

## BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

**DATE:** Tuesday, June 22, 2021

**TIME:** 5:00 P.M.

**PLACE:** Board of Selectmen's Meeting Room, 10 Iredale Street, Bridgton

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

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1. Call to Order
2. Pledge of Allegiance
3. Elect Chairman and Vice-Chairman
4. Organizational Matters
  - a. Meeting Schedule Dates and Times
  - b. Schedule for Review of Treasurer's Warrants  
July-Sept 2021; Oct-Dec 2021; Jan-March 2022; April-June 2022
  - c. Committee Liaisons
5. Approval of Minutes
  - a. June 8, 2021
6. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
7. Committee/Liaison Reports
8. Correspondence, Presentations and Other Pertinent Information
  - a. Resignation of Robert J. McHatton, Sr. from the Community Development Advisory Committee
  - b. Committee Application from Victoria Hill to Community Development Advisory Committee
9. New Business
  - a. Awards and Other Administrative Recommendations
    1. Wastewater Reclamation Budget
    2. Governor's Office of Policy Innovation and the Future; Resilience Pilot Program
  - b. Permits/Documents Requiring Board Approval
    1. Accept Payment and Approve Quit Claim Deed to Milton Adams and Jennifer Barker (491 South Bridgton Road, Map 2, Lot 37-3)
    2. Accept Payment and Approve Quit Claim Deed to Thomas Jordan Stuart (377 Main Street, Map 24, Lot 96)

3. Accept Payment and Approve Quit Claim Deed to Richard D. Mann, Jr., Richard E. Mann and Barry A. Mann (32 Wichita Lane, Map 10, Lot 33)
  4. Marijuana License to Neptunes Native Grown (224 Portland Road)  
Medical Marijuana Caregiver Retail Store
  5. Victualer's Licenses
    - a. Beth's Kitchen Café (108 Main Street)
    - b. Ricky's Diner (257 Main Street)
    - c. BHOP & Bar (256 Main Street)
  6. Certificate of Commitment of Sewer User Rates Commitment #252
  - c. Selectmen's Concerns
  - d. Town Manager's Report/Deputy Town Manager's Report
10. Old Business (Board of Selectmen Discussion Only)
- a. Wastewater Status Update
  - b. Streetscape: Upper and Lower Main Street Status Update
  - c. Request to Purchase Town Owned Property on Kendall Ham Drive
  - d. Crosswalk Discussion
  - e. Ping Pong Tables
11. Treasurer's Warrants
12. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
13. Dates for the Next Board of Selectmen's Meetings  
July 13, 2021  
July 27, 2021
14. Adjourn

**Future Agenda Items:**

1. Workshop for Review of Committees

**Town Manager's Notes**  
**Board of Selectmen's Meeting**  
**June 22, 2021**

1. Call to Order
2. Pledge of Allegiance
5. Approval of Minutes
  - a. June 8, 2021

***Suggested motion:** Move to approve the June 8<sup>th</sup> Meeting Minutes.*
8. Correspondence, Presentations and Other Pertinent Information
  - a. Robert McHatton, Sr. has tendered his resignation from the Community Development Committee.
  - b. ***Suggested motion:** Move to accept the resignation of Robert McHatton, Sr. from the Community Development Committee.*
  - c. Victoria Hill submitted an application to serve on the Community Development Advisory Committee. Please see her application in your binder. Also in your binder is the revised Committee Policy allowing certain individuals who are not Bridgton residents to serve on committees.

***Suggested motion:** Move to appoint Victoria Hill to the Community Development Advisory Committee.*
9. New Business
  - a. Awards and Other Administrative Recommendations
    1. In your binders, please find the proposed Water Reclamation 2021-2022 Appropriations Budget and fee structure.

***Suggested Motion:** Move to approve the 2021-2022 Water Reclamation Appropriations Budget and Fee Schedule.*
    2. In your binder, please find information regarding the Governor's Office of Policy Innovation and the Future: Resilience Pilot Program.
  - b. Permits/Documents Requiring Board Approval
    1. Milton Adams and Jennifer Barker, pursuant to the Town's *Tax Acquired Policy and Procedures* revised 01/22/08 (a copy of which is in your binders), are requesting that the Town quitclaim Map 2 Lot 37-3 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 Milton Adams and Jennifer Barker for property described as Map 2 Lot 37-3 Town of Bridgton Tax Maps.*
    2. Thomas Jordan Stuart, pursuant to the Town's Tax Acquired Policy and Procedures revised 01/22/08 (a copy of which is in your binders), is requesting that the Town quitclaim Map 24 Lot 96 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 Thomas Jordan Stuart for property described as Map 24 Lot 96 Town of Bridgton Tax Maps.*
    3. Richard D. Mann, Jr., Richard E. Mann, and Barry A. Mann, pursuant to the Town's Tax Acquired Policy and Procedures revised 01/22/08 (a copy of which is in your binders), are requesting that the Town quitclaim Map 10 Lot

33 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 Richard D. Mann, Jr., Richard E. Mann, and Barry A. Mann for property described as Map 10 Lot 33 Town of Bridgton Tax Maps.*

4. Neptunes Native Grown sited at 224 Portland Road has applied for a Marijuana License for operating a Medical Marijuana Caregiver Retail Store. Please refer to the application in your binder.

**Suggested motion:** *Move to approve a Medical Marijuana Caregiver Retail Store Marijuana License for Neptunes Native Grown.*

5. Victualer's Licenses

- i. The following businesses are applying for Victualer Licenses: Beth's Kitchen Café, Ricky's Diner, and BHOP & Bar.

**Suggested Motion:** *Move to approve Victualer's Licenses for Beth's Kitchen Café, Ricky's Diner, and BHOP & Bar.*

6. Pursuant to 30-A M.R.S. § 3406 (copy of statute in your packet), please refer to Certificate of Commitment of Sewer User Rates: #252 in your packet.

**Suggested motion:** *Move to commit the March 1, 2021 to May 31, 2021 Sewer User Rate Commitment #252 comprising 3 pages totaling \$15,607.20 to the Treasurer for collection.*

#### 10. Old Business

- a. Wastewater Update
- b. Upper and Lower Main Street Status Update
- c. Ginger Morton town property acquisition request: She is offering \$3,000 to purchase a 100' by 160' parcel of land carved from Town owned property (M54 L 10). The sale of Town-owned land deemed surplus by the Board of Selectmen may be sold according to the procedure adopted by the voters at the 2020 Annual Town Meeting in Article 33 (copy in your binder). **(Tabled 06/08/21).**

**Suggested motion:** *Move to take matter off the table.*

**Suggested motion:** *Move to direct the Town Manager to \_\_\_\_\_.*

- d. Jay Poulin, HEB, will be present to discuss the crosswalk damage with the Board.
- e. Continued discussion of the status of the privately owned ping pong tables at the Town Hall. Please see Gary's email to Bill Pris. Regarding Mr. Preis' conditional gift offer, the Board recently refused the gift of the traffic signs from the Highland Road residents until the conditions were removed.

Board of Selectmen's Meeting Minutes  
June 8, 2021; 4:30 P.M.

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

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

Administration Virtual: None

Administration Absent: Town Clerk Laurie Chadbourne

1. Call to Order

Chairman Eastman called the meeting to order at 4:30 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. 4:30 P.M. Executive Session per MRS Title 1, Section 405.6.E. for Consultation with Town Attorney

**Motion** was made by Vice-Chairman Zaidman to enter executive session at 4:32 P.M. per MRS Title 1, Section 405.6.E. for consultation with the town attorney; second from Selectman Packard. 5 approve/0 oppose

**Motion** was made by Selectman Tworog to exit executive session at 5:24 P.M.; second from Selectman Packard. 5 approve/0 oppose

4. Action Items Following Executive Session

None

5. Approval of Minutes

a. May 25, 2021

**Motion** was made by Selectman Packard for approval of the minutes from May 25, 2021 Board Meeting; second from Selectman Tworog. 5 approve / 0 oppose

6. Public Comments on Non-Agenda Items

a. Chuck Hamaty, Maine Street Graphics, was present to discuss the Town of Bridgton Purchasing Policy and to assure that when purchases are done by Town of Bridgton local businesses are included in the bid process.

b. Todd Perreault, EMA Director and Interim Fire Chief and business owner of The Morning Glory Diner, was inquiring about the current Victualers and Marijuana Establishments Licensing Ordinance and when the revision is proposed which clarifies background checks. Town Manager Peabody said the Ordinance with revisions is expected to be on the November ballot for consideration by the Citizens of Bridgton.

7. Committee/Liaison Reports

There were no committee/liaison reports.

8. Correspondence, Presentations and Other Pertinent Information

a. Presentation of Annual Audit

Timothy Gill, Runyon Kersteen Ouellette ("RKO"), was present to give an overview of the audit for year ending June 30, 2020. This included verbal as well as a power point presentation.

**b. Request to Purchase Town Owned Property**

Ginger Morton, Owner of property known as Tax Map 54 Lot 10-5 which is located on Kendall Ham Drive, is interested in purchasing a portion of Town owned property known as Tax Map 54 Lot 10. Ms. Morton participated virtually. Town Manager Peabody said the voters of the Town of Bridgton passed an article, which was a proposed citizens petition, that "authorizes the Board of Selectmen to sell Town-owned land that the Board of Selectmen has determined to be surplus, other than land acquired for non-payment of taxes or wastewater assessments, and to conduct the sale of such land by sealed bid, public auction or through an agent or multiple listing, whichever the Board of Selectmen deems to be in the best interest of the Town; and to deliver a quitclaim deed to the successful purchaser; provided that at least 30 days prior to selling, or obligating the Town to sell, such surplus land, the Town shall mail written notice to the abutters at their addresses on file with the Town, give notice on the Town's website, post at least one notice on a social media platform used by the Town, and publish at least one notice in a newspaper of general circulation in the Town. The net proceeds of any sale shall be deposited into the Town's general fund." There has been previous out conveyances of the Town owned property to abutters. When the deed is done we would need to include a right of way. Ms. Morton said the additional land would allow us to put in a gravel access we could use to store our boats. Selectman Lone said if we did this who is responsible for the survey? Town Manager Peabody said in the past we have required the purchaser to do a survey and record it. Vice Chairman Zaidman said does this out conveyance come under the Subdivision Regulations. Town Manager Peabody said I am not sure if the Town is exempt. You could consider tabling this to the next meeting and confer with the Code Enforcement Officer.

**Motion** was made by Vice-Chairman Zaidman to table to the next meeting scheduled for June 22, 2021; second from Selectman Packard. 5 approve / 0 oppose

**9. Public Hearings at 6:00 P.M.**

**a. New Liquor License Application from Elevation Sushi and Tacos, LLC**

Chairman Eastman opened the public hearing on a Liquor License for Elevation Sushi and Tacos, LLS at 6:03 P.M. There were no public comments. The hearing was closed at 6:04 P.M.

**b. Special Amusement Permit Application from Depot Street Tap House**

Chairman Eastman opened the public hearing on a Special Amusement Permit Application for Depot Street Tap House at 6:04 P.M. There were no public comments. The hearing was closed at 6:05 P.M.

**10. Action Items Following Public Hearing**

**a. New Liquor License Application from Elevation Sushi and Tacos, LLC (103 Main Street #1)**

**Motion** was made by Selectman Tworog for approval of the Liquor License for Elevation Sushi and Tacos LLC; second from Selectman Packard. 5 approve/0 oppose

**b. Special Amusement Permit Application from Depot Street Tap House**

**Motion** was made by Selectman Tworog for approval of the Special Amusement Permit to Depot Street Tap House; second from Selectman Packard. 5 approve/0 oppose

**11. New Business**

**a. Awards and Other Administrative Recommendations**

**1. Confirmation of Town Manager's Appointment of Fire Chief**

**Motion** was made by Vice Chairman Zaidman to confirm Glen Garland to the position of Fire Chief; second from Selectman Lone. 5 Approve / 0 Oppose

**2. Salmon Point Budget**

Town Manager Peabody reviewed the proposed budget for Salmon Point Campground with the Board. Salmon Point Manager Scott Cushing was present to answer any questions that the Board might have. Selectman Tworog inquired if the rates for the sites are underpriced. Town Manager Peabody said we have implemented a rate percentage increase over the years. Selectman Tworog said I am interested in market price. Chairman Eastman said within the next year we should do a market analysis to determine if we are in-line with other campgrounds for fees. Town Manager Peabody

said with the managers that we have had at the campground significant improvements have been made. Vice Chairman Zaidman said if we are going to make any increases the campers should be given ample notice.

**Motion** was made by Selectman Packard to approve the 2021-2022 Salmon Point Campground Appropriations Budget and Lease Schedule; second from Vice Chairman Zaidman. 5 Approve / 0 Oppose

b. Permits/Documents Requiring Board Approval

1. Victualer's License to Elevation Sushi and Tacos (103 Main Street #1)
2. Victualers License to BreakRoom 248 (248 Main Street)
3. Victualer's License to Magic Lantern Movie Theater (9 Depot Street)
4. Victualer's License to Nectar of Maine (115 N High Street)

**Motion** was made by Vice Chairman Zaidman to approve the Victualer's Licenses for Elevation Sushi and Tacos, LLC; BreakRoom 248; Magic Lantern Movie Theater; and Nectary Maine; second from Selectman Packard.

5 Approve / 0 Oppose

c. Selectman's Concerns

- **Selectman Packard** said the turn onto at Willis Park Road is a sharp angle. MSAD 61 used to use a small bus to pick-up/drop off students and now it is using a full sized bus so when it pulls out it blocks the entire entrance of the Willis Park Road and it is very dangerous.
- **Selectman Tworog** wanted to thank Chairman Eastman for his service as a Select Board member.
- **Vice-Chairman Zaidman** wanted to know when the crosswalks were going to be repaired. Town Manager Peabody said he would contact HEB to find out the status and would let the Board know.
- **Chairman Eastman** had no concerns.
- **Selectman Lone** wanted to thank Chairman Eastman for his service as a Select Board member.

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

Town Manager Peabody read the following into the record:  
MANAGER'S REPORT - 06/08/21

**General**

A reminder that masks are no longer required at the Town Office, Town Hall and Transfer Station for vaccinated individuals.

**Public Services Department**

Jason Thompson has been appointed as the Public Works Foreman.

**Town Clerk**

Kayli Nystrom Has been appointed as Deputy Town Clerk. Her first day will be Monday, June 21<sup>st</sup>.

**Police Department**

Our new Park Ranger, Emily Bridge, began her duties Monday. She will be patrolling Pondicherry Park, Salmon Point Beach, Highland Lake Beach, Woods Pond Beach and Plummer's Landing Beach.

**Code Enforcement Officer**

Joseph Angelo, a high school student, is volunteering in the Code Enforcement Office. He is interested in pursuing a career in municipal government.

Erin O'Connor has passed her Internal Plumbing exam. She has one more class (legal issues) to complete before becoming a Licensed Plumbing Inspector (LPI).

## Financials

Before you tonight are the April financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 83% for the month. Revenues are at 73% and Expenditures at 76.2%.

Deputy Town Manager Fleck, thanked Chairman Eastman and Select Board member Lone for their service as Board members and to congratulate the newly elected and/or re-elected Select Board Members, whoever those might be.

## 12. Old Business

### a. Wastewater Status Update

Town Manager Peabody said completed work over the last two weeks includes a scheduled completion of the waste water facility treatment site with Libby Tree Clearing; continue to provide construction maps to the Town; coordinate with the Water District Engineer and their contractor; continue to provide resident construction work with Sargent Corporation; put the waste water treatment facility and pump stations out to bid; continue to meet with property owners to discuss sewer connections; continue design and drainage work with focus on water impacted streets; every Wednesday we walk a new section of street with the plans; discuss sewer connections; worked on Earmark funds – 2 more requests have been submitted.

### b. Streetscape: Upper and Lower Main Street Status Update

Town Manager Peabody said we are still working on the section of sidewalk in front of JDecor; I will be contact HEB on the crosswalk repairs;

On Lower Main Street, final paving has been completed from Kansas Road to the ballpark with a smoother wrap-in at the intersection of Lower Main Street and Kansas Road; we are still awaiting the material that is going where the crushed stone is. Vice Chairman Zaidman said he received compliments from a couple of young women who said they feel much safer walking in that area now that there are street lights.

### c. Ping Pong Tables

Bill Preis said I am here this evening to express my willingness to donate the competition style ping pong tables to the Town of Bridgton. Mr. Preis submitted a written proposal which included an outline of conditions upon acceptance of the tables by the Town. Selectman Lone said the Town should accept the tables which would allow the Town to insure them, store them at the Town Hall and be a part of the regular Recreation Department program. Vice Chairman Zaidman said the Town Manager and the Recreation Director should meet with Mr. Preis to review the proposal.

**Motion** was made by Selectmen Tworg to accept the tables per the agreement submitted by Mr. Preis; second by Vice Chairman Zaidman.

Recreation Director, Gary Colello, said I have not seen the proposal until this evening so I would like the opportunity to review it first. There is still an issue with storage but I have no issues with having the ping pong program in the Town Hall. Chairman Eastman said if we take a donation there should be no conditions attached to the donation. Town Manager Peabody said we don't have a formal agreement before us, Mr. Preis is requesting the Board allow him to meet with the Town Manager and Recreation Director Colello to work out a mutually agreeable written format for the donation of the ping pong tables and accessories.

**Motion** was withdrawn by Selectmen Tworog; second by Vice Chairman Zaidman.



13. Treasurer's Warrants

**Motion** was made by Vice-Chairman Zaidman for approval of Treasurer's Warrants numbered 154, 155, 156, 157 and 158; second from Selectman Packard. 5 approve/0 oppose

14. Public Comments on Non-Agenda Items

Town Manager Peabody presented plaques to Chairman Eastman and Selectman Lone in recognition of their term as Board Members.

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

June 22, 2021

July 13, 2021

16. Adjourn

Chairman Eastman adjourned the meeting at 7:34 P.M.

Respectfully submitted,

Georgiann M. Fleck  
Deputy Town Manager

Bridgton Board of Selectman,

Effective June 9, 2021 I resign from the Community Development Advisory Committee.

A handwritten signature in black ink, reading "Robert J. McHatton Sr." with a stylized flourish at the end.

Robert J. McHatton Sr.

BRIDGTON COMMITTEE APPLICATION  
3 Chase Street, Suite 1  
Bridgton, Maine 04009  
207-647-8786  
[www.bridgtonmaine.org](http://www.bridgtonmaine.org)

Interested in participating on the Community Development Advisory Committee.

Applicant's Name: Victoria Hill

Address: 42 Thompson Point Rd. Naples, ME 04055

Phone (Day): (207) 239-4407 (Evening)       

E-mail address: victoria.hill@opportunityalliance.org

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

Bachelors - environmental planning & policy / Masters - policy, planning & management  
Occupation: Healthy Lakes Community Builder - Bridgton <sup>(in progress)</sup>

What goal and objectives do you have for this Committee? general involvement  
in community-building activities in town, youth engagement  
with municipality, equity & inclusion

Other Information:       

Thank you!

Availability for Meetings: ☒ Late Afternoons ☐ Evenings ☒ Weekdays

Victoria Hill  
Applicant's Signature

       /        / 20        
Date

**FOR MUNICIPAL USE ONLY**

Application received on 6 / 10 / 2021

Application received by h (initials)

Board of Selectmen will consider this application on 6 / 22 / 2021

Applicant was:

☐ appointed for the following term \_\_\_\_\_

☐ not appointed

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Municipal Officers/Board of Selectmen:

_____	• Glenn R. Zaidman
_____	• Carmen E. Lone
_____	• Paul Tworog
_____	• G. Frederick Packard
_____	• Robert J. McHatton, Sr.

Applicant Notified of Board decision on: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Applicant Notified by \_\_\_\_\_ (initials)

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

# Policy on Town Committee Procedures

- I. **Purpose** – the Purpose of this policy is to provide guidance and direction regarding:
  - A. The general work of the committees and common procedures
  - B. The roles and relationship of committees with Select Board
  - C. The roles and relationship of committees with staff

## II. Definitions

- A. **Town Committee** – this term refers to any appointed body created and confirmed by the Select Board (or Department Head)

- 1. **Regulatory/Statutory** – as in Planning Board and Board of Appeals

These are boards that are independent only because they are governed by a statute or an ordinance (voted on by the town) to perform a certain function or grant permits and approvals. In the case of Board of Appeals, they are quasi-judicial thus they have even greater segregation. Their independence is not influenced by their creation, elected or appointed, but is provided because of their duty.

- 2. **Standing Committees**

These are committees, usually appointed by the chief elected officers but can be staff generated as well (e.g. emergency management), that provides specific support, research, recommendations to either the chief elected officials or staff. By their name, they are standing; by their appointment, however, they are in support of the work of others.

- 3. **Task Forces**

These are committees, usually appointed by the chief elected officials but can be staff generated as well (e.g. social media policy committee), that provide a service on a specific project. The committee is appointed to provide a document for the chief elected officials to review and edit. Once the document has been received and fully acted upon (or the project is completed), the task force is sincerely commended and dispersed.

- B. **Staff** – an employee of the town under the management and responsibility, whether directly or indirectly, by the town manager

## Policy on Committee Procedures

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### III. Formation of Committees

#### A. Creation of Committee Charge

1. Prior to appointment, there shall be a Select Board approved Committee Charge containing the following:
  - a. Mission or objective statement for standing committees
  - b. Goal or purpose statement for task forces
2. The charge shall also have procedures for:
  - a. Members (not names, but types, e.g.'s geographic, professional background)
  - b. Minimum number of meetings per year
  - c. Staff coordination and support
3. Charges may be reviewed periodically; any charge updates or amendments shall be agreed to by the Select Board.

- B. The appointing authority shall be the Select Board. Each committee will be given a charge statement which will state the reason for the committee's formation, its composition, objectives and time limitations. The Select Board may review the official charge at any time or upon request of the committee members, and will ask current members for their input before making any changes to a charge. Committees may request additional volunteer from within or outside the town of Bridgton, however such person are not considered voting members of the committee.

- C. Applications – all persons wishing to serve on a committee shall submit an application to the Town Clerk.

- D. Appointments – The goal of the appointing authority is to appoint qualified and interested Bridgton residents, taxpayers, and business owners, or their employee, who are broadly representative of the Town. The Select Board may, at its discretion, defer its authority to appoint to the Town Manager or a department head when selecting members of a Task Force, if, in the opinion of the Select Board, the time and task assigned to the committee warrant such authority. Selections are based upon current committee composition, qualifications, experience, recommendations, available space and attendance record and/or previous performance, if applicable.

## **Policy on Committee Procedures**

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Generally, an individual should serve on no more than 2 standing committees at a time. All appointees receive written notification of appointment and all standing committee appointees must be sworn in by the Town Clerk before taking action at a committee meeting. Staff shall provide a copy of this document and applicable and pertinent state statutes upon appointment.

- E. The Town Manager appoints staff members to serve as liaisons, consultants and for administrative support. Actual assignment of staff by the Town Manager is based upon the committee charge and how the staff member(s) can best maximize the committee's efforts.
- F. The Select Board may assign one of its members to serve as a liaison to each committee they appoint.
- G. Committee members shall adhere to the Town's Code of Ethics policy, as well as any statutes governing public records, communication and access to information.

### **IV. Reappointment**

The appointing authority shall evaluate and consider re-appointments by request of a committee member. In most cases, those wishing to remain on a committee after the 1<sup>st</sup> of January should notify the Chair of their Committee before the end of December, who will then forward a list of current members who wish to remain for the following calendar year for reappointment. Terms may vary by committee; the committee charge will confirm terms. A Committee member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment.

### **V. Resignation**

A Committee member who is no longer able to serve should resign promptly so the vacancy may be filled. This allows for a replacement to continue the work of the committee. A written resignation must be submitted to the appointing authority and the Chair of the Committee, with a copy to the Town Manager.

### **VI. Other Terminations**

The appointing authority may ask for a member's resignation or, if necessary, revoke the appointment of any committee member if the authority feels it is in the

## Policy on Committee Procedures

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town's best interests. Additionally, the appointment of a Committee member who fails to attend three consecutive meetings unexcused may be terminated.

Written notification to the Committee member from the Select Board will be given in the event of any such action. Before any action is taken, the Committee Chair should alert the Chair of the Select Board of noted circumstances; the Chair of the Select Board will make a reasonable attempt to contact the member to see if the problem can be corrected.

### VII. Charge and Plan of Action

The Committee should review its charge at the first meeting of the committee and conduct an annual self evaluation. The Committee, with advice from staff and the appointing authority, shall develop a plan of action to accomplish the objectives. The plan should include reporting milestones so the Committee and the appointing authority can monitor progress, assign resources as requested and approved, adjust objectives if necessary and for general communication and coordination.

### VIII. Reporting

- A. Reporting at previously noted milestones shall occur at Select Board meetings as scheduled. The Chair or designee is responsible to deliver written reports or actions taken at a meeting to the Town Clerk at least 4 business days prior to a Select Board meeting. These reports shall be received by the Select Board at their meeting and acted upon.

Select board actions may include:

- Accept under advisement with no action taken
- Accept under advisement with action taken
- Return to committee and/or staff for specified additional work
- Accept and place on a specified future Select Board meeting for presentation, discussion and hearing
- Take other action

- B. Verbal reports and specific requests may also be made at a Select Board meeting as part of the Committee check in's; however if the report needs discussion or action by the Select Board, the topic may be placed on a specified future Select Board meeting agenda. This can be done by submitting physical documentation to the town's front office (to be placed in a mailbox designated for agenda items) or sent via email to the town clerk ([townclerk@bridgtonmaine.org](mailto:townclerk@bridgtonmaine.org)) on or before



## **Policy on Committee Procedures**

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the Thursday prior to a scheduled Select Board meeting. All such items shall be retrieved by a staff person designated by the town manager.

- C. Additionally, an annual report of activities shall be submitted or coordinated with staff for inclusion in the Annual Report.

### **IX. Committee Officers**

#### **A. Elections**

Committees shall elect their own Chair, Vice-Chair and a Recorder annually, upon reappointments or appointments. The Select Board liaison shall chair the first meeting of the calendar year to elect the Chair, and the elected Chair shall conduct the remainder of the elections, the Vice Chair and the Recorder. It is the responsibility of the Chair or his/her designee to notify the Town Clerk of the Committee's officers.

#### **B. Chair**

1. It is the Chair's primary responsibility to fairly facilitate Committee's meetings. The Chair presides at all meetings, decides questions of order, and calls special meeting and signs appropriate documents and reports. The Chair may only offer worded motions to Committee members for possible action, ~~and~~ but may second motions, as well as discuss questions and vote thereon. The Chair should be mindful in offering amendments to allow for proper conduct of the motions. In discussion, the Chair ~~to~~ will allow for full range of opinions from the committee and the public.
2. The Chair is also responsible for communication with staff and the Select Board for reporting, requests for resources, and delivering recommendations from the committee.
3. Other duties include:
  - a. Preparation of agenda with staff
  - b. Coordinate and work with staff in preparation of necessary materials and research prior to a committee meeting
  - c. Work with staff to post meetings at least 72 hours prior to a meeting
  - d. Establish a proposed meeting calendar annually for Committee approval
  - e. Work with staff to reserve meeting space
  - f. Notifying appointing authority of requested resources and actions when appropriate

## **Policy on Committee Procedures**

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- g. Submit reports at milestones
- h. Submit requests for placing committee issues on the Select Board agenda to the Town Clerk, Town Manager or the designated mailbox.
- i. Attend Select Board meetings to present, or assign to his/her designee
- j. Act as the contact point with staff and Select Board liaison
- k. Annually poll each of the members to affirm interest in continuing on the committee, update member contact information and report results to the Select Board through the Town Clerk
- l. Forward concerns by Committee members about procedural issues, rumors, or public comments, which may seem in contradiction of the Committee's charge, to the Chair of the Select Board or the Town Manager, and report back to the membership the outcomes of said inquiries.
- m. Between Select Board meetings, the Committee Chair may contact either the Town Manager or the Chair of the Select Board with requests or comments via email or letter. Similarly, the Town Manager or Board Chair may contact Committee Chairs and their members in a like manner. Conversations, while helpful for active discussions, should be followed up with a written memo compiled with the major points of the discussions for clarity and future referral. All members of the respective committee and board shall be copied on such correspondence. Department heads may be designees of the Town Manager for the purpose of this section.<sup>1</sup>

### **C. Vice-Chair**

The Vice Chair assumes the Chair's responsibilities in the Chair's absence or as requested by the Chair. If the Recorder is absent from a meeting, the Vice-Chair takes the minutes of the meeting.

### **D. Recorder**

The Recorder prepares minutes of the meeting and distributes them to staff and the Committee members, as well as the Select Board members. If the Recorder is absent from a meeting, the Vice-Chair takes the minutes of the meeting.

### **X. Staff**

The Town Manager shall assign a staff member to Select Board appointed committees. The staff is assigned to perform the following duties:

## **Policy on Committee Procedures**

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- A. Assist the Chair (or Vice-Chair) in carrying out his/her duties
- B. Assist the Recorder in posting of minutes to the website and interested parties
- C. Provide Committee members pertinent research and background materials to support the objective of the committee
- D. Provide a professional opinion in writing or verbally at meetings on all matters before the committee
- E. Accompany the Chair or his/her designee to Select Board meetings for milestone reporting.
- F. Assist in the preparation of reports to the Select Board
- G. Other duties as assigned by the Town Manager or the Select Board liaison in consultation with the Town Manager
- H. Facilitate public workshops, as assigned, to allow Committee members to fully participate in dialogue with the public

### **XI. Select Board liaison**

The Select Board may assign one its members to serve as a liaison to each committee they appoint. They receive all documents, reports, agendas and minutes along with Committee members. Their work with the Committee includes:

- A. Attendance at Committee meetings
- B. Participation in discussions on motions on the floor (but not vote)
- C. Provide guidance on Committee activities
- D. Support milestone reporting, other recommendations and requests coming from the Committee.
- E. Promote and maintain positive communication between the Select Board and the respective committee.

### **XII. Meetings**

- A. Quorum – A quorum is necessary to conduct Committee business, including opening the meeting. A quorum at a posted meeting exists when more than 50% of the appointed and sworn in membership is present. A loss of a Committee member due to a conflict of interest does not affect quorum. No discussion of committee business shall occur at a posted meeting where no quorum is present, in deference to the members not present.
- B. For the purpose of posting a meeting and regarding deliberations on committee business, a meeting exists at any time there is 3 or more members.

## **Policy on Committee Procedures**

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- C. Chance unposted meetings between members do not constitute a meeting; however committee members should respect the members not present and the public process by not conducting deliberations that may lead directly to committee action.
- D. Postings of meetings shall be at least 72 hours prior to a meeting; emergency meetings as called by the chair may be posted at least 24 hours prior to a meeting. The local press shall receive notification of all postings.
- E. Communication on committee business, whether by phone or electronic means should not occur with 3 or more committee members except in cases of:
  - 1. Coordinating meetings, canceling a meeting, or establishing quorum
  - 2. Requests for placement of a topic on an agenda with no discussion
  - 3. Forwarding documents, reports, motions or requests, in which case all committee members, staff and the Select Board liaison will be copied and no discussion on said forward shall occur.
- F. In rare circumstances, the Select Board may allow the Committee to deliberate and take action on recommendations when no quorum is present.
- G. Agendas

The agenda, at a minimum, should contain the following elements: Call to Order, Adoption of the Agenda, Approval of the Minutes, Public Workshop items, Old Business, New Business, Follow up items, Set next agenda with meeting date, time and place, Adjournment.
- H. Record-keeping

Committees shall provide a set of minutes for their record. The Recorder shall produce a set of minutes within 5 business days from the meeting. These are the minutes for the meeting that will be posted in the record office files and the website. Any editions to the minutes at the following meeting are noted in the following meeting's minutes. Staff will assist with auditory recording of the meeting on request of the Recorder. It is not required to record meetings. Minutes shall contain the following information:

  - 1. Date, time and location of meeting
  - 2. Members present and absent
  - 3. Speaking members of the public and staff present

## Policy on Committee Procedures

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4. Summary of discussions on each agenda item
5. Attached documents or exhibits from the meeting
6. Motions passed and by whom, including a record of the vote
7. Date, time, and follow up and agenda items for the next meeting
8. Name of recorder of minutes
9. Time of adjournment

I. Meetings of committees shall occur as needed to carry out the objective and to accommodate the membership's scheduling needs. A calendar of regular meetings shall be given to staff for posting in December for the following calendar year.

J. Committees may enact rules of order for the conduct of their meetings. These must be enacted as a public hearing with written notice to the Select Board 2 weeks prior to the meeting.

K. Executive Session

Executive sessions for committee work should be kept to a minimum. Prior to the scheduling of an executive session, the Chair shall consult with the Town Manager to determine if the subject matter falls under Maine statutes for eligibility.

### XIII. Communication between committees

It is recognized that many committee efforts require coordination, assistance, and opinions from other committees. This policy does not seek to inhibit this communication but is meant to ensure a fair and open dialogue. If a committee wishes to coordinate with another committee, it will be carried out as a public workshop with said committee. The purpose of the meeting should be clearly articulated so all parties know in advance what will be discussed. Prior to scheduling said workshop, the committee chair or his/her designee will report the intention at a regular Select Board meeting.

This level of workshop and communication is not necessary for minor coordination or questions. These should be carried out through the Chairs and communicated

## Policy on Committee Procedures

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back to their respective committees. The Chairs are encouraged to have an annual open to the public workshop to discuss their projects for opinions and coordination.<sup>2</sup>

#### XIV. Staff created committees

Notwithstanding the above policies, the town manager and/or department heads may create task forces to assist on a special research or other type of staff-led project. Such projects are not otherwise part of an existing standing committee or existing task force. This ability is supported as it's a useful way for staff to work in teams internally and allows staff to work in concert with citizens with specific skills or backgrounds that can be beneficial to a specified endeavor. These committees should be task or project oriented and be disbanded upon completion of the work or at reporting final documents or products to the Select Board. Committees with non-town employees shall be posted accordingly.

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<sup>2</sup> *This is placed in here to establish a "good faith practice" that committees should definitely be encouraged to coordinate and discuss amongst each other (the more public input the better); but to know when the coordination/discussion is encompassing enough, or involves asking a committee to conduct a project of their own, that the committees should coordinate with the Select Board. Remember, the work of the committee and the reporting mechanisms and the open communication isn't just for the committees or even the select board, it's also so the public knows what's happening and has ample opportunity to weigh in with their opinions.*

# Budget Worksheet

## July 1, 2021 - June 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 as of 03/31/21	Supervisor Request	Town Manager Request	BOS Approval
<b>Dept: 850 Water Reclamation</b>							
<b>Payroll Expense</b>							
1-1010 Salary	0	60,284	48,629	0		27,053	
30% of Public Services Director's annual salary							
1-1020 Hourly		12,165	38,241	16,591		39,391	
Public Services Administrative Assistant shared with Public Works 50/50 & Full-time Foreman @ \$25.24 per hour							
1-1030 Overtime	558	359	5,775	5		505	
\$50.48 @ 10 hours (2 hours minimum for Callback per Contract)							
1-1090 Stipends	4,814	2,500	0	0		0	
no longer paying							
<b>Total Payroll Expense</b>	<b>5,372</b>	<b>75,308</b>	<b>92,645</b>	<b>16,596</b>	<b>0</b>	<b>66,949</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	404	4,916	7,124	1,177		5,158	
7.65% of total payroll plus clothing allowance (taxable fringe benefit)							
2-2100 Clothing Allowance	0	0	475	475		475	
1 employee @ \$475							
<b>Total Employee Benefits</b>	<b>404</b>	<b>4,916</b>	<b>7,599</b>	<b>1,652</b>	<b>0</b>	<b>5,633</b>	<b>0</b>
<b>Supplies</b>							
3-3010 Office Supplies	63	92	300	56		100	
Pens, paper, toner, etc.							

# Budget Worksheet

## July 1, 2021 - June 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 as of 03/31/21	Supervisor Request	Town Manager Request	BOS Approval
3-3080 Postage	253	690	500	681		700	
<i>78 Acts x 4 bills annually; miscellaneous correspondence; certified mail for delinquent accounts</i>							
3-3090 Tools				166		200	
3-3400 Testing/Ops	0	41	260	0		100	
<i>Charts; pH/buffering solutions; annual calibration; lab supplies</i>							
3-3999 Oth Supplies	199	486	200	114		200	
<i>Unanticipated or non-recurring</i>							
<b>Total Supplies</b>	<b>515</b>	<b>1,309</b>	<b>1,260</b>	<b>1,017</b>	<b>0</b>	<b>1,300</b>	<b>0</b>
<b>Prof &amp; Tech</b>							
4-4030 Memberships	0	257	550	250		550	
<i>Maine Wastewater Association; JETCC; NEIWPCC</i>							
4-4060 Training/Schools	0	305	750	50		500	
<i>Continuing ed classes/exam fees for certifications</i>							
4-4070 Meetings & Seminars	199	156	200	0		200	
<i>Maine Wastewater Assoc. Annual Conference</i>							
4-4090 Legal Serv	4,957	175	3,000	275		500	
<i>General legal</i>							
4-4250 Engineering Srv	12,000	7,800	12,000	9,240		12,000	
<i>Contract with Woodward &amp; Curran</i>							
4-4260 License Fee	475	490	500	503		503	
<i>Annual Discharge License (Maine Department of Environmental Protection)</i>							
4-4280 Contracted Svc	24,714	12,800	0			0	
4-4999 Oth Prof Svc	0	0	0	0		0	
<b>Total Prof &amp; Tech</b>	<b>42,345</b>	<b>21,983</b>	<b>17,000</b>	<b>10,318</b>	<b>0</b>	<b>14,253</b>	<b>0</b>



# Budget Worksheet

## July 1, 2021 - June 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 as of 03/31/21	Supervisor Request	Town Manager Request	BOS Approval
<b>Property Svc</b>							
5-5010 Equip Repairs	8,818	45,914	4,000	2,378		4,000	
<i>In-house repairs, Septic Pumping; combined Equip Contract amount as it is not contracted items</i>							
5-5020 Equip Contract	0	0	6,000	0		0	
5-5060 Grnds Main	0	0	0	0		0	
5-5110 Electricity	7,818	7,645	9,000	4,475		9,000	
<i>Pumping stations and both septic fields</i>							
5-5150 Telephone	937	1,381	960	1,257		960	
<i>Land line \$80/month</i>							
5-5160 Cell Phone		150	240	181		240	
<i>\$20 monthly stipend Foreman</i>							
<b>Total Property Svc</b>	<b>17,573</b>	<b>55,090</b>	<b>20,200</b>	<b>8,291</b>	<b>0</b>	<b>14,200</b>	<b>0</b>
<b>Other Service</b>							
6-6150 Bank Svc Chg	1	0	0	0		0	
6-6160 Advertising	15,437	95	500	0		100	
<i>Legal ads</i>							
6-6190 Mileage	54	323	150	0		0	
<i>Use of personal vehicle (5 miles weekly)</i>							
6-6200 Meals / Incidentals		133				0	
<b>Total Other Service</b>	<b>15,492</b>	<b>551</b>	<b>650</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>
<b>Prop &amp; Captl</b>							
7-7300 Vehicles	0	37,451	0	0		0	

# Budget Worksheet

## July 1, 2021 - June 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 as of 03/31/21	Supervisor Request	Town Manager Request	BOS Approval
7-7998 Depreciation	31,428	0	0	0	0	0	0
<b>Total Prop &amp; Captl</b>	<b>31,428</b>	<b>37,451</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fixed Expens</b>							
8-8040 - Debt Service			14,103	13,791		13,791	
2019 Cat Backhoe - 2nd of 5 payments							
8-8080 Tax Lien Fee	437	570	600	741			
Filing costs (reimbursable), lien notices (30 day, 45 day)							
<b>Total Fixed Expens</b>	<b>437</b>	<b>570</b>	<b>14,703</b>	<b>14,532</b>	<b>0</b>	<b>13,791</b>	<b>0</b>
<b>Other Items</b>							
9-9800 Dep to Rsrv	0		10,000	0		10,000	
9-9900 Transfer Out	131,324	55,816	48,629	0		23,229	
	Town Manager	112,985.85	15%	16,947.88			
	PS Director	90,176.50	30%	27,052.95			
	Foreman	52,499.20	33%	17,324.74			
	Finance Officer	62,814.76	10%	6,281.48			
	Admin Asst	44,133.44	50%	22,066.72			
				23,229.35			
<b>Total Other Items</b>	<b>131,324</b>	<b>55,816</b>	<b>58,629</b>	<b>0</b>	<b>0</b>	<b>33,229</b>	<b>0</b>
<b>TOTAL</b>	<b>244,890</b>	<b>252,994</b>	<b>212,686</b>	<b>52,406</b>	<b>0</b>	<b>149,456</b>	<b>0</b>

**Budget Worksheet**  
**July 1, 2021 - June 30, 2022**

	2019 Actual	2020 Actual	2021 Budget	2021 YTD as of 03/31/21	Town Manager Request	BOS Approval
<b>850 - Sewer Enterprise</b>						
8500 User Fees	93,549	114,744	125,902	103,050	149,256	0
8501 Connection Costs	25,800	0		1,200	0	0
8502 Sewer Lien Cost	613	1,682	0	968	0	0
8503 Sewer Interest on User Fees	739	711	0	633	0	0
8515 Interest Income	251	0		0	0	0
8520 Use of Fund Balance	0		80,000	0	0	0
4109 Sewer Administration Fees	0	0	0	0	0	0
4140 Sewer Allocation Purchase	0	0	0	0	0	0
<b>Final Totals</b>	<b>120,952</b>	<b>117,137</b>	<b>205,902</b>	<b>105,851</b>	<b>149,256</b>	<b>0</b>

# APPROVED BUDGET 2021-22

		RATE		Operations/Maintenance				
				BUDGET	Fixed	Operation	Reserve	Debt
EDU	\$ 109,015	264	\$ 412.93	\$ 27,053	\$ 27,053			
Reserve	\$ 10,000	264	\$ 37.88	\$ 39,391	\$ 39,391			
Debt	\$ 13,791	264	\$ 52.24	\$ 505	\$ 505			
Flow	\$ 16,450	5520	\$ 2.98	\$ -	\$ -			
				\$ 5,158	\$ 5,158			
				\$ 475	\$ 475			
				\$ 100		\$ 100		
				\$ 700		\$ 700		
				\$ 100		\$ 100		
				\$ 200		\$ 200		
				\$ 550		\$ 550		
				\$ 500	\$ 500			
				\$ 200	\$ 200			
				\$ 500		\$ 500		
				\$ 12,000	\$ 12,000			
				\$ 503	\$ 503			
				\$ -	\$ -			
				\$ 4,000		\$ 4,000		
				\$ -	\$ -			
				\$ 9,000		\$ 9,000		
				\$ 960		\$ 960		
				\$ 240		\$ 240		
				\$ 100		\$ 100		
				\$ -		\$ -		
				\$ -	\$ -			
				\$ 13,791				\$ 13,791
				\$ -				
				\$ 10,000			\$ 10,000	
				\$ 23,229	\$ 23,229			
				\$ 149,256	\$ 109,015	\$ 16,450	\$ 10,000	\$ 13,791

Note: \$80,000 was applied from the Unassigned Fund Balance

		RATE '19-'20					
EDU	\$ 96,906	261	\$ 371.29				
Reserve	\$ 10,000	261	\$ 38.31				
Debt	\$ -	261	\$ -				
Flow	\$ 18,360	5526	\$ 3.32				

**TOWN OF BRIDGTON, MAINE**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2020**

	Sewer Department	Salmon Point Campground	Total Proprietary Funds
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 66,647	-	66,647
Cash held in escrow	2,000,000	-	2,000,000
Accounts receivable	22,794	-	22,794
Interfund loans receivable	423,503	289,932	713,435
Total current assets	2,512,944	289,932	2,802,876
Noncurrent assets:			
Capital assets, not being depreciated	1,989,481	650,000	2,639,481
Capital assets, net of depreciation	498,715	87,340	586,055
Total noncurrent assets	2,488,196	737,340	3,225,536
Total assets	5,001,140	1,027,272	6,028,412
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	163,119	-	163,119
Accrued wages	586	738	1,324
Bond anticipation note	2,005,001	-	2,005,001
Total current liabilities	2,168,706	738	2,169,444
Noncurrent liabilities:			
Notes payable	1,000,000	-	1,000,000
Total noncurrent liabilities	1,000,000	-	1,000,000
Total liabilities	3,168,706	738	3,169,444
<b>NET POSITION</b>			
Net investment in capital assets	1,483,195	737,340	2,220,535
Unrestricted	* 349,239 *	289,194	638,433
Total net position	\$ 1,832,434	1,026,534	2,858,968

*See accompanying notes to basic financial statements.*

C. Sewer assessments, fees and Service charges shall be billed periodically by the Town at such intervals as the Board of Selectmen may determine. The Town may use the services of the Bridgton Water District to obtain water usage information. Sewer interest charges shall be at the same rate as currently established for uncollected property taxes and shall be levied upon all bills not paid within thirty (30) days of the billing date.

D. Any Persons may place on their property, at their own expense, a meter which shall be approved by the Superintendent to measure the amount of water used on the property which does not enter the Public Sewer. An adjustment of the sewer charge shall be made which conforms with said metered use.

E. Commencing July 1, 2016, the Board of Selectmen may establish and levy sewer assessments, fees and Service charges in accordance with the following provisions:

1.) The Board of Selectmen may adopt sewer assessments in accordance with 30-A M.R.S. Chapter 161, subchapter 3 (§§ 3441-46).

2.) The Board of Selectmen may establish connection fees, which shall be fixed fees levied at the time a User lawfully connects a Building Sewer to the Public Sewer.

3.) The Board of Selectmen may establish Service charges, which shall be levied on each User whose property is connected to the Bridgton Sewer System or who possesses a valid Public Sewer Connection Permit. The Service charges shall consist of the following components:

A) A debt service fee to provide a source of revenue for debt retirement costs of the Bridgton Sewer System. The debt service fee shall be a fixed fee based on the User's designated Equivalent Use.

B) An operation and maintenance fee to recover the costs of operating and maintaining the Bridgton Sewer System. The operation and maintenance fee shall be comprised of (i) a charge per 100 cubic feet of the User's water usage and (ii) a fixed fee based on the User's designated Equivalent Use.

C) A reserve account fee to offset costs of future system improvements. The reserve account fee shall be a fixed fee based on the User's designated Equivalent Use.

4.) The Board of Selectmen may establish readiness-to-serve fees, which shall be 30% of debt service fee. Notwithstanding subparagraph 3, above, a readiness-to-serve fee shall be levied in lieu of a Service charge on each Person who possesses a valid Public Sewer Connection Permit until a water use charge is first levied; thereafter, the Person shall be levied a Service charge. For purposes of levying the readiness-to-serve fee, if a Person possesses a valid Public Sewer Connection Permit but is not yet connected to the Bridgton Sewer System, the Superintendent may designate the Equivalent Use of the property as "Undesignated" and assign an equivalent use value of one (1). In addition, at such time

## Linda LaCroix

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**From:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Sent:** Tuesday, March 16, 2021 12:54 PM  
**To:** Linda LaCroix  
**Cc:** Tony Plante  
**Subject:** RE: invitation to participate in resilience planning pilot

So very sorry! We are reaching out to you and Windham and SMPDC is reaching out to Fryeburg. Copy and paste mistake 😊

Thanks for your interest! I will be in touch next week and we can talk more about the details.

**From:** Linda LaCroix <[llaCroix@bridgtonmaine.org](mailto:llaCroix@bridgtonmaine.org)>  
**Sent:** Tuesday, March 16, 2021 12:52 PM  
**To:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Subject:** RE: invitation to participate in resilience planning pilot

Hey Sara – I think you meant Bridgton(!) If yes then yes we would be interested in participating in the pilot program.

Regards

**From:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Sent:** Tuesday, March 16, 2021 12:38 PM  
**To:** Linda LaCroix <[llaCroix@bridgtonmaine.org](mailto:llaCroix@bridgtonmaine.org)>  
**Cc:** Robert "Bob" Peabody, Jr. <[rpeabody@bridgtonmaine.org](mailto:rpeabody@bridgtonmaine.org)>; Tony Plante <[tplante@gpcog.org](mailto:tplante@gpcog.org)>  
**Subject:** invitation to participate in resilience planning pilot

Hi Linda,

We would like to invite Windham to participate in a resilience planning pilot application that we are putting together for an RFP the state put out. The Governor's Office of Policy Innovation and the Future are looking to learn from resilience planning approaches and help build capacity to respond to climate change impacts.

We are partnering with Southern Maine Planning and Development Commission to put together a cohort of 3 inland towns to participate in a collaborative resilience planning effort. If selected it would be a 5 month project that would consist of two workshops as well as some additional meetings and internal coordination on your part. The outcome is that the three towns would be positioned to take advantage of an additional pool of funding the state is offering to fund data gaps, or additional planning efforts that are identified from this first phase (funding is quite small but could be helpful).

SMPDC and GPCOG would provide training on climate hazards and impacts that inland towns may face and help towns assess their vulnerability to these broad hazards (increased heat, increased intensity of precipitation). The amount of time and funding will not allow for a full vulnerability assessment but it will help provide initial data to feed into future planning efforts.

Let me know what you think, it would be good to talk more about it next week. Attached is the RFP. If you are interested we would need a letter of support from the town for the April 5<sup>th</sup> response due date.

Best,  
Sara

## Linda LaCroix

