

**Board of Selectmen's Meeting Minutes
November 17, 2020; 3:00 P.M.**

Board Members Present: Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice Chairman; Carmen E. Lone; G. Frederick Packard (Virtual attendance for Bridgton Water District workshop and In-person for the Community Development Committee workshop); Paul A. Tworog

Administration Present: Town Manager Robert A. Peabody; Deputy Town Manager Georgiann M. Fleck; Town Clerk Laurie Chadbourne; Public Services Director David Madsen and Executive Secretary Nikki Hamlin.

Also Present - (VIRTUAL ATTENDANCE)

Bridgton Water District – Boyd Snowden and Chuck Spencer, Snowden Consultants Engineers Inc.; Water District Trustees - Todd Perreault, Barry Gilman and Wesley Gorman; Superintendent David Brill and Administrative Assistant Kim Lorrain.

Jay Poulin, HEB Engineers

Scott Emery, USDA Rural Development

Brent Bridges, Woodard and Curran

1. Call to Order

Chairman Eastman called the meeting to order at 3:00p.m.

2. Pledge of Allegiance

The "Pledge of Allegiance" was recited.

3. Workshop with the Bridgton Water District - 3:00p.m. to 4:30p.m.

Town Manager Peabody said around May we had our first meeting with the Bridgton Water District ("BWD") regarding shared costs for the Lower Main Street project. The Board has a copy of the May 4, 2020 correspondence which gives an overview of that discussion. The original discussion was predicated by my email to the Bridgton Water District on Monday April 6th where we estimated a shared cost based on 39.6% or 40% of \$167,840 for the BWD. The BWD felt that their share was 33% based on the addition of the almost \$400,000 box cut and David Madsen, Public Services Director, was also part of that meeting as well. Because the town had to act as the BWD's agent which meant taking the money in, cutting checks and fielding a considerable number of phone calls from the contractor, there was a .5% admin fee of \$4,530. The survey cost of \$10,000 has been resolved but I am not sure about the \$15,000 that Milone and Macbroom billed because the contracts had to be revised to Rural Development Specs.

Engineer Snowden said the Trustees and I agree with all the items except item #5, the LED Variable Sign, which was never on site when the water main was under the construction. When we were done the LED sign showed up. Town Manager Peabody said you would like to deduct \$3,300 from the \$138,468 for a total of \$135,160. Public Services Director Madsen said I made a couple of phone calls to the contractor who said they would get it on site but did not. Town Manager Peabody said when did the sign go up? Mr. Spencer said BWD Trustee Perreault has photos indicating it went up on July 23.

Vice Chairman Zaidman said the Bridgton Water District would like to deduct \$10,000 from the bill? Town Manager Peabody said no, \$3,300. for a total due of \$135,168.00

Engineer Snowden said if the contractor did not have the sign then I don't believe that the Town should pay for it either. Town Manager Peabody said we have that noted.

Engineer Snowden said page 2 item 1 states "According to the April 10, 2020 letter from Pratt & Sons regarding the value engineering changes, the District should also receive a \$10,000 credit to the above stated original bid project cost for allowing the Contractor to install the water main at a typical depth of 5 feet of cover rather than the 7 feet of cover per the original plans." If we reduce Pratt's bill by \$10,000 from our final quantity including the \$135,168 my contribution, if the Board agrees, would be \$893,158.40. Final quantity number not including the shared items would be \$767,550.40 (a final base bid). The shared items would be 138,468.00 if you agree to the deduction of the costs associated with the LED sign and the credit.

Town Manager Peabody said what is the bottom line that the Bridgton Water District is willing to pay? Engineer Snowden said final contract amount that we owe the contractor, base bid, non-shared items, is \$767,990.40 The shared cost is \$135,168.00 for the shared cost (minus the \$3,300) and the District needs to see the credit of \$10,000 for the five feet of cover so the total should be \$893,158.40 The District has paid for construction of \$822,736.48 to the town and the town cut the check to Pratt and Sons. Town Manager Peabody said the shared cost was coming back to the town in the form of a check and now we are saying that some of it has already been paid out. Engineer Snowden said I can do a summary letter of what the District did and where we sent money.

Engineer Snowden said we received a bill for \$15,000 from Milone and Macbroom which came as a surprise, they did not have a contract with the district. Town Manger Peabody said they were going to do the construction plans and they needed to make substantial changes to their documents to comply with rural development requirements which we would not have had in our bid documents because we were self-funded. I suggested to the Trustees that there are some costs involved but not \$15,000 worth. The trustees sent a letter to Milone and Macbroom requesting an itemization of costs and received a narrative response but no break-down. I feel, realistically, \$2-\$3,000 would be sufficient but \$15,000 is too high. Mr. Emery said I agree. Town Manager Peabody said we never assumed we would need to act as General for both projects. How do we work around this? I don't think this should be a burden on our taxpayers. Engineer Snowden said I agree but I don't think it is the District or the town's burden and I don't think the town should make up the difference. Engineer Snowden said maybe Brent Bridges could explain what he sent to Milone and Macbroom. I will include the district's position on this issue in a summary. Mr. Bridges said I can send Mr. Snowden exactly what I forwarded to Milone and Macbroom which was the entire front end to aid in the project so they would not have to redo anything. Mr. Emery said Milone and Macbroom's costs do seem too high.

Engineer Snowden said the district was not expecting an invoice for administrative costs, it is not typical for one entity to charge another entity administrative costs. Town Manager Peabody said the town was going to bear the administrative burden and it took a tremendous amount of effort for the Finance Officer, again paid by taxpayer dollars, to track the project. It seemed fair to my taxpayers to offset those charges. Engineer Snowden said from my standpoint the town was cutting checks that you would normally anyway. Mr. Emery said there is no contractual agreement between the town and the District, it could have been set up as two separate owners. Chairman Eastman said not all the citizens benefit from the water district so there is some argument about separation of duties and costs and paying the bills was only part of the administrative work, it was also monitoring the payments, matching up payments and invoices.

Public Services said to connect with Mike Zarba, Milone and Macbroom, to let him know what the concerns are? Town Manager Peabody said it should involve all the engineers.

The Board recessed at 4:30p.m.

The Board reconvened at 5:00p.m.

4. Workshop with Community Development Committee

Linda LaCroix, Community Development Director, said we usually have up to \$130,000 to spend on infrastructure projects. We get a total of \$195-200,000 some of which goes to pay for the CDD's Administrator, and the balance goes to service projects carried out by non-profits which include the Recreation Department scholarships, food pantry, the backpack program and navigator program. There are a few Community Development Committee members present if the Board has any questions.

Member Tworog said how has the money been spent in the past? Community Development Director LaCroix said initially our request included the Recreation Department Scholarship, Food Pantry, Backpack program and the Navigator program and for infrastructure projects we proposed extending the sidewalk on Oak Street and a pocket park on Lower Main Street. The Board of Selectmen denied the use of funds for the pocket park, so the money was shifted to the Oak Street sidewalk project.

Community Director LaCroix said last year the Board of Selectmen expressed concerns about not having enough advance notice to consider how the funds were going to be used so we are now bringing the proposal to the Board first for review because this is a Board decision.

Community Development Committee Member Robert McHatton said the food pantry seems to be a program that is desperately in need of funding. Harrison has over 500 users of their food pantry. The Navigator program is very important for all walks of life coming into town for all ages and Recreation is also very important. If you are looking to get more money into projects and taking it out of services, you could shift some of the funding for services that currently comes under the CDBG funding to your regular budget such as the Navigator program.

Community Development Director LaCroix said Mr. McHatton is holding a speech that I wrote to Board Member Lone about bringing the Navigator program under the regular budget because it is a tough program to keep going because you have to rely on grants all the time. I can forward my speech for the Board to consider. Member Lone said at the last meeting I mentioned "a plan" but it is not ready for disclosure yet. Chairman Eastman said can you give me a sense of what you are considering? Member Lone said a new food hub but I can't tell you anymore than that at this time because it is still in the planning stages. We have a concept and design but there is still a lot of work to be done. It has become apparent that there are those that would like to take CDBG dollars to capitalize on projects. I have no problem with funding projects that fit into the criteria of CDBG, but I still feel that service projects are very important. The CDBG funding for services is actually more dependable than making it part of the budget which has to be reviewed by the Board of Selectmen who change each year as well as the ever-changing needs of the town.

Member Tworog said I know that sidewalks fit the definition, but the intent of the funds is to serve the low to moderate income populous. I think we can come up with other ways to do that. Member Lone is not too far enough along that funds could be spent on a food building. The food pantry held at the church is usually packed and I think that would be the best way to spend the money. Town Manager Peabody said Highland Lake Beach is in our largest LMI area and our heavily used beach which includes LMI and kids and is used by our Recreation Department which has 30-40 kids walking to and from the beach area. I would like the Board to consider finishing the sidewalk to the Lake. Chairman Eastman said when using CDBG funding on projects the projects

need to be completed or the money needs to be returned. More development is happening throughout Town and because of that Bridgton needs to be more walkable so what Town Manager is recommending makes sense.

Member Tworog said I am in favor of the Highland Lake sidewalk, but I would like to see some counts for the Willett Road sidewalk. Member Packard said there are two LMI developments within ½ mile of Hannaford and there are people pushing strollers and a lot of walkers and the road is not wide enough. Vice Chairman Zaidman said I agree but this money is not going to cover this project.

Vice Chairman Zaidman said is the food hub that Member Lone is talking about in the planning stages to use some of this money? Member Lone said it is in the planning stages and I could see using some of the CDBG grant money for engineering and design work, but it will not be ready for that this year.

Member Lone said I polled the Board of Directors of the Community Center to see if they had any ideas and s, and they suggested an air filtration/exchange for the Community Center and replacing the roof and making minor repairs to the garage.

Community Development Director LaCroix said we could look into the possibility of a sidewalk for the Highland Lake Beach area. We could open up discussion to the public for feedback, but it would need to be early.

Vice Chairman Zaidman said what is the timeline? Community Development Director LaCroix said I included a timeline for the Board to follow. Town Manager Peabody said the Board has the month of December. Vice Chairman Zaidman said does the Community Development Committee have any recommendations? Committee Member McHatton said our recommendation so far is to hear what the Board of Selectmen has to say, working with the timeline and how the money is going to be spent for services and projects.

Vice Chairman Zaidman said can the Board spend more on services? Chairman Eastman said no, it is capped at 15%.

Community Development Director LaCroix said Gary Colello, Recreation Director, provides services for 35-40 kids and some of the funding expires on December 31st which my Administrative Assistant also utilizes. Maybe we could consider infrastructure to be able to give them a program out of doors that keeps them busy and brings them together as a community.

Vice Chairman Zaidman said can we hire additional teachers under this program? Town Manager Peabody said no, you can't hire staff. Member Lone said you could build an outdoor classroom. Vice Chairman Zaidman said but then you can't hire staff for the classroom.

Community Development Director LaCroix said I would suggest that you include this as an agenda item at a regular Selectboard meeting which can be open for public comment. Member Lone said I would like to review the Recreation Department's budget. Member Tworog said has anyone consulted with the Recreation Director for some suggestions? Chairman Eastman said an option might be to contact an entity like Poland Spring for some participation in these programs.

Chairman Eastman said I think we have an idea for some infrastructure projects and once we consult with the Recreation Director there may be more suggestions.

Vice Chairman Zaidman said when do you want to come back to the Board? Community Development Director LaCroix said we will come to you at your next meeting scheduled for November 24, 2020. Town Manager Peabody said we are already beginning that meeting 3:30 for legal issues. Chairman Eastman said if you come to that meeting it will be at regular time. Community Development Director said that is fine we will come to that meeting.

Member Tworog said can the town build things in partnership with a non-profit? Community Development Director said yes.

5. Adjourn

Chairman Eastman adjourned the meeting at 5:00 P.M.

Respectfully submitted,

Georgiann M. Fleck, Deputy Town Manager