

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

DATE: Tuesday, December 22, 2020
TIME: 4:00 P.M.
PLACE: VIRTUAL

Board of Selectmen Recurring
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1. Call to Order
2. Pledge of Allegiance
3. 4:00 P.M. Workshop; Discussion of Request for Proposal of Legal Services
4. Approval of Minutes
 - a. November 17, 2020
 - b. December 8, 2020
5. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
6. Committee/Liaison Reports
7. Correspondence, Presentations and Other Pertinent Information
 - a. Woodlands Memory Care of Bridgton Tax Increment Financing Amended Proposal
 1. Correspondence from Mary Shorey
 - b. MaineEco Homes – Lakewood Estates at Mt. Henry Subdivision Municipal Sewer
8. New Business
 - a. Awards and Other Administrative Recommendations
 1. Grader Repair Proposal by Public Services Director
 2. Additional Stop Sign at Intersection of Main Street and Kansas Road
 - b. Permits/Documents Requiring Board Approval
 1. Appointment of Robert Peabody Jr. as Town Manager, Tax Collector, Treasurer, and Road Commissioner
 2. 2021 Annual Appointment Confirmations
 3. Accept Payment and Approve Quitclaim Deed to Torres (tax acquired property located on map 14, lot 52A; 200 Dugway Road)
 4. Certificate of Commitment of Sewer User Rates Commitment #246

5. Vote to Authorize Lease Purchase of \$163,546 and Related Accessories
 6. Land Use Enforcement Against Joseph T. & Rayanne M. Muise
 7. Land Use Enforcement Against Randy Gardner
 8. Revised Fee Schedule
 9. Proposed Revision of the Bottle Collection Policy
- c. Selectmen's Concerns
- d. Town Manager's Report/Deputy Town Manager's Report
9. Old Business (Board of Selectmen Discussion Only)
 - a. Wastewater Status Update
 - b. Streetscape: Upper and Lower Main Street Status Update
 - c. Community Development Advisory Committee Recommendations for CDBG Infrastructure Development Funds
10. Treasurer's Warrants
11. Public Comments on Non-Agenda Items *(Each speaker may be limited to 3 minutes.)*
12. Dates for the Next Board of Selectmen's Meetings
January 12, 2021
January 26, 2021
13. Adjourn

**Town Manager's Notes
Board of Selectmen's Meeting
December 22, 2020**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Workshop: Legal Services RFP**
4. **Approval of Minutes**
 - a. November 17, 2020
***Suggested Motion:** Move to approve the November 17, 2020 Selectboard Minutes.*
 - b. December 8, 2020
***Suggested Motion:** Move to approve the December 8, 2020 Selectboard Minutes.*
7. **Correspondence, Presentations and Other Pertinent Information**
 - a. Matthew Walters, Woodland Senior Living, has updated his TIF request for a Credit Enhancement Agreement for the proposed Woodlands Memory Care of Bridgton project on Route 302. Please refer to his letter in your binder. A Special Town Meeting is also being suggested. Mr. Walters will be participating virtually. Please also find a letter from Mary Shorey. The Community Development Director has provided a memo on Mr. Walter's proposal as well as general information on tax increment financing.
***Suggested motion:** Move to direct the Town Manager to _____.*
 - b. MaineEco Homes requested to be on the agenda to have a discussion on providing sewer service to the proposed subdivision on Route 302. Brent Bridges, Woodard & Curran, will be participating in the discussion.
9. **New Business**
 - a. Awards and Other Administrative Recommendations
 1. The Volvo Grader transmission needs replacement. The estimated cost is \$38,018.05 from Chadwick-Baross. A copy of the quote is in your binder. It is suggested that the funding for the repair be taken from the Public Works Equipment Reserve (see copy of Policy). The current balance of the Reserve is: \$43,816.
***Suggested motion:** Move to approve the expenditure of up \$38,100 from the Public Works Equipment Reserve for installation of a transmission in the Volvo Grader.*
 2. Prior to the project, there were two stop signs at the intersection of Main Street and Kansas Road. For the past several months, there has been one—the sign on Main Street was not re-installed. The Public Services Director, with the support of the Police Chief, is recommending that it not be installed. Please refer to the memo and photos in your binder and Article IV Section VI of the Town of Bridgton Traffic Ordinance (in your binder). The Public Services Director and Police Chief will be available to answer any questions.
***Suggested motion:** Move to approve the removal of the stop sign on Main Street at the Kansas Road intersection.*

b. Permits/Documents Requiring Board Approval

1. Annually, pursuant to MRS 30-A §2601 & §2636 and the Town of Bridgton Personnel Policy Art. 3, the Selectboard appoints the Town Manager for a term of one-year. Please refer to the above referenced in your meeting packet.

Suggested Motion: Move to appoint Robert A. Peabody, Jr. as Town Manager, Tax Collector, Treasurer, and Road Commissioner to a one-year term commencing January 1, 2021 and ending December 31, 2021.

2. Annually, pursuant to MRS 30-A §2601 & §2636 and the Town of Bridgton Personnel Policy Art. 3, the Selectboard confirms the appointments made by the Town Manager for a term of one-year. Please refer to the above referenced in your meeting packet as well as the Town of Bridgton 2021 Annual Appointments.

Suggested Motion: Move to confirm the Town of Bridgton 2021 Annual Appointments submitted by the Town Manager.

3. Dale E. Torres, pursuant to the Town's Tax Acquired Policy and Procedures revised 02/25/14 (a copy of which is in your binders), is requesting that the Town quitclaim Map 14 Lot 52A back having paid the required fees (please refer to the copy of the receipt in your binders). The property has been inspected by the Code Enforcement Officer and a memo provided.

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

4. Pursuant to 30-A M.R.S. § 3406 (copy of statute in your packet), please refer to Certificate of Commitment of Sewer User Rates: #246 in your packet.

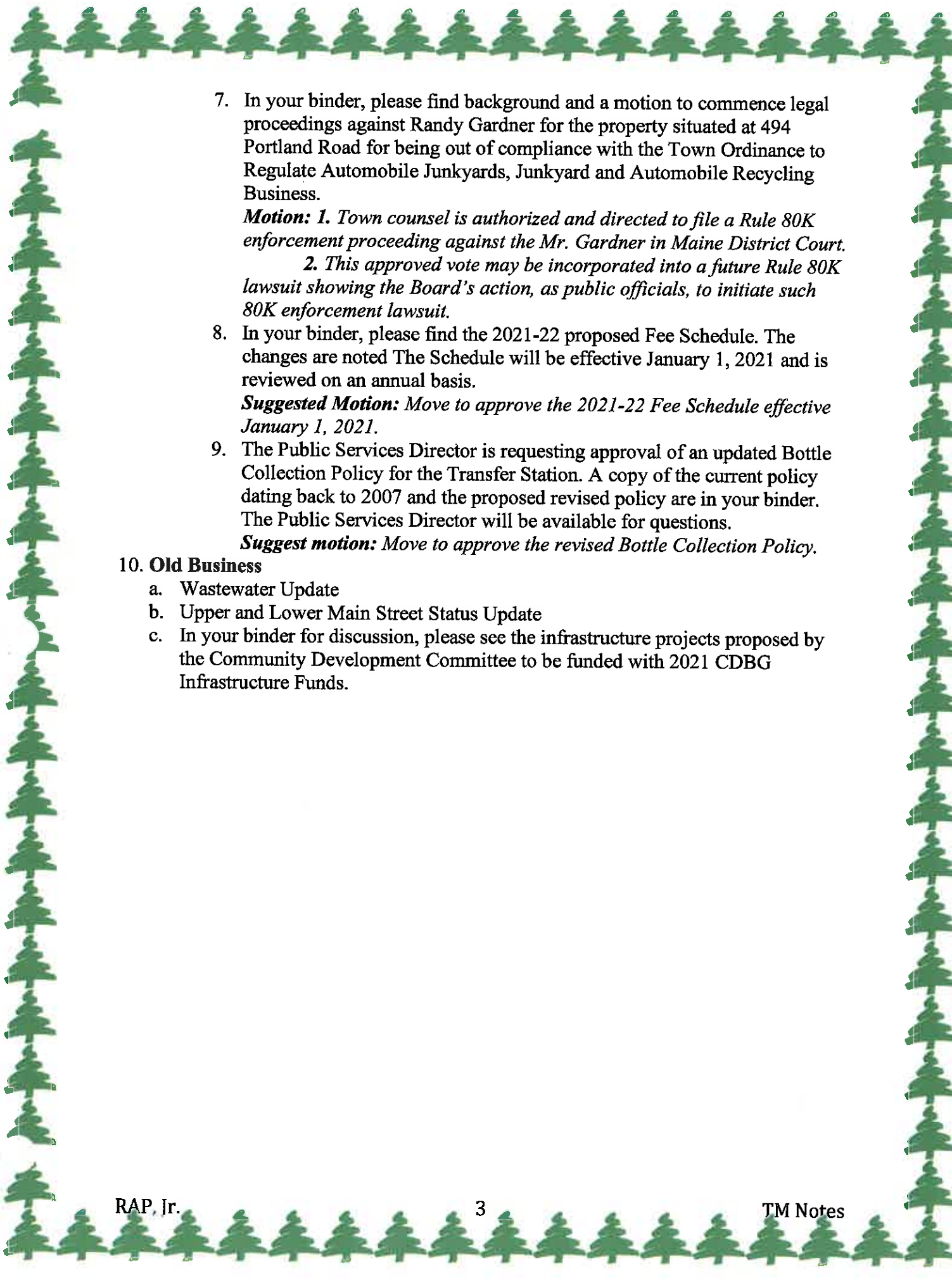
Suggested motion: Move to commit the September 1, 2020 to November 30, 2020 Sewer User Rate Commitment #246 comprising 2 pages totaling \$16,755.62 to the Treasurer for collection.

5. In your packet, please refer to the "Vote to Authorize Lease Purchase of a 2021 Western Star truck with plow and Related Accessories in the Principal Amount of Up To \$163,546" with Gorham Savings Leasing Group LLC.

Motion: I move that the vote entitled, "Vote to Authorize Lease Purchase of a 2021 Western Star truck with plow and Related Accessories in the Principal Amount of Up To \$163,546," be adopted in form presented to this meeting.

6. In your binder, please find background and a motion to commence legal proceedings against Joseph T. and Raynne M. Muise for the property situated at 50 Ingalls Road for maintaining an unpermitted junkyard in violation of a permanent injunction (Docket No. CV-05-142).

Motion: Town counsel is authorized and directed to commence proceedings to enforce the permanent injunction in place against the Muises in Maine District Court.

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7. In your binder, please find background and a motion to commence legal proceedings against Randy Gardner for the property situated at 494 Portland Road for being out of compliance with the Town Ordinance to Regulate Automobile Junkyards, Junkyard and Automobile Recycling Business.

Motion: 1. Town counsel is authorized and directed to file a Rule 80K enforcement proceeding against the Mr. Gardner in Maine District Court.

2. This approved vote may be incorporated into a future Rule 80K lawsuit showing the Board's action, as public officials, to initiate such 80K enforcement lawsuit.

8. In your binder, please find the 2021-22 proposed Fee Schedule. The changes are noted The Schedule will be effective January 1, 2021 and is reviewed on an annual basis.

Suggested Motion: Move to approve the 2021-22 Fee Schedule effective January 1, 2021.

9. The Public Services Director is requesting approval of an updated Bottle Collection Policy for the Transfer Station. A copy of the current policy dating back to 2007 and the proposed revised policy are in your binder. The Public Services Director will be available for questions.

Suggest motion: Move to approve the revised Bottle Collection Policy.

10. Old Business

- a. Wastewater Update
- b. Upper and Lower Main Street Status Update
- c. In your binder for discussion, please see the infrastructure projects proposed by the Community Development Committee to be funded with 2021 CDBG Infrastructure Funds.

TOWN OF BRIDGTON
Request for Proposal
Legal Services

The Town of Bridgton is seeking proposals from qualified applicants to serve as Town Attorney on a contractual basis under appointment by the Board of Selectmen. The Town Attorney will provide legal advice to municipal officials, town employees, boards and commissions, and will represent them in court as may be required. The attorney will also prepare and review contracts, deeds, leases, ordinances, etc., and reserve and provide opinions for the Town on a variety of subjects. The attorney may be asked to attend Board of Selectmen or other meetings and hearings and will be expected to provide legal assistance in a prompt and efficient manner.

The successful candidate will be licensed to practice law in the State of Maine and will demonstrate substantial training and experience in all areas of municipal law including land use, labor and personnel relations, finance, civil and criminal litigation, real estate, risk management and environment.

Interested parties may request a Request for Proposals (RFP) from the Town Manager's office located at the Town Office, 3 Chase Street Suite 1, Bridgton ME 04009 or on the Town website www.bridgtonmaine.org.

Sealed proposals, in whole or in part, clearly marked "Legal Services for the Town of Bridgton" must be submitted to the Bridgton Town Manager, Bridgton Town Office, 3 Chase Street, Suite 1, Bridgton, Maine 04009 by 4:00p.m. on or before Friday, October 9, 2020. Respondents must submit an original proposal and seven (7) copies.

Sincerely,

Robert A. Peabody, Jr.
Town Manager

REQUEST FOR PROPOSAL

Legal Services for the Town of Bridgton

The Town of Bridgton, Maine, hereby solicits proposals from individual attorneys and/or law firms to represent the Town as its Town Attorney. The Attorney and/or firm selected by the Town would serve as legal counsel to the Board of Selectmen, the Town Manager, all town departments and various town boards, committees, agencies, commissions, and coordinate with management an annual Board and Employee training which is conducted by the attorney and/or law firm, when approved by the Town Manager for a contract term beginning as soon as possible. Term of contract shall be negotiable.

The Town of Bridgton's selection will be based on its evaluation of the written proposal, the attorney and/or firm's qualifications and experience, client references, the areas of legal services with which the attorney and/or firm are willing to provide, an oral presentation (if requested) and the overall fee structure. The Town may consider engaging more than one firm for services should responses demonstrate particular strength in one or more areas outlined in this request.

Sealed proposals, in whole or in part, clearly marked "Legal Services for the Town of Bridgton" must be submitted to the Bridgton Town Manager, Bridgton Town Office, 3 Chase Street, Suite 1, Bridgton, Maine 04009 by 4:00p.m. on or before Friday, October 9, 2020. Respondents must submit an original proposal and seven (7) copies.

The Town reserves the right to accept or reject any or all proposals for any reason, to negotiate with any attorney, law firms, or business and to select one or more of the attorneys and/or law firms deemed to have submitted a proposal which in the judgment of the Bridgton Board of Selectmen is in the best interest of the inhabitants of the Town of Bridgton. The Town of Bridgton specifically reserves the right to accept more than one proposal and may select more than one attorney and/or law firm to serve as legal counsel to the Town of Bridgton.

Introduction

The Town of Bridgton has a Town Meeting / Selectmen / Town Manager form of government. The population of the Town is approximately 5,210 (2010 Census). The current gross annual municipal budget is \$ 7,765,632. Legal services are currently budgeted at \$56,500. There are two enterprise funds: Water Reclamation (\$125,902-current gross appropriation) and Salmon Point Campground (\$34,330-current gross appropriation). Salmon Point Campground has 60 sites which are leased from May 1st to October 15th on a seasonal basis.

The Town recently updated and revised its Personnel Policy effective June 23, 2020. There is a Town of Bridgton Union Contract between the Town of Bridgton and Bridgton Police Department effective July 1, 2019 to June 30, 2022 and an Agreement between the Town of Bridgton and the Public Works Department effective July 1, 2019 to June 30, 2022. The Town employs 46 full-time employees as well as part-time and seasonal employees.

General Requirement of the Proposal

1. The Attorney and/or law firm submitting a proposal must be in good standing and licensed to practice law before all courts and administrative agencies of the State of Maine and before the United States District Court for the District of Maine.

2. The proposal must identify the principal attorneys within the firm who would be providing legal services to the Town and identify those areas of legal work described in Appendix A, attached hereto, which each such attorney would be providing. Resumes shall be submitted for each such attorney who would be providing services to the Town. The attorney and/or law firm making a proposal must describe the attorney and/or law firm's expertise in providing the services described in Appendix A and must list clients and references with addresses and phone numbers who may be contacted by the Town of Bridgton in connection with the proposal.
3. Attached to this request for Proposal is Appendix A, which describes various areas of legal work, which should be provided to the Town of Bridgton. Each applicant must place an "X" on the line next to each of those areas of legal work in which the applicant is willing and able to provide legal counsel to the Town of Bridgton. After Appendix A has been completed, it must be returned with the Proposal of the applicant. Unless the applicant indicates that the Proposal may only be accepted if the applicant is selected to represent the Town in every area designated by the applicant, the Town reserves the right, at its discretion, to appoint the applicant to represent the Town in one or more or all of the areas designated by the applicant. In addition, even if an applicant is selected to represent the Town with regard to one or more or all of the areas of legal work designated by the applicant, the Town reserves the right, at their discretion, to appoint another attorney and/or law firm to represent the Town with regard to such designated area of legal work from time to time if the Board of Selectmen and/or Town Manager deems such action to be in the best interest of the Town.
4. Any attorney or firm who submits a proposal in response to this Request may be required to make an oral presentation of the proposal upon notification of such request by the Town Manager of Bridgton.
5. The attorney or firm that is selected by the Town of Bridgton may be required to sign a contract and additional terms and provisions may be included in the contract. The contents of the proposal submitted by the applicant and this Request for Proposal, will be part of any such contract awarded.
6. Any attorney or firm selected by the Town of Bridgton will be prohibited from assigning, transferring, conveying, or otherwise disposing of its contract for legal service with the Town or their rights, title or interest therein of its power to execute such agreement to any other person, company, partnership or corporation without the previous consent and approval in writing of the Town Manager of Bridgton.
7. Each applicant must identify an address of the offices of the attorneys who would provide services to the Town of Bridgton and their proximity in miles and driving time to the Bridgton Town Office. The applicant must indicate their availability to provide services in the evening hours between approximately 6:00 p.m. and 10:00 p.m.
8. The attorney and/or legal firm selected as a result of this Proposal shall indemnify the Town of Bridgton from all suits, actions, or claims of any kind brought on account of any injuries or damages sustained by any person resulting from any act or omission by the attorney or the firm or its employees which constitutes negligence or malpractice. The applicant shall be required to carry professional liability insurance, and the application must specify the carrier and the coverage limits. Any coverage limits less than \$1,000,000 must be fully explained. The successful applicant or applicants shall provide and maintain a certificate of current insurance coverage to the Town.
9. Each applicant submitting a proposal to the Town of Bridgton shall state that the proposal is made without any connection with any other applicant making any proposal for the same service.
10. Each applicant must state the compensation that will be required for the services of the applicant. The Town of Bridgton will entertain proposals for payment on an hourly basis, on a lump sum retainer basis, or any combination thereof. Itemized bills including the date, time and description of

service and department requesting service will be required to be submitted before each payment will be made by the Town of Bridgton. Such bills shall be submitted on a basis no more frequently than monthly.

