large hauler. Foreman Kollander said would that be a monthly or annual fee? Chairman Eastman said annual. Vice Chairman Zaidman said what are

you going to consider a commercial hauler? Chairman Eastman said the definition is in the Ordinance.

Motion was made by Vice Chairman Zaidman to set a Commercial Hauler fee at \$100.00 per year; second from Chairman Eastman.

Discussion: Selectman Tworog said should we add that we want to include proof of liability? Town Manager Peabody said we have the guidelines in the Ordinance and we will create a form to make sure we have the information required by the Ordinance.

Vice Chairman Zaidman said will it be calendar or fiscal year? Town Manager Peabody said whenever they come in. Chairman Eastman said I would prefer fiscal year. Town Manager Peabody for instance if the fiscal year is July 1 and I start my business in December do I pay the full amount or a pro-rated amount? Chairman Eastman said you pay the full amount. The other Board members concurred. Vice Chairman Zaidman said I would like to recommend that the Commercial Hauler sticker be a different color and available at the Town Office only NOT the Transfer Station so we can make sure that the proper paperwork is submitted before the sticker is issued.

Chairman Eastman called for a vote to the motion; 5 Approve / 0 Oppose

Recycling Committee Member Chappell said does this include campground owners? Chairman Eastman said only commercial haulers according to the definition in the Ordinance. Recycling Committee Member Chappell said Campgrounds generate a significant amount of trash. Recycling Committee Member McDevitt said why shouldn't a campground have to pay the commercial hauler fee because they are a commercial entity? Vice Chairman Zaidman said no according to the definition they are not a commercial hauler. Chairman Eastman said the definition is clear for commercial haulers not commercial businesses.

4. Adjourn

Chairman Eastman adjourned the workshop portion of the meeting at 4:44P.M.

Respectfully submitted,

Georgiann M. Fleck
Deputy Town Manager

Board of Selectmen's Meeting Minutes

October 13, 2020; 4:00 P.M.

Board Members Present: Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice-Chairman; Carmen E. Lone; G. Frederick Packard; Paul A. Tworog

Administration Present: Town Manager Robert Peabody; Town Clerk Laurie Chadbourne; Community Development Director Linda LaCroix; Recreation Director Gary Colello; Police Chief Phillip Jones

1. Call to Order

Chairman Eastman called the meeting to order at 4:00 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. 4:00 P.M. Workshop with Ordinance Review Committee

The Board met with the Ordinance Review Committee to review their recommendations for amendments to the "Consumer Fireworks Ordinance", "Ordinance to Control Disorderly Houses" and "Ordinance Controlling Nudity in Commercial or Business Activities Not Requiring a Special Amusement Permit."

4. Approval of Minutes

a. September 22, 2020

b. September 24, 2020

Motion was made by Selectman Packard for approval of the minutes from the September 22, 2020 and September 24, 2020 Board Meetings; second from Selectman Lone. 5 approve/0 oppose

Chairman Eastman brought agenda item 7c forward.

7. Correspondence, Presentations and Other Pertinent Information

c. Discussion of Road Closure (Elm Street, Chase Street, Iredale Street, and Bennett Street) for Halloween Trick or Treating

Town Manager Peabody reported that the Town does not have real control of activity pertaining to trick or treating as this is not a town event but simply past tradition. The roads are closed for safety purposes only. Selectman Tworog supports the road closure for safety purposes and advised that the public follow the CDC guidelines.

Recreation Director Colello reported that the Halloween Party has been cancelled. He is working on a pumpkin carving contest and scavenger hunt for celebration. He is also working with Lake Region drama club students on a spook walk during the day and will follow the CDC guidelines.

Police Chief Jones suggested that Bridgton continue to close the roads down to keep pedestrians safe without taking steps to endorse the activity and the public can participate at their own risk.

5. Public Comments on Non-Agenda Items

Deb Brusini asked what type of air exchange is in the downstairs meeting room and suggested that the Town ensure that it is HEPA filtered. Town Manager Peabody will investigate this.

11. Old Business

a. Wastewater Status Update

Brent Bridges, Woodard and Curran, provided an update on the wastewater project. Vice-Chairman Zaidman thanked Mr. Bridges and his team for his dedication and hard work to and for the Town of Bridgton.

6. Committee/Liaison Reports

There were no committee or liaison reports.

7. Correspondence, Presentations and Other Pertinent Information

a. Request from Patricia McDonald-Scholz to Purchase Property on Gibbs Avenue

Patricia McDonald-Scholz asked the Town to purchase the parcel of land on Map 23, Lot 113 owned by the Town. The Board would like to discuss this property with the Fire Chief before deciding. **Motion** was made by Vice-Chairman Zaidman to table this issue to October 27th to allow the Town Manager to gather information from the Fire Chief and Code Enforcement Officer; second from Selectman Packard. 5 approve/0 oppose

b. Request from Pete Motel to Purchase Property on Cedar Drive (virtual)

Peter Motel requested to purchase Map 60, Lot 1, a 9.33-acre non-waterfront parcel fronting on Cedar Drive. Discussion ensued. **Motion** was made by Vice-Chairman Zaidman to direct the Town Manager to ascertain a cost for a real estate appraiser to appraise the property; second from Selectman Tworog. 4 approve/1 oppose (Selectman Lone was opposed)

c. Discussion of Road Closure (Elm Street, Chase Street, Iredale Street, Bennett Street) for Halloween Trick or Treating (This agenda item was addressed earlier in the meeting.)

d. Request for Depot Street Closure on October 24th – Post 67

Motion was made by Selectman Lone to approve the closure of Depot Street from Legion Post 67 to the first bridge from 4:00 P.M. on October 23rd to 8:00 PM on October 24th; second from Chairman Eastman. 5 approve/0 oppose

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

a. To accept oral and written comments on a Special Amusement Permit Application from Shawnee Peak Holdings, LLC for live music and entertainment.

Chairman Eastman opened the public hearing at 6:00 P.M. to accept oral and written comments on a special amusement permit application from Shawnee Peak Holdings, LLC. There were no public comments. Chairman Eastman closed the hearing at 6:01 P.M.

Chairman Eastman brought agenda item 9a forward.

9. Action Items Following Public Hearing

a. Special Amusement Permit Application from Shawnee Peak Holdings, LLC

Motion was made by Selectman Lone to approve a Special Amusement Permit Application from Shawnee Peak Holdings, LLC; second from Vice-Chairman Zaidman. 5 approve/0 oppose

b. To hear public comment on the following questions that will be presented to the voters via referendum ballot on November 3, 2020:

Question 1. Shall the Town enact an ordinance entitled, "Amendments to Town of Bridgton Victualers Licensing Ordinance to Require Marijuana Establishments to Obtain a Local License"?

Chairman Eastman opened the public hearing at 6:02 P.M. to accept public comments on the following question that will be presented to the voters via referendum ballot on November 3- 2020. There were no public comments. Chairman Eastman closed the hearing at 6:03 P.M.

9. Action Items Following Public Hearing

a. Special Amusement Permit Application from Shawnee Peak Holdings, LLC (This agenda item was addressed earlier in the meeting.)

10. New Business

a. Awards and Other Administrative Recommendations

1. Maine Community Foundation – Ed Rock Community Spirit Fund

Motion was made by Vice-Chairman Zaidman to accept \$370 from the Ed Rock Community Spirit Fund and to allocate the donation to the Summer Rec Program; second from Selectman Packard. 5 approve/0 oppose

b. Permits/Documents Requiring Board Approval

1. Special Town Meeting Warrant

Motion was made by Vice-Chairman Zaidman to sign the November 3, 2020 Special Town Meeting Warrant; second from Selectman Packard. 5 approve/0 oppose

2. Victualer's License to Shawnee Peak / Blizzard's Pub

Motion was made by Selectman Packard for approval of the Victualer's License to Shawnee Peak/Blizzard's Pub; second from Vice-Chairman Zaidman. 5 approve/0 oppose

3. Proposed Street Name Requests

1. Twilight View

Motion was made by Vice-Chairman Zaidman to approve Twilight View for the private way sited on Map 18, Lot 23 owned by the Packard Family Trust; second from Selectman Tworog. 5 approve/0 oppose

2. Mackenzie Lane

Motion was made by Vice-Chairman Zaidman to approve Mackenzie Lane for the private way sited on Map 9, Lot 12A owned by Lakefront Builders; second from Selectman Packard. 5 approve/0 oppose

c. Selectmen's Concerns

- **Selectman Packard** reported that he has been experiencing problems with his town email account and hopes to have it resolved soon.
- **Vice-Chairman Zaidman** voiced concerns with a shop and marijuana flags in Sandy Creek to which Community Development Director LaCroix responded that she believes the shop has been approved for opening through the Planning Board but will follow up and report back to the Town Manager.
- **Vice-Chairman Zaidman** voiced safety concerns regarding ATV's driving on the roadway and believes they are in violation of the law as well to which the police chief will investigate.
- **Selectman Lone** noted that it is time for the flag décor on Depot Street to come down to which Community Development LaCroix responded that it is in process.

- **Chairman Eastman** noted the \$8,200 was spent on t-shirts, hats, etc. from a company outside of Bridgton and noted that the purchasing policy indicates that we should be trying to do business in Bridgton whenever possible. Community Development Director LaCroix responded that the items were purchased from a company in Naples and that the Recreation Department uses a company in Bridgton while the Public Services Department uses a company out of Windham; all are regionally local. The Board all agreed that local Bridgton businesses should be given the opportunity before going out of town.

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

Town Manager Peabody submitted and read the following report into the record:

Manager's Report 10/13/20

General: A reminder that masks are required at the Town Office. If you are unable to wear one due to an underlying medical condition, please call to set up an appointment so that we can accommodate you in a manner that is safe for you and our staff.

Fire Department: The Fire Department was awarded a grant through the Ed MacDonald Safety Enhancement Grant Program for the purchase of six Fire Helmets. The award will cover two-thirds of the cost up to \$1,332.67.

Police Department: October is Domestic Violence Awareness Month. The Police Department is displaying the symbolic Purple Lights. If you or someone you know is being abused, you can call Through These Doors free, confidential helpline: 1-800-537-6066.

Financials: Before you tonight are the August financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 17% for the month. Revenues are at 24.3% and Expenditures at 18.8%.

11. Old Business

a. Wastewater Status Update (This agenda item was addressed earlier in the meeting.)

b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody provided a brief streetscape project update.

12. Treasurer's Warrants

Motion was made by Selectman Lone for approval of Treasurer's Warrants numbered 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 49; second from Vice-Chairman Zaidman. 5 approve/0 oppose

13. Public Comments on Non-Agenda Items

There were no public comments.

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

October 27, 2020 / November 10, 2020 / November 24, 2020

16. Adjourn

Chairman Eastman adjourned the meeting at 6:26 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Friday, October 16, 2020 9:34 AM
To: Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Liston "Lee" E. Eastman; Paul Tworog
Cc: Georgiann M Fleck; Nikki Hamlin; Laurie Chadbourne
Subject: FW: Bridgton Ice Arena

We will need to appoint a replacement.

Laurie, Please have an agenda item accepting the resignation.

Thanks!

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: Peter Lowell <lakesmoose@gmail.com>
Sent: Friday, October 16, 2020 9:27 AM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Cc: Dave Lepage <dlepage@bridgtonacademy.org>; Martin Mooney <mmooney@bridgtonacademy.org>
Subject: Bridgton Ice Arena

Robert Peabody
Town Manager
Bridgton, Maine 04009

Dear Bob-

I want to hereby notify you that I am resigning from the Board of Directors of the Bridgton Ice Arena as the representative of the Town of Bridgton effective immediately. I appreciate the Town's faith in me with this appointment, but I feel the Arena would benefit from the revitalization resulting from new blood on its board.

Sincerely,
Peter Lowell

MOOSE POND DAM REPAIR COST SHARING AGREEMENT

This Moose Pond Dam Repair Cost Sharing Agreement (the "Agreement") is made by and between the Town of Denmark, Maine, a Maine municipal corporation located in Oxford County, Maine ("Denmark") and the Town of Bridgton, Maine, a Maine municipal corporation located in Cumberland County, Maine ("Bridgton") (collectively the "Parties"), and is effective as of the date of the last of the Parties to sign.

WHEREAS, Moose Pond is a water body located in the Towns of Denmark, Bridgton, and Sweden, Maine ("Sweden"); and

WHEREAS, the Parties agree that Moose Pond totals approximately 1,697 acres; and

WHEREAS, the Parties agree that the area of Moose Pond's water surface in Bridgton is 874 acres (51.5%); and

WHEREAS, the Parties agree that the area of Moose Pond's water surface in Denmark is 727 acres (42.55%); and

WHEREAS, the Parties agree that the area of Moose Pond's water surface in Sweden is 101 acres (5.95%); and

WHEREAS, Moose Pond Dam is located in Denmark; and

WHEREAS, Moose Pond Dam is in need of maintenance and repair; and

WHEREAS, the Parties have obtained a cost projection from Knowles Industrial Services in the amount of \$161,590.00 (with a 5% contingency for a total of \$169,669.00); and

WHEREAS, the Parties agree that Moose Pond Dam is a benefit to Denmark, Bridgton, and Sweden; and

WHEREAS, the Parties wish to contract for the necessary maintenance and repairs of Moose Pond Dam for their common benefit.

NOW THEREFORE, based on the mutual covenants and considerations of the Parties to this Agreement, Denmark and Bridgton agree to split the cost of engineering, maintenance and repair of Moose Pond Dam as follows:

1. The Parties agree to each pay FIFTY PERCENT (50%) of the cost of the maintenance and repair of Moose Pond Dam as itemized in the Knowles Industrial Services cost projection.
2. The Parties agree that they will each make good faith efforts to seek contribution from Sweden of up to SIX PERCENT (6%) of the cost of the maintenance and repair that is the subject of this Agreement. If Sweden agrees to participate, then an Addendum to this Agreement will be drafted for the signature of the Sweden Board of Selectmen.
3. Should Sweden make any payment towards the cost of the maintenance and repair that is the subject of this Agreement AFTER the contractor has already been paid, then the Parties

shall each be reimbursed therefrom in an amount equal to FIFTY PERCENT (50%) of the total Sweden payment.

4. The Parties agree that the Town Manager for the Town of Denmark will be the point of contact with the contractor for any and all issues related to the maintenance and repair that is the subject of this Agreement.

IN WITNESS WHEREOF, the Selectmen of the Town of Denmark and the Selectman of the Town of Bridgton have executed this Agreement as of the date(s) set forth below.

Dated: _____, 2020

Town of Denmark
Board of Selectmen, by:

Betty LeGoff

Richard Snow

Luke Allocco

Dated: _____, 2020

Town of Bridgton
Board of Selectmen, by:

Liston E. Eastman

Glenn R. Zaidman

Carmen E. Lone

G. Frederick Packard

Paul A. Tworog

Board of Selectmen's Meeting Minutes

May 11, 2010; 6:00 P.M.

c. Legal Matters; None

d. Selectmen's Concerns

Vice-Chairman Woodward, Selectman Cash and Chairman Triglione had no concerns.

* Selectman Hoyt suggested that the Transfer Station Punch Cards be issued with the Transfer Station Stickers. Town Manager Berkowitz replied that he is working out the logistics to provide for efficient issuance and will report back to the Board after he meets with the Town Clerk and Transfer Station Manager to discuss options.

Selectman Hoyt asked how the new salary reporting sheets are working out. Town Manager Berkowitz replied that there have been minimal procedural questions.

Selectman Taft thanked Town Manager Mitchell Berkowitz and Executive Assistant Georgiann Fleck for revising the Traffic Ordinance to incorporate the no parking zone from the Moose Pond Boat Launch to Kendal Ham Drive as approved by the Board.

e. Other Matters

Warrant Articles

Motion was made by Selectman Cash for approval of a 'closed warrant' (capped warrant articles); 2nd from Selectman Cash. 4 approve/1 oppose (Selectman Hoyt opposed)

Municipal Sign Lighting

Selectman Hoyt suggested that the sensor be adjusted on the light for the sign at the Municipal Complex.

Revenue/Expense Reports

Town Manager Berkowitz asked the Board if they want to receive an updated revenue/expenditure report at their next meeting or only at month-end. The Board agreed that one report per month is sufficient.

12. Agendas for the Next Board of Selectmen's Meetings/Workshops

May 25, 2010

The Board agreed to table the executive session to discuss the performance evaluation of the Town Manager until June 8, 2010.

13. Treasurer's Warrants

Motion was made by Selectman Taft for approval of Treasurer's Warrants numbered 108, 109, 110 and 111; 2nd from Selectman Cash. 5 approve/0 oppose

14. Executive Session; None

15. Adjourn

Chairman Triglione adjourned the meeting at 8:20 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Board of Selectmen's Meeting Minutes July 13, 2010; 6:00 P.M.

6. Correspondence and Other Pertinent Information

a. Donation to CHOICES; Bridgton Police Department; Jean S. McCarthy

Motion was made by Selectman Hoyt to accept the donation to CHOICES; 2nd from Selectman Woodward. 5 approve/0 oppose

b. Tax Collections Report; FYI

The Board received a tax collections report for their review.

c. Request by the Warren Family to Lift the Dangerous Building Designation from Their Main Street Property

Selectman Taft reported that he spoke with Rob Baker, Code Enforcement Officer and Mr. Baker confirmed that the Warren Family has complied with all the requirements. **Motion** was made by Selectman Taft to remove the dangerous building designation as requested; 2nd from Selectman Woodward. 5 approve/0 oppose

d. Voting for MMA Executive Committee

Motion was made by Selectman Woodward to authorize the Town Manager to vote on behalf of the Town of Bridgton; 2nd from Selectman Taft. 5 approve/0 oppose

Selectman Taft recommended voting for Clint Deschene and Marston Lovell.

e. Letter of Interest by Robert Pelletier for the Extractive Industries Ordinance Committee

Motion was made by Selectman Hoyt to appoint Robert Pelletier, Tom Gyger and Diana White to the Extractive Industries Ordinance Committee; 2nd from Selectman Woodward. 5 approve/0 oppose

7. Town Manager's Report

Town Manager Berkowitz reported the following:

Statute Enforcement of Swim Area Designations: As a result of the last legislative term, towns are now required to enforce the new statute that prohibits the setting of buoy lines and markers to designate swim areas except where provided by law. Simply most residential shoreline property owners will no longer be able to set their "swim" markers and lines. However, camping areas, recreational camps and government entities will be permitted without fee. The enforcement in Bridgton will come through both the CEO and Police Department. Over the next several weeks we will attempt to identify the properties that are no longer allowed to have the swim areas, notify them and indicate they may be subject to violation penalties if they are not removed. Staff will be meeting to set the protocols for inventory and notification of violations and follow up should it need to go to district court. The Department of Conservation is the agency to which permit applications may be requested.

Tax Bills are Mailed: Tax bills for the fiscal year 2011 have been mailed. We remind our tax payers that the bill has four installment tabs on the bottom since collections are due on August 15, November 15, February 15 and May 15. New with this tax billing is the Transfer Station punch card now given to each property tax payer. The card must be cut from the tax bill and along with a current transfer station sticker, entitles the tax payer the added disposal benefit. The card will not be replaced.

Joint Purchasing Efforts: The towns of Waterford, Harrison and Bridgton through their public works directors will be going out to bid for paving work. By putting all of the quantities together, we hope to receive a better price. The bids will be opened at the Harrison Town Offices on July 28 at 1PM and the results will be taken to the respective communities for Board action.



TOWN OF BRIDGTON

3 CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

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

NOTICE TO TAX PAYERS TRANSFER STATION PUNCH CARDS

The property tax bills will be mailed out in mid July. Remember that there are four (4) tabs, each related to the quarter in which the tax payment is due. New this year is the pre-printed punch card in the lower right hand corner of the tax bill. This card provides the tax payer with the benefit of depositing specific bulky waste at the transfer station during the fiscal year starting July 1, 2010. This is the only card you will receive and your transfer station sticker must be current to use the punch card. Lost cards will not be replaced. A copy will not be valid. Please call the transfer station at 647-8276 for information about the punch cards.

Mitchell A. Berkowitz
Town Manager


Bob Fitzcharles
Transfer Station Manager

For the July 8 edition of the Bridgton News

07/01/2010

Town Manager's Report
Tuesday
July 13, 2010

Statute Enforcement of Swim Area Designations: As a result of the last legislative term, towns are now required to enforce the new statute that prohibits the setting of buoy lines and markers to designate swim areas except where provided by law. Simply most residential shoreline property owners will no longer be able to set their "swim" markers and lines. However, camping areas, recreational camps and government entities will be permitted without fee. The enforcement in Bridgton will come through both the CEO and Police Department. Over the next several weeks we will attempt to identify the properties that are no longer allowed to have the swim areas, notify them and indicate they may be subject to violation penalties if they are not removed. Staff will be meeting to set the protocols for inventory and notification of violations and follow up should it need to go to district court. The Department of Conservation is the agency to which permit applications may be requested.

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Joint Purchasing Efforts: The towns of Waterford, Harrison and Bridgton through their public works directors will be going out to bid for paving work. By putting all of the quantities together, we hope to receive a better price. The bids will be opened at the Harrison Town Offices on July 28 at 1PM and the results will be taken to the respective communities for Board action.

Transfer Station: A reminder that the new transfer station punch cards are now part of the tax bills being mailed out this week. Make sure to cut out and use the card along with your current transfer station sticker to dispose of bulky waster, tires and the like. This is a benefit for Bridgton tax payers.

Fitzy and his crew will be working on the retail store after Labor Day in an effort to have more display racks and shelving for the items. They will also do some painting and a general clean up. If you would like to volunteer some of your time to help out please talk to Fitzy at the Transfer Station.

Respectfully Submitted,

Mitchell A. Berkowitz
Town Manager

BRIDGTON TRANSFER STATION PUNCH CARD

EFFECTIVE 07/01/2020 - 06/30/2021

Name: PEABODY, ROBERT A., JR.

Map/Lot: 0022-0011

Location: 16 NORTH HIGH ST.

Bulky	<input type="radio"/>
Tire	<input type="radio"/>
Tire	<input type="radio"/>
Mixed Demo	<input type="radio"/>
Mixed Demo	<input type="radio"/>
Mixed Demo	<input type="radio"/>

LOST CARDS WILL NOT BE REPLACED

**(must have valid sticker to enter
station)**

Bulky = mattress, couch, etc.

Tire = 16.5 or smaller/tire w. rim = 2 punches

Mixed Demo = 100 lbs. or less per punch

Transfer Station Punch Cards

	FY 20-21 Appropriations	FY 20-21 Revenues	Raise from Taxes	Revenues to Appropriations
Transfer Station	\$ 541,890	\$ 108,735	\$ 433,155	20%

Punch Card				
Demolition	\$.10/pound	100	\$ 10.00	
		100	\$ 10.00	
		100	\$ 10.00	\$ 30.00
Tire	1.50/tire	1	\$ 1.50	
	1.50/tire	1	\$ 1.50	\$ 3.00
Mixed Demo	\$5.00/item	1	\$ 5.00	
	\$5.00/item	1	\$ 5.00	
	\$5.00/item	1	\$ 5.00	\$ 15.00
			TOTAL	\$ 48.00

	Number	\$\$Value	Rev Loss	Loss v. Approp
Real Estate Bills	5,390	\$ 48.00	\$ 258,720	48%

Robert "Bob" Peabody, Jr.

From: Laurie Chadbourne
Sent: Wednesday, October 21, 2020 3:04 PM
To: Robert "Bob" Peabody, Jr.
Cc: Georgiann M Fleck
Subject: FW: Your Town Tax proofs are ready for review

Bob,
The bills were approved on July 22nd and **mailed out by the printing company on July 27th**.
Laurie

From: Laurie Chadbourne
Sent: Wednesday, July 22, 2020 4:33 PM
To: clientservices@creativedi.com; denis@jeodonnell.com; john@jeodonnell.com; JBriggs@hygradebusiness.com; Jstruck@hygradebusiness.com
Subject: RE: Your Town Tax proofs are ready for review

Okay to print.
Thank you!!
Laurie

From: clientservices@creativedi.com <clientservices@creativedi.com>
Sent: Wednesday, July 22, 2020 4:15 PM
To: Suzannah Forsythe <sforsythe@bridgtonmaine.org>; denis@jeodonnell.com; Laurie Chadbourne <lchadbourne@bridgtonmaine.org>; john@jeodonnell.com; JBriggs@hygradebusiness.com; Jstruck@hygradebusiness.com
Subject: Your Town Tax proofs are ready for review

Please open the PDF attachment and review this year's Town Tax proofs. You will find 10 real estate and 10 personal property examples, as available. Please be sure to review items such as dates, contact info, messages, percentages, and dollar values for accuracy.

You may send your approval or rejection via email or by phone. Reply to clientservices@creativedi.com or reach us at (207) 973-0500.

Thank you

gton
.34 AM

Real Estate & Personal Property Audit Summary

06/17/2020
Page 1

Totally Exempt:

Real Estate				
Count	162			
Land	14,003,002			
Building	48,341,352			
Exemption	62,344,354	Homestead	Value	Count
Personal Property			10,570	1
Count	25			
Valuation	3,685,080			
Exemption	3,685,080			
Total Count	187			

Billable:

Real Estate				
No Valuation	377			
Count	5,390			
Land	498,256,063			
Building	526,926,736			
Exemption	28,805,419	Homestead	Value	Count
Personal Property			27,193,750	1,145
No Valuation	75			
Count	283			
Valuation	16,818,631			
Exemption	94			
Total Billable	1,013,195,917			

Tax Rate Valuation:

Count	5,673
Real Estate Billable	996,377,380
Personal Property Billable	16,818,537
Homestead	27,204,320
Homestead x .625	17,002,700
Total Valuation	1,030,198,617

5390

283

5,673

USE

5,680

TRANSFER STATION

Stickers (2 year)	\$10.00
Commercial Haulers (annual fee)	\$100.00
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.....	\$10.00 per yard
Minimum payment \$5.00	

If Item is not listed there may not a fee but ask an attendant. All fees are subject to change without notice.

Vacant lot

DLN: 1001940057313

**PROCESSED
ONLINE.
DO NOT RE-PROCESS.**

**MAINE REAL ESTATE
TRANSFER TAX DECLARATION
Form RETTD
Do not use red ink.**

Registry **CUMBERLAND**
Date Recorded **05/20/2019** *
Time Recorded: **11:33:00 AM**
Transfer Tax Amount: **\$94.60**
Document Number: **20611**
Book: **35654**
Page: **200**
BOOK/PAGE - REGISTRY USE ONLY

1 County **CUMBERLAND**
2 Municipality **BRIDGTON**
3 GRANTEE/PURCHASER
3a Last name, first name, MI, or business name
RATHBONE, DAVID
3b Last name, first name, MI, or business name
RATHBONE, BARBARA
3c Mailing address after purchasing the property

3f Municipality **RAYMOND**
3g State **ME** 3h ZIP Code **04071** *

4 GRANTOR/SELLER
4a Last name, first name, MI, or business name
LOPEZ PROPERTIES LLC,
4b Last name, first name, MI, or Business name

4b SSN or federal ID
4d SSN or federal ID

4a Mailing address
438 COMMONS DRIVE

4f Municipality **BRIDGTON**
4g State **ME** 4h ZIP Code **04009**

5. PROPERTY	5a Map	Block	Lot	Sub-lot	Check any that apply	5b Type of property - enter the code number that best describes the property being sold (see instructions)
	5	8	96F		No maps exist Multiple parcels Portion of parcel Not applicable	101

5c Physical location
0 BEAVER CREEK FARM

5d Acreage (see instructions)
1.54

6 TRANSFER TAX

6a Purchase price (If the transfer is a gift, enter "0")	6b Fair market value (Enter a value only if you entered "0" or a nominal value on line 6a)	6c Exemption claim -
\$21,500		Check the box if other grantor or grantee is claiming exemption from transfer tax and enter explanation below

7 DATE OF TRANSFER (MM-DD-YYYY)
05-17-2019

8 CLASSIFIED WARNING TO BUYER - If the property is classified as farmland, open space, tree growth, or working waterfront, a substantial financial penalty may be triggered by development, subdivision, partition, or change in use
CLASSIFIED

9 SPECIAL CIRCUMSTANCES Were there any special circumstances with the transfer that suggest the price paid was either more or less than its fair market value? If yes, check the box and enter explanation below

10 INCOME TAX WITHHELD. The buyer is 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
The transfer is a foreclosure sale

11 OATH Aware of penalties as set forth in 36 M R S § 4841-K, I declare that I have reviewed this return with the Grantor(s) and Grantee(s) and to the best of my knowledge and belief the information contained herein is true, correct and complete. Declaration of preparer is based on information provided by Grantor(s) and Grantee(s) and of which preparer has any knowledge. I understand that the submission of an electronic form return constitutes a legal signature

PREPARER Name of preparer: **AMY BOESCH**

Phone number **(603) 427-9399**

Mailing address **676 POST ROAD #3**

Email address **aboesch@reddoorarticle.com**

WELLS, ME 04090

Fax number

Name and Address Changes for Real Estate & Personal Property Accounts ONLY

Date 9/21/20

⇒ Bills mailed July 27, 2020
Occupancy approved 08/22/2019

Number of Properties 1

Account No. 3096

Map 5

Block

Lot 96F

Sublot 8

Previous Name David & Barbara Pathbone

Previous Address Shentwood Rd.

Previous City/State/Zip Raymond, ME 04071

New Name

New Address 99 Beaver Creek Farm Rd.

New City/State/Zip Bridgton, ME 04009

Requested:

In Person

Mail

Telephone

Anywho

Barbara

Completed By

Accepted By

Processed By

JP

Robert "Bob" Peabody, Jr.

From: Liston "Lee" E. Eastman
Sent: Tuesday, October 20, 2020 2:17 PM
To: Robert "Bob" Peabody, Jr.; Georgiann M Fleck
Subject: Fwd: Fw: Town Transfer Station Punch Card
Attachments: SCAN0001.JPG

Can you please look into this and we can discuss the table at our next meeting.
Thanks Lee
Agenda setting 9 AM tomorrow morning correct?

Get [Outlook for iOS](#)

From: David Rathbone <drathbon44@gmail.com>
Sent: Tuesday, October 20, 2020 12:18:00 PM
To: Liston "Lee" E. Eastman <selectmaneastman@bridgtonmaine.org>
Subject: Fwd: Fw: Town Transfer Station Punch Card

Good Day Mr. Eastman,

My wife and I recently moved to Bridgton from Raymond and currently reside on 99 Beaver Creek Farm Rd. We purchased the land in April 2019 then had the house built. We moved into the home in September of 2019. We were told that when we got our 2020 tax bill that there would be a transfer station punch card with the tax bill. We did not receive our tax bill. My wife spoke to one of the town clerks a couple of times by phone and was told that our tax bill was mailed to our old address. It was never forwarded to us and never returned to the town office.

The clerk stated that she would try to get us a replacement then she later stated that she was overridden and a replacement was not going to be issued. My wife then sent an email on Sept 24th to Mr. Peabody to appeal the decision and he never responded to her.

On Oct 6 I emailed Mr. Peabody and he responded quickly and we did immediately get a replacement copy of our tax bill but as of this date we have not received a replacement transfer station punch card nor did Mr. Peabody address that issue. We have to date spent \$178 at the transfer station from building our garage.

I am aware that people have in the past made claims that they lost their punch card just to get another and the town developed a policy to not re-issue the punch card but in our case the town admitted that it was sent to our old address. * We moved in Sept of 2019 and mail is only forwarded for one year so our tax bill would not have been forwarded to us. I personally went to the town and registered our vehicles to the 99 Beaver Creek Farm Rd address and paid property taxes at the same time and it was not mentioned that the property taxes had a different email address.

I think in our case it is clear that we are not trying to pull one over on the town. I have forwarded my wife's email to Mr. Peabody that includes the receipts for the transfer station for the year that we did not have a punch card. I hope that you may be able to assist us with this and recognize we are in different circumstances as new residents and taxpayers of the town of Bridgton.

Thank you in advance for your attention to this matter.

David Rathbone
207-894-0771

* See: Transfer Tax Declaration 05/20/19
Change of address (by phone) 09/21/20

----- Forwarded message -----

From: Barbara Wood <barbarawood1015@yahoo.com>
Date: Mon, Oct 19, 2020 at 4:51 PM

Robert "Bob" Peabody, Jr.

From: David Rathbone <drathbon44@gmail.com>
Sent: Tuesday, October 6, 2020 3:27 PM
To: Robert "Bob" Peabody, Jr.
Subject: Tax Bill not received

Good Day, Mr. Peabody,

On September the 24th my wife sent you an email addressing the fact that our tax bill and transfer station were sent to our previous address in Raymond, ME and it was not forwarded to us now was it returned to the town.

As of this date, she has received a response from you. I am following up because in addition we have requested a duplicate tax bill be sent to our Bridgton address while we are trying to address the issue of the transfer station punch card. As of this date, we have not received a duplicate tax bill either.

Could you please address these two issues for us?

Thank You,
David Rathbone
207-894-0771



Virus-free. www.avg.com

Robert "Bob" Peabody, Jr.

From: David Rathbone <drathbon44@gmail.com>
Sent: Tuesday, October 6, 2020 3:47 PM
To: Laurie Chadbourne
Cc: Robert "Bob" Peabody, Jr.
Subject: Re: Tax Bill not received

Thank you for your help!

 Virus-free. www.avg.com

On Tue, Oct 6, 2020 at 3:44 PM Laurie Chadbourne <lchadbourne@bridgtonmaine.org> wrote:

Attached please find your tax information sheet and tax bill as requested.

Please do not hesitate to contact me if I can be of further assistance.

Laurie

From: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Sent: Tuesday, October 6, 2020 3:29 PM
To: Laurie Chadbourne <lchadbourne@bridgtonmaine.org>
Cc: David Rathbone <drathbon44@gmail.com>
Subject: FW: Tax Bill not received

Laurie-

Please see request below for a duplicate tax bill.

Thanks!

Bob

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: David Rathbone <drathbon44@gmail.com>

Sent: Tuesday, October 6, 2020 3:27 PM

To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>

Subject: Tax Bill not received

Good Day, Mr. Peabody,

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Could you please address these two issues for us?

Thank You,

David Rathbone

207-894-0771

 Virus-free. www.avg.com

Laurie Chadbourne

From: Laurie Chadbourne
Sent: Tuesday, October 6, 2020 3:44 PM
To: David Rathbone
Cc: Robert A. Peabody, Jr.
Subject: RE: Tax Bill not received
Attachments: rathbone.png; 3096.pdf

Attached please find your tax information sheet and tax bill as requested.
Please do not hesitate to contact me if I can be of further assistance.
Laurie

From: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Sent: Tuesday, October 6, 2020 3:29 PM
To: Laurie Chadbourne <lchadbourn@bridgtonmaine.org>
Cc: David Rathbone <drathbon44@gmail.com>
Subject: FW: Tax Bill not received

Laurie-

Please see request below for a duplicate tax bill.

Thanks!

Bob

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: David Rathbone <drathbon44@gmail.com>
Sent: Tuesday, October 6, 2020 3:27 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Subject: Tax Bill not received

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Could you please address these two issues for us?

Thank You,

Subject: Fw: Town Transfer Station Punch Card
To: David Rathbone <drathbon44@gmail.com>

----- Forwarded Message -----

From: Barbara Wood <barbarawood1015@yahoo.com>
To: rpeabody@bridgtonmaine.org <rpeabody@bridgtonmaine.org>
Sent: Thursday, September 24, 2020, 07:08:34 PM EDT
Subject: Town Transfer Station Punch Card

Hello Mr. Peabody,

We excitedly moved to Bridgton a little over a year ago, and love it so far, however, we are puzzled with someone's decision not to replace the transfer station punch card. Let me explain:

1. We never received our August tax bill or a transfer station punch card.
2. We purchased land in the spring of 2019, and was having a home built soon after closing. Around that time we talked with one of the town clerks to inquire about services, and specifically transfer station use. She was helpful and explained how the transfer station punch card was already issued, but a new card would be issued with new tax bills.
3. In the past year we have spent \$178 in disposal charges at the transfer station (see attached receipts). Because we recently finished building our garage we have construction materials to dispose of. This prompted me to call the town to inquire about the tax bill with the transfer station punch card. A clerk explained that the tax bills were mailed. We discovered during this conversation that the tax bill was sent to our previous address in Raymond, but she said often times mail is returned to the town and she would watch for it.

Following up this week, Nancy explained that she would send me another tax bill, but couldn't send a punch card because of policy. She transferred me to Diane for further information about the punch card. Diane listened to my concern and understood the circumstances, and felt that she'd be able to get us a replacement punch card. After a couple of days Diane phoned to let me know that obtaining a punch card wasn't possible. She apologized and explained that some people have taken certain "liberties" regarding the punch card. I respect her follow-up phone message and professionalism.

4. We understand that some people cheat the system and the reasons for town guidelines to prevent abuse, but we are having difficulty understanding why in our circumstance that there isn't room for flexibility. We aren't trying to cheat the system nor would we, but we are being penalized because of cheaters and because moving disrupted our mail. Our tax bill was not forwarded or returned to the town. The postal service only forwards for 1 year, and the new owner of our former property threw the mail away.

5. During the past year, we've been to the town office in person several times for payment of property taxes, registering to vote, registering vehicles twice, etc. using our Bridgton address. We find it interesting that even on July 24th when we simultaneously registered vehicles and paid property taxes that it still wasn't noticed by us or the clerk, from one screen to the next, that our vehicles reflect 99 Beaver Creek Farm Road and the property taxes showed a different address. None of us caught the address discrepancy in July or any of the previous times we conducted business at the town office.

Because of the circumstances, please consider helping us in this matter. We believe that it's reasonable to issue us a replacement transfer station punch card. It would be great seeing it along with the replacement tax bill that we've requested. Thank you.

Sincerely,

Barbara Wood Rathbone, 207-274-1945
David Rathbone, 207-894-0771
99 Beaver Creek Farm Rd.

Requested Copy

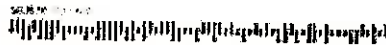
**TOWN OF BRIDGTON
3 CHASE ST STE 1
BRIDGTON, ME 04009-1266**



For the Fiscal year July 1, 2020 to June 30, 2021

OFFICE HOURS
Monday through Friday, 9:00 am - 4:00 pm

**THIS IS THE ONLY BILL
YOU WILL RECEIVE**



**RATHBONE DAVID
RATHBONE BARBARA
1 KENTWOOD RD
BRIDGTON ME 04009-1266**

2020 REAL ESTATE TAX BILL	
CURRENT BILLING INFORMATION	
LAND VALUE	\$17,080.00
BUILDING VALUE	\$162,916.00
TOTAL LAND & BLDG	\$179,996.00
FURNITURE & FIXTURES	\$0.00
MACHINERY & EQUIPMENT	\$0.00
TELECOMMUNICATIONS	\$0.00
MISCELLANEOUS	\$0.00
TOTAL PER PROPERTY	\$0.00
HOMESTEAD EXEMPTION	\$23,780.00
OTHER EXEMPTION	\$0.00
NET ASSESSMENT	\$156,216.00
TOTAL TAX	\$1,485.35
PAY TO DATE	\$0.00
TOTAL DUE	\$1,485.35

ACCOUNT: 003096 RE

MIL RATE: 14.95

LOCATION: 99 BEAVER CREEK FARM RD

BOOKPAGE: 031649P100 OF 20 2019P03-166P100 12/29/2019

ACREAGE: 1.54

MAP/LOT: 0001-0096F-0002

FIRST QTR DUE

\$421.35

SECOND QTR DUE

\$421.35

THIRD QTR DUE

\$421.35

FOURTH QTR DUE

\$421.35

TAXPAYER'S NOTICE

NOTICE IS HEREBY GIVEN THAT YOUR COUNTY, SCHOOL AND MUNICIPAL PROPERTY TAX IS DUE (THE FIRST QTR AMOUNT IS DUE ON 08/15/2020, THE SECOND QTR AMOUNT IS DUE ON 11/15/2020, THE THIRD QTR AMOUNT IS DUE ON 02/15/2021 AND THE FOURTH QTR AMOUNT IS DUE ON 05/15/2021.)

INTEREST WILL BE CHARGED ON UNPAID TAXES AT AN ANNUAL RATE OF 5% BEGINNING 08/16/2020, 11/16/2020, 02/16/2021 AND 05/16/2021.

Per statute law the ownership and valuation of all real estate and personal property subject to taxation shall be fixed as of April 1. For this year's tax bill, this date is April 1, 2020. If you have sold your property or made any other change since April 1, 2020, you may wish to contact the Assessor's Office.

FAILURE TO FORWARD THIS BILL MAY RESULT IN A LIEN BEING PLACED IN YOUR NAME

If you have an existing account, please forward a copy to your mortgage holder prior to the due date. This bill is for the current tax year only. Please call the Tax Collector's Office at (207) 547-8755 regarding past due amounts, payments or interest. If you would like a receipt, please include a self-addressed stamped envelope with your payment.

As of July 1, 2020 the Town of Bridgton has bonded indebtedness in the amount of \$7,026,321.50. Without State Aid for Education, Homestead Exemption Reimbursement, SETE Reimbursement and State Revenue Sharing your tax would have been 11.48% higher.

CURRENT BILLING DISTRIBUTION

COUNTY	\$58.17	3.950%
MUNICIPAL	\$1,070.45	43.070%
SCHOOL	\$1,316.75	52.980%
TOTAL	\$2,445.38	100.00%

REMITTANCE INSTRUCTIONS

To avoid standing in line, it is recommended that taxes be paid by mail or online with a 1.5% charge. All taxes are payable to the Town of Bridgton.

**TOWN OF BRIDGTON
3 CHASE ST STE 1
BRIDGTON, ME 04009-1266**

If you have paid your taxes, please forward your proof of payment to the Assessor's Office. Please include a self-addressed stamped envelope.

ACCOUNT: 003096 RE

ACREAGE: 1.54

MAP/LOT: 0001-0096F-0002

LOCATION: 99 BEAVER CREEK FARM RD

NAME: RATHBONE, DAVID

TOWN OF BRIDGTON, ME 04009-1266

INTEREST BEGINS ON 05/16/2021

DUE DATE: 05/15/2021

AMOUNT DUE: \$421.35



FOURTH PAYMENT

PLEASE REMIT THE PORTION WITH YOUR FOURTH PAYMENT

TOWN OF BRIDGTON, ME 04009-1266

INTEREST BEGINS ON 02/16/2021

DUE DATE: 02/15/2021

AMOUNT DUE: \$421.35



THIRD PAYMENT

PLEASE REMIT THE PORTION WITH YOUR THIRD PAYMENT

TOWN OF BRIDGTON, ME 04009-1266

INTEREST BEGINS ON 11/16/2020

DUE DATE: 11/15/2020

AMOUNT DUE: \$421.35



SECOND PAYMENT

PLEASE REMIT THE PORTION WITH YOUR SECOND PAYMENT

TOWN OF BRIDGTON, ME 04009-1266

INTEREST BEGINS ON 08/16/2020

DUE DATE: 08/15/2020

AMOUNT DUE: \$421.35



FIRST PAYMENT

PLEASE REMIT THE PORTION WITH YOUR FIRST PAYMENT

ACCOUNT: 003096 RE

ACREAGE: 1.54

MAP/LOT: 0001-0096F-0002

LOCATION: 99 BEAVER CREEK FARM RD

NAME: RATHBONE, DAVID

Robert "Bob" Peabody, Jr.

From: Barbara Wood <barbarawood1015@yahoo.com>
Sent: Thursday, September 24, 2020 7:09 PM
To: Robert "Bob" Peabody, Jr.
Subject: Town Transfer Station Punch Card
Attachments: SCAN0001.JPG

Hello Mr. Peabody,

We excitedly moved to Bridgton a little over a year ago, and love it so far, however, we are puzzled with someone's decision not to replace the transfer station punch card. Let me explain:

1. We never received our August tax bill or a transfer station punch card.
2. We purchased land in the spring of 2019, and was having a home built soon after closing. Around that time we talked with one of the town clerks to inquire about services, and specifically transfer station use. She was helpful and explained how the transfer station punch card was already issued, but a new card would be issued with new tax bills.
3. In the past year we have spent \$178 in disposal charges at the transfer station (see attached receipts). Because we recently finished building our garage we have construction materials to dispose of. This prompted me to call the town to inquire about the tax bill with the transfer station punch card. A clerk explained that the tax bills were mailed. We discovered during this conversation that the tax bill was sent to our previous address in Raymond, but she said often times mail is returned to the town and she would watch for it.

Following up this week, Nancy explained that she would send me another tax bill, but couldn't send a punch card because of policy. She transferred me to Diane for further information about the punch card. Diane listened to my concern and understood the circumstances, and felt that she'd be able to get us a replacement punch card. After a couple of days Diane phoned to let me know that obtaining a punch card wasn't possible. She apologized and explained that some people have taken certain "liberties" regarding the punch card. I respect her follow-up phone message and professionalism.

4. We understand that some people cheat the system and the reasons for town guidelines to prevent abuse, but we are having difficulty understanding why in our circumstance that there isn't room for flexibility. We aren't trying to cheat the system nor would we, but we are being penalized because of cheaters and because moving disrupted our mail. Our tax bill was not forwarded or returned to the town. The postal service only forwards for 1 year, and the new owner of our former property threw the mail away.
5. During the past year, we've been to the town office in person several times for payment of property taxes, registering to vote, registering vehicles twice, etc. using our Bridgton address. We find it interesting that even on July 24th when we simultaneously registered vehicles and paid property taxes that it still wasn't noticed by us or the clerk, from one screen to the next, that our vehicles reflect 99 Beaver Creek Farm Road and the property taxes showed a different address. None of us caught the address discrepancy in July or any of the previous times we conducted business at the town office.

Because of the circumstances, please consider helping us in this matter. We believe that it's reasonable to issue us a replacement transfer station punch card. It would be great seeing it along with the replacement tax bill that we've requested. Thank you.

Sincerely,

Barbara Wood Rathbone, 207-274-1945
David Rathbone, 207-894-0771
99 Beaver Creek Farm Rd.

Chapter 2

Duties and Liabilities of the Tax Collector

Duties

The aim of the tax collector is to collect as much cash as possible in accordance with the commitment issued by the assessor(s). The amount collected in cash depends largely on the collector's common sense, ingenuity and local conditions. There are few statutory provisions governing the collector's choice of methods to collect non-delinquent taxes. The choice of most collectors is to send a timely and easily understood tax bill.

Payment of Taxes

When Taxes are Due and Payable (36 M.R.S.A. § 505). At any meeting, when it votes to raise a tax or at any subsequent meeting held before commitment, a municipality may, with respect to such tax, vote to determine: (1) the date when the assessors shall commit the tax lists to the collector; (2) the date or dates when property taxes shall become due and payable; (3) the date or dates from and after which interest shall accrue, which shall also be the date or dates on which taxes shall become delinquent; (4) the rate of interest to be charged on delinquent taxes committed during the taxable year; (5) the date or dates prior to which all taxpayers who have paid their taxes are entitled to a discount; and (6) the rate of the discount. Unless the municipality so votes, there is no definite time within which taxes must be committed to the collector. The commitment is made whenever the assessment is completed and the tax lists and collector's warrant are delivered to the collector. In the absence of a vote of the municipality fixing the date or dates on which taxes shall be payable, taxes become payable just as soon as the collector receives his or her warrant and the tax lists. (For a discussion regarding a fiscal year change and multiple collection dates, refer to a 1989 *Maine Townsman* article on that subject at Appendix 4a.)

Tax Bills. The first step to be taken by the collector is mailing tax bills. This should be done as soon as possible after the commitment is received.

In Maine, property tax bills are not required by law but are sent by common practice. *Clark v. Gray*, 113 Me. 443, 94 A. 881 (1915). Property owners are presumed to know that taxes will be due on their land each year. *McNaughton v. Kelsey*, 1997 ME 182, 698 A.2d 1049. Thus, the claim that no tax bill was sent, or none received, will not constitute a defense to any action to enforce a delinquent tax.



TOWN OF BRIDGTON
Town Clerk's Office
3 Chase Street
Bridgton, Maine 04009
(207) 647-8786

Marijuana Establishment License Application

Town of Bridgton Victualers and Marijuana Establishments Licensing Ordinance
State Law references: 30-A M.R.S.A. §3001, 22 M.R.S.A. §2429-D, and 28-B M.R.S.A. §402

Date: _____ Applicant Name: _____

For Office Use Only

Date Received _____ Amount Received _____ Clerk's Initials _____

Type of Marijuana Establishment (Check All That Apply):

☐ **New**

☐ **Renewal**

- ☐ **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 Cultivation Facility:** A "cultivation facility" as that term is defined in 28-B M.R.S. § 102(13), as amended, and its successor provisions. Select one:
- ☐ Tier 1 Marijuana Cultivation Facility. Not more than 500 square feet of plant canopy.
- ☐ Tier 2 Marijuana Cultivation Facility. Not more than 2,000 square feet of plant canopy.
- ☐ Tier 3 Marijuana Cultivation Facility. Not more than 7,000 square feet of plant canopy.
- ☐ Tier 4 Marijuana Cultivation Facility. Not more than 20,000 square feet of plant canopy.
- ☐ **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.
- ☐ **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 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 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 Multiple Registered Caregiver Facility:** A building or facility housing more than one (1) Medical Marijuana Registered Caregiver.
- ☐ **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

Town of Bridgton Marijuana Establishment License Application

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.

☐ **Marijuana Manufacturing Facility:** (check all that apply)

- ☐ **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 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.
- ☐ **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.

Business Entity Information:

Name of Marijuana Establishment: _____

Physical Address of Marijuana Establishment (must be in Bridgton): _____

Proposed Days & Hours of Operation: _____

Applicant and Co-Applicant Information: Provide the following information for each Applicant and Co-Applicant. The Applicant is the owner of the Marijuana Establishment; if the owner is a business entity, provide the following information for every officer, director, member, manager, and general partner of the business entity. A Co-Applicant is any person (other than the Applicant) that is primarily responsible for the actual operation of Marijuana Establishment; provide the following information for every Co-Applicant.

1. Name of Each Applicant and Co-Applicant
2. Mailing Address
3. Phone Number(s)
4. Email Address
5. Over Age 21? (Yes/No)
6. Each Applicant's ownership interest in the Marijuana Establishment
7. Attested copies of any articles of incorporation, bylaws, operating agreement, partnership agreement, or articles of association that govern the entity that will own and/or operate the Marijuana Establishment.

Emergency Contact Person (must be available 24/7): _____

Emergency Contact Telephone Numbers: _____

Emergency Contact Email Address: _____

Town of Bridgton Marijuana Establishment License Application

Review Criteria:

Has any Applicant or Co-Applicant ever failed any part of a state inspection or local health inspection relating to the Marijuana Establishment?

☐ Yes ☐ No If yes, explain:

Has any Applicant or Co-Applicant ever failed to pay an outstanding fine, penalty, or tax owed to the Town of Bridgton?

☐ Yes ☐ No If yes, explain:

Has any Applicant or Co-Applicant ever had a license required for any Marijuana Establishment suspended or revoked by the Town of Bridgton, by another Maine municipality, or by the State of Maine?

☐ Yes ☐ No If yes, explain:

Has any Applicant or Co-Applicant ever been issued a notice of violation related to any Marijuana Establishment by the Town of Bridgton, by another Maine municipality, or by the State of Maine?

☐ Yes ☐ No If yes, explain and attach the notice of violation and proof that the violation has been resolved:

Has any Applicant or Co-Applicant ever been convicted of a Class D or more serious crime, whether or not arising out of the operation of a Marijuana Establishment?

☐ Yes ☐ No If yes, explain and provide the date, jurisdiction, nature of the offense and any penalty assessed:

What right, title, or interest does the Applicant have in the business premises for which Marijuana Establishment licensure is sought (e.g. deed, lease, purchase and sale agreement)? Attach a copy of the source of the right, title, or interest.

Town of Bridgton Marijuana Establishment License Application

Application Submissions Requirements Checklist

**FOR
OFFICE
USE**

<input type="checkbox"/> Complete license application form, including affidavits for each Applicant and Co-Applicant signed before a Notary.	
<input type="checkbox"/> The application fee (nonrefundable). See table below.	
<input type="checkbox"/> Copy of State License / Conditional License / Caregiver registration. If an application for a state license is pending as of the filing of this application, submit a copy of the state licensing application.	
<input type="checkbox"/> Applicant and Co-Applicant Information (see page 2).	
<input type="checkbox"/> Background Check Release form (must be signed by each Applicant and Co-Applicant). <i>Note: The Applicant must pay the cost to the Town of conducting criminal history background checks. This cost is in addition to the application fee.</i>	
<input type="checkbox"/> Evidence of all local land use approvals (Planning and/or Code Enforcement).	
<input type="checkbox"/> Evidence of all other local approvals, including food or victualer's license.	
<input type="checkbox"/> A description and a floor plan of premises for which license is sought.	
<input type="checkbox"/> Copy of licenses held by any Applicant or Co-Applicant for other Marijuana Establishments in Maine.	
<input type="checkbox"/> Operations Plan (Adult Use Marijuana Stores and Medical Marijuana Caregiver Retail Stores only).	

Application Fee, by Category of Marijuana Establishment

Dispensary	\$2,000
· Medical Marijuana Registered Dispensary	
Retail Store	\$1,500
· Medical Marijuana Caregiver Retail Store	
· Adult Use Marijuana Store	
Medical Marijuana Caregiver Facility	\$1,500
· Medical Marijuana Large-Scale Caregiver Operation	
· Medical Marijuana Multiple Registered Caregiver Facility	
Adult Use Cultivation Facility	
· Tier 1 (canopy up to 500 sf)	\$500
· Tier 2 (canopy up to 2,000 sf)	\$1,000
· Tier 3 (canopy up to 7,000 sf)	\$1,500
· Tier 4 (canopy over 7,000 sf)	\$3,500
Manufacturing Facility	\$1,000
· Medical Marijuana Manufacturing Facility	
· Medical Marijuana Inherently Hazardous Substances Extraction Operation	
· Adult Use Marijuana Products Manufacturing Facility	
Testing Facility	\$1,000
· Medical Marijuana Testing Facility	
· Adult Use Marijuana Testing Facility	

Town of Bridgton Marijuana Establishment License Application

Affidavit of Applicants and Co-Applicants

Each Applicant and Co-Applicant must read and certify to the statements below before a notary public.

I certify that:

1. I have never failed any part of a state inspection or local health inspection relating to the Marijuana Establishment for which a license is being sought;
2. I have never failed to pay an outstanding fine, penalty, or tax owed to the Town of Bridgton;
3. I have never had a license required for any Marijuana Establishment suspended or revoked by the Town of Bridgton, by another Maine municipality, or by the State of Maine;
4. I have never been issued a notice of violation related to any Marijuana Establishment by the Town of Bridgton, by another Maine municipality, or by the State of Maine; or, if I have been issued such a notice of violation, that the violation has been fully resolved; and
5. I have never been convicted of a Class D or more serious crime, whether or not arising out of the operation of a Marijuana Establishment.

If you cannot certify to all of above statements, check this box: ☐

I understand that if I provide misleading or false information in this license application, any license issued to me by the Town of Bridgton may be suspended or revoked.

I do swear or affirm under penalty of perjury* that all statements made and all information provided as part of this application are true and correct to the best of my knowledge.

Date: _____, 20____

Signature of Applicant or Co-Applicant

Print name: _____

** Under Maine law, intentional falsehoods made under oath or affirmation before a person qualified to take oaths or affirmations may be punishable as false swearing, a Class D crime.*

Date: _____, 20____

Personally appeared the above-named _____ and made oath or affirmation that the foregoing statements are true.

Notary Public, State of Maine

Print name: _____

My commission expires: _____



October 20, 2020

Robert A. Peabody Jr.
Town Manager
Town of Bridgton
3 Chase Street
Bridgton, ME 04009

RE: Woodlands Memory Care of Bridgton Tax Increment Financing Proposal

Dear Bob,

Woodlands Senior Living is pleased to present this proposal for tax increment financing in support of our proposed Woodlands Memory Care of Bridgton project (the "Project").

As presently planned, the Project consists of the construction and operation of a 48 bed specialized residential care community serving individuals with Alzheimer's disease and related memory impairments. We plan to dedicate 30 of the beds to serve individuals receiving MaineCare subsidies, and 18 would be available for residents paying with private funds. We believe the Project will be a vital resource to not only the elderly individuals living with memory impairments in the Bridgton area but also their loved ones. Indeed, there are no purpose-built memory care facilities anywhere in or close to the greater Bridgton lakes region.

In order to ensure the financial viability of the Project, we are requesting that the Town designate the land on which the Project will be located as a tax increment financing (TIF) district. We currently have signed purchase and sales agreements on two parcels of land located on North High Street in the Town of Bridgton.

The contract to purchase this site is contingent upon Woodlands Senior Living receiving approval of Tax Increment Financing from the Town of Bridgton.

We offer to use the tax increment revenues in support of the Project in the following manner:

Until the end of the tax year that includes the twenty fifth anniversary of the Project's opening, we would propose that:

- Years 1-5: One hundred percent of the incremental tax revenues be returned to the owner each year.

- Years 6-15: Seventy five percent of the incremental tax revenues be returned to the owner each year.
- Years 16-25: Fifty percent of the incremental tax revenues be returned to the owner each year.

We understand that TIF benefits can continue for up to thirty years, however we are prepared to have our participation terminate after twenty five years. If the Town sees a benefit in continuing the TIF beyond twenty five years for municipal purposes, we would certainly be amenable to that approach.

We are willing to have our attorneys prepare the materials for adoption of the TIF if the Town prefers.

I would welcome the opportunity to answer any questions or discuss further at your convenience.

Thank you for your thoughtful consideration.

Sincerely,



Matthew L. Walters
Member

CC: Bridgton Board of Selectmen

Linda LaCroix

From: Matthew Walters <mwalters@woodlandsmaine.com>
Sent: Wednesday, October 21, 2020 4:45 PM
To: Robert "Bob" Peabody, Jr.
Cc: Linda LaCroix
Subject: Woodlands Senior Living information
Attachments: Bridgton Portfolio 10 21 2020.pdf

Bob and Linda,

I have attached a PDF portfolio which contains information about our proposed Bridgton development, including:

- General Overview of the Project
- Company Overview
- Rendering
- Sample Brochure
- Sample photos from our two most recent Memory Care developments (which mirror the design for the Bridgton project).

If you have any questions, please let me know.

Thanks,
Matthew

Matthew L. Walters

Managing Member
Woodlands Senior Living



141 West River Road – Suite 300
Waterville, ME 04901

PHONE (207) 872-8992

FAX (207) 872-8990

www.woodlandsmaine.com



Proposed 24,000 Sq. Ft Purpose-built Memory Care Community Serving 48 Residents

PROPOSED LOCATION

Two parcels, approximately 17 acres, on
North High Street in Bridgton.

DETAILS

Physical development cost will be approximately
\$6 million; when complete, the community will
employ 32-34 full time employees with benefits.

TIMEFRAME

We plan to begin site work in spring 2021
with construction complete and community open
by spring/summer 2022.

Community Features

- **16 private rooms** and 16 shared rooms
(30 MaineCare subsidized beds)
- Large open air central atrium in each neighborhood
to allow for **ample natural light** and easy access
to the outdoors
- High efficiency, individually zoned climate control
system (air conditioning/heating)
- **Video monitoring** safety system
- **Private bathrooms** in all resident rooms
- Multiple home-scaled areas for resident engagement –
television room, reading room, activity room, home-style
resident kitchen, as well as larger group activity area
and common area with fireplace
- On-site **physical and occupational therapy** center
- On-site **beauty salon**
- **Large outside courtyard** (in addition to atrium)
with walking paths, gardens, gazebo

WoodlandsMaine.com



Outside Courtyard



Living Room



Dining Room



Private Bedroom



Private Bathroom



Woodlands Senior Living

Since 1980, our family-owned organization has provided the people of Maine a trusted partner in assisted living and memory care. With locations throughout the state in both major cities and rural communities, Woodlands Senior Living makes each day the best day possible for every resident we serve, while helping to bring peace of mind to the people who love them.

We are diligent in employing a team of specially trained and carefully selected staff. Each of our locations is intentionally designed and impeccably maintained with residents' comfort and safety directing every decision. An unwavering commitment to the wellbeing of the residents we serve has been—and always will be—our highest priority.



By the Numbers

15 Separately licensed communities in 9 locations throughout the state

8 Specialized memory care communities serving 345 residents

5 Residential assisted living communities serving 260 residents

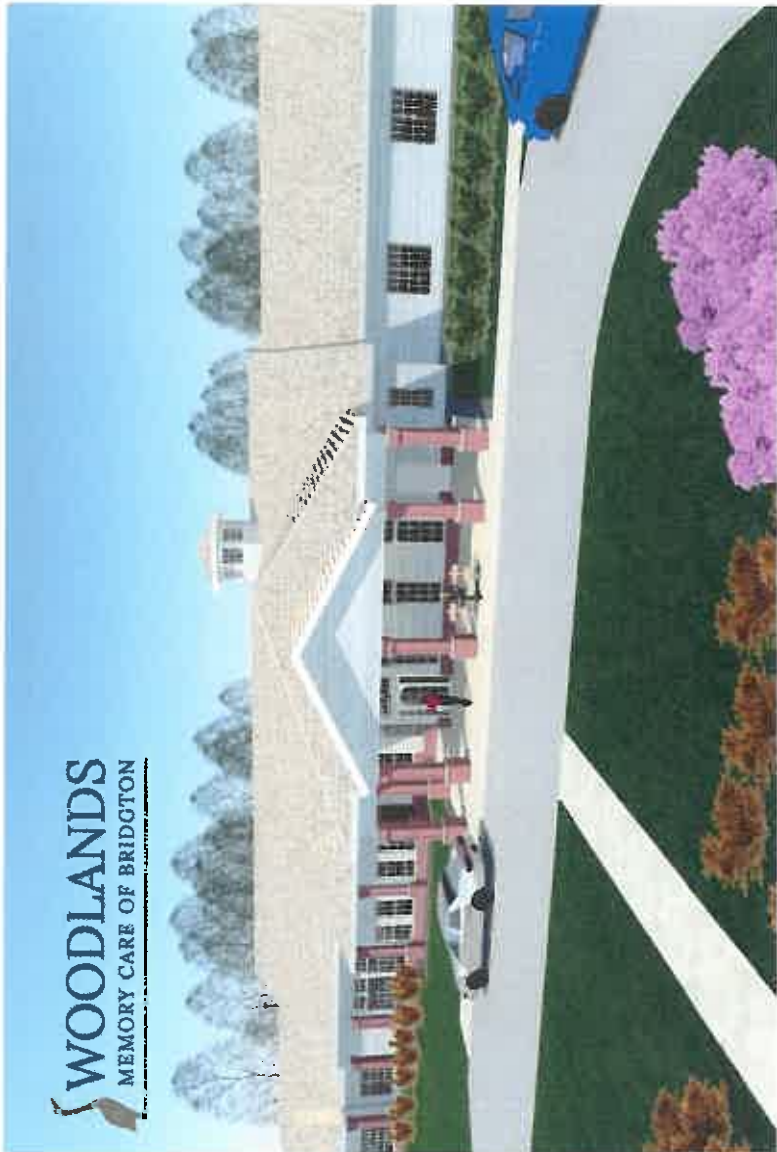
2 Private independent apartment communities with assisted living services available
61 UNITS: 1-bedroom, 2-bedroom and studio layouts

673 residents who can be served

400+ fulltime staff members

Winner of the 2018 Maine Large Business of the Year Award from the Institute of Family Owned Businesses

WoodlandsMaine.com



Since 1980, our *Maine-based, family-owned* organization has provided the people of Maine a trusted partner in assisted living and memory care.



WOODLANDS
MEMORY CARE OF BRIDGTON

Learn more at
WoodlandsMaine.com

WOODLANDS
MEMORY CARE OF BRIDGTON

OPENING SPRING 2022

Caring for residents
as we would *care* for
our own family.



WoodlandsMaine.com



Woodlands Memory Care of Bridgton will be the first and only purpose-built senior living community in the Greater Bridgton Lakes Region, designed exclusively to address the unique needs of individuals living with Alzheimer's disease and related memory impairments.

Our 24,000 square-foot community will have a team of specially trained and carefully selected staff to serve 48 residents. The community will feature 16 private rooms and 16 shared rooms (30 MaineCare subsidized beds). The building concept and program of service are the products of our more than 20 years' experience developing and operating specialized Memory Care communities in Maine.

We know that no one plans to need memory care during their lifetime. When loved ones can no longer safely live alone, or it becomes overwhelming for family members to provide effective care at home—we're here.

Our mission at **Woodlands Senior Living** is to partner with families to make each day the best day possible for every resident we serve, while helping to bring peace of mind to the people who love them.



Community Highlights

- Security & Mobility:** Our intentionally designed, secured environment for living features the freedom of movement with cues to guide residents, as well as a 24-hour video-monitoring safety system.
- Engagement:** Multiple common areas such as living rooms, libraries, and TV rooms are designed to help residents feel safe in their surroundings while offering opportunities to gather together comfortably.
- Supervised Health & Nutrition:** Medication management and routine health monitoring, coupled with scheduled home-made meals and nutritious snacks give reassurance that wellness is a top priority.
- Recreation:** Expansive, secured outdoor courtyard with walking paths, gardens, and gazebo encourage outside enjoyment, while our thoughtfully planned daily activities program promotes continued involvement in personal interests.
- Comfort:** Residents enjoy fully furnished private and shared bedrooms each with their own private bathrooms, all of which can be decorated and furnished with personal items to create a home-like and familiar environment.
- Care:** Our specially trained staff respects the unique individuality of every resident we serve, which is why each resident has a personalized plan of service tailored to their particular strengths and needs.



Woodlands Memory Care of Farmington



Dining Room (Lewiston)



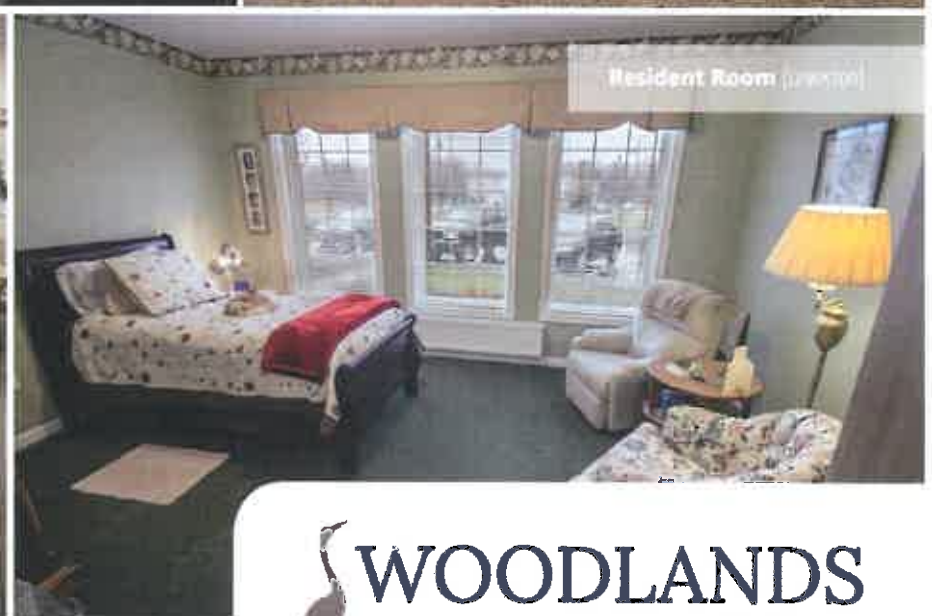
Outside Courtyard (Lewiston)



Sitting Room (Lewiston)



Resident Kitchen (Lewiston)



Resident Room (Lewiston)



WOODLANDS
MEMORY CARE OF BRIDGTON

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Select Board
From: Linda LaCroix, Community Development Director
RE: 2020-2021 CDBG Program
Date: 10/16/2020
CC: Town Manager, Deputy Town Manager, CDAC Committee

The 2020-2021 Community Development Block Grant program season is upon us. Application forms are anticipated to be made available by County in early November, and pre-applications are due in to the Community Development Advisory Committee by December 1. The Committee extends this invitation to the Select Board to let the committee know of projects you would like to see done with the town portion of the funds, which is usually in the range of \$130,000.

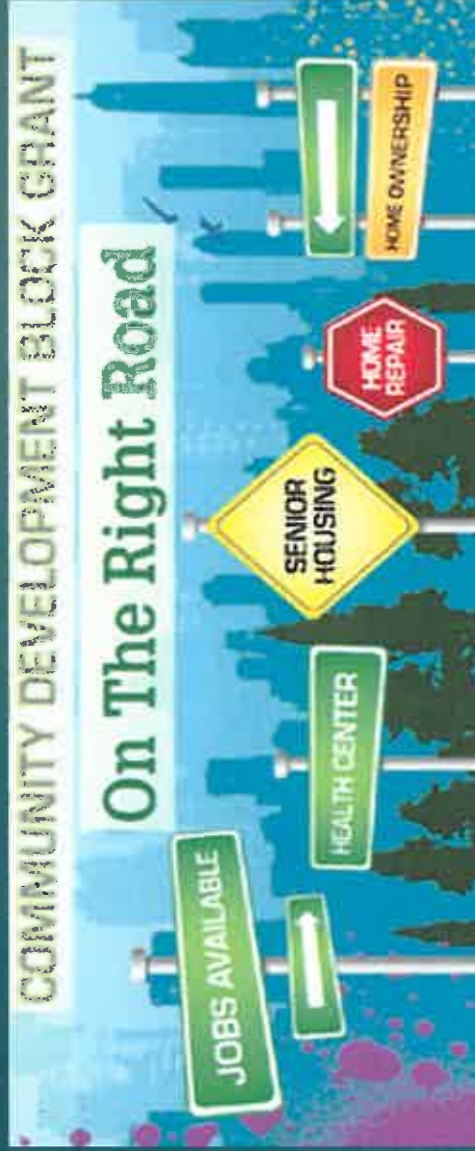
Attached is background information on the program and process, including:

1. An overview presentation from County on program eligibility and requirements for projects, applicants, and communities served (prepared for the 2019-2020 program year).
2. A Milestones document outlining the required actions/activities throughout the program year.
3. A Bridgton policies and procedures manual from County detailing the milestones noted above.

Note that there have been multiple changes to the program and requirements in this past year, most notably of which is new contractual requirements on larger projects. If information on these details is desired, I will provide the Board with the bid documents plus contractual obligations directly from HUD.

I and the committee are looking forward to hearing your ideas and to what we might be able to accomplish this year with the set-aside. The agenda for the upcoming BOS meeting on October 27th includes time to speak to your initial ideas, but please do not hesitate to bring additional ones forward over the next month prior to the pre-application deadline.

7/13/2020



APPLICATION WORKSHOP

December 12, 2019

Overview

Community Development Block Grant - funds from U.S. Dept. of Housing & Urban Development (HUD)

- Began in 1974
- Over 1,200 communities in the country receive CDBG funds
- County program began in 2007, at this time both South Portland and Bridgton became set-aside programs.
- **Bridgton set aside approx. \$195,000**

Kristin Styles

Director of Cumberland County

Community Development

Responsible for the creation and administration of the County Community Development Block Grant (CDBG) Entitlement Program. Oversees Program in its entirety which includes the all of the towns and city's within Cumberland County's program including the Two set asides of Bridgton and South Portland

Sandra Warren

Cumberland County

Community Development Coordinator

Administrative Contractor for the

City of South Portland CDBG Program.

I oversee the City of South Portland's

Program and ensure the city is

complying with All Federal Regulations

pertaining to the CDBG funding.

7/13/2020

Bridgton Contacts

7/13/2020

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Community Development Director

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Overview continued

In order for a project or program to qualify for the use of CDBG funds you must meet two program requirements:

- 1.) Have an eligible activity
- 2.) Meet a national objective

Eligible Activities

7/13/2020

- Public Facilities & Infrastructure
- Housing
- Public Services (15% cap)
- Economic Development
- Planning (20% cap w/admin)
- Program Administration (20% cap w/planning)



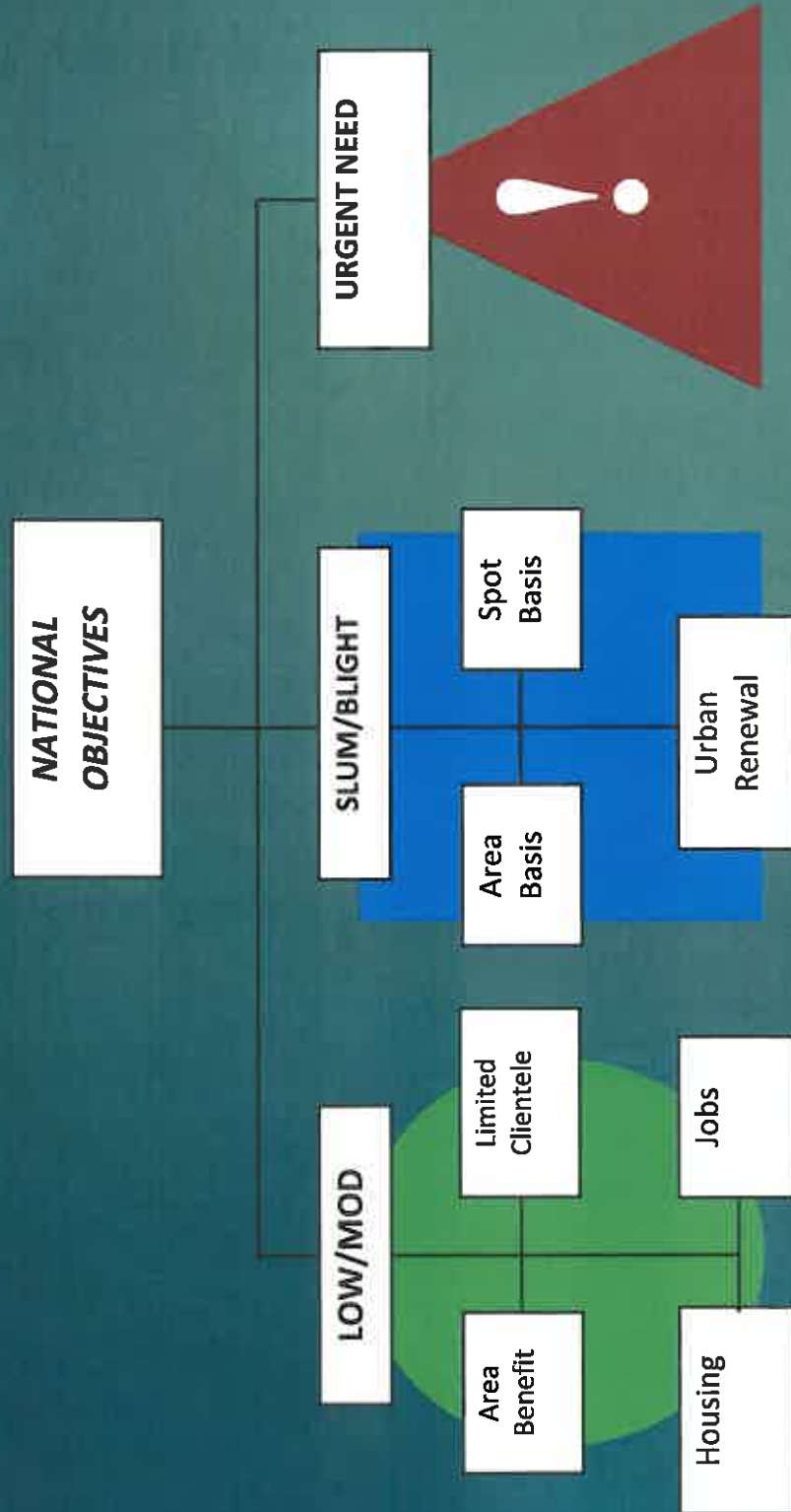
Ineligible Activities

7/13/2020



- Construction or renovations to buildings used for the general conduct of government (except removal of architectural barriers i.e. handicap access)
- Operation & maintenance expenses
- New housing construction
- Furnishings
- Construction equipment

7/13/2020



All CDBG activities must result in one of the following: Benefit to low and Moderate income persons; Aid in the prevention and elimination of slums and blight; or meet urgent community development needs that the unit of local government is not able to fund either on its own or through other sources.

7/13/2020

LOW/MOD

Limited Clientele

Prevention Or
Elimination of Slum
&
Blighting Conditions

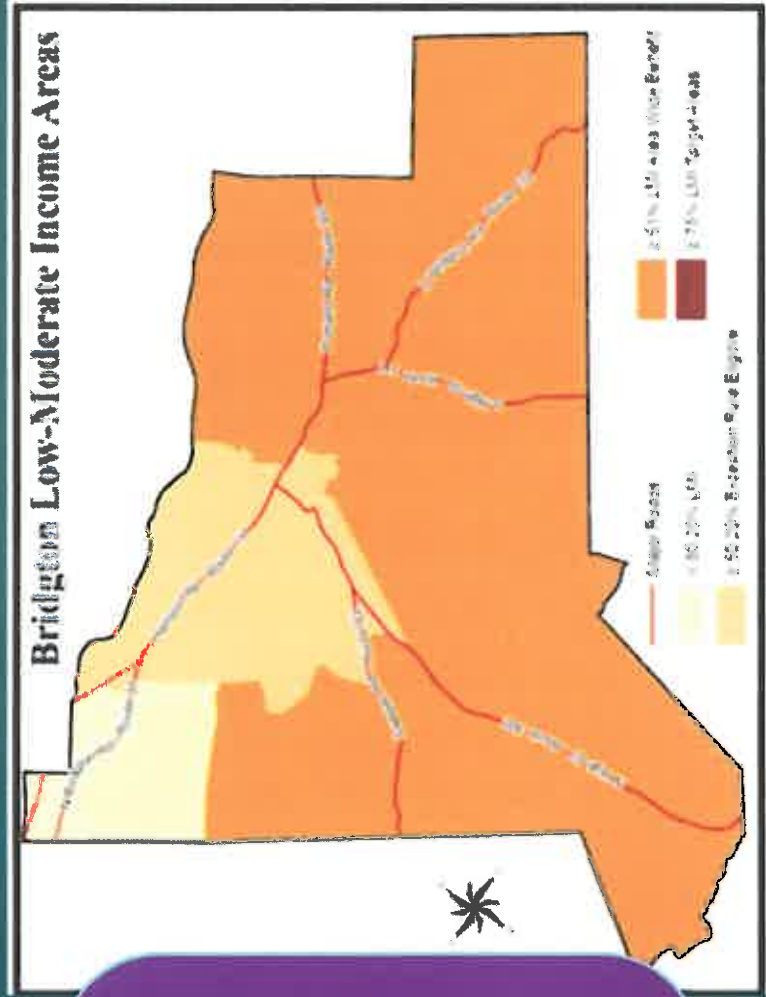
70% of all our CDBG Program funds must meet this national objective. They can do so in the following ways:

Area Wide Benefit

Presumed Benefit

Area- wide basis

7/13/2020



- **Benefits of the activity are available to everyone within the area.**
- Typically a public facility or infrastructure project
- To qualify, **at least 50.2%** of households in the area must be low-moderate income
- Local Survey
 - Examples of Area-wide projects
 - Sidewalks
 - Parks
 - Community Gardens
 - Recreational Trails

Low/ Mod Benefit: Limited Clientele

7/13/2020

Limited Clientele

- ▶ Benefit is provided to individual clients/households determined to be low-mod income
- ▶ Requires:
 - ▶ An income certification process

-or-

- ▶ Equivalent determination (e.g. participation in free or reduced lunch program, GA recipients)

Examples of Projects

- ▶ Food pantries – distribution and building renovations
- ▶ Housing rehab
- ▶ Emergency Fuel Assistance
- ▶ Free bus passes
- ▶ Homeless Prevention Programs



Low/ Mod Benefit: Presumed Benefit

7/13/2020

Programs benefitting the following groups do not need to income qualify clients:

- ▶ Abused children
- ▶ Elderly persons
- ▶ Battered spouses
- ▶ Homeless persons
- ▶ Severely disabled adults
- ▶ Illiterate adults
- ▶ Persons living with HIV/Aid
- ▶ Migrant farm workers
 - ▶ Handicapped children are NOT presumed nor persons literate in a language other than English.

Presumed benefit project examples

- ▶ Meals on Wheels
- ▶ Domestic Violence Services
- ▶ Therapeutic Recreation (for disabled adults)



Prevention or Elimination of Slum & Blighting Conditions

7/13/2020

- Area-Wide basis
 - Requires a declaration of an entire area by Code
- Spot Basis
 - Particular parcels or buildings- requires backup documentation of blight from Code Enforcement, engineers, photographic records etc.
 - Rehab of non historic building- only to eliminate conditions detrimental to public health & safety.
- Past project examples include
 - Westbrook tire factory demolition



DUE DATE FOR 2020 APPLICATION

7/13/2020



WARNING:
DUE DATES
ARE CLOSER
THAN THEY
APPEAR

► Tuesday January 20, 2020

by 4pm

Application 2020

7/13/2020

Schedule:

- ▶ **December 05, 2019** Applications are available
- ▶ **December 18, 2019** Mandatory Workshop
- ▶ **January 20, 2021** Applications DUE by 4:00PM
- ▶ **February 12, 2020** Open Mic at 10AM
- ▶ **February 26, 2020** CDAC recommends funding allocations
- ▶ **March 10, 2020** BOS reviews recommendations.
- ▶ **March 24, 2020** BOS provides final approval
- ▶ **April 13, 2020** County Commissioner Public Hearing
- ▶ **May 11, 2020** County Commissioners Approval
- ▶ **May 15, 2020** Submission of Annual Action Plan to HUD

Planning Applications

7/13/2020

20% Cap

Falls under 20% planning/
admin cap, small amount of
funds available
About \$15,000,000

Small Request

Typically applications with a
small request and large total
match score well, though no
match is required.

Types of Planning Studies

- Future facilities/infrastructure applications
- Downtown improvements
- Emerging community need

Public Infrastructure/ facilities

7/13/2020

Largest Pot of Funds

The Public Infrastructure & Public Facilities program is designed to aid in the development or improvement of publicly-owned assets (City of South Portland) or property owned by local non-profits and operated to serve the general public.

The Program is designed to assist in improvements that will benefit low to moderate income households and neighborhoods. Assistance under this program can be in the form of grants, loans, or a combination of grants and loans.

10% Match & Eligibility

Applicant will be required to provide at least a 10% Monetary contribution.

Project falls within a low to moderate income Census Block per the 2015 Census (Target Area)

The area of user group to benefit by the improvement can be surveyed for income. If **50.02%** of those surveyed fall under the low to moderate income threshold (50% of area median income or below) the project qualifies as a benefit to low to moderate income individuals. There are survey guidelines that need to be followed if this is the route of choice.

The user group is presumed to be low income by HUD, which includes abused children, battered women, severely disabled adults, homeless persons, elderly adults, persons with AIDS, migrant farm workers, and the elderly.

Use Of Funds

- Acquisition
- Long-term leases for period of 15 years or more
- Construction
- Reconstruction
- Rehabilitation (including the removal of architectural barriers)
- Installation
- Energy improvements
- Removal of architectural barriers including those in a building used for the general conduct of government and
- Aesthetic improvements to structures or buildings.

Public Service Application

7/13/2020

Use of Funds

The Public Service Program provides funding to local public service agencies that provide a direct benefit to the citizens of South Portland. The Public Service Program provides funding for operating expenses, equipment and program materials for public service programs that benefit low- and moderate-income persons.

15% Cap

Highly Competitive as funds are limited to a max of 15% of allocation.

The Department of Housing and Urban Development (HUD) caps the public service programs to 15% of the community's entitlement funding. This represented a public service budget for South Portland of approximately \$29,434 in FY 2019. The exact amount available in 2020/2021 will be determined in the upcoming months but is projected to be similar.

Types of Grants

Past funded programs include: adult/child recreation scholarships, senior services, and domestic violence services.

- Navigator Program
- Food Pantry
- Through These Doors

Submission Requirements

7/13/2020

- ▶ Completed Checklist
- ▶ Cover Page
- ▶ Worksheet
- ▶ Narrative Questions
- ▶ Budget (Revenues / Expenditure)
- ▶ Summary

Application Sections

7/13/2020

Summary/ Project Description

Stay focused on the project you're requesting funds for. Make sure the reader learns exactly what the project is. Be specific.

Need for Project/ Activity

Describe the scope of the community problem or need this project will address

Management

Define who will manage the project and how they will manage it. Describe the applicant's experience in delivering and managing this or similar projects. Please summarize current licensing and accreditations obtained.

Application sections Continued

7/13/2020

Readiness to Proceed

Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

Project Budget

Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who CDBG will pay for in this program.

If this program was funded by CDBG in the previous year (Program Year 2019-2020) and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the cover page, summary and budget worksheet.

Implementation Schedule

Describe the program's timeline with specific dates and times, including start dates, end dates and milestones as applicable.

Application Sections

Partnership/ Collaboration Bonus

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.

If applying as a single entity please describe collaboration between service providers, coordination of services, or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

Demonstration of Need for CDBG

Describe any efforts made to seek funding for this project through sources other than CDBG. If successful, what other sources of funding will be used in this project? If CDBG is the only funding source, explain why no other funding is being used.

7/13/2020

Match Requirement

7/13/2020

For Public Infrastructure, Facilities, & Housing applications

The applicant will be required to have at least a **10% match (monetary or labor)**. However, the CDAC has the ability to waive any required match.

Under Social Services a Commitment of 5%.

A Commitment describes the resources available to solve the problems presented. At minimum, an applicant shall display that a 5% match has been incorporated into the project's budget. The CDAC may waive this requirement for special circumstances.

Planning does not require a match

Take Away

7/13/2020

- ▶ Dialogue within your communities & With Town Staff to discover the best projects
- ▶ Engage community members – it ain't called community development for nothing!
- ▶ Select projects that address both significant community needs and are ready to go
- ▶ It's not fast money
- ▶ You can't start before you're under contract – no jump-starts
- ▶ The Town Council reviews the recommendations provided to them by the CDAC.
- ▶ I am here to help at every step....but it's your project

Town of Bridgton

CDBG PROGRAM MILESTONES

<i>Time Frame/Dates</i>	<i>Activity</i>	<i>Detail</i>
SPRING/SUMMER 2021	Renegotiate contract with CCEJ ¹ .	Stay in CCEJ or leave CCEJ and return to State's HUD program. Currently Bridgton receives 45% of South Portland's set-aside under the CCEJ. Negotiated every 3 years.
July 1, 2022	End Negotiation.	
QUARTERLY	CDBG Coordinator submits timesheets for admin costs to county for reimbursement.	Signed by Admin and direct supervisor.
JULY	START OF CURRENT PROGRAM YEAR	PROJECT START
July 10	Public Service Projects	
	Final submission from prior year programs; invoices through June 30	Narrative Beneficiary Tracking Report Final invoice
July 20	Public Service Projects	
	Admin Report	
	Admin reach out to current recipients to go over required submittals	
	Execute Contracts with Subrecipient	
July 25	Construction Projects	
	End of year reporting	Current status and timeline for completion
	David Bacon interview	Project Start, mid-year, quarterly
	Weekly Payroll forms	
July 25	Admin end of year reporting	Qtr 4 expenses/invoices from subrecipient
AUGUST		
	Construction Projects	
	Meet with project department	
	Pre-construction site visit (photos)	
	Follow-up visits; DB Interviews	
	Payroll forms	
SEPTEMBER		
	Monitor projects	Construction status report
OCTOBER		
	Qtr 1 beneficiary tracking/invoices	Release payment to subrecipient
	Construction Project status report	
October 25	Qtr 1 Report	
NOVEMBER	NEW PROGRAM YEAR	APPLICATIONS
	Meet with TM, Dept Heads, CDAC and BOS re new projects	
	Submit application timeline to County	
DECEMBER		
	Release Application	Post on Website, notice on FB
	Host workshop (CDAC)	Invite BOS

¹ Cumberland County Entitlement Jurisdiction

Town of Bridgton | CDBG PROGRAM MILESTONES

	Advise BOS of proposed projects	At BOS meeting so public is informed
	Meet with applicants to provide guidance as needed	
	Reminder to open projects Qtr 2 reports due Jan 10	
JANUARY		
	Qtr 2 Reporting	
	New applications to County for eligibility review	
	Prepare Scoresheets	
	Overview and scoresheet training	CADC meeting
	Application review meeting with CADC and applicants	
FEBRUARY		
	Out to bid for construction projects	
	Open Mic	CADC
	CADC complete scoresheets	
	CADC application review meeting	Final CADC recommendations. Invite BOS.
	Make recommendations to BOS	Place on BOS agenda; upload applications to website; forward to Dept. heads and County
	Schedule Public Hearings (2) on Applications (March)	BOS
	Current program monitoring	(1) Service project; (1) Construction project
MARCH		
	BOS public hearings on applications	BOS vote on proposed projects
	Report vote and send application packets to County	
	Reminder to current project Qtr 3 reports due April 10	
APRIL		
	Qtr 3 reporting from current projects	
	Construction projects status report	
	Submit Qtr 3 report to County	
	Construction projects	Continue oversight
MAY		
	Award letters	
	Environmental review	
	File checklists	
	Eligibility documentation	
	Beneficiary Tracking form	
JUNE		
	Subrecipient contracts	
	Verification tables and forms	
	Send reminder to subrecipients to have documents in by June 10	
	Construction contracts	Interdepartmental Agreement Contractor contract with town

Town of Bridgton
CDBG Program
Policies and Procedures Guidebook

Introduction:

The following document gives an overview of the Cumberland County Entitlement Jurisdiction's (CCEJ) Community Development Block Grant entitlement (CDBG) program and outlines Bridgton's participation in this program. This document should be used as a guide for the management of the Bridgton CDBG program and should be updated regularly based on programmatic and regulatory changes to the federal CDBG program and to Bridgton's administration of the program.

Background:

In 2005, Cumberland County started the process of qualifying to become an Urban County under the U.S. Department of Housing and Urban Development's (HUD) qualification system. By qualifying as an Urban County, the CCEJ would receive a direct annual entitlement of CDBG funds based on HUD's formula allocation. At the time, the City of Portland and the City of South Portland both were receiving direct CDBG entitlements through HUD. The remaining 25 towns and cities in Cumberland County all participated in the State's CDBG program. In order for Cumberland County to qualify as an Urban County, they needed a certain percentage of the municipalities to sign on to their entitlement jurisdiction (the CCEJ). During these negotiations with the municipalities, the Town of Bridgton was offered a set-aside of the CCEJ's CDBG annual allocation. It was negotiated that Bridgton would receive a set-aside of 45% of South Portland's set-aside through the CCEJ.

As part of the Urban County renewal process through HUD, every three years the CCEJ sends written notice to all participating municipalities informing them of their option to remain part of the CCEJ or return to the State's CDBG program. South Portland is the one exception to this process, if they choose to leave the County program, they would return to a direct entitlement from HUD. It is also important to note that the City of Portland choose not to participate in the CCEJ, they has continued to receive a direct entitlement from HUD since the formation of the CDBG program in 1974. The Town of Brunswick chose to remain part of the State's CDBG program. The City of Westbrook joined the CCEJ in 2010. The CCEJ currently has 25 participating municipalities.

The Cumberland County and each participating municipality within the CCEJ have the right to renegotiate the terms of the agreement to participate every three years. If a non-participating municipality chooses to join (ie. The City of Portland or the Town of Brunswick) they may join at any time. If a CCEJ participate would like to leave the CCEJ, they must do so at the time of renegotiations.

The Town of Bridgton and Cumberland County's next opportunity to renegotiate the terms of Bridgton's participation in the CCEJ or leave the CCEJ and return to the State's program will be in the spring/summer of 2021 with a start date of the outcome from the negotiations on July 1, 2022. Between 2007 and 2020, the terms of Bridgton's participation in the CCEJ CDBG program have not changed.

CDBG Overview:

The Community Development Block Grant entitlement program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and suitable living environment, and by expanding economic opportunities, principally to low and moderate income persons.

All projects undertaken with CDBG funds, must need one of the following National Objectives: (1) Benefit low-to-moderate income persons; (2) Aid in the prevention or elimination of slum or blight; (3) meet a need having a particular urgency.

In addition to meeting a National Objective, all activities must be considered an eligible activity according to [24 CFR 570](#). A full list of CDBG Laws and Regulations can be found on the [HUD Exchange-CDBG Laws and Regulations](#) page.

General Administration of the CDBG Program:

The Cumberland County Community Development Director and CDBG coordinator are responsible for direct management of all CCEJ projects, excluding Bridgton and South Portland. The Director and Coordinator are also responsible to programmatic reporting, monitoring, and correspondence with HUD. The South Portland CDBG coordinator and the Bridgton CDBG administrator are responsible for the direct management of all projects located within their jurisdictions. Frequent, open, and consistent coordination is required between the County staff, the Bridgton CDBG Administrator, and the South Portland CDBG Coordinator.

Bridgton CDBG Administration

The Bridgton CDBG administrator is responsible for the oversight of the Bridgton CDBG program and direct management of all CDBG recipients within the town of Bridgton. The administrator is responsible for understanding the CDBG programmatic progress, rules and regulations. The administrator is also responsible for communicating this process, rules and regulations to the Town of Bridgton BOS, and all CDBG subrecipients within the Town.

The Bridgton CDBG administrator is required to keep a timesheet of hours spent on the management of the CDBG program. These timesheets should be submitted on a quarterly basis to the County Staff at the same time the Town requests reimbursement of admin costs. Timesheets should include a signature verification from both the administrator and their direct supervisor.

Bridgton may use up to 20% of their set-aside on the eligible administration and planning activities. A list of eligible administration and planning activities can be found in the HUD regulation under [24 CFR 570.205](#) and [24 CFR 570.206](#).

Month By Month Guide

The following should be used as a month by month checklist for the Bridgton CDBG Administrator. This is a working document and should be updated by the County and Bridgton on an ongoing basis. The guide begins with our concurrent program year, which starts July 1. It is important to note that although our program year begins July 1, many of the programmatic requirements for the current year and its activities that begin as of July 1, will take place in May and June of the prior program year.

July 2020

1. **For Public Service Projects:** All prior year (Program Year 2019) subrecipients must submit a final report to the Bridgton CDBG administrator no later than July 10. Final invoices for the year can contain billable work up to June 30th. Any work completed after June 30th will not be expected under the prior program year agreement. The following documents should be included in the final report:
 - a. Written narrative closing out the subrecipients grant. This should include information such as how the grant went, if they met, exceed, or fell short on their goals and why. If they are receiving another CDBG grant, for the upcoming program year (i.e. 2020), they should explain if they plan to do anything differently in the coming year.
 - b. Final beneficiary track report- this report should include Quarter 4 as well as a summary of all beneficiaries for the entire year. All subrecipients should use and submit the Excel beneficiary tracking form that the Town of Bridgton provides to the subrecipient at the beginning of the program year. *See Attachment 1- Beneficiary Tracking*
 - c. Final invoice- This should be for expenses in Quarter 4 (April-June). Back up documentation, including proof of payment, receipts, payroll, timesheet, etc. should be included with each subrecipients invoice.
 - d. The Bridgton CDBG Administrator should review all documents provided by the subrecipients. The administrator should then review the Public Services Activity Checklist for each individual project. If all documents on the checklist are in the subrecipients folder, then final payment and a notice of grant completion should be sent to the subrecipient. The Bridgton administrator should have this complete by July 20 in order to get Bridgton's Quarter 4 documents to the County by July 25th.
 - e. The Bridgton CDBG Administrator should follow up with all PY2020 subrecipients, particularly any new subrecipients or new programs and make sure they understand how to complete the beneficiary tracking forms. This is important to do in July so that the subrecipient is not incorrectly filling out the forms for the entire 1st quarter.
 - f. The Bridgton CDBG Administrator should be in contact with subrecipients on a regular basis. This could be monthly depending on the subrecipient's needs or once each quarter when your subrecipient submits their beneficiary tracking and invoices.
2. **For Construction Projects:** All prior year subrecipients (this includes Town of Bridgton departments) should submit an End of the Year report summarizing the current status of the construction project and the timeline for project completion.

- a. Follow up with any project that is currently under construction. Fortuitous Davis Bacon interviews should be conducted by the CDBG administrator or Bridgton's DB interview designee. At a minimum DB interviews are to be conducted once at the start of the project, again mid-way through and at the end of the project. Additionally, whenever new subcontractors appear onsite. The interviews should happen at least one a month for the duration of the project. *See Attachment 2 – Davis Bacon Interview form*
 - b. For all projects currently under construction, remind the contractor to submit payroll forms to the Bridgton CDBG Administrator on a weekly basis, or at minimum, once a month. *No invoice can be paid to a contractor until all payroll forms have been submitted and verified for correct payment to all employees. – See Attachment 3 – Payroll Packet*
3. **End of Year Reporting:** The Bridgton CDBG Administrator will submit Bridgton's Quarter 4 Report to County Staff no later than July 25th each year, if the report deadline falls on a weekend, the report is due the following business day (the report is normally due July 25th, but July 25 falls on a weekend in 2020 thereby the report will be do this year on the 27th). The following documents should be included in the End of Year Report:
 - a. Year-end admin report and Quarter 4 admin expenses for the CDBG administrator.
 - b. Year-end reports and Quarter 4 invoices, including backup, for each subrecipient.

August

1. Meet with the Bridgton department that will be responsible for the upcoming projects for the year (PY2020 Sidewalk Project). Make sure everyone is on the same page for the project timeline and the CDBG requirements for the project.
2. Conduct pre- construction site visits of the project and take photos. Summer time is a great time to take photos of the sites it allows for a clear picture of what work will be done.
3. Continue to follow up with any project that is currently under construction. Fortuitous Davis Bacon interviews should be conducted by the CDBG administrator or Bridgton's DB interview designee. The interviews should happen at least one a month for the duration of the project.
4. Remind contractors to submit their payroll forms to the CDBG Administrator on a bi-weekly basis, or at minimum, once a month. *No invoice can be paid to a contractor until all payroll forms have been submitted and verified for correct payment to all employees.*

September

1. Continue to monitor all construction projects
2. Send reminder emails to all public service projects that Quarter 1 reports are due by October 10.

October

1. For Public Service Projects: collect and review the Quarter 1 beneficiary tracking reports and invoices. Once all of the documents have been reviewed for accuracy and completion, the CDBG administrator should release payment to the subrecipients.
2. Follow up with all open construction projects and collect Quarter 1 (or quarter 5 for construction projects only) status update reports.

3. **Submit Bridgton's Quarter 1 report to County staff no later than October 25.** This report should include a memo of what expenses you are requesting reimbursement for. Including the above, two items mentioned in bullet points one & two, as well as Bridgton's CDBG Administrator admin expenses and back up.

November

1. **Coordinate with County Staff on the creation of Bridgton's 2021 CDBG application.** The application will change slightly every year. Bridgton administrator should conduct a meeting with the Town manager, and department heads to discuss possible applications that the town would like to submit.
2. **Submit to County Staff Bridgton's CDBG application timeline for 2021.** This should include the following items:
 - a. Release date of the application
 - b. Voluntary Application workshop (at the request of the town of Bridgton Staff, this will replace Bridgton's Mandatory Applicants meeting that has taken place in previous years).
 - c. CDAC and BOS— meeting dates:
 - i. Overview of the CDBG application and score card meeting (January)
 - ii. Review of applications (January)
 - iii. Applicant open mic meeting (January or early February)
 - iv. Scoresheet due date
 - v. Final review and recommendation meeting (February)
 - vi. BOS Meeting, public comment hearing, & approval of the CDBG recommendations (Early March) – *Bridgton needs give the County their final recommendations no later than March 26th of each year(March 26, 2021)*

December

1. **Release Bridgton's upcoming program year (2021) CDBG Application**
2. **Host a Voluntary Application Workshop**
 - a. The Bridgton CDBG administrator should coordinate with County Staff to make ensure someone from the County can attend the meeting and help to answer any CDBG eligibility questions.
 - b. A reminder email about the workshop, strongly encouraging all interested organizations to attend the meeting should be sent out to all prior CDBG applicants and any organization that has shown an interest in applying for CDBG funds.
3. **The Town Manager should inform the Bridgton BOS of all applications the town will be submitting prior to the application deadline and review by the CDAC.**
4. **Schedule times to meet with any applicant needing technical assistance with completing their application.**
5. **Send reminder emails to all open CDBG projects that Quarter 2 reports are due January 10.**

January

1. Quarter 2 Reporting:
 - a. For Public Service Projects: collect and review the Quarter 2 beneficiary tracking reports and invoices. Once all of the documents have been reviewed for accuracy and completion, the CDBG administrator should release payment to the subrecipients.
 - i. Compare each subrecipients goals from their contract & application with what they have accomplished to date. They should have accomplished $\frac{1}{2}$ of their goal by the end of the second quarter. If the subrecipient is behind their target, schedule a meeting with them to discuss the issue.
 - ii. Compare each subrecipients total drawdown to the overall project budget, if the subrecipient is well behind or ahead of $\frac{1}{2}$ being drawn, schedule a meeting to discuss the issue.
 - b. Follow with all open construction projects and collect Quarter 2 (or quarter 6) status update reports.
 - c. Submit Bridgton's Quarter 2 report to County staff no later than January 25. This report should include the above two items as well as Bridgton's CDBG Administrator admin expenses.
2. Upcoming Program year (2021) CDBG Applications
 - a. Send reminder email to all interested parties about the upcoming program year (2021) CDBG application deadline
 - b. Collect and review all upcoming program year (2021) CDBG applications. Send a copy of all applications to County Staff for eligibility review
 - c. Recreate a summary sheet for all applicants, along with grant request.
 - d. Create CDBG Scoresheet for the CDAC
 - e. Email and or print a copy of all applications and the scoresheet for the CDAC.
 - f. Host the CDAC CDBG application overview and scoresheet training meeting
 - g. Host application review meeting where the CDAC reviews and discusses the applications

February

1. Open Projects: Follow up with any open construction projects, many projects go out to bid during the winter months. It is important to follow up so that the projects are ready for construction in the spring/summer
2. Upcoming program year (2021) CDBG Application process:
 - a. Host Open Mic for all CDBG applicants. – Attending the open mic should not be mandatory for the applicants, but it should be strongly encouraged. All CDAC members (without a conflict of interest) should attend this meeting.
 - b. Collect the scoresheets from all CDAC members (without a conflict of interest), tally the scores and send them out to the CDAC before the final discussion meeting
 - c. Host final review and recommendation meeting
 - d. The CDAC final recommendations should be made public to all applicants so they have a change to speak at the BOS public hearings. It should also be sent along to County Staff
 - e. Place a public hearing notice in the paper with the dates of the two BOS public hearings. This notice should be placed at least 1 week prior to the first BOS public hearing.

3. Program Monitoring:

- a. The Bridgton CDBG Administrator should choose a minimum of 1 Public Service and 1 Construction project for an on-site monitoring. These are projects currently underway.
- b. A letter should be sent to each subrecipient chosen for the monitoring. The letter should include a list of documents that will be reviewed during the onsite visit. A template of this letter is attached as *Attachment 4-Monitoring Letter*
- c. The Monitoring template is attached as *Attachment 5- Public Service Monitoring*
- d. The Monitoring template is attached as *Attachment 6- Construction Monitoring*

March:

1. The CDBG Administrator should attend the two March BOS meetings and speak on the upcoming program year (2021) CDBG recommendations by the CDAC
2. Once approved by the BOS the following items should be sent to County Staff before March 26
 - a. Copy of the public notice in the paper
 - b. Both meeting agenda items
 - c. Final vote and approval of the upcoming program year (2021) CDBG recommendations
 - d. Summary of all public comment from the CDBG public comment section of the BOS meetings – *this is a regulatory requirement, there MUST be two public hearings*
 - e. A copy of the meeting minutes for both meeting (by May 1)
3. Send reminder email to all subrecipients that Quarter 3 reports are due by April 10

April

1. Quarter 3 Reporting:

- a. For Public Service Projects: collect and review the Quarter 3 beneficiary tracking reports and invoices. Once all of the documents have been reviewed for accuracy and completion, the CDBG administrator should release payment to the subrecipients.
 - i. Compare each subrecipients goals from their contract & application with what they have accomplished to date. If the subrecipient is behind their target, schedule a meeting with them to discuss the issue.
 - ii. Compare each subrecipients total drawdown to the overall project budget, if the subrecipient is well behind or ahead of 3/4 being drawn, schedule a meeting to discuss the issue.
- b. Follow with all open construction projects and collect Quarter 3 (or quarter 7) status update reports.
- c. Submit Bridgton's Quarter 3 report to County staff no later than April 25. This report should include the above two items as well as Bridgton's CDBG Administrator admin expenses.

2. Construction:

- a. April tends to be a VERY busy month for construction projects. The CDBG Administrator should be working with all open projects to make sure they have the required bid documents, current Davis Bacon wages, CDBG boilerplate, and are following the Town of Bridgton's procurement policy.

May

1. Award Letters

- a. The Bridgton CDBG Administrator should send award letters to each upcoming program year (2021) subrecipient. The Public Service Project Award Letters should request the following:
 - i. Updated proof of insurance (showing insured through the next fiscal year)
 - ii. Updated budget and project goals
 - iii. Updated contact information
 - iv. A copy of any forms the organization will be using to collect beneficiary data (e.g. Intake or client application forms)
- v. *See Attachment 7- Public Service Award Letter*
- b. For Construction projects the Award Letters should request the following:
 - i. Updated scope of work (this is needed to complete the environmental reviews)
 - ii. Updated project timeline
 - iii. Updated budget
 - iv. For any non-profits receiving a construction grant collect:
 1. Updated contact information for the project manager
 2. Updated proof of insurance

v. *See Attachment 8- Construction Award Letter*

2. Environmental Reviews

- a. The Bridgton CDBG Administrator should complete an environmental review for all approved upcoming program year (2021) Bridgton CDBG projects. The completed reviews should be sent to County Staff for input into HUDs online Environmental Review system. County staff is able to assist with any questions about completing the reviews or collecting the appropriate documentation.

3. File Checklists: Each new subrecipient should have an individualized file checklist to help make sure that all required documentation is in their folder

- a. For public service projects- *See Attachment 9 Public Service Checklist*
- b. For Construction projects through the town- *See Attachment 10 Town Construction Checklist*
- c. For Construction projects through the a non-profit- *See Attachment 11 non-profit Construction Checklist*

4. Eligibility Documentation: Each file should have a one page sheet stating the HUD National Objective & Eligible Activity. *Use Attachment 12 HUD Matrix Code* to find the appropriate eligible activity code.

- a. For public service projects- *See Attachment 13 Public Service Nat Obj & Eligibility*
- b. For construction projects through the town- *See Attachment 14 Town Construction Nat Obj & Eligibility*

5. Beneficiary tracking form: Create a beneficiary tracking form for all upcoming program year (2021) public service projects. This form should include each public service projects individual goals for the program year. *See Attachment 1- Beneficiary Tracking*

June

1. Contracts with upcoming program year (2021) Subrecipients: Once the Bridgton CDBG Administrator has received the updated documents request in the each Award Letter, the Administrator should create Subrecipient Contracts or interdepartmental agreements for each subrecipient.
 - a. For non-profit public service projects- *See Attachment 15 Public Service Contract*
 - b. For town operated public service projects - *See Attachment 16 Public Service Interdepartmental Agreement*
 - c. For Construction projects through the town- *See Attachment 17 Construction Interdepartmental Agreement*
2. The Bridgton CDBG Administrator will update income verification tables, and verification forms for the upcoming program year. Said documents must be provided to subrecipients prior to the start of the new program year. Please note income verifications change on an annual basis, for the CDBG program this occurs usually at the end of June of each year.
3. Send a reminder email to current program year (2020) Public Services projects reminding them that they will need to submit the following documents to the Bridgton CDBG Administrator by July 10:
 - a. Written narrative closing out the subrecipients grant. This should include information such as how the grant went, if they met, exceed, or fell short on their goals and why. If they are receiving another CDBG grant, for the current (2020) program year, they should explain if they plan to do anything differently in the coming year.
 - b. Final beneficiary track report- this report should include Quarter 4 as well as a summary of all beneficiaries. All subrecipients should use and submit the Excel beneficiary tracking form that the Town of Bridgton provides to the subrecipient at the beginning of the program year.
 - c. Final invoice- This should be for expenses in Quarter 4 (April-June). Back up documentation, including proof of payment, receipts, payroll, timesheet, etc. should be included with each subrecipients invoice.

Construction Project Contracts:

It is important to note that two sets of contracts need to be signed with construction projects.

1. A Contract or Interdepartmental agreement between the Subrecipient and the Town of Bridgton. This should be done as soon as there is a clear scope of work and the environmental review is complete. Ideally this should happen in June prior to the start of the program year.
2. Contract between the Contractor and the Town of Bridgton. This contract is signed after a public RFP has occurred. The Town must select the lowest qualified bidder.
 - a. For an example of a CDBG Construction Contract – *see Attachment 18*
 - b. All construction bids and construction contracts MUST include the CDBG boilerplate. All bidders are required to fill out the boilerplate. Contracts are not able to be signed until the Bridgton CDBG Administrator has received signed copies of all boiler plate forms, excluding the utilization form, which must be submitted when the project is complete but before final payment is released to the contractor. – *See attachment 19 CDBG Boilerplate* *Note the income levels in this form change July 1, 2020

CERTIFICATE OF COMMITMENT OF SEWER USER RATES
COMMITMENT #244

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

Attached is a true list of the sewer rates established by us pursuant to 30-M.R.S. § 3406 for those properties, units and structures on **Route 3**, required by local and State Law to pay a sewer rate to the municipality, for the **period beginning 1 July 2020 and ending 30 September 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 November 28, 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 \$3,162.62**. 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 **27th day of September 2020**.

Liston E. Eastman

Glenn R. Zaidman

Carmen Lone

G. Frederick Packard

Paul Tworog

Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
Book #	3								
*1	50400	50800	400	0.00	112.76	112.76	339	HARTIGAN, LISA M 0024-0092B	1 KANSAS RD.
*2	989598	992878	3280	0.00	312.07	312.07	530	HEATHROW CORPORATION 0024-0102	295 MAIN ST.
*3	50700	52900	2200	0.00	175.58	175.58	534	PARA, LLC 0024-0034	292 MAIN ST.
*4	504600	507900	3300	0.00	510.37	510.37	535	PARA, LLC 0024-0034	292 MAIN ST.
*5	28570	30330	1760	0.00	456.62	456.62	536	N.R.E. GROUP, LLC 0024-0046	320 MAIN ST.
*6	1140	2010	870	0.00	129.16	129.16	547	MORSE, ELIZABETH F. 0024-0014	4 MEADOW ST.
*7	21240	22240	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	64300	75700	11400	0.00	496.66	496.66	778	MERRILL, ANGELA M 0024-0050	366 MAIN ST.
*12	109000	109300	300	0.00	109.27	109.27	717	KATSANOS, ATHANASIOS K 0024-0022	3 PINE ST. (Kimball)
*13	94700	95200	500	0.00	116.25	116.25	718	KATSANOS, ATHANASIOS K 0024-0022	3 PINE ST. (Kimball)
*14	73165	77420	4255	0.00	247.30	247.30	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	12200	14105	1905	0.00	165.28	165.28	602	GRIGSBY, GREGORY B 0024-0094	411 MAIN ST.
Book 3 Total:				0.00	3,162.62	3,162.62			
Total:				0.00	3,162.62	3,162.62			

Consumption Report

- - - - - Sewer - - - - -

Book	SEWER	RESRV	EDU	4	5	6	7	8	9	Total
3	31,170	0	0	0	0	0	0	0	0	31,170
Total:	31,170	0	0	0	0	0	0	0	0	31,170

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	1,087.82
Miscellaneous	0.00	Miscellaneous	0.00
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	3,162.62

User Category Summary

Category	<u>Water</u>	Cons	Amount	Category	<u>Sewer</u>	Cons	Amount
	Count				Count		
				1 SEWER METER	14	31170	3,162.62



Tom Harriman
Fire Chief
207.256.6125

BRIDGTON FIRE DEPARTMENT



8 Iredale Street
Bridgton, ME 04009
207.647.8814

TO: Manager Robert Peabody

FROM: Thomas C Harriman
Fire Chief Bridgton

REF: Gibbs Ave Property

DATE: 10-15-2020

Mr. Manager: Concerning the corner lot on Gibbs avenue across from the fire station that Mr. and Mrs. Scholz are interested in purchasing from the Town, The Fire Department has no concerns on the matter, thank you.

A handwritten signature in black ink, appearing to read "Tom Harriman".

Thomas C Harriman
Fire Chief

TOWN OF BRIDGTON

MEMO

TO: Robert Peabody, Jr.
CC: Board of Selectmen
FROM: Brenda Day
RE: Gibbs Avenue
DATE: October 15, 2020

This property is in the DVB1 District

The following is what uses are allowed in this district:

Uses

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

a. Allowed uses—Ground Story:

Accessory Use

Bank

Bar / Tavern / Cocktail Lounge

Bed and Breakfast / Small Inn

Brewery / Distillery / Winery

Community Center

Education Facility

Essential Services

Farmers Market / Farm Stand

Forestry Management Activities

Funeral Home

Home Occupation

Hotels / Large Inn

Liquor Store

Live Theater / Music / Entertainment

Marijuana Home Cultivation

Mass Gathering

Midway / Fair

Mobile Temporary Vendor

Movie Theater

Neighborhood Convenience Store

Office Building, Large

Office Building, Small

Park and Recreational Services

Parking Garage

Professional Office and Service

Public Building

Public Open Space

Recreation, Indoor

Religious Assembly

Restaurant

Retail Business, Small

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

Accessory Use

Bank

Bar / Tavern / Cocktail Lounge

Bed and Breakfast / Small Inn

Boarding House

Brewery / Distillery / Winery

Community Center

Dwelling, Above Commercial

Dwelling, Attached In-law Apartment

Dwelling, Multi-family

Dwelling, Single Family

Dwelling, Two Family

Education Facility

Essential Services

Forestry Management Activities

Funeral Home

Home Occupation

Hotels / Large Inn

Manufacturing, Light

Marijuana Home Cultivation

Movie Theater

Neighborhood Convenience Store

Office Building, Large

Office Building, Small

Park and Recreational Services

Parking Garage

Professional Office and Service

Public Building

Public Open Space

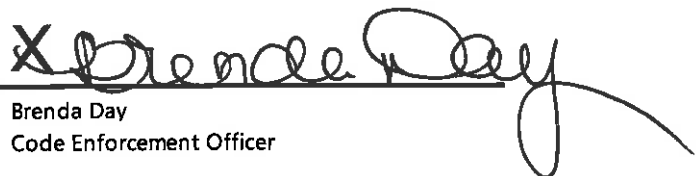
Religious Assembly

Research Facility

Restaurant

Retail Business, Small

These uses listed will require Planning Board approval and/or an approval of a Building permit application.


Brenda Day
Code Enforcement Officer