Billing for services shall be explained in detail including all support services such as: paralegal, clerical, supplies, mileage, research through West Law or other equivalent services, and other expenses. Applicants shall identify whether they have a toll-free telephone number.

Applicants shall also list any services that will be provided free of charge such as attendance at annual or special town meetings and/or educational forums on various topics.

11. The agreement between the Town of Bridgton and any applicant who is selected shall provide that either party may terminate the contract, with or without cause, upon fourteen (14) days advance written notice to the other party, provided that the Town of Bridgton may terminate the contract and provided that any work or services which are in progress but are not completed as of the date of termination shall be continued by such attorney until such work is completed, if the Town so wishes.
12. The Town of Bridgton will not be responsible for any expenses incurred by an applicant in preparing and submitting a proposal.
13. Each applicant must agree to keep a complete record of all actions, suits, proceedings and other matters handled by the attorney for the Town, including written opinions on legal matters, and to deliver such records, documents and property of every description in his/her possession, belonging to his/her office or to the Town, to his/her successor, who shall give him/her duplicate receipts therefore, one of which he/she shall file with the office of the Bridgton Town Clerks office.
14. The Town prefers to conduct business using e-mail and other electronic media, when reasonable within the confines of confidentiality and other business constraints. To that end, it is frequently important for the Town to be able to receive digital copies of ordinances, policies, contracts, and other documentation that are readable by the Town's official software (Microsoft Office products). Should the applicant not generate original documentation using this software, the applicant shall explain how the transmittance of documents will not lose their formatting (e.g. – **bold**, *italic*, ~~strikethrough~~, underline, fonts).
15. The Town expects each applicant to demonstrate how it will manage casework for the Town of Bridgton. Each applicant shall identify their response time to questions and assistance (e.g. – verbal response within 1-hour, written response within 24 hours).
16. The Town is interested in developing and implementing practices that promote litigation prevention through proactive and educational methods. Each applicant shall identify their thoughts and proposed approach toward providing proactive legal services, which will minimize claims and expensive litigation.

APPENDIX A

The areas of legal work to be provided by the Bridgton Town Attorney shall include the following items. While this list is representative of the areas of work required, it is not exhaustive, and applicant acknowledges and agrees to perform work in other areas as may be requested by Town Officials. Please place an "X" next to each item, which the applicant agrees to perform and write the name of the principal attorney who will be responsible for providing such service next to each such item.

- | | |
|-------|---|
| _____ | 1. Police and law enforcement practices. |
| _____ | 2. Fire and fire prevention practices. |
| _____ | 3. Road, bridge, sidewalk construction and maintenance practices. |
| _____ | 4. Animal Control and Enforcement. |
| _____ | 5. Compliance with enforcement of State and Federal environmental laws. |
| _____ | 6. Eminent domain proceedings. |
| _____ | 7. Deeds, easements, and contracts pertaining to real estate and title opinions. |
| _____ | 8. Labor and personnel matters including hiring, disciplinary proceedings, termination, personnel policies, and employment contracts. |
| _____ | 9. Tax assessment and lien practices. |
| _____ | 10. Collection of unpaid taxes, fines, loans, or other monies owed to the Town. |
| _____ | 11. Maintenance and regulation of recreation areas including parks. |
| _____ | 12. Municipal bond counsel. |
| _____ | 13. Drafting of municipal ordinances and related amendments. |
| _____ | 14. Preparation of contracts and agreements to which the Town is a party. |
| _____ | 15. Advice regarding insurance coverage and insurance claims. |

16. Attendance at Board of Selectmen meetings, Planning Board meetings, Appeals Board meetings, and other related committee meetings when so requested for the purpose of giving legal advice when requested by its members. It is acknowledged that such meetings occur predominantly in the evening hours.

17. Prepare, when authorized by the Board of Selectmen, all charged and complaints against, and appear in the appropriate court in the prosecution of, every person charged with a violation of a Town ordinance or law enforced by the Town.

18. Defend municipal officials, including the Board of Selectmen, the Planning Board, the Appeals Board, the Town Manager, Town employees or any other municipal board or committee in the prosecution of a violation of any law or regulation or in any claim.

19. Represent the Town of Bridgton and any of its municipal officials in any other general litigation.

20. Provide general legal advice, oral or written, to the Town Manager and the Board of Selectmen or its committees or any Town Official, when requested and approved by the Town Manager, upon legal questions arising in the conduct of Town business.

21. Provide legal advice regarding renewal of or interpretation of cable television contract.

22. Solid waste collection and disposal.

23. Education law.

24. Discrimination claims.

25. Annual Board Training

26. Annual Employee Training

27. Other areas of expertise not covered in items 1-26.

APPENDIX B

Proposal Form

To facilitate comparison of competing proposals, the Town respectfully requests applicants to complete the following form. Please feel free to attach additional sheets where the information requested is more extensive than the space provided.

Contact Information

Name of firm: _____

Mailing address: _____

Physical address: _____

Telephone: _____

Fax: _____

E-mail address: _____

Web site address: _____

Name of lawyer proposed as Town Attorney: _____

Estimated percentage of time he/she spends on municipal legal affairs: _____ %

Electronic Business

Can your firm provide ordinances and documents in Microsoft Office application formats? _____

If no, explain compatibility: _____

Can your firm transmit documents over the Internet using e-mail? _____

Does your firm use e-mail in the regular conduct of your business? _____

Professional Liability Insurance

Insurance Carrier: _____

Limits: _____

Financial Consideration

Attorney cost/hour (indicate discount from regular rates if applicable): _____

Associate attorney cost/hour (indicate discount from regular rates if applicable): _____

Paralegal cost/hour (indicate discount from regular rates if applicable): _____

Clerical cost/hour (indicate discount from regular rates if applicable): _____

Other staff cost/hour (indicate discount from regular rates if applicable): _____

Will billable rates for travel include both ways, one way or no charge: _____

Mileage expense rate: _____

Research services cost/hour (e.g. West Law): _____

Other costs (photocopying, fax, telephone expense, other) _____

Attachments: Please attach the following:

- Outline of the size and experience of the law firm.
- Resumes of legal staff with whom the Town would be working with.
- An explanation of how your firm envisions the legal transfer of authority and responsibility in the absence or inability to act as the Town Attorney.
- An explanation of how the Town will be billed for consultations between two attorneys who are both members of your legal firm.
- Explanation of how the firm will be able to respond to requests for services ("turn around time").
- Listing of municipal clients and other references (with addresses and phone numbers).

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 Manager 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

Board of Selectmen's Meeting Minutes December 8, 2020; 3:30 P.M.

Board Members Present (Virtual): Liston E. Eastman, Chairman; Glenn R. Zaidman, Vice-Chairman; Carmen E. Lone; Paul A. Tworog

Board Members Absent: G. Frederick Packard

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

1. Call to Order

Chairman Eastman called the meeting to order at 3:30 P.M.

2. Pledge of Allegiance

The "Pledge of Allegiance" was recited.

3. 3:30 P.M – 5:00 P.M. Executive Session Per MRS Title 1 § 405.6.E.: Legal Matters

a. Consultation with Town Attorney

Motion was made by Vice-Chairman Zaidman to enter executive session at 3:33 P.M. per MRS Title 1, Section 405.6.E for legal matters; second from Selectman Tworog. 3 approve/0 oppose

Selectman Lone joined the executive session portion of the meeting.

Selectman Lone was not present for the start of the regular meeting.

Motion was made by Vice-Chairman Zaidman to exit executive session at 5:45 P.M.; second from Selectman Tworog. 3 approve/0 oppose

4. Action Items Following Executive Session

There were no action items following executive session.

5. Approval of Minutes

a. November 10, 2020

Motion was made by Vice-Chairman Zaidman for approval of the minutes from the November 10, 2020 Board meeting; second from Selectman Tworog. 3 approve/0 oppose

6. Public Comments on Non-Agenda Items

Kelly Margolis, President of Woods Pond Association, provided an overview of the courtesy boat inspection program on Woods Pond. Jeff Stern added some detailed information on the program and is proud of all involved.

Public Services Director Madsen reported an issue with the grater and he is obtaining prices for repair and will present options for consideration at the next meeting.

7. Committee/Liaison Reports

Selectman Tworog reported on a successful volunteer workday on the trails in Bridgton a few weeks ago.

8. Correspondence, Presentations and Other Pertinent Information

a. Woodlands Memory Care of Bridgton Tax Increment Financing Amended Proposal

Matthew Walters, Woodland Memory Care, presented their proposal a few weeks ago and submitted an amended proposal. Discussion ensued. Board Members requested estimated dollar amounts using different scenarios for comparison to which Mr. Walters will provide for the next meeting.

Selectman Lone re-joined the meeting.

9. New Business

a. Awards and Other Administrative Recommendations

b. Permits/Documents Requiring Board Approval

1. Certificate of Commitment of Sewer User Rates Commitment #245

Motion was made by Vice-Chairman Zaidman to commit the August 1, 2020 to October 31, 2020 Sewer User Rate Commitment #245 comprising of three pages totaling \$8,304.25 to the Treasurer for collection; second from Selectman Lone. 4 approve/0 oppose

c. Selectmen's Concerns

- **Selectman Lone** had no concerns.
- **Vice-Chairman Zaidman** requested that an additional stop sign be placed at the intersection of Kansas Road and Main Street to which this issue was directed to the next meeting.
- **Vice-Chairman Zaidman** thanked the Public Services Department, Police Department, Fire Department and all first responders for their efforts in dealing with the last storm.
- **Selectman Tworog** had no concerns.
- **Chairman Eastman** expressed his disappointment with the two poorly done manhole fixes on Main Hill.

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

12/08/20

General

As you all are aware, the Town Office was closed for 14 days to quarantine our staff and clean the offices due to two staff members contracting COVID-19. 2020 has proven to be a truly challenging year for the Town and its employees. We are committed to following the Governor's mandates and the CDC's protocols to keep both staff and our customers safe. While dealing with the pandemic, Town staff have worked hard to keep Bridgton safe, move projects forward, provide the day-to-day services expected by our residents and be ready for the challenges of providing Town services even when working remotely.

A "job well done" goes out to the Public Works Department, Fire Department and Police Department for the handling of all the challenges during the Saturday's snowstorm.

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.

An important reminder that with winter weather upon us, it is important to keep your driveways and private roads cleared and sanded so that, if the need arises, emergency personnel can safely access your property.

Regarding weather events, please be aware that we post information on the Town's Facebook page and the Town's website. Additionally, all the local television channels are notified when the Town Office closes.

I have issued my annual budget memo to the Department Heads. Proposed budgets, except for the Public Services Department, are due December 31st. Public Services budgets are due January 8th.

Cemeteries

As an update, Sawyer Engineering has been hired to survey both sections of the South High Street Cemetery.

Recreation

The Parade of Lights has been re-scheduled for Friday, December 11 at 5:30pm. The parade route can be found on the Bridgton Recreation website and the Town's Facebook page.

Community Development

2021 Community Development Block Grant (CDBG) applications are available on the Town website. The mandatory virtual meeting explaining the grant program and application process is being held Wednesday, December 9 at 9am- sign in details are on the Town website. Applications are due January 12, 2021. Questions may be directed to Linda LaCroix, Community Development Director or Courtney Kemp, Administrative Assistant.

Town Office

The Town applied for and been approved for the following safety upgrades at the Town Office using funds from the Keep Maine Healthy Grant:

Installation by Specialty Services Corporation of UV Lights (Premier One Germicidal Lamps) in the heat pumps- \$4,533; and

One handheld electrostatic disinfectant fogger for disinfecting hard surfaces in the Town Office- \$549 and 4 one-gallon solutions for \$144. The offices will be fogged in the mornings before opening.

10. Old Business

Chairman Eastman brought item c forward.

c. Water Level Policy – Lake Level Policy & Procedures

Public Services Director Madsen stated that he believes the policy created will work best for all. Selectman Tworog was concerned with only two levels since, in the past, three levels were maintained. Director Madsen responded that the policy leaves room for weather related issues.

William Pries requested transparency to the public on the actual lake levels and suggested that this information be included in the department's monthly reporting. He also voiced concerns with the waterfront sites and asked why the third level was removed to which Director Madsen said that the removal of the third level is intended to keep people from damaging the lake noting that every fourth year the water will get lowered for maintenance. Mr. Preis thinks that Director Madsen has done a good job the last few months in keeping the lake level where it is supposed to be.

Barry Denofrio submitted several pages of data to the Town and does not believe this policy is accurate. He voiced concerns with the levels and shoreline erosion and hoped this policy would not be passed as written. He does not have confidence in the policy and requested more time to work accurately with specificity.

Discussion ensued. **Motion** was made by Vice-Chairman Zaidman to approve the policy for managing water levels at Highland Lake and Woods Pond; second from Chairman Eastman. 4 approve/0 oppose

Chairman Eastman brought item d forward.

d. Acceptance of Donation from Jim Cossey

James Cossey submitted a request to the Select Board to reconsider the offer to donate funds to the Bridgton Police Department donation fund for the purchase of two ElanCity speed control signs. This donation is without any other conditions or restrictions. **Motion** was made by Vice-Chairman Zaidman to accept the donation from James D. Cossey for the purchase of two ElanCity speed control signs; second from Selectman Lone. 4 approve/0 oppose

a. Wastewater Status Update

b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody provided a brief update on the status of the wastewater and streetscape projects.

c. Water Level Policy – Lake Level Policy & Procedures

This item was addressed earlier in the meeting.

d. Acceptance of Donation from Jim Cossey

This item was addressed earlier in the meeting.

e. Board Meeting Dates During Holiday Season

There was no amendment to the regular schedule.

11. Treasurer's Warrants

Motion was made by Selectman Lone for approval of Treasurer's Warrants numbered 65, 66, 67, 68, 69, 70, 71 and 72; second from Selection Tworog. 4 approve/0 oppose

12. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

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

December 22, 2020

January 12, 2021

14. Adjourn

Chairman Eastman adjourned the meeting at 6:59 P.M.

Respectfully submitted,

Laurie L. Chadbourne

Town Clerk

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Select Board
From: Linda LaCroix, Community Development Director
RE: Recommendation on Assisted Living TIF
Date: 12/10/2020

Dear Select Board,

I wanted to speak to the proposed Assisted Living TIF so as not to lose sight of the importance of this project to the town from my perspective if you would be so kind to hear me out.

This is a win-win situation for Bridgton. It serves our primary priorities to be mindful of tax burdens while providing the opportunity for private development of essential services so important to residents. This assisted living facility is critical to all of us as an extraordinary opportunity to have a best-in-class facility local to residents; one that builds Maine Care into the business model and thus is inclusive to all.

TIFs are beneficial to the town not only as a mechanism to enable critical projects and development, but especially in this case as a path to bringing important good-paying full-time jobs to thirty people, people who will engage in our community businesses, pay taxes for those who live here, and indeed attract new residents from elsewhere. These jobs are critical, and the facility itself adds a tremendous health care asset complimenting existing services provided by the hospital.

The voters agree as was evidence by the overwhelming approval of the change to the district to enable the development of this facility. The TIF is essential to this happening, and I wanted to confirm the framework presented by Matthew Walters in response to comments from the Board at its initial meeting on his request. As illustrated in the spreadsheet Matthew provided, the offer is as follows:

- Years 1 through 15 – 85% of proceeds goes to developer; 15% of proceeds goes to the town
- Year 16 through 20 or up to 30 years as determined by the Board – 0% of proceeds goes to the developer; 100% of proceeds goes to the town.

I am sending this memo to the developer to gain his agreement on the accuracy of the above.

It is my understanding that this framework is what is needed for the project to proceed. The framework provides options on the length of the TIF to enable the Board to determine the optimal path going forward. These monies will provide important funding for future wastewater, streetscape and other infrastructure projects benefitting the town in addition to the critical primary healthcare service. Rather than increase the tax burden, this TIF as with others leads to greatly enhanced infrastructure assets that do not add to the tax bill. We all win. For these reasons I urge the Board to approve this framework and thank you for your consideration.

Linda LaCroix

From: Linda LaCroix
Sent: Thursday, December 10, 2020 4:16 PM
To: Matthew Walters
Cc: Lon Walters
Subject: RE: Memo to Select Board

Thank you Matthew – I will make the correction from 20 to 30 on the memorandum.

Linda L. LaCroix
Community Development Director
Town of Bridgton
3 Chase Street, Suite 1
Bridgton, Maine 04009
www.bridgtonmaine.org
llacroix@bridgtonmaine.org
(207) 803-9956 (office)
(207) 595-3560 (cell)

From: Matthew Walters <mwalters@woodlandsmaine.com>
Sent: Thursday, December 10, 2020 3:26 PM
To: Linda LaCroix <llacroix@bridgtonmaine.org>
Cc: Lon Walters <LonWalters@woodlandsmaine.com>
Subject: RE: Memo to Select Board

Linda,

The % are consistent with the letter I submitted. The only correction I have is the jobs. It will produce approximately 30 full-time jobs.

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

From: Linda LaCroix <llacroix@bridgtonmaine.org>
Sent: Thursday, December 10, 2020 2:47 PM
To: Matthew Walters <mwalters@woodlandsmaine.com>
Cc: Lon Walters <LonWalters@woodlandsmaine.com>
Subject: Memo to Select Board

Greetings Matthew,

Attached please find a memorandum from me to the Select Board regarding the framework you put forward to the Board in your letter and spreadsheet. Could you review and confirm the percentages written therein for years 1 through 15 and 16 through the end of the TIF by replying to this email? It will clarify what you are proposing as there have been some questions on that. Thank you.

Regards,
Linda

Linda L. LaCroix

Community Development Director

Town of Bridgton

3 Chase Street, Suite 1

Bridgton, Maine 04009

www.bridgtonmaine.org

llacroix@bridgtonmaine.org

(207) 803-9956 (office)

(207) 595-3560 (cell)

TIF

Municipal Tax Increment Financing

**State of Maine
Department of Economic and Community Development
59 State House Station
Augusta, Maine 04333-0059
(207) 624-9800**

***Office located at:*
Burton M. Cross Building
111 Sewall Street, 3rd Floor
Augusta, ME 04330**

Publication current as of February 19, 2010

PART I: PROGRAM DESCRIPTION

TIF OVERVIEW:

Municipal Economic Development

A municipality may elect to provide financial assistance to local economic development projects - from infrastructure improvements to business expansions - by using new property taxes that result from the commercial investment and corresponding increase in property value. The state program that guides and encourages this local economic development activity is called municipal tax increment financing (TIF). TIF is predominantly a "real estate based" tax incentive program.

Unorganized Territory

The Unorganized Territory of Maine (UT) is that area of Maine having no local, incorporated municipal government. In accordance with 30-A MRSA §5261, for purposes of municipal tax increment financing, a county may act as a municipality and submit a TIF application for an unorganized territory within its jurisdiction. Therefore, for purposes of this manual, from this point forward, the term "Municipality" within this document will include "Unorganized Territories".

Program Summary

TIF is a tool that permits a municipality to participate in local project financing by using some or all of the new property taxes from a capital investment within a designated geographic district. The municipality has the option of using the "incremental" taxes to retire bonds it has issued for the project, compensate a developer or business for development project costs, or fund eligible municipal economic development activities. TIF districts may be designated for up to 30 years and bonds may be issued for up to 20 years. The designation of a TIF district requires proper notice, a local public hearing, the majority vote of the municipal legislative body, and state approval.

Program Example

A business invests \$1,000,000 in buildings and site improvements on vacant land presently valued at \$200,000, and installs machinery and equipment worth \$800,000. The municipality has a property tax rate of 20 mills, so the business will have a total tax obligation of \$40,000 per year once the new valuation is added to the tax rolls. \$36,000 of the tax bill is incremental, and therefore available to support the TIF district's development program and financial plan.

Scenario 1: Municipal Bond Financing. The municipality issues a 20-year general obligation bond of \$300,000 for road and utility improvements that support the development project and pays the annual debt service using TIF revenues.

Scenario 2: Credit Enhancement Agreement (CEA). The municipality agrees to a fifteen year CEA and, after the developer invests \$1,600,000 in property and pays taxes, returns a portion of TIF revenues to the developer to assist in financing the new building.

Scenario 3: Municipal Economic Development. The municipality decides to fund a staff person to manage its downtown economic development program and budgets TIF revenues for ten years.

A. Key Features of Municipal Tax Increment Financing

- A local economic development financing program that uses some or all of the tax revenues generated (the tax "increment") from new investments in real and personal property, to reduce bond debt issued for the project, pay the investing company directly for project costs incurred, or fund eligible economic development activities;
- A "shelter" against adverse adjustments to state education and revenue sharing subsidies, and county taxes, based on total municipal valuation; and
- A powerful, flexible economic development tool for municipalities to support job creation and retention, capital investment and a broadening of the local tax base.

B. Eligible Uses for TIF Revenues

1. Costs Within the District

- *Capital costs*, including:
 - acquisition or construction of land, improvements, buildings, structures, fixtures and equipment;
 - demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;
 - site preparation and finishing work; and
 - fees and expenses that are eligible to be included in the capital cost of such improvements.
- *Financing costs*, including:
 - all interest paid to holders of evidences of indebtedness (notes, bonds, etc.) issued to pay for project costs (either municipal or corporate); and
 - any premiums paid for early redemption of obligations before maturity.
- *Real property assembly costs*.
- *Professional services*, such as licensing, architectural, planning, engineering and legal expenses.
- *Reasonable administrative expenses*, including those incurred by municipal employees in connection with implementation of a development program.
- *Relocation costs*, including relocation payments made following condemnation.

C. Ineligible Uses for TIF Revenues

Ineligible project costs include those for facilities, buildings or portions of buildings used predominantly for the general conduct of government, or for public recreational purposes. Examples include city halls and other headquarters of government where the governing body meets regularly, courthouses, jails, police stations and other state and local government office buildings, recreation centers, athletic fields and swimming pools.

D. How Municipal Economic Development Works *Without* TIF

- A municipality's total Equalized Assessed Value (as of April 1st) is used to compute:
 - General Purpose Aid to Education (subsidy),
 - State Revenue Sharing (subsidy), and
 - County Taxes (expense).
- State subsidies change inversely to value; County taxes change directly.
- As total value increases (through inflationary growth and increased investment), the municipality will realize a *decrease* in Education and Revenue Sharing subsidies, and an *increase* in County tax obligations.
- Therefore new tax revenues resulting from a development project are reduced through loss of subsidies and increased county taxes.

E. How TIF *Helps* Municipal Economic Development

- TIF allows the municipality to "shelter" new value resulting from certain development projects from the computation of its State subsidies and County taxes.
- The sheltering allows the municipality to retain all or a portion of those new tax revenues otherwise passed on to the County and State. The municipality achieves the sheltering effect by designating a specific geographic area as a Municipal Development Tax Increment Financing District.
- The designation "freezes" the value of taxable property within the district with respect to the State and County for the term of the district.

F. Criteria for TIF District Designation

- At least 25% of the District area must be:
 - Blighted; or
 - In need of rehabilitation, redevelopment, or conservation; or
 - Suitable for industrial and commercial sites.

investment to pay certain authorized project costs with payments made directly to the company.

A. Advantages of the CEA

- Municipality is automatically indemnified against risk of insufficient tax increment revenues to meet debt service requirements.
- \$50 million county debt cap for TIF districts does not apply.
- Public approval often easier to obtain.
- Easily accounts for re-valuations.
- Allows municipality to provide a direct incentive to businesses within the district for up to 30 years.
- Flexibility
 - Percentage of tax revenues retained may vary over life of district,
 - Can finance multiple project costs,
 - Possible to "share" unanticipated additional tax revenues, and
 - Business may pursue best available financing in private sector.

B. Disadvantages of Credit Enhancement Agreement

- Tax-exempt municipal bond interest rate not available.
- Unless an explicit dollar amount investment cap is established, the municipality's TIF reimbursement is tied directly to the level of investment and new value created in the district.

2. Municipal Debt (Bonds)

Issuance of municipal general obligation bonds or limited obligation bonds is a mechanism that may be used to fund a TIF district development program.

A. Advantages of Municipal Debt

- The municipal bond tax-exempt interest rate may significantly increase the total amount of financing available.
- The municipality's support for the project is fixed with respect to amount and term...a "clean and simple" package.

- ☐ Indebtedness to be incurred
- ☐ Sources of anticipated revenues
- ☐ Estimates of Captured Assessed Value (CAV)
- ☐ CAV and resulting tax increment revenues to be applied to the program each year
- ☐ Estimated impact of district on all taxing jurisdictions in which district is located
- ☐ List of public facilities to be constructed (if any)
- ☐ Uses of private property within district
- ☐ Plans for relocation of persons displaced by development activities
- ☐ Proposed traffic improvements
- ☐ Environmental controls to be applied
- ☐ Proposed operation of the district after capital improvements are complete
- ☐ Duration of district (not to exceed 30 years)

2. Designation Process

- ☐ Notice of public hearing in newspaper of general circulation 10 days before the public hearing
- ☐ Public hearing held and duly recorded
- ☐ Majority vote of municipal legislative body necessary to designate a TIF district
- ☐ Approved application forwarded to DECD
- ☐ DECD Commissioner reviews for statutory compliance and approves local designation
- ☐ Municipality and Maine Revenue Services notified of DECD approval

BENEFITS OF TAX INCREMENT FINANCING

Tax Increment Financing (TIF) allows the municipality to "shelter" new value resulting from certain development projects from the computation of its State subsidies and County taxes. "Sheltering" allows the municipality to retain all or a portion of those new tax revenues which would otherwise be passed on to the County and State. The municipality achieves the sheltering effect by designating a specific geographic area as a "Municipal Development Tax Increment Financing District". This designation "freezes" the value of taxable property within the district with respect to the State and County for the term of the district. TIF uses some or all of the tax revenues generated (the tax "increment") from new investments in real and personal property. Specific benefits include:

- Reducing bond debt issued for the project
- Paying the investing company directly for project costs incurred, and
- Funding eligible economic development activities.

TIF creates a "shelter" against adverse adjustments to state education and revenue sharing subsidies, and county taxes, based on total municipal valuation as a powerful, flexible economic development tool for municipalities to support job creation and retention, capital investment and a broadening of the local tax base.

APPLICATION COVER SHEET

MUNICIPAL TAX INCREMENT FINANCING

A. General Information

1. Municipality Name:		
2. Address:		
3. Telephone:	4. Fax:	5. Email:
6. Municipal Contact Person:		
7. Business Name:		
8. Address:		
9. Telephone:	10. Fax:	11. Email:
12. Business Contact Person:		
13. Principal Place of Business:		
14. Company Structure (e.g. corporation, sub-chapter S, etc.):		
15. Place of Incorporation:		
16. Names of Officers:		
17. Principal Owner(s) Name:		
18. Address:		

B. Disclosure

1. Check the public purpose that will be met by the business using this incentive (any that apply):		
<input type="checkbox"/> job creation	<input type="checkbox"/> job retention	<input type="checkbox"/> capital investment
<input type="checkbox"/> training investment	<input type="checkbox"/> tax base improvement	<input type="checkbox"/> public facilities improvement
<input type="checkbox"/> other (list):		
2. Check the specific items for which TIF revenues will be used (any that apply):		
<input type="checkbox"/> real estate purchase	<input type="checkbox"/> machinery & equipment purchase	<input type="checkbox"/> training costs
<input type="checkbox"/> debt reduction	<input type="checkbox"/> other (list):	

C. Employment Data

List the company's goals for the number, type and wage levels of jobs to be created or retained as part of this TIF development project (*please use next page*).

OCCUPATIONAL CLUSTERS

1. EXECUTIVE, PROFESSIONAL & TECHNICAL

Executive, administrative and managerial. Workers in executive, administrative and managerial occupations establish policies, make plans, determine staffing requirements, and direct the activities of businesses and other organizations. Workers in management support occupations, such as accountant and auditor or underwriter, provide technical assistance to managers.

Professional specialty. This group includes engineers; architects and surveyors; computer, mathematical, and operations research occupations; life, physical, and social scientists; lawyers and judges; social, recreational, and religious workers; teachers, librarians, and counselors; health diagnosing, assessment, and treating occupations; and communications, visual arts, and performing arts occupations.

Technicians and related support. This group includes health technologists and technicians, engineering and science technicians, computer programmers, tool programmers, aircraft pilots, air traffic controllers, paralegals, broadcast technicians, and library technicians.

2. ADMINISTRATIVE SUPPORT, INCLUDING CLERICAL

Administrative support, including clerical. Workers in this group prepare and record memos, letters and reports; collect accounts; gather and distribute information; operate office machines; and handle other administrative tasks.

3. SALES AND SERVICE

Marketing and sales. Workers in this group sell goods and services, purchase commodities and property for resale, and stimulate consumer interest.

Service. This group includes a wide range of workers in protective, food and beverage preparation, health, personal, private household, and cleaning and building services.

4. AGRICULTURE, FORESTRY AND FISHING

Agriculture, forestry and fishing. Workers in these occupations cultivate plants, breed and raise animals, and catch fish.

5. MAINTENANCE, CONSTRUCTION, PRODUCTION AND TRANSPORTATION

Mechanics, installers, and repairers. Workers in this group adjust, maintain, and repair automobiles, industrial equipment, computers, and many other types of machinery.

STATUTORY REQUIREMENTS & THRESHOLDS

A. ACRE LIMITATION		
1. Total Acreage of Municipality		
2. Total Acreage of Proposed Municipal TIF District		
3. Total Pine Tree Zone acres contained in the Proposed Municipal TIF District		
4. Total Downtown acres contained in the Proposed Municipal TIF District		
5. Total acreage of Proposed Municipal TIF District counted towards 2% cap (A2-A3-A4)		
6. Percentage of total acreage in proposed municipal TIF District (cannot exceed 2%) Divide A5 by A1		
7. Total acreage of all existing and proposed municipal TIF districts in the municipality. Add A2 to sum of all existing TIF district acreage.		
8. Total acreage of an existing or Proposed Downtown TIF District in the municipality.		
9. Total acreage of all existing or Proposed Pine Tree Zone TIF Districts in the municipality.		
10. Total acreage of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap. Subtract A8+A9 from A7.		
11. Percentage of total acreage in all existing and proposed Municipal TIF Districts (cannot exceed 5%) Divide A10 by A1.		
12. Total Acreage of all real property in the Proposed Municipal TIF District that is:		
(Note: a, b, or c must be at least 25%)		
a. Blighted (Divide acres by A2)	Acres	%
b. In need of rehabilitation/conservation (Divide acres by A2)		
c. Suitable for industrial/commercial site (Divide acres by A2)		
TOTAL		
B. VALUATION LIMITATION		
1. Total Aggregate Value of Municipality (TAV) <i>Use most recent April 1st</i>		
2. Original Assessed Value (OAV) of Proposed Municipal TIF District. <i>Use March 31st of tax year preceeding date of municipal designation</i>		
3. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality. <i>Add b2 to sum of all existing TIF district OAVs.</i>		
4. OAV of an existing or proposed Downtown TIF District in the municipality.		
5. OAV of all existing or Proposed Pine Tree Zone TIF Districts in the municipality.		
6. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap <i>Subtract B4+B5 from B3</i>		
7. Percentage of total OAV to TAV in all existing and Proposed Municipal TIF Districts (cannot exceed 5%) <i>Divide B6 by B1</i>		

Education Tax Shift

State law requires that an estimate be made of how much of a loss in State aid to education a community would experience had the TIF District not been created. The premise for this requirement is that if the TIF did not exist and the development still occurred, other taxing jurisdictions would benefit by the (TIF) Town paying more *and receiving less*.

Historically, the methodology used to determine the fiscal impact from the establishment of a TIF District was to multiply the Captured Assessed Value by the constant .009. The result would be an annual and cumulative "Education Tax Shift" for the proposed district. Changes in the distribution of State funding for education have required TIF applicants to develop other methodologies that more accurately reflect the "Education Shift".

PART III: PROGRAM STATUTES AND RULES

STATUTES:

All copyrights and other rights to statutory text are reserved by the State of Maine. The text included in this publication reflects changes made through the First Regular Session of the 123rd Legislature, and is current through December 31, 2007, but is subject to change without notice. It is a version that has not been officially certified by the Secretary of State. Refer to the Maine Revised Statutes Annotated and supplements for certified text.

Title 30-A MUNICIPALITIES AND COUNTIES Chapter 206: DEVELOPMENT DISTRICTS Subchapter 1: MUNICIPAL DEVELOPMENT DISTRICTS

§5221. Findings and declaration of necessity

1. Legislative finding. The Legislature finds that there is a need for new development in areas of municipalities to:

- A. Provide new employment opportunities;
- B. Improve and broaden the tax base; and
- C. Improve the general economy of the State.

2. Authorization. For the reasons set out in subsection 1, municipalities may develop a program for improving a district of the municipality:

- A. To provide impetus for industrial, commercial, transit-oriented or arts district development, or any combination;
- B. To increase employment; and
- C. To provide the facilities outlined in the development program adopted by the legislative body of the municipality.

3. Declaration of public purpose. It is declared that the actions required to assist the implementation of development programs are a public purpose and that the execution and financing of these programs are a public purpose.

§5222. Definitions

As used in this subchapter, unless the context otherwise indicates, the following terms have the following meanings.

1. Amenities. "Amenities" means items of street furniture, signs and landscaping, including, but not limited to, plantings, benches, trash receptacles, street signs, sidewalks and pedestrian malls.

1-A. Arts district. "Arts district" means a specified area within the corporate limits of a municipality that has been designated by the municipality for the purpose of providing employment and cultural opportunities through the development of arts opportunities, including, but not limited to, museums, galleries, arts education, art studios, performing arts venues and associated businesses.

to operate the facilities, including, but not limited to, informational, promotional and educational programs and safety and surveillance activities.

13. Original assessed value. "Original assessed value" means the assessed value of a development district as of March 31st of the tax year preceding the year in which it was designated.

14. Project costs. "Project costs" means any expenditures or monetary obligations incurred or expected to be incurred that are authorized by section 5225, subsection 1 and included in a development program.

15. Tax increment. "Tax increment" means real and personal property taxes assessed by a municipality, in excess of any state, county or special district tax, upon the increased assessed value of property in the development district.

16. Tax increment financing district. "Tax increment financing district" means a type of development district, or portion of a district, that uses tax increment financing under section 5227.

17. Tax shifts. "Tax shifts" means the effect on a municipality's state revenue sharing, education subsidies and county tax obligations that result from the designation of a tax increment financing district and the capture of increased assessed value.

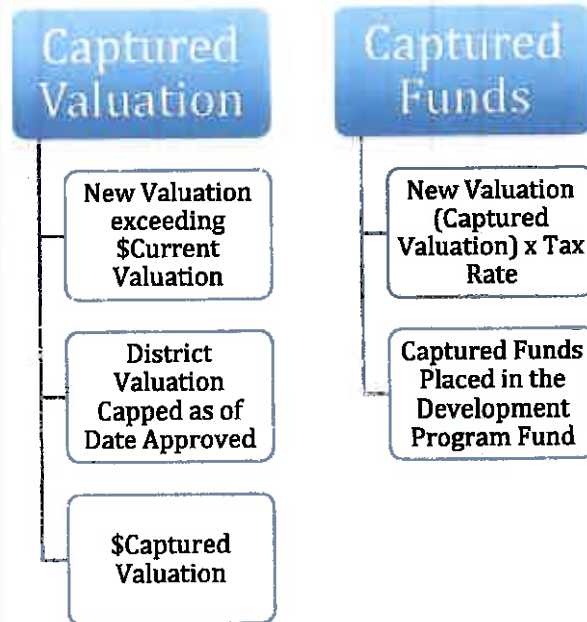
18. Tax year. "Tax year" means the period of time beginning on April 1st and ending on the succeeding March 31st.

19. Transit. "Transit" means transportation systems in which people are conveyed by means other than their own vehicles, including, but not limited to, bus systems, street cars, light rail and other rail systems.

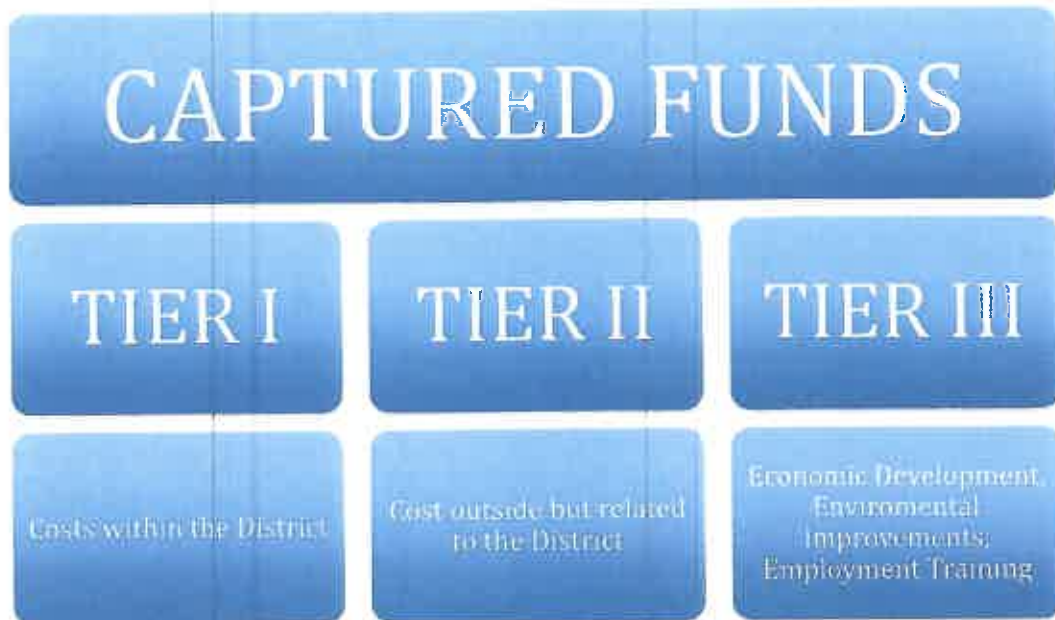
20. Transit facility. "Transit facility" means a place providing access to transit services, including, but not limited to, bus stops, bus stations, interchanges on a highway used by one or more transit providers, ferry landings, train stations, shuttle terminals and bus rapid transit stops.

21. Transit-oriented development. "Transit-oriented development" means a type of development that links land use with transit facilities to support and be supported by a transit system. It combines housing with complementary public uses such as jobs, retail or services establishments that are located in transit-served nodes or corridors. Transit-oriented development is intended through location and design to rely on transit as one of the means of meeting the transportation needs of residents, customers and occupants as demonstrated through such factors as transit facility proximity, mixed uses, off-street parking space ratio less than industry standards, architectural accommodation for transit and marketing that highlights transit.

CAPTURED VALUE/FUNDS



USES for CAPTURED FUNDS



ALLOWABLE EXPENDITURES

Infrastructure Improvements

- **Capital projects**

Sinking Fund to Repay Bond(s)

- **(i.e. Sewer Expansion TIF Development Fund)**

Credit Enhancement Agreements (CEA)

- **Developer Shares Captured Funds with Town**

Example

ATTACHMENT C
TIF Pro Forma
Projected Assessed Value/Mil Rate/Captured Taxes

Captured Assessed Value & TIF Revenue Projection Table - Rockport Downtown TIF							
TIF Year	Tax Year-April 1	Increased Assessed Value Real Prop.	Captured Valuation @100% of Value Captured	Projected Mill Rate	Total Projected New Taxes Captured	Captured Revenue to Municipal Project Account	Captured Revenue to Developer Project Account
1	2009	\$0	\$0	11.38	\$0	\$0	\$0
2	2010	\$0	\$0	11.64	\$0	\$0	\$0
3	2011	\$750,000	\$750,000	11.74	\$8,805	\$8,805	\$0
4	2012	\$3,250,000	\$3,250,000	11.98	\$38,935	\$38,935	\$0
5	2013	\$4,250,000	\$4,250,000	11.98	\$50,915	\$50,915	\$0
6	2014	\$5,250,000	\$5,250,000	11.98	\$62,895	\$62,895	\$0
7	2015	\$7,750,000	\$7,750,000	11.98	\$92,845	\$92,845	\$0
8	2016	\$9,250,000	\$9,250,000	11.98	\$110,815	\$110,815	\$0
9	2017	\$9,250,000	\$9,250,000	11.98	\$110,815	\$110,815	\$0
10	2018	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
11	2019	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
12	2020	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
13	2021	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
14	2022	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
15	2023	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
16	2024	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
17	2025	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
18	2026	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
19	2027	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
20	2028	\$10,250,000	\$10,250,000	11.98	\$122,795	\$122,795	\$0
20 Year TIF Total		\$152,500,000	\$152,500,000		\$1,826,770	\$1,826,770	\$0
Prepared by Camoin Associates, www.camoinassociates.com							

ATTACHMENT D
Tax Shift Impact

Tax Shift Impact					
TIF Year	Tax Year-April 1	Total Tax Shift	Education Shift	Rev. Sharing Shift	County Tax Shift
1	2009	\$0	\$0	\$0	\$0
2	2010	\$0	\$0	\$0	\$0
3	2011	\$6,395	\$5,603	\$220	\$572
4	2012	\$27,736	\$24,278	\$953	\$2,506
5	2013	\$36,303	\$31,748	\$1,246	\$3,310
6	2014	\$44,887	\$39,218	\$1,539	\$4,131
7	2015	\$66,323	\$57,893	\$2,272	\$6,159
8	2016	\$79,234	\$69,098	\$2,711	\$7,426
9	2017	\$79,311	\$69,098	\$2,711	\$7,503
10	2018	\$87,971	\$76,568	\$3,004	\$8,399
11	2019	\$88,058	\$76,568	\$3,004	\$8,486
12	2020	\$88,145	\$76,568	\$3,004	\$8,574
13	2021	\$88,234	\$76,568	\$3,004	\$8,663
14	2022	\$88,324	\$76,568	\$3,004	\$8,752
15	2023	\$88,415	\$76,568	\$3,004	\$8,843
16	2024	\$88,506	\$76,568	\$3,004	\$8,935
17	2025	\$88,599	\$76,568	\$3,004	\$9,027

Rockport Downtown Tax Increment Financing District Development Program Approved by Voters: 06-14-11
--

18	2026	\$88,693	\$76,568	\$3,004	\$9,121
19	2027	\$88,787	\$76,568	\$3,004	\$9,215
20	2028	\$88,883	\$76,568	\$3,004	\$9,311
20Year TIF Total		\$1,312,804	\$1,139,175	\$44,698	\$128,930
20Year TIF Avg.		\$65,640	\$56,959	\$2,235	\$6,447
Prepared by Camoin Associates, www.camoinassociates.com					

Notes and Sources:

The tax shifts resulting from the sheltering of valuation from the state school funding formula are based on the state EPS funding model in which a statewide mill rate of 7.47 mills in FY 2011-12 is applied to a district's state valuation to determine the amount of local property taxes to be raised for education. By sheltering valuation through a TIF, the district avoids having to raise an amount equal to the valuation sheltered X mills.

State Municipal Revenue Sharing amounts are calculated from spreadsheet provided by Maine Revenue Services, FY 2010 Projected Municipal Revenue Sharing - Released 3.31.10; <http://www.state.me.us/treasurer>

County tax calculations are based on data from the County Finance Department for the FY 2010 and FY 2010 County Tax Years. For purposes of this analysis the total county tax assessment is estimated to increase 1.04% annually throughout the life of the TIF. This is based on the average annual increase in the past two years.

ATTACHMENT E
Department of Economic and Community Development
March 29, 2010 Letter of Approval

Tax Increment Financing in Maine Towns

Maine Municipal Association Convention
October 2, 2019

Shana Cook Mueller, Esq.
Bernstein, Shur, Sawyer & Nelson P.A.

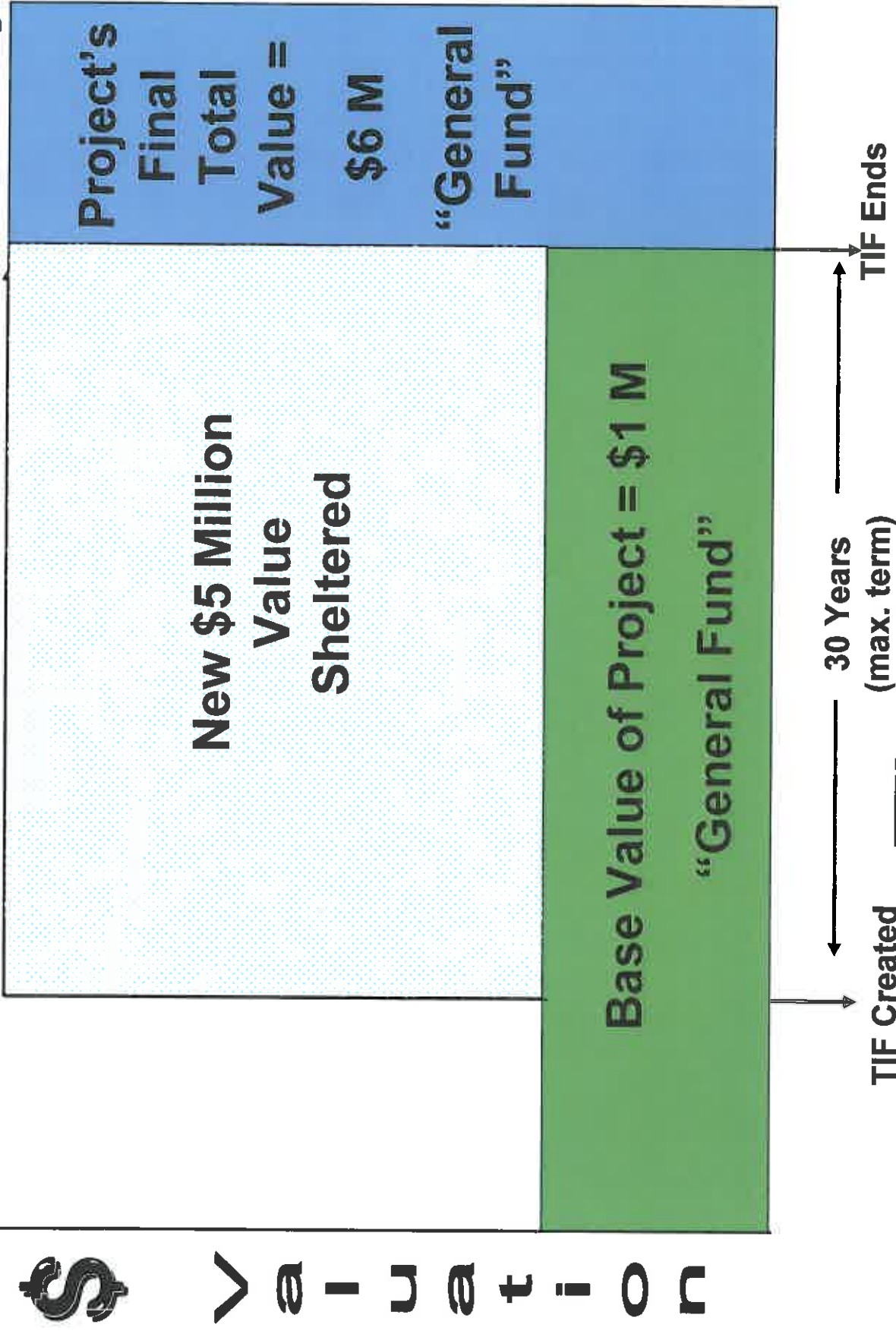
Curtis Lunt, Town Manager
Town of Monmouth, Maine

**BERN
STEIN
SHUR**

What is a TIF District?

- Geographic boundary
- Original Assessed Value
- Development Program
- Applications reviewed for statutory compliance by:
 - State of Maine Department of Economic and Community Development (“DECD”), or
 - Maine State Housing Authority

How TIFs Work (Illustrative Purposes Only)



Statutory Requirements and Local Process

- Programmatic Statutory Requirements
- Project Costs
- Local Process

Benefits of TIFs

- assist in achieving economic development goals of comprehensive plan, or other planning/vision documents.
- attract new investment (i.e., tax dollars), jobs, improve local economy.
- accomplish significant infrastructure projects.
- tax shift benefit.

Tax Shift Benefit

- TIFs shelter new assessed value from a municipality's state valuation.
- The "state valuation" = equalized total assessed value in a municipality.
- The state valuation impacts:
 - state education subsidies,
 - county taxes,
 - state revenue sharing subsidies, and
 - local education contributions to the school district

Lost Revenue in Every New Tax Dollar



50% Lost Revenue 50% Available to Town

Use of TIF Program in Maine

- Approximately 500 TIF districts in the State of Maine
- Approximately half include at least one Credit Enhancement Agreement (“CEA”).
- Special types of TIF districts.

Special Types of TIF Districts

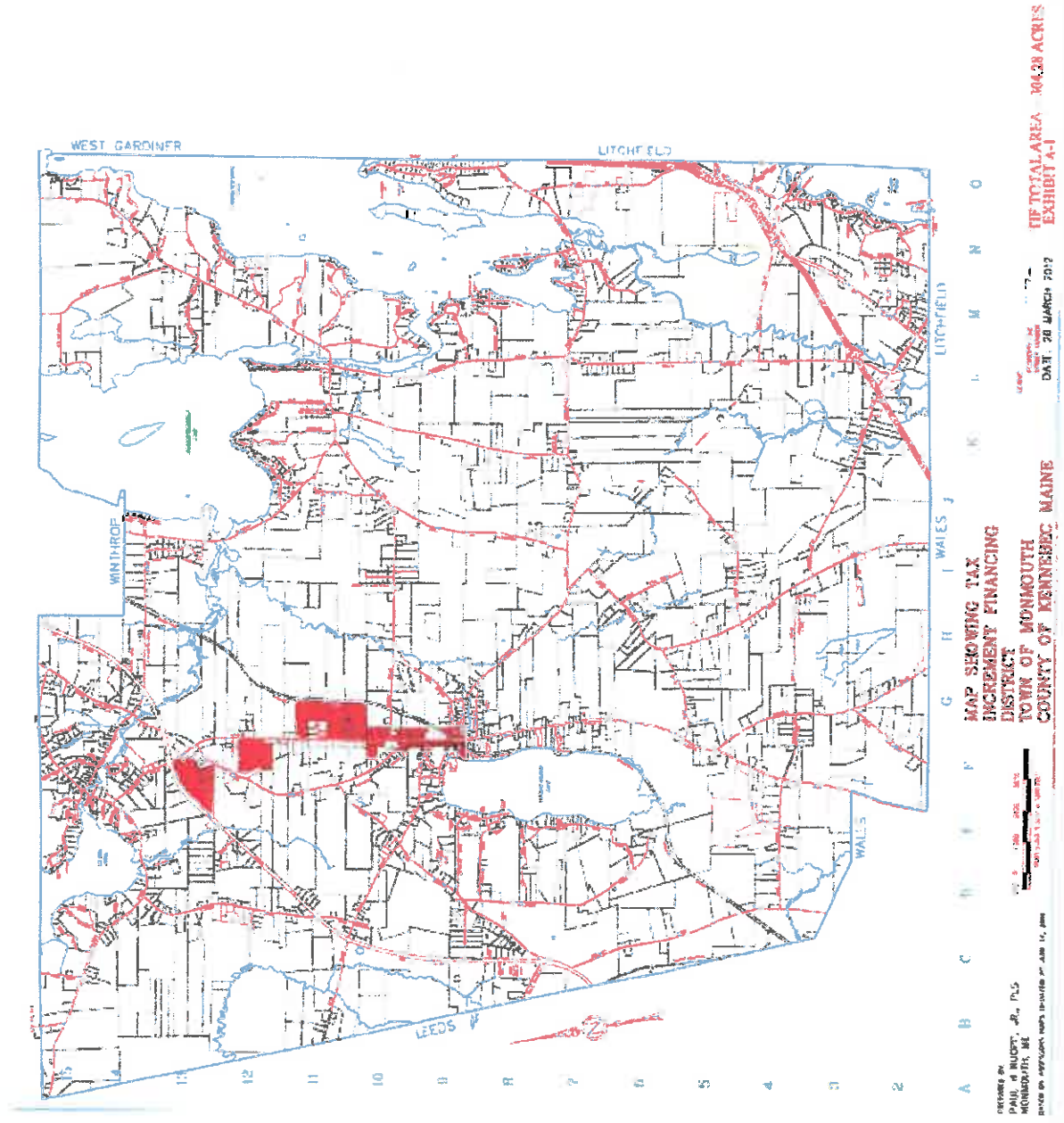
- Downtown TIFs
- Transit-Oriented TIFs
- Omnibus TIFs
- Affordable Housing TIFs (more later)

Greenwood TIF

Map of the Town of Greenwood with Location of the Proposed TIF District



Monmouth TIF



Monmouth Main Street Tax Increment Finance District

Created in 2013 as a byproduct of a CMP \$20 million South Monmouth Substation. 40% of the new value is captured for the District budget

- Creates a \$120,000 annual budget approved by the Selectmen after a public hearing
- It is for Economic development
- The original idea was to fund a business park
- One expansion to add lots
- One Credit Enhancement Agreement
- Year End Balances Carried


Monmouth Main Street Tax Increment

Finance District

<u>Categories of Funding</u>	<u>Program Activities</u>
Property rehab	50/50 Façade program
Parking Fund	Parking/ Boat ramp
Advertising	Banners/ Website
Streetscape	Sidewalks/ Benches
Town wide Events	Festivals
Economic Plan	Studies/ Engineering
Revolving Loan Fund	Small Business loans
Business Park Fund	
	\$15,000

Topsham Downtown and Transit-Oriented TIF



 Tax Increment Financing District

**DOWNTOWN & TRANSIT-ORIENTED
MUNICIPAL DEVELOPMENT
AND OMNIBUS TAX INCREMENT FINANCING DISTRICT**

Affordable Housing TIFs

- Qualified Allocation Plan for Federal Low Income Housing Tax Credits - Maine State Housing Authority

- Affordable Housing:

A decent, safe, sanitary dwelling, apartment or other living accommodation for a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development.

Huse School Affordable Housing TIF

Bath



TIF Policy

- Entirely optional – not many communities have them.
- May contain:
 - local procedures for applying for a CEA,
 - local rules regarding permissible parameters for CEAs,
 - circumstances under which CEAs shall be considered.



Tax Increment Financing (TIF)

Importance of the TIF program

- The State DECD offers TIF in an effort to spur economic growth.
- TIF's are the most important and impactful tool the City has in its control to attract new business.
- In an increasingly competitive regional/national/global economy proper use of the TIF program can be the difference between attracting new business and not.
- TIF's are also useful to retain business and encourage expansion (IE Proctor & Gamble).

What is Tax Increment Financing (TIF)?

- Tax Increment Financing is a flexible finance tool used by municipalities to leverage new property taxes generated by a specific project or projects within a defined geographic district.
- Any portion of the new taxes may be used to finance public and/or private projects for a defined period of time up to 30 years.

per Maine.gov/DECD

What is TIF? (continued)

- The Program is locally-driven: the municipality, town, or city defines the district and chooses how much of the new taxes will go to what public and private projects over what period of time, with the whole package requiring local political approval.
- Over their term, TIF districts can return thousands to millions of dollars to a municipality, that would have otherwise been lost.
- The projects financed may range from upgrading a road or adding a wing to an existing building.

Two Types of TIF Agreements

1. Infrastructure

– Used to finance public infrastructure, land acquisition, demolition, utilities and other improvements including:

- Sewer expansion and repair
- Curb and sidewalk work
- Traffic control
- Street construction & expansion
- Street lighting
- Water supply
- Environmental remediation
- Bridge construction & repair
- Parking structures

TIF funds can be used to finance Economic and Community Development

2. Credit Enhancement Agreement (CEA)

The CEA or contract between the municipality and a company is a mechanism to assist the development project by using all, or a percentage of, the tax revenues generated by the new investment (the TIF) to pay certain authorized project costs with payments made directly to the company.

The City has the authority to manage the use of CEAs through TIF Policy:

- local procedures for applying for a CEA,
- local rules regarding permissible parameters for CEAs,
- circumstances under which CEAs shall be considered.

CEA (continued)

- The City has sole discretion on whether any funds are returned to the company utilizing a CEA when a TIF district is created.
- Tax revenue generated in TIF districts may be dedicated solely to public infrastructure improvements.

How is the TIF district created?

- Designate land parcels to be included within district boundaries.
- Prepare a development program (projects eligible to be financed through TIF).
- Prepare a financial plan (projections of expected revenue).
- Publish notice of public hearing before City Council.
- Vote by City Council to approve.
- Submission to Maine's Department of Economic Development (DECD).

How TIFs Benefit Economic Development

- TIF allows the city to “shelter” new value resulting from certain development projects from the computation of its State subsidies and County taxes.
- The sheltering allows the city to retain all or a portion of those new tax revenues **that would otherwise be passed on to the County and State.**
- The designation “freezes” the value of taxable property within the district with respect to the State and County for the term of the district.

How TIFs Work



V a l u a t i o n



How Economic Development Works

Without a TIF

- A municipality's total Equalized Assessed Value is used to compute:
 - General Purpose Aid to Education (subsidy)
 - State Revenue Sharing (subsidy)
 - County Taxes (expense)
- As total value increases (through inflationary growth and increased investment), the municipality will realize a *decrease* in Education and Revenue Sharing subsidies, and an *increase* in County tax obligations.

Every New Tax Dollar*

Generated without TIF designation



≈49% Lost Revenue : State Revenue Sharing (lowered)

School Aid (lowered)

County Tax (raised)

*New revenue created is at risk if competing municipalities can offer a competitive advantage (one example would be using a TIF)

How Has Auburn Used TIF's?

In Auburn – 23 TIF Districts

14 Active

- 4 & 6- Tambrands
- 9- Mall Area
- 10- Downtown Area
- 12- Auburn Industrial Park
- 13- Retail Development
- 14 & 15- Mall Area
- 16- Webster school (Housing)
- 18- Auburn Ice Arena
- 19- Hartt Transportation
- 20- 62 Spring St
- 21- Minot Ave
- 22- Troy/Hampshire St.

8 Retired

- 1- Kittyhawk Business Park
- 2- Never Activated
- 3- LaPointe Industries
- 5- American Falcon/Refurb
- 7- J&A/Striderite
- 8- Formed Fiber
- 11- Safe Handling
- 17- Bedard Medical

1 Pending

- 23- Schooner Ridge

These projects may not have been possible without the use of TIF's!!

How TIF Funds Are Being Used

City of Auburn-

- New Auburn Village Center Revitalization
- Downtown Parking/Walkability
- City Parking Garage
- Mall Area Traffic Improvement

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Wednesday, December 9, 2020 10:02 AM
To: Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Liston "Lee" E. Eastman; Paul Tworog
Cc: Laurie Chadbourne; Linda LaCroix; Georgiann M Fleck; Nikki Hamlin
Subject: FW: Calculator
Attachments: TIF Calculator 12 8 2020.xlsx

Folks-

Please see Matthew Walters email and attachment (as requested). Laurie, please include the spreadsheet in the meeting packet for 12/22.

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: Matthew Walters <mwalters@woodlandsmaine.com>
Sent: Wednesday, December 9, 2020 9:46 AM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Cc: Linda LaCroix <llaCroix@bridgtonmaine.org>; Lon Walters <LonWalters@woodlandsmaine.com>
Subject: Calculator

Bob/Linda,

Once again, not the reception we expected last night.

As promised, I have attached a formatted spreadsheet w/ simple estimates on TIF allocation.

Our bottom line is 85% for, at minimum, the first 10 years. After that first 10 year period, the split is much less important. We could do 50% or 25%...it matters much less after year 10.

That being said, given the continued push back from the Select Board thus far, and even if they eventually agree to the reasonably proposed TIF allocation (which appears far from a sure thing) it creates a great deal of uncertainty and a lack of confidence that the people of Bridgton would ultimately support the concept at the special town meeting.

-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

Bridgton TIF Calculator

Change year by year if needed		Col B/1000*cell C#		Fill in cells Year by Year		Col D times Col E		Col D minus Col F		TOTAL TO DATE		TOTAL TO DATE	
	Project Value	Mil Rate		Tax Assessed	TIF %	Annual Returned	Annual to Town Development Fund			Woodlands	Bridgton		
Year	\$6,000,000	14.95											
1	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$76,245	\$13,455		
2	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$152,490	\$26,910		
3	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$228,735	\$40,365		
4	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$304,980	\$53,820		
5	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$381,225	\$67,275		
6	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$457,470	\$80,730		
7	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$533,715	\$94,185		
8	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$609,960	\$107,640		
9	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$686,205	\$121,095		
10	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$762,450	\$134,550		
11	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$838,695	\$148,005		
12	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$914,940	\$161,460		
13	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$991,185	\$174,915		
14	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$1,067,430	\$188,370		
15	\$6,000,000	14.95		\$89,700	85%	\$76,245	\$13,455			\$1,143,675	\$201,825		
16	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$291,525		
17	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$381,225		
18	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$470,925		
19	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$560,625		
20	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$650,325		
21	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$740,025		
22	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$829,725		
23	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$919,425		
24	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,009,125		
25	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,098,825		
26	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,188,525		
27	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,278,225		
28	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,367,925		
29	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,457,625		
30	\$6,000,000	14.95		\$89,700	0%	\$0	\$89,700			\$1,143,675	\$1,547,325		
				\$2,691,000		\$1,143,675	\$89,700		\$1,547,325				

TOWN OF BRIDGTON

MEMO

TO: Robert A. Peabody, Jr., Town Manager
Board of Selectmen
FROM: Laurie L. Chadbourne, Town Clerk *Laurie*
CC: Linda Lacroix, Community Development Director
DATE: December 11, 2020
RE: Special Town Meeting Timeline

To follow is a proposed timeline for conducting a Special Town Meeting on the Tax Increment Financing District (Woodlands Memory Care of Bridgton).

Tuesday, January 26 th	Orders by Board of Selectmen for Placement of Referendum Questions on Ballot (last meeting prior to 60-day deadline) Approve/Sign Special Town Meeting Warrant	MRS 30-A § 2528.5
Sunday, February 28 th Monday, March 1 st	Absentee Ballots Available at Town Clerk's Office	MRS 21-A § 752 MRS 21-A § 6
Tuesday, March 9 th	Board to Conduct Public Hearing on Referendum Questions	MRS 30-A § 2528.5
Tuesday, March 30 th Polls Open 8AM-8PM	Special Town Meeting [Election/Town Referendum] @ Bridgton Town Hall; 26 North High Street	MRS 30-A § 2525

The cost to conduct a special election is estimated at \$2,500+/-.

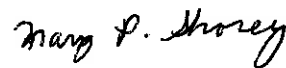
P. O. Box 254
Bridgton ME 04009
Nov. 16, 2020

Dear Town Manager and Members of the Board of Selectmen,

Last Tuesday, I listened to the Selectmen's meeting. I was concerned that the proposed TIF agreement for Woodlands Senior Living could be a hardship for the town businesses and property owners. Other businesses and property owners will need to absorb the tax burden that will not be shared by this new business. Due to the virus restrictions, many businesses and households are struggling financially. A 100% or 85% agreement over 10 or 15 years seems wrong under the circumstances. This winter, some residents told me that they were likely to vote for the assisted living ordinance change, because this new business would share the local tax burden. Instead, Bridgton taxpayers will pay more. Since this business seems to be able to expand in these difficult times, the business seems better off and capable of finding other ways to improve its financial situation. Also, The Selectmen need to consider what costs this new facility will add to the Town budget because of accessing Town services.

On another topic discussed, in regards to neighborhoods experiencing speeding problems, please address this problem for North High St. The posted limits would be safe, if drivers would follow them. Watching the Town's speed limit measuring sign, it was apparent that many drivers were exceeding the limit by 10 to 15 miles per hour. It is difficult to enter and exit driveways safely and difficult for pedestrians and bikers to stay safe. I share Mr. Cossey's and the Highland Ave. residents' concern about the dangers of roadways in Town. No. High St. is dangerous too.

Sincerely,

A handwritten signature in cursive script that reads "Mary P. Shorey".

Mary P. Shorey

Laurie Chadbourne

From: Brenda Day
Sent: Monday, December 14, 2020 3:07 PM
To: Robert "Bob" Peabody, Jr.; David Madsen
Cc: Laurie Chadbourne; Georgiann M Fleck; bbridges@woodardcurran.com; Diane Kiriaji
Subject: FW: MainEco Homes - Lakewood Estates at Mt. Henry Subdivision Municipal Sewer

Please see the message below for a request to be placed on the Selectmen's agenda.

Thank you.

Brenda Day

Code Enforcement Officer
bday@bridgtonmaine.org
207-803-9963
Fax: 207-647-8789

From: Josh McAllister <jmcallister@hebengineers.com>
Sent: Monday, December 14, 2020 2:41 PM
To: Brenda Day <bday@bridgtonmaine.org>; Erin O'Connor <eoconnor@bridgtonmaine.org>
Cc: Josh McAllister <jmcallister@hebengineers.com>
Subject: MainEco Homes - Lakewood Estates at Mt. Henry Subdivision Municipal Sewer

Brenda and Erin,

I hope this email finds you well. I am reaching out as both an introduction and a request to meet with the selectmen about the above referenced project. With staffing changes at our Bridgton Office, I have taken over work on the MainEco Homes projects. I am one of the owners and principals of HEB and have been invested in the success of our office and our projects within your community since I began working on the Streetscape project in the early stages.

I am hoping that you two might assist in getting myself and Justin McIver on the agenda for next Tuesday's Selectboard meeting to have a discussion about sewer service at the proposed subdivision. The conversation would include that type of system likely to be proposed and the options for connecting it to the municipal system. We would like to gain an understanding of what the Town will require and ensure that what we are proposing will meet the town standards and work well with the new system that will be installed in the area.

We are hoping for an open discussion about design requirements and future operations and ownership. As such, we are hoping that Brent Bridges of Woodard & Curran could be in attendance as well as David Madsen to ensure that all voices are heard and we come out of the meeting with a plan of action.

Thank you for your time and please let me know if we can attend this meeting.

Joshua M. McAllister, PE, CPESC, MBA
Vice President / Lead Civil Engineer

HEB Engineers, Inc.

Civil • Structural • Survey

NH (603) 356-6936 | ME (207) 803-8265 | Mobile (603) 307-1861

jmcallister@hebengineers.com • www.hebengineers.com

In response to the COVID-19 pandemic, HEB staff members are encouraged to work remotely. All HEB staff are equipped to communicate and work with you and we will continue to conduct business as best as possible. Our offices are now open, however interactions are by appointment only. To enter our office, face coverings are required and a screening process will be completed following state guidelines. Thank you for your cooperation during this time and stay well.

Laurie Chadbourne

From: David Madsen
Sent: Wednesday, December 16, 2020 3:34 PM
To: Laurie Chadbourne
Subject: Fwd: Volvo Grader Transmission Replacement
Attachments: scan.pdf

Sent from my iPhone

Begin forwarded message:

From: Pierce Todd <pierce@chadwick-baross.com>
Date: December 7, 2020 at 1:34:04 PM EST
To: David Madsen <DMadsen@bridgtonmaine.org>
Subject: Volvo Grader Transmission Replacement

Good afternoon,

I have attached a copy of the quote to replace the transmission in your Volvo Grader. This quote includes the transmission cooler and cooler lines, which will allow you to receive the 3yr or 5,000hr extended warranty on parts & labor providing we do the repair. I did not include todays field call or freight for the transmission. If we order on a regular order it should be freight free and in my opinion too expensive to try to get any other way.

Thanks,

Todd

207-808-9688

From: pierce@chadwick-baross.com <pierce@chadwick-baross.com>
Sent: Monday, December 7, 2020 1:30 PM
To: Pierce Todd <pierce@chadwick-baross.com>
Subject: scan

Chadwick-Baross - Westbrook
 160 Warren Ave
 Westbrook ME 04092
 Tel: 1-800-262-5714

Customer
 10732

W O R K O R D E R
 ** REPAIR ESTIMATE **

Document
 A6115301

Pg
 1

12/07/20

13:04

Sold To
 Town of Bridgton
 3 Chase St, Suite 1
 Bridgton ME 04009

207/647-8786

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
001		V0	G726B	35496			999	REPLACE TRANS	

Ordr	Ship	OH	Description	Each	Amount
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Ordered 12/07/20

REMOVE AND REPLACE TRANSMISSION WITH REMAN UNIT
 REMAN NEEDS TO HAVE A CORED RETURNED TO AVOID A \$17,000
 CORE CHARGE.

2	2		VM 12734357	HOSE ASS	*N	284.93	569.86
1	1	1	VM 16003569	OIL COOL WW4-2		4,496.63	4,496.63
2	2	22	VM 17480339	ENGINE 0 WA6-4	*N	95.19	190.38
1	1		VM 49076	HYDRAULI	*	108.36	108.36
1	1		VM 9012734471	TRANSMIS		28,732.82	28,732.82
			TOTAL PARTS				34,098.05
	28		Labor Charge			140.00	3,920.00

CONTINUED

Chadwick-Baross - Westbrook
160 Warren Ave
Westbrook ME 04092
Tel: 1-800-262-5714

Customer
10732

W O R K O R D E R
** REPAIR ESTIMATE **

Document
A6115301

Pg
2

12/07/20

13:04

Sold To
Town of Bridgton
3 Chase St, Suite 1
Bridgton ME 04009

207/647-8786

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
001		V0	G726B	35496			999	REPLACE TRANS	

Ordr	Ship	OH	Description	Each	Amount
			NON-TAXABLE MAINE		N/C
			MUNICIPAL-E80808		
			SEGMENT TOTAL		38,018.05

A SERVICE CHARGE OF 1-1/2% PER MONTH IS CHARGED ON
ALL BALANCES THAT REMAIN UNPAID OVER 30 DAYS.

Weight	1,228.8 lb	Total	38,018.05
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Authorized Signature	Date	Pulled By	Checked By
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Laurie Chadbourne

From: Diane Kiriaji
Sent: Thursday, December 17, 2020 11:32 AM
To: Laurie Chadbourne
Subject: FW: Public Works Equipment Reserve

*This was the last information Charisse provided to us on the Public Works Equipment Reserve \$\$.
David asked me to get this information to you for the Select Board packet.*

Best,

Diane

From: Jenna Domer <jdomer@bridgtonmaine.org>
Sent: Thursday, December 17, 2020 11:30 AM
To: Diane Kiriaji <dkiriaji@bridgtonmaine.org>
Subject: FW: Public Works Equipment Reserve

From: Charisse A Keach <ckeach@bridgtonmaine.org>
Sent: Tuesday, December 8, 2020 10:30 AM
To: David Madsen <DMadsen@bridgtonmaine.org>; Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Cc: Diane Kiriaji <dkiriaji@bridgtonmaine.org>; Jenna Domer <jdomer@bridgtonmaine.org>
Subject: Public Works Equipment Reserve

David,
The "unaudited balance" in the Public Works Equipment Reserve is \$43,816.17.

Thank you,

Charisse Keach
Finance Officer
Town of Bridgton
Direct Tel. (207) 803-9957
Email: ckeach@bridgtonmaine.org

www.bridgtonmaine.org

TOWN OF BRIDGTON RESERVE ACCOUNTS POLICY

Purpose

The purpose of this policy is to provide process and oversight to the establishment and utilization of reserve accounts comprising a reserve fund established by the Town of Bridgton for financing the acquisition or reconstruction of a specific, or a type of, capital improvement; financing the acquisition of a specific item or type of capital equipment; or a sinking fund account for paying a funded debt.

Authorization to establish a reserve fund

Pursuant to 30-A M.R.S.A. § 5801, the Town of Bridgton shall establish a reserve fund. Said reserve fund shall consist of certain designated reserve accounts. The reserve accounts shall be categorized as a capital improvement reserve, capital equipment reserve, or sinking fund account.

Designated reserve accounts

The Town Manager upon consultation with the respective Department Head shall recommend to and the Select Board may approve the establishment of a designated reserve account or the elimination of an established reserve account.

There are hereby established the following designated reserve accounts:

1. Police Cruiser Purchase Reserve
2. Fire Apparatus Reserve
3. Public Works Equipment Reserve
4. Transfer Station Equipment Reserve
5. Capital Projects Reserve
6. Municipal Buildings Reserve
7. Recreation Department Reserve
8. Employees Accrued Benefits Reserve
9. Wastewater Reserve
10. Salmon Point Reserve
11. Revaluation Reserve
12. Pondicherry Park Reserve
13. Sabatis Island Reserve
14. Capital Projects Maintenance Reserve

Reserve accounts currently existing and not included in the above list shall either continue to be used for their intended purpose until depletion or shall lapse into the Undesignated Fund Balance

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20 - 1 -

as of June 30, 2015. Any “carry forwards” currently budgeted and intended to function as a reserve may be used to fund the established appropriate reserve fund.

Funding for reserve accounts

The reserve accounts may be funded by direct annual appropriation by inclusion in the annual budget voted at Town Meeting; unanticipated revenues such as sale of forfeiture property; proceeds from vehicle sales or the sale of goods; or funds from the undesignated fund balance if so approved by the legislative body at an Annual or Special Town Meeting. Donations specific to a particular Town operation may also be credited to a reserve account.

Authority to use and withdraw

The Town Manager must authorize the use and withdrawal of any and all reserve account funds. All expenditures exceeding \$10,000 require a Select Board vote.

Administration responsibilities

The Finance Officer shall be responsible for monitoring the Town’s reserve accounts and for insuring that this policy is adhered to. The Finance Officer shall annually, as part of the budget process, submit a report outlining the status of the Town’s reserve accounts which shall be included in the proposed budget submitted to the Select Board and Budget Committee. The Finance Officer may also provide partial or complete status reports at other times to the Select Board, Budget Committee, Town Manager, or Department Heads. The Town Manager shall present a five (5) year capital expenditure plan for Reserve Accounts annually in October.

How to establish a Reserve Account

- 1) An account is established during the budget process unless Select Board makes an exception;
- 2) The request is reviewed and approved by the Town Manager;
- 3) The request must contain:
 - a. Statement of purpose
 - b. Source(s) of funding
 - c. Amounts and limits;
 - d. Special considerations if applicable; and
- 4) The establishment of the account must be approved by the Select Board.

Specific reserve account requirements

1. Police Cruiser Purchase Reserve

- 1) **Purpose.** The purpose of the account is to annually fund either partially or completely the purchase of a police cruiser.

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20 - 2 -

- 2) **Funding.** The Police Cruiser Purchase Reserve Account may be funded by direct appropriation in the annual budget or by the sale of police cruisers.
- 3) **Amounts and Limits.** The Police Cruiser Purchase Reserve Account may not exceed \$30,000 in a given fiscal year. Funding in excess of \$30,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
2. **Fire Apparatus Reserve**
 - 1) **Purpose.** The purpose of the account is to fund the purchase of specific fire apparatus designated in the five year capital plan.
 - 2) **Funding.** The Fire Apparatus Reserve Account may be funded by direct appropriation in the annual budget and by the sale of apparatus.
 - 3) **Amounts and Limits.** The Fire Apparatus Reserve Account shall not exceed \$375,000. Funding in excess of \$375,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
3. **Public Works Equipment Reserve**
 - 1) **Purpose.** The purpose of the account is to fund either partially or completely the purchase of Public Works equipment.
 - 2) **Funding.** The Public Works Equipment Reserve Account may be funded by direct appropriation in the annual budget and by the sale of equipment.
 - 3) **Amounts and Limits.** The Public Works Equipment Reserve Account shall not exceed \$200,000. Funding in excess of \$200,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
4. **Transfer Station Equipment Reserve**
 - 1) **Purpose.** The purpose of the account is to fund either partially or completely the purchase of Transfer Station equipment.
 - 2) **Funding.** The Transfer Station Equipment Reserve Account may be funded by direct appropriation in the annual budget and by the sale of equipment.
 - 3) **Amounts and Limits.** The Transfer Station Equipment Reserve Account shall not exceed \$100,000. Funding in excess of \$100,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
5. **Capital Projects Reserve**
 - 1) **Purpose.** The purpose of the account shall be to fund capital improvement projects as identified in the Capital Improvement Plan.
 - 2) **Funding.** The Capital Projects Reserve may be funded by direct appropriation in the annual budget or, pursuant to Town Meeting approval, unexpended balances remaining at the end of each fiscal year from the Town's annual appropriations for Capital Expenditures.
 - 3) **Amounts and Limits.** The Capital Projects Reserve shall not exceed \$750,000. Funding in excess of \$750,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
6. **Municipal Buildings Reserve**
 - 1) **Purpose.** The purpose of the account shall be to fund extraordinary building repair and maintenance expenditures for any municipally owned building. The funds shall be segregated as to intended purpose: Town Office, Town Hall, Fire Department Buildings, Public Works Department Buildings, Recreation Department Buildings and Armory. The

- Board of Selectmen, at their sole discretion, may commingle funds if a specific need, conforming to the intended purpose of the Reserve, arises.
- 2) **Funding.** The Municipal Buildings Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Municipal Buildings Reserve shall not have a fund balance limit.
7. **Recreation Department Reserve**
- 1) **Purpose.** The purpose of the account shall be to fund the cost of capital recreational equipment and facilities such as playground equipment or facility improvements.
 - 2) **Funding.** Recreation Department Reserve may be funded by direct appropriation in the annual budget, fundraising, and/or donations.
 - 3) **Amounts and Limits.** The Recreational Department Reserve shall not exceed \$50,000.
8. **Employees Accrued Benefits Reserve**
- 1) **Purpose.** The purpose of the account is to pay accrued vacation and sick leave to employees terminating their employment with the Town pursuant to the most current Town of Bridgton Personnel Policy or the most current union contract.
 - 2) **Funding.** The Employee's Accrued Benefits Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Employee's Accrued Benefits Reserve shall not exceed the aggregate liability for the current budget year.
9. **Wastewater Reserve**
- 1) **Purpose.** The purpose of the Wastewater Reserve account is to provide funding for capital projects and/or equipment as identified in the Capital Improvement Plan or emergency repairs for the Town's Wastewater system.
 - 2) **Funding.** The Wastewater Reserve may be funded by direct appropriation in the annual budget and excess revenues at the end of the fiscal year.
 - 3) **Amounts and Limits.** The Wastewater Reserve shall not exceed \$200,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
10. **Salmon Point Reserve**
- 1) **Purpose.** The purpose of the Salmon Point Reserve account is to provide funding for capital projects and/or equipment as identified in the Capital Improvement Plan or emergency repairs at Salmon Point.
 - 2) **Funding.** The Salmon Point Reserve may be funded by direct appropriation in the annual budget and excess revenues at the end of the fiscal year.
 - 3) **Amounts and Limits.** The Salmon Point Reserve shall not exceed \$150,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
11. **Revaluation Reserve**
- 1) **Purpose.** The purpose of the Revaluation Reserve account is to provide funding for a real estate and personal property revaluation.
 - 2) **Funding.** The Revaluation Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Revaluation Reserve shall not exceed the estimated cost of undergoing a revaluation currently estimated at \$200,000. Should the Reserve limit be

reached, no additional funds shall be budgeted until the balance falls below the identified limit.

12. Pondicherry Park Reserve

- 1) **Purpose.** The purpose of the account shall be to fund the cost of capital improvements and emergency repairs.
- 2) **Funding.** Pondicherry Park Reserve may be funded by direct appropriation in the annual budget, fundraising, and/or donations.
- 3) **Amounts and Limits.** The Pondicherry Park Reserve shall not exceed \$250,000.

13. Sabatis Island Reserve

- 1) **Purpose.** The purpose of the account shall be to fund the cost of capital improvements, maintenance and emergency repairs.
- 2) **Funding.** Sabatis Island Reserve may be funded by direct appropriation in the annual budget, fundraising, donations, fees and timber harvesting.
- 3) **Amounts and Limits.** The Sabatis Island Reserve shall not have a fund balance limit. Upon termination of the lease agreement with State of Maine, any remaining funds will be deposited in the Moose Pond Land Trust Fund.

14. Capital Projects Maintenance Reserve

- 1) **Purpose.** The purpose of the account shall be to off-set extraordinary maintenance or repair costs for completed capital improvement projects.
- 2) **Funding.** The Capital Projects Maintenance Reserve may be funded by direct appropriation in the annual budget, sale of tax acquired properties or unexpended capital improvement bond proceeds.
- 3) **Amounts and Limits.** The Capital Projects Maintenance Reserve shall not exceed \$200,000. Funding in excess of \$200,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.



THREE CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

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

MEMO

FROM: David L. Madsen, Public Services Director
TO: Select Board
CC: Robert Peabody; Georgiann Fleck
RE: Stop Sign at Lower Main & Kansas Road
DATE: December 16, 2020

Per the photos at the intersection of Lower Main and Kansas Road, my recommendation is that a stop sign not be placed at the intersection stopping the traffic heading west from Junior Harmon Field.

I spoke with Chief Jones regarding this and he is in support of this recommendation.

David Madsen
Public Services Director
Town of Bridgton









**TOWN OF BRIDGTON
TRAFFIC ORDINANCE**

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

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

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

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

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

Section II.

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

Section III.

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

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

Article II. Section I. PARKING TIME LIMITED ON STREETS

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

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

Section II.

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

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

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

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

Section III.

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

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

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

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

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

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

Section II.

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

Section III.

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

Section IV.

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

Section V.

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

Section VI.

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

Article V. Section I. MUNICIPAL PARKING LOTS

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

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

Section II. MUNICIPAL PARKS PARKING LOTS

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

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

Article VI. Section I. GENERAL PENALTY

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

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

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

Article VII. Validity

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

Article VIII. Previous Ordinances

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

Article IX. Certification

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

Article X. Name

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

Article XI. Adoption

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

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

Enacted: January 10, 1995

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

§2601. Appointment and term of officials; generally

1. Appointment of officials and employees. Except where specifically provided by law, charter or ordinance, the municipal officers shall appoint all municipal officials and employees required by general law, charter or ordinance and may remove those officials and employees for cause, after notice and hearing.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Term of officials. Unless otherwise specified, the term of all municipal officials is one year.
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD).

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.

§2636. Powers and duties of town manager

The town manager: [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Executive and administrative officer. Is the chief executive and administrative official of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Administer offices. Is responsible to the selectmen for the administration of all departments and offices over which the selectmen have control;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

3. Execute laws and ordinances. Shall execute all laws and ordinances of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. Department head. Shall serve in any office as the head of any department under the control of the selectmen when directed by the selectmen;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

5. Appoint department heads. Shall appoint, subject to confirmation by the selectmen, supervise and control the heads of departments under the control of the selectmen when the department is not headed by the town manager under subsection 4;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

6. Appoint town officials. Unless otherwise provided by town ordinance, shall appoint, supervise and control all town officials whom the municipal officers are required by law to appoint, except members of boards, commissions, committees and single assessors; and appoint, supervise and control all other officials, subordinates and assistants, except that the town manager may delegate this authority to a department head and report all appointments to the board of selectmen;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

7. Purchasing agent. Shall act as purchasing agent for all departments, except the school department, provided that the town or the selectmen may require that all purchases greater than a designated amount must be submitted to sealed bid;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

8. Attend meetings of selectmen. Shall attend all meetings of the board of selectmen, and the town manager may attend meetings when the manager's removal is being considered;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

9. Make recommendations. Shall make recommendations to the board of selectmen for the more efficient operation of the town;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

10. Attend town meetings. Shall attend all town meetings and hearings;

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

11. Inform of financial condition. Shall keep the board of selectmen and the residents of the town informed as to the town's financial condition;
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

12. Collect data. Shall collect data necessary to prepare the budget;
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

13. Assist residents. Shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices; and
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

14. Remove appointments. Has exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the board of selectmen.
[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

SECTION HISTORY

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CERTIFICATE OF APPOINTMENT

(Title 30-A, M.R.S. § 2601)

SELECTMEN'S OFFICE

MUNICIPALITY OF BRIDGTON, MAINE

December 22, 2020

TO: Robert A. Peabody, Jr.:

There being a vacancy in the position of Town Manager, Tax Collector, Treasurer and Road Commissioner, the Selectmen of the Municipality of Bridgton do, in accordance with the provisions of the laws of the State of Maine, hereby re-appoint you as Town Manager, Tax Collector, Treasurer and Road Commissioner within and for the Municipality of Bridgton, such appointment to be effective January 1, 2021 until December 31, 2021.

Given under our hands on this 22nd day of the month of December 2020.

Liston E. Eastman, Chairman

Glenn R. Zaidman, Vice-Chairman

Selectmen of Bridgton, Maine

Carmen E. Lone

Paul A. Tworog

G. Frederick Packard

STATE OF MAINE

COUNTY OF CUMBERLAND, s.s.

December __, 2020

Personally appeared the above named Robert A. Peabody, Jr. who has been duly appointed by the Selectmen as Town Manager, Tax Collector, Treasurer and Road Commissioner, in said Municipality, took the oath necessary to qualify him to discharge said duties for the term specified above according to law. Before me,

Laurie L. Chadbourne
Municipal Clerk

This Certificate and the Certificate of Oath shall be returned to the Municipal Clerk for filing.

**Town of Bridgton
2021 Annual Appointments**

Administration

Peabody, Robert A., Jr. ~ One (1) Year Term/Appointed by Board of Selectmen Office/Oath
Town Manager/Tax Collector/Treasurer/Road Commissioner

The following were appointed by the Town Manager:

Chadbourn, Laurie L. ~ One (1) Year Term/Appointed by Town Manager/Oath
Town Clerk/Deputy Tax Collector/Deputy Treasurer/Motor Vehicle Agent/Recreation Vehicle Agent/Game License
Agent/Registrar of Voters/E-911 Addressing Officer/General Assistance Administrator

Colello, Gary ~ One (1) Year Term/Appointed by Town Manager/Oath
Recreation Director

Day, Brenda ~ One (1) Year Term/Appointed by Town Manager/Oath
Code Enforcement Officer/Licensed Plumbing Inspector/Licensed Building Inspector

Fleck, Georgiann ~ One (1) Year Term/Appointed by Town Manager/Oath
Deputy Town Manager/Deputy Personnel Director/Deputy Purchasing Agent

Harriman, Thomas ~ One (1) Year Term/Appointed by Town Manager/Oath
Fire Chief

Jones, Phillip A. ~ Appointed by Town Manager/Oath
Police Chief

Keach, Charisse ~ One (1) Year Term/Appointed by Town Manager/Oath
Finance Officer

LaCroix, Linda ~ One (1) Year Term/Appointed by Town Manager/Oath
Community Development Director

Madsen, David ~ One (1) Year Term/Appointed by Town Manager/Oath
Public Services Director/Cemetery Sexton

Pinkham, Cathy ~ One (1) Year Term/Appointed by Town Manager/Oath
Local Health Officer

Perreault, Todd ~ One (1) Year Term/Appointed by Town Manager/Oath
Civil Emergency Preparedness Director

Wentworth, John ~ One (1) Year Term/Appointed by Town Manager/Oath
Alternate Code Enforcement Officer/Alternate Plumbing Inspector/Alternate Building Inspector

**Town of Bridgton
2021 Annual Appointments**

Police Department

Reese, Timothy J. ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Sergeant

Muise, Joshua E. ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Sergeant

George, Brandon ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Officer

Hammond, Craig J. ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Officer

Johnson, Mitchell ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Officer

McCloud, Ryan ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Officer

Regis, Matthew ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Officer

Smolinsky, Todd ~ One (1) Year Term/Appointed by Town Manager/Oath
Police Officer

Part-Time Officers:

One (1) Year Terms/Appointed by Town Manager/Oath

- Chaine, Michael

Animal Control Officers:

One (1) Year Terms/Appointed by Town Manager/Oath

- Hoskins, Carl D.
- Knight, Jack

**Town of Bridgton
2021 Annual Appointments**

Town Clerk's Office

The following were appointed by the Town Clerk:

Eichel, Samantha ~ One (1) Year Term/Appointed by Town Clerk/Oath
Deputy Town Clerk/Deputy Registrar of Voters/Deputy General Assistance Administrator

Flanigan, Debbie ~ One (1) Year Term/Appointed by Town Clerk/Oath
Assistant Town Clerk

Forsythe, Suzannah ~ One (1) Year Term/Appointed by Town Clerk/Oath
Deputy Town Clerk/Deputy Registrar of Voters/Deputy General Assistance Administrator

Chandler, Marc ~ One (1) Year Term/Appointed by Town Clerk/Oath
Sub-Registrar to Issue Burial Permits Only

The above appointments were confirmed by the Board of Selectmen on December 22, 2020.

Liston E. Eastman, Chairman

Glenn R. Zaidman, Vice-Chairman

Carmen E. Lone

Paul A. Tworog

G. Frederick Packard

*Board of Selectmen
Town of Bridgton*

August 6, 2020

To Whom it May Concern;

Please accept this payment for the redemption of my property at 200 Dugway Rd. It was irresponsible of me and I apologize for the inconvenience.

Thank you for your anticipated cooperation.



Dale E. Torres

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT. CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.

Santander

2729512

OFFICIAL CHECK

09/06/2020

Amount Over: \$*****3,976.74

*** Town of Bridgton ***

TO THE ORDER OF

Drawer: Santander Bank, N.A.

AUTHORIZED SIGNATURE

SANTANDER BANK, N.A. ISSUED BY: SANTANDER BANK, N.A.

7675763718

2729512

231372696



TOWN OF BRIDGTON
THREE CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

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

MEMO

TO: Board of Selectmen
CC: Robert A. Peabody, Jr. Town Manager
FROM: Brenda Day, Code Enforcement Officer
RE: Tax Acquired Property
200 Dugway Rd. Map 14 Lot 52A
DATE: December 9, 2020

On December 6th, 2020 due to remote work, Mr. Torres was able to send me pictures of the completed tasks, which I received on 12/6/20. On December 8th, 2020 I was able to do a drive by of the property. All junk has been removed from the yard, Smoke detectors have been installed, and the second means of egress was brought up to code.

It is my recommendation is to release the property back to Dale Torres, as he has completed all the required tasks that were asked of him.

Please feel free to contact me with any questions or concerns you may have.

Thank you,

Brenda Day
Code Enforcement Officer
Bday@bridgtonmaine.org
207-803-9963

**MUNICIPAL
QUITCLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS,

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

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

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

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

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

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

IN WITNESS WHEREOF, the said Inhabitants of the TOWN OF BRIDGTON have caused this instrument to be sealed with its corporate seal and signed in its corporate name by its Selectmen thereunto duly authorized, this 22 day of the month of December A.D. 2020.

Inhabitants of the TOWN OF BRIDGTON	
By: _____	Liston E. Eastman
_____	Glenn R. Zaidman
_____	G. Frederick Packard
_____	Carmen E. Lone
_____	Paul E. Tworog

Municipal Officers

STATE OF MAINE

COUNTY OF CUMBERLAND ss.

December 22, 2020

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

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

**Consolidated Tax Acquired Property Policy
Bid Procedures for the Disposition of Tax Acquired Properties**

I. Purpose: To clarify the uniform policies and procedures related to Tax Acquired properties originally adopted on March 31, 1992.

II. Relevant Statutes: 36 MRSA §§ 942 and 943- unpaid real estate taxes may be enforced by means of a tax lien mortgage (foreclosure).

III. Policy: It shall be the policy of the Town of Bridgton to follow the prevailing statutes and Supreme Judicial Court decisions (Maine) regarding unpaid real estate taxes, notifications, collections, liens and foreclosures.

IV. Prevailing Statutes and Decisions:

Title 36 M.R.S.A. §§ 942 and 943

Court Decisions:

Jones v. Flowers 2006

Irving McNaughton et Al. v. Richard Kelsey, et Al. August 8, 1997

Jeffrey Stoops et al. v. Richard Nelson et al. March 5, 2013

Campbell Cary v. Town of Harrington December 9, 1987

Town of Pownal v. George Anderson et al. April 29, 1999

Policy for the Disposition of Tax Acquired Properties and the Bid Procedures

I. Purpose: The purpose of this policy is to establish procedures for the management, administration and disposition of real property acquired by reason of non-payment of taxes to the Town of Bridgton in accordance with Title 36 MRSA Sections 942 and 943, as amended. Nothing in this policy shall be interpreted to give additional substantive or procedural rights to owners of properties forfeited for non-payment of taxes.

II. Management of Tax-Acquired Property: Once a property has been foreclosed due to unpaid taxes to the Town, the municipal treasurer or Tax collector shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the real estate property will be disposed of in accordance with this policy, a copy of which shall be included with the notification.

2.2 The Tax Collector shall annually notify the Select Board of those properties that have not been redeemed and provide the Board with a listing of the properties.

2.3 The responsibility for the management of tax-acquired property rests with the Select Board. Pending the Board's decision regarding the final disposition of property, the Board and the Town Manager may:

- a. determine in light of potential liability inherent in owning the property whether the Town's best interest would be served by immediately disposing of the property or disposing of the property at such times as the Board of Selectmen and Town Manager deem advisable without regard to any other provisions of this policy, and/or
- b. determine and obtain, if necessary, insurance in the amount required to protect the Town's interest in the property and to protect the Town from liability. The Town may also determine with its Town's Attorney that there will be no collection of rents which may protect the Town from incurring landlord imposed maintenance and repairs and further liability exposure, and or
- c. determine if and when any occupants of tax-acquired property shall be required to vacate the property, and/or
- d. chose to meet with the delinquent taxpayer to determine a possible payment plan.
(note- This is not a preferred option nor is it recommended by MMA)

III. Review of Tax-Acquired Properties:

3.1 Any interested Department may make recommendations to the Town Manager regarding the disposition of property for the Select Board to consider. The Town Manager shall prepare a summary of all of the tax-acquired properties and provide the Select Board with a recommendation for each property that may include:

- a. to sell the property with or without any conditions, or
- b. to retain the property for a specific purpose, or
- c. to retain the property on an interim basis if it is a single family residence occupied by the taxpayer and if the sale of the property would result in the taxpayer requesting general

assistance. In such a case, the Select Board must determine if a payment plan shall be developed for which the taxpayer makes full payment of all taxes, interest and fees due allowing for the property to be quit claim deeded to the original property owner. A payment plan approach is not encouraged as a matter of practice and by the Maine Municipal Association.

3.2 The Town Manager shall forward the recommendations to the Select Board which shall make the final determination regarding the final disposition of tax-acquired property. The Select Board shall also determine the conditions, if any, for sales of tax-acquired property.

IV. Disposition of Tax-Acquired Property:

4.1 Those properties that the Select Board has determined to be sold, they shall decide the appropriate method of sale. This can be through a licensed third party or by the Town. If the Town is to sell this property it can be by a written sealed bid process or by a live auction which the Select Board must determine. The Board may also authorize a negotiated sale of the property. Which ever the method, the Town is required to properly publish the method and inform the public as to the steps that will be required, conditions and terms of the sale and any other relevant points. The Town must also notify the prior owner(s) at their last known address or residence of record or by other means easily available to the Town..

4.2 Bidding Process: In accordance with Town Bidding policy, the Town shall accept sealed bids unless a live auction is being conducted. The Town does not offer any warranties or guarantees regarding the property being sold and will only issue a Quit Claim Deed.

a. When sealed bidding is conducted bids must be sealed and clearly marked "Tax Acquired Property Bid". Bids must be submitted to the Bridgton Town Office, Three Chase Street Suite #1, Bridgton, Maine 04009 on or before the due date. Each bid must identify by map and lot number the parcel being bid on. Each bid must conform with the bid payment instructions issued for the bid including that full payment of the bid price must be received within ten (10) days of the bid acceptance unless otherwise agreed to by the Town. Any collection of bid bonds or minimum payments shall be held by the Town and will be returned to unsuccessful bidders following the completion of the transaction with the successful bidder.

b. Should the successful bidder default and forfeit their bid bond or payment, the property will then be offered to the next highest bidder at the bid price. If there is no second highest bidder, or the second highest bidder is not able to meet the high bid, the Town may solely at its discretion re-advertise the property for sale or negotiate a satisfactory price with any potential buyer, as the Board of Selectmen deems necessary.

c. The Board of Selectmen will consider all bids received at a public meeting duly noticed. The Board also reserves the right to return the property to its owners when there are extenuating circumstances (7/13/93)

d. The Town reserves the right to reject any and all bids and may accept the highest bid for the advertised property. Failure by the highest bidder to complete their purchase

transaction in ten (10) business days will permit the Town Manager to award the bid to the next highest bidder for the advertised property. A bid may be rejected if the intended buyer has a history of being or is currently delinquent on any of their properties' taxes or is under a violation through the Code Enforcement Office for having a property that is classified as being neglected, in disrepair and in violation of any building or health codes.

e. The bidding process shall comply with the Town of Bridgton's standard policy on purchasing and procurement as to notification, advertisement, minimum information and value required and other bid requirements. The Town Manager on behalf of the Board of Selectmen will consider all bids received and reserves the right to reject any or all bids received.

f. The Select Board may deviate from the regular bidding process if, in its judgment, the retaining or transfer of the property to another entity serves the public interest. Any such deviation must be thoroughly reviewed at a public meeting before such action takes place.

g. If the bidding or sale of any tax-acquired property fails to have a successful purchaser, the Select Board may authorize the Town Manager to negotiate with the next highest bidder. If this process fails to achieve a purchase and sales agreement, the Board may decide to re-advertise the unsold properties at a later date or combine them with other parcels and tax-acquired properties.

This policy and the bid procedures may be amended from time to time as the Board of Selectmen deem necessary.

**Board of Selectmen's Meeting Minutes
February 25, 2014; 5:00 P.M.**

9. Hearings – 6:00 P.M./a. Public Hearings (none)/b. Informational Hearing (none)

10. Public Comments and Presentations

a. Non-Agenda Items

Glenn Zaidman encouraged public attendance at a benefit supper for the Lyons family at the Black Horse Tavern tomorrow evening at 5:00 P.M.

b. Agenda Items

There was no public comment.

11. Old Business (Select Board Discussion)

a. Review of Deputy Town Manager Position Description

Town Manager Berkowitz provided the Board with a Deputy Town Manager position description. Selectman McHatton requested time to review the document and suggested that the Board consider this position at the next meeting when all five members are present. **Motion** was made by Selectman Murphy to move this item to the next meeting; 2nd from Selectman Hoyt. 4 approve/0 oppose

b. Review of Host/Hostess Position Description

Selectman Hoyt disclosed that he rents a site at Salmon Point. **Motion** was made by Selectman McHatton to allow Selectmen Hoyt to remain at the table for discussion; 2nd from Vice-Chairman King. 3 approve/0 oppose (Hoyt abstained)

Selectman Hoyt suggested that the operations season for the host/hostess begin May 22nd, the Board agreed. **Motion** was made by Selectman Hoyt to accept the description as amended to begin May 22nd; 2nd from Selectman Murphy. 4 approve/0 oppose

Selectman Hoyt suggested that a camper be designated as a back up host/hostess to fill in during the hours that the host/hostess is not available. Vice-Chairman King replied that the scheduling of hours be left up to the Recreation Director/Salmon Point Administrator.

Salmon Point Administrator Gary Colello reported that the commercial has been up and running since last week and that the notation that sites are available was recently added to the commercial.

c. Confirmation and Appointment of the Town Manager Application Screening Committee

Vice-Chairman noted that the members of the Town Manager Application Screen Committee are Mike Tarantino (Chairman), Stan Cohen (Vice-Chairman), Karen Eller, Eileen Rounds, Steve Stevens, Wayne Rivet and Georgiann Fleck.

d. Approval of the Consolidated Tax Acquired Property Policy

Motion was made by Selectman Hoyt for approval of the Consolidated Tax Acquired Property Policy; 2nd from Selectman Murphy. 4 approve/0 oppose

CERTIFICATE OF COMMITMENT OF SEWER USER RATES
COMMITMENT #246

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 2**, required by local and State Law to pay a sewer rate to the municipality, for the **period beginning 1 September 2020 and ending 30 November 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 21 January, 2021**. 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 \$16,755.62**. 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 **22nd day of December 2020**.

Liston E. Eastman

Glenn R. Zaidman

Carmen Lone

G. Frederick Packard

Paul Tworog

Billing Edit Report

12/11/2020

Page 1

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
Book #	2								
*1	104000	105400	1400	0.00	246.46	246.46	258	HAZEL, PHILIP A 0022-0100	4 WALKER ST.
*2	241700	241700	0	0.00	98.80	98.80	286	MACLEAN, DONALD HAY 0023-0142	5 CHURCH ST.
*3	29200	29700	500	0.00	116.25	116.25	426	OBERG, PETER W 0023-0018	132 MAIN ST.
*4	122600	123000	400	0.00	310.36	310.36	294	WARD, JUSTIN A 0023-0027	140 MAIN ST.
*5	128100	128100	0	0.00	296.40	296.40	296	MCIVER PROPERTIES LLC 0023-0028	144 MAIN ST.
*6	3200	3200	0	0.00	98.80	98.80	709	OBERG, PETER W 0023-0029	148 MAIN ST.
*7	13700	13800	100	0.00	102.29	102.29	298	OBERG, PETER W 0023-0030	150 MAIN ST.
*8	23300	23800	500	0.00	116.25	116.25	300	ORCHARD VIEW, LLC 0023-0031	154 MAIN ST.
*9	2900	3000	100	0.00	102.29	102.29	734	FOSTER JR., KERMIT G 0023-0033	158 MAIN ST.
*10	1730	1830	100	0.00	102.29	102.29	301	HOMESTEAD FARM GROUP, LLC 0023-0032	156 MAIN ST.
*11	151290	157475	6185	0.00	611.06	611.06	302	CHUN YANG, INC. 0023-0034	160 MAIN ST.
12	6000	6000	0	0.00	0.00	0.00	784	FOSTER JR., KERMIT G 0023-0035	2 ELM ST.
*13	18900	19000	100	0.00	102.29	102.29	303	FOSTER, P COLLEEN 0023-0035A	2 ELM ST.
*14	33300	33400	100	0.00	102.29	102.29	720	FOSTER JR., KERMIT G 0023-0035	2 ELM ST.
*15	109700	110600	900	0.00	130.21	130.21	334	MURCH, KIM I 0023-0094	13 IREDALE ST.
*16	722500	725600	3100	0.00	602.19	602.19	337	TOWN OF BRIDGTON 0023-0093-OTL	3 CHASE ST.
*17	41400	41800	400	0.00	211.56	211.56	342	MOORE, BEVERLY A 0023-0092	2 IREDALE ST.
*18	18100	18300	200	0.00	105.78	105.78	359	STOVER, KENNETH A 0023-0090	4 HARRISON RD.
*19	650700	655800	5100	0.00	109.03	109.03	360	NORWAY SAVINGS BANK 0024-0038	1 HARRISON RD.
*21	142700	147000	4300	0.00	841.67	841.67	362	TRAN, ANDY 0023-0089	270 MAIN ST.
*22	329400	375300	45900	0.00	2,095.91	2,095.91	364	MAGUIRE, GEORGE E. & AMY J.-TRUSTEES OF THE WALES 0023-0086	260 MAIN ST.
*23	39300	39300	0	0.00	98.80	98.80	365	TRAN, ANDY 0023-0087	262 MAIN ST.
*24	53100	53100	0	0.00	98.80	98.80	366	TRAN, VAN MY & ANDY & QUACH, LINH NGOC 0023-0088	264 MAIN ST.
*25	134600	142200	7600	0.00	858.04	858.04	367	HRONARAKIS, MARINIS 0023-0085	256 MAIN ST.
*26	15754	20879	5125	0.00	1,463.26	1,463.26	369	PONDICHERRY PROPERTIES, LLC 0023-0108	257 MAIN ST.

* = Override

Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
Book #	2								
*27	97700	99900	2200	0.00	471.98	471.98	370	MAGUIRE, GEORGE E., TRUSTEE OF THE 263 MAIN STREET 0023-0107	261 MAIN ST.
*28	93700	93700	0	0.00	98.80	98.80	371	MCIVER PROPERTIES LLC 0023-0105	271 MAIN ST.
*29	3200	3200	0	0.00	98.80	98.80	373	MCIVER PROPERTIES LLC 0023-0106	267 MAIN ST.
*30	40000	40000	0	0.00	98.80	98.80	702	MCIVER PROPERTIES LLC 0023-0105	271 MAIN ST.
*31	93700	93700	0	0.00	98.80	98.80	704	MCIVER PROPERTIES LLC 0023-0105	271 MAIN ST.
*32	22405	22420	15	0.00	198.12	198.12	376	BHOP PIZZA, LLC 0023-0083	248 MAIN ST.
*33	28600	29475	875	0.00	326.94	326.94	377	WOHLMUTH, KIRK M 0023-0082	244 MAIN ST.
*34	16905	16905	0	0.00	197.60	197.60	378	DILLER, DAVID P III 0023-0081	240 MAIN ST.
*35	39700	39700	0	0.00	98.80	98.80	379	HEATHROW CORPORATION 0023-0109	247 MAIN ST.
*36	31300	31600	300	0.00	109.27	109.27	382	KEYBANK NATIONAL ASSOCIATION 0023-0079	232 MAIN ST.
*37	189500	191500	2000	0.00	267.40	267.40	383	IT WAS ALL A DREAM LLC 0023-0114	233 MAIN ST.
*38	355000	361700	6700	0.00	431.43	431.43	406	REN-BRO, INC. 0023-0128	151 MAIN ST.
*39	419300	425200	5900	0.00	798.71	798.71	409	SNAPDRAGON, LLC. 0023-0137	9 DEPOT ST.
*40	5230	5630	400	0.00	112.76	112.76	411	PIKE, KELLY 0023-0136	1 DEPOT ST.
*41	1328200	1359800	31600	0.00	1,498.04	1,498.04	789	SNAPDRAGON, LLC. 0023-0137	9 DEPOT ST.
*42	48625	51320	2695	0.00	686.86	686.86	412	COOL C AND EASY E LLC 0023-0134	18B DEPOT ST.
*43	26600	29900	3300	0.00	312.77	312.77	806	MAIN ECO PROPERTIES, LLC 0023-0131	8 DEPOT ST.
*44	141300	142600	1300	0.00	341.77	341.77	415	C & P NEW HORIZONS, LLC 0023-0133	16 DEPOT ST.
*45	82900	82900	0	0.00	197.60	197.60	417	MOTEL, PETER J. 0023-0135	20 DEPOT ST.
*46	3490	3490	0	0.00	889.20	889.20	808	VIVO ITALIAN KITCHEN 0023-0134A	18A DEPOT ST.
*47	6685	6795	110	0.00	102.64	102.64	272	THE CARRY ALL CORNER, LLC 0023-0148	2 COTTAGE ST.
*48	3775	3805	30	0.00	297.45	297.45	4116	THE CARRY ALL CORNER, LLC 0023-0148	2 COTTAGE ST.
Book 2 Total:				0.00	16,755.62	16,755.62			
Total:				0.00	16,755.62	16,755.62			

Billing Edit Report

12/11/2020

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Consumption Report

Book	SEWER	RESRV	EDU	----- Sewer -----						
				4	5	6	7	8	9	Total
2	134,728	0	0	0	0	0	0	0	0	134,728
Total:	134,728	0	0	0	0	0	0	0	0	134,728

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	12,053.60
Consumption	0.00	Consumption	4,702.02
Miscellaneous	0.00	Miscellaneous	0.00
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	16,755.62

User Category Summary

Category	<u>Water</u>			Category	<u>Sewer</u>		
	Count	Cons	Amount		Count	Cons	Amount
				1 SEWER METER	47	134728	16,755.62

Date: December 22, 2020

VOTE TO AUTHORIZE LEASE PURCHASE OF \$163,546.00 AND RELATED ACCESSORIES.

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

1. That the Town Manager of the Town (the "Town Manager") is authorized to solicit proposals from lease purchase companies and to execute and deliver a lease purchase agreement in the name and on behalf of the Town to provide financing for 2021 Western Star truck with plow Model 4700SF and related accessories (the "Equipment") in a principal amount not to exceed \$163,456.00 (the "Maximum Principal Amount") in such form and on such terms not inconsistent with said Town Meeting approval and this Vote, as the Town Manager may approve (the "Lease");
2. That, to the extent not inconsistent with said Town Meeting approval and this Vote, the Town Manager is authorized to select such date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s), and other details of the Lease as the Town Manager may approve, said approval to be conclusively evidenced by the execution and delivery thereof;
3. That the Town Manager is authorized to execute and deliver on behalf of the Town such tax compliance certificates and arbitrage and use of proceeds certificates as may, in the Town Manager's judgment, be necessary or convenient to effect the transactions authorized by this Vote;
4. That the Town Manager is authorized to covenant on behalf of the Town that (i) no part of the proceeds of the Lease shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Lease to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and (ii) the proceeds of the Lease and the Equipment financed by the Lease shall not be used in a manner that would cause the Lease to be a "private activity bond" within the meaning of Section 141 of the Code;
5. That the Town Manager is authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease, and to take all other lawful actions necessary to ensure the interest portion of the rental payments under and pursuant to the Lease will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof;
6. That the Town Manager may, as applicable, designate the Lease as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Code;
7. That the Town hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town reasonably expects to use the proceeds of the Lease to reimburse certain original expenditures from the Town's general or other fund, paid not earlier than 60 days prior to adoption of this Vote or to be paid, which original expenditures have been or will be incurred in connection with costs of the Equipment; and that the Town reasonably expects that the maximum principal amount that the Town will issue to finance the Equipment is the Maximum Principal Amount, as stated hereinabove, and further that an attested copy of this declaration of official intent be kept in the permanent records of the Town;

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

A true copy, attest:

Town Clerk
Town of Bridgton

Town of Bridgton, Maine
Board of Selectmen
Agenda Item: Land Use Enforcement
Joseph T. and Rayanne M. Muise (50 Ingalls Road)

Item: Authorize town counsel to enforce permanent injunction against Joseph T. and Rayanne M. Muise in *Town of Bridgton v. Joseph T. Muise and Rayanne M. Muise*, Docket No. CV-05-142.

Background: Code Enforcement Officer Brenda Day has advised the Board that property owned by Joseph T. and Rayanne M. Muise at 50 Ingalls Road is in violation of a permanent injunction that the Town of Bridgton obtained against the Muises in *Town of Bridgton v. Joseph T. Muise and Rayanne M. Muise*, Docket No. CV-05-142. The permanent injunction that is in place against the subject property prohibits the Muises from maintaining a junkyard without a permit in violation of the Town of Bridgton Ordinance to Regulate Automobile Graveyards, Junkyards, and Automobile Recycling Businesses and 30-A M.R.S. §§ 3751 *et seq.*

Code Enforcement Officer Day issued a Notice of Violation on _____. Code Enforcement Officer Day reports that the subject property remains in violation of the permanent injunction.

Motion for Approval:

1. Town counsel is authorized and directed to commence proceedings to enforce the permanent injunction in place against the Muises in Maine District Court.

Upon motion properly seconded, the Board's vote tallies as follows:

_____ in favor _____ opposed _____ abstain

_____ Approved _____ Disapproved

Date: _____

By:

Title:

Town of Bridgton, Maine
Board of Selectmen
Agenda Item: Land Use Enforcement
Randy Gardner (494 Portland Rd.)

Item: Authorize commencement of land use enforcement proceeding against Randy Gardner for violations at 494 Portland Road, Bridgton, Maine.

Background: Code Enforcement Officer Brenda Day has advised the Board that property owned by Randy Gardner at 494 Portland Road is out of compliance with the Town Ordinance to Regulate Automobile Graveyards, Junkyard and Automobile Recycling Business. The violations at 494 Portland Road may also implicate state law. 30-A M.R.S. §§ 3751 *et seq.*

The Town of Bridgton's former Code Enforcement Officer, Robert Baker, issued a Notices of Violation on May 14, 2019 and September 16, 2019. Code Enforcement Officer Day issued another Notice of Violation on October 6, 2020. Code Enforcement Officer Day reports that the subject property remains in violation.

Motion for Approval:

1. Town counsel is authorized and directed to file a Rule 80K enforcement proceeding against Mr. Gardner in Maine District Court.
2. This approved vote may be incorporated into a future Rule 80K lawsuit showing the Board's action, as public officials, to initiate such 80K enforcement lawsuit.

Upon motion properly seconded, the Board's vote tallies as follows:

_____ in favor _____ opposed _____ abstain

_____ Approved _____ Disapproved

Date: _____

By:
Title:

**TOWN OF BRIDGTON
FEE SCHEDULE**

GENERAL GOVERNMENT

Returned Checks	\$ 35.00
Misc. Copies	\$ 0.50 per page
Misc. Copies 11 X 17.....	\$ 1.00 per page

CEMETERY

Cemetery Lot Cost (Minimum 2 grave lot purchase) Resident/ Taxpayer.....	(\$ 300.00) \$ 400.00	per site
Cemetery Lot Cost (Minimum 2 grave lot purchase) Non-Resident.....	(\$ 400.00) \$ 500.00	per site
Cremation Lot Cost in Urn Garden – Resident/Taxpayer.....	(\$ 150.00) \$ 200.00	per lot
Cremation Lot Cost in Urn Garden – Non-Resident.....	(\$ 200.00) \$ 250.00	per lot
Interment (Burial) or Disinterment (work week) Full Grave	\$ 500.00	
Interment (Burial) or Disinterment (outside normal work week) Full Grave.....	(\$ 550.00) \$ 700.00	
Interment (Burial) or Disinterment (work week) Cremation.....	\$ 200.00	
Interment (Burial) or Disinterment (outside normal work week) Cremation.....	(\$ 225.00) \$ 350.00	
Administration Fee (may be applicable).....	\$ 50.00	

ASSESSING RECORDS

Individual property record cards.....	\$ 1.00
Transfer tax declaration.....	\$ 0.50 per page
Complete set of Tax Maps (Small and Large) Contact John E. O'Donnell & Associates	
Individual Tax Map Sheets (11"X17")	\$ 1.00
Computer Lists.....	\$ 50.00 per list
Printed Commitment, owner by map or alpha.....	computer hour + \$ 0.50 per page
Property Pictures.....	Black & White \$1.00 / Color. \$ 2.00 per page
Property Deeds.....	\$ 1.50/page

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

LICENSES / PERMITS

Victualer - Fast Food.....	\$ 25.00
Victualer - Restaurant (under 50 seating).....	\$ 25.00
Victualer - Restaurant (over 50 seating).....	\$ 40.00
Pool Room.....	\$ 10.00
Hawker & Peddler.....	\$ 25.00
Outdoor Entertainment (Fee Set by Ordinance).....	\$100.00
Liquor License – Renewal.....	\$ 25.00
Liquor License - Initial Application.....	(\$ 30.00) \$ 46.00
Liquor License Advertising (new licenses only)	\$ 30.00
Pinball Machines.....	\$10.00/per machine

LICENSES / PERMITS (Continued)

Special Amusement Permit	\$ 25.00
Special Amusement Permit Advertising	\$ 30.00

MARIJUANA LICENSING FEE SCHEDULE

Dispensary.....	\$ 2,000.00
- Medical Marijuana Registered Dispensary	
Retail Store.....	\$ 1,500.00
- Medical Use Marijuana Caregiver Retail Store	
- Adult Use Marijuana Store	
Medical Marijuana Caregiver Facility.....	\$ 1,500.00
- Medical Marijuana Large-Scale Caregiver Operation	
- Medical Marijuana Multiple Registered Caregiver Facility	
Adult Use Cultivation Facility	
- Tier 1 (canopy up to 500 sf)	\$ 500.00
- Tier 2 (canopy up to 2,000 sf)	\$ 1,000.00
- Tier 3 (canopy up to 7,000 sf)	\$ 1,500.00
- Tier 4 (canopy over 7,000 sf)	\$ 3,500.00
Manufacturing Facility.....	\$ 1,000.00
- Medical Marijuana Manufacturing Facility	
- Medical Marijuana inherently Hazardous Substances Extraction Operation	
- Adult Use Marijuana Products Manufacturing Facility	
Testing Facility.....	\$ 1,000.00
- Medical Marijuana Testing Facility	
- Adult Use Marijuana Testing Facility	
Police Department Administrative Fee.....	\$ 31.00

SEWER DEPARTMENT

Equivalent User Fee (Per Equivalent User).....	\$ 98.80 per quarter
Initial Hook-up Charges.....	\$ 600.00

POLICE DEPARTMENT

Law Report.....	\$ 5.00 per report
Concealed Weapon Permit (New)	\$ 35.00
Concealed Weapon Permit (Renewal)	\$ 20.00
Concealed Weapon Permit (Change of Address) or replacement card.....	\$ 2.00
Crash Reports	\$ 25.00
Dog Impound	\$ 30.00
Parking Tickets -1 st offense	\$ 10.00
Parking Tickets -2 nd and subsequent offenses.....	\$ 20.00
Parking Tickets – Interfering with plowing.....	\$ 25.00
Fingerprints (one/two cards) Resident.....	\$ 5.00
Fingerprints (one/two cards) Non-Resident.....	\$ 15.00
Sex Offenders Registry (Risk Assessment 30-60 minutes).....	\$ 25.00

Additonal Requests for Information - costs/charges based on scope, time and materials involved.

FIRE DEPARTMENT

Fire Permit.....\$ No Charge

CODE ENFORCEMENT

Ordinance/Regulations – Price per copy

Shoreland Zoning Ordinance.....\$ 12.00
Shoreland Zoning Map (Color).....\$ 1.00
Floodplain Maps.....\$ 3.00
Curfew Ordinance; Bicycle Ordinance; Special Amusement Ordinance; Outdoor Festival Ordinance; Dog Control Ordinance; Skateboard Ordinance; Street Naming & Addressing Ordinance; Automobile Graveyards, Junkyards & Automobile Recycling Business, Ordinance Restricting Vehicle Weight.....\$ 1.00
Certain Trust Funds.....\$ 2.00
Alarm Ordinance, Site Plan Review Ordinance, Bear River Aquifer Ordinance; Willis Brook Aquifer Protection Ordinance; Building and Razing Ordinance; Tower Ordinance, Sewage Ordinance; Sign Ordinance; Floodplain Ordinance.....\$ 5.00
Comprehensive Plan.....\$ 14.00
Comprehensive Summary.....\$ 9.00
Subdivision Regulations.....\$ 10.00

Application Fees

Minor Site Plan Review Application (Departmental Review).....\$ 50.00
Major Site Plan Review Application (Site Plan of Development) Per Lot / Unit \$ 100.00 + \$ 250.00/(escrow)
Subdivision Application and Revisions Per Lot / Unit.....\$ 100.00 + \$ 150.00 (escrow)
Tower Application.....\$ 100.00 + \$ 250.00/(escrow)
Willis Brook and Bear River Aquifer Application.....\$ 100.00 + \$ 250.00/(escrow)
Appeals Board Application.....\$ 250.00 + \$ 500.00/(escrow)
Application for Flood Hazard Development Permit.....\$ 25.00

Building Permit Fees

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

Plumbing Permit Fees (per 22 MRSA 9 and MRSA 42 Section 110.0)

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

Engineered System	\$ 200.00 + \$ 10.00
Non-Engineered System	\$ 250.00 + \$ 10.00 + \$ 15.00
Primitive System	\$ 100.00 + \$ 10.00
Separate grey waste disposal field	\$ 35.00 + \$ 10.00
Seasonal Conversion Permit	\$ 50.00 + \$ 10.00
Variance	\$ 20.00
System Components (installed separately)	
Alternative toilet (only)	\$ 50.00 + \$ 10.00
Disposal Field (engineered system)	\$ 150.00 + \$ 10.00
Disposal Field (non-engineered system)	\$ 150.00 + \$ 10.00
Treatment Tank (engineered system)	\$ 80.00 + \$ 10.00
Treatment Tank (non-engineered system)	\$ 150.00 + \$ 10.00
Holding Tank	\$ 100.00 + \$ 10.00
Variance	\$ 20.00
Miscellaneous Other Components	\$ 30.00
New Internal Plumbing Code Fees (does not apply to Manufactured Housing)	
Fixture Fee (minimum)	\$ 40.00 + \$ 10.00
Fixture Fee	\$ 10.00 /per fixture + \$ 10.00
Hook-up to public sewer	(\$ 10.00 + \$ 10.00) \$ 50.00
Hook-up to existing subsurface system	\$ 10.00 + \$ 10.00
Piping relocation with no new fixtures	\$ 10.00 + \$ 10.00
Permit transfer	\$ 10.00 + \$ 10.00

For Internal fixtures the charge is \$10.00 per fixture or \$40.00, whichever is greater

PUBLIC WORKS DEPARTMENT

Street Signs	\$ 50.00 per sign
Driveway Entrance Application	\$ 25.00
Moose Pond Causeway Stone/Granite	(\$ 300.00 each) \$ 40.00 per linear foot

RECREATION DEPARTMENT

Summer Programs

Swimming Lessons – Summer Only (Resident)	(\$ 35.00) \$ 45.00 per session
Swimming Lessons – Summer Only (Non-Resident)	(\$ 45.00) \$ 55.00 per session
Summer Camp (Resident)	(\$ 75.00) \$ 85.00 per week
<u>Summer Camp (Non-Resident)</u>	<u>\$ 100.00 per week</u>
Summer Softball	(\$ 30.00) \$ 45.00 per child

Spring Programs

Baseball/Softball	(\$ 40.00) \$ 45.00 per child
Lacrosse	(\$ 40.00) \$ 45.00 per child

RECREATION DEPARTMENT (Continued)

Winter Programs

Basketball.....(\$ 40.00) **\$ 45.00** per child

Fall Programs

Adult Flag Football.....\$ (TBA)

Soccer (Before June 30).....(\$ 30.00 / \$ 45.00) **\$ 45.00**

Soccer (After June 30).....(\$ 45.00 / \$ 65.00) **\$ 45.00**

Year Round

Mad Science.....(\$ 60.00) **\$ 70.00**

BOKS.....\$ 20.00

Run Club.....\$ No Charge

Trips.....\$ (Price Varies)

Adult Trips.....\$ (Price Varies)

TOWN HALL

Resident/Non-Profit Rental.....\$ 100.00 per day +

Custodial Fee.....\$ 50.00

Non Resident/Profit Rental.....\$ 200.00 per day +

Custodial Fee.....\$ 50.00

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, SUV, Light Truck, Motorcycle) off wheel.....(\$ 1.50) **\$ 3.00** each

Tires: (car, SUV, Light Truck, Motorcycle) on rim.....(\$ 3.00) **\$ 6.00** 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) **\$15.00** 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) **\$ 150.00**

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.



THREE CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

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

MEMO

FROM: David L. Madsen, Public Services Director
TO: Select Board
CC: Robert Peabody; Georgiann Fleck
RE: Proposed Revision of the Bottle Collection Policy Below
DATE: December 16, 2020

We currently have an outdated Bottle Collection Policy that I am proposing we revise.

Please see the current 2007 policy attached, as well as a draft of the proposed new policy.

Thank you for your consideration,

A handwritten signature in dark ink, appearing to read 'D. Madsen'. The signature is fluid and cursive, with a large initial 'D'.

David Madsen
Public Services Director
Town of Bridgton

TOWN OF BRIDGTON

MEMO

TO: SELECT BOARD
FROM: TOWN MANAGER
RE: BOTTLE DRIVE COLLECTION POLICY
DATE: NOVEMBER 27, 2007

The Board concurred with the Town Manager over a year ago to have our Transfer Station Manager make the assignments for requests to have a monthly bottle drive collection and fund raiser. Fitzzy has handled this very well . What we are now witnessing is a greater interest in this available program and the need to have some formal policy in place allowing Fitzzy to continue to make these decisions.

Current Guidelines:

Generally, any organization that is a non-profit has been approved. This also includes School groups. We are now seeing non-profits that may or may not be based in Bridgton or their program does not benefit the Bridgton Community through its members.

Perhaps this does not meet the original intent of the program. If not then the following might be a starting point for the Select Board discussion.

Proposed Policy Guidelines:

-Any non-profit club, group or organization may apply for a scheduled month.

-Any entity scheduled may only have one month in each fiscal year. However, at the sole discretion of the Transfer Station Manager, any entity may be scheduled for a second month if a month remains unscheduled.

-Approval of an entity rests with the Transfer Station Manager.

-The non-profit entity must have a majority of its members as Bridgton residents and be able to demonstrate a benefit to the community of Bridgton as a result of granting the request.

-None of the proceeds from the collection may be used for compensation of any part time or full time entity personnel.

-The responsibility to empty the collection bin rests solely with the approved entity. If after the monthly collection, the bin remains unemptied, the Town may at its discretion remove the redeemable containers as part of its revenue efforts.

-Decisions by the Transfer Station Manager shall also consider the value of the programs and services that may result from granting approval for a monthly collection, prior performance of the entity at the Transfer Station and the public benefit that may occur.

Adopted by the Board of Selectmen: November 27, 2007

Town of Bridgton
Bottle Collection Policy
(DRAFT)

Policy Guidelines

- Any non-profit club, group or organization may apply for a scheduled month.
- Requests must be made to the Public Services Department, in writing, or via email by January 1st of each calendar year.
- Any entity scheduled may have one month in each fiscal year. However, at the sole discretion of the Public Services Director, any entity may be scheduled for a second month upon request, if any months remain unscheduled.
- Approval of an entity rests with the Public Services Director
- The non-profit entity must have a majority of its members as Bridgton residents and must be able to demonstrate a benefit to the community of Bridgton as a result of granting the request.
- None of the proceeds from the collection may be used for compensation of any part-time or full-time entity personnel.
- The responsibility to empty the collection bins rests solely with the approved entity. The bottle room must be emptied on Tuesday of each week, between the hours of 7am and 5pm. If this is not managed appropriately, the Public Services Director, at his discretion may remove the bottles and redeem for the Bridgton Recreation Department.
- Decisions made by the Public Services Director, in approving these requests, shall consider the timeliness of the requests, the value of the programs and services that may result from granting approval for a monthly collection, prior performance of the entity at the Transfer Station, and the public benefit that may occur.



TOWN OF BRIDGTON

www.bridgtonmaine.org

THREE CHASE STREET, SUITE #1
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Phone- 207-647-8786
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Rules for Bottle Return Donations at the Bridgton Transfer Station

The request for returnable bottle donations from the Bridgton Transfer Station must be submitted in writing by January 1st of each year.

Please submit these requests to the Public Services Department, 3 Chase Street, Suite 1, Bridgton Maine 04009 *(or via email)* to the Public Services Administrative Assistant at dkiriaji@bridgtonmaine.org. Please make sure to include a daytime contact name, mailing address and phone number.

The requesting entity must be a non-profit group whose majority of its members are Bridgton residents and must be able to demonstrate a benefit to the community of Bridgton as a result of granting the request.

The group or organization will receive bottles for one month out of a calendar year on a first come / first serve basis. *(In the event that no other group or organization has applied for a given month, the group or organization can request to be considered as an alternate to collect bottles for an additional month.)*

The bottle room must be emptied on Tuesday each week between the hours of 7am and 5pm. If the group or organization does not manage the box appropriately, they will forfeit their month and permission may not be granted in the future.

Any questions may be directed to Diane Kiriaji, Public Services Administrative Assistant by email listed above or by calling directly at (207) 803-9999.

Thank you for your cooperation.

David Madsen
Public Services Director
Town of Bridgton
E-mail: dmadsen@bridgtonmaine.org
Phone: 207/647-1127

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Select Board
From: Linda LaCroix, Community Development Director
RE: CDAC Recommendation for 2021 CDBG Infrastructure Funds
Date: 12/16/20

The Community Development Advisory Committee met to discuss projects to recommend for consideration by the Select Board as directed at the recent CDBG workshop. The Committee supports the projects below with the idea that anticipated funds will be sufficient to complete both. Final consideration will be given once pricing is established.

Continue sidewalk from Shorey Park area to start of Kinnard Street, flanking Highland Beach

This sidewalk extension, including lights, will provide safe passage in an area that is highly populated with foot traffic throughout the year.

Install a pedestrian bridge to run beside the Willet Road Bridge

The Willet Road bridge is narrow and as such presents safety challenges for pedestrians connecting to/from Portland Road from Willet Road. Providing a separate pedestrian bridge will alleviate the safety concern and will be a positive first step for future consideration of sidewalks along Willet Road.

Respectfully submitted by the Community Development Advisory Committee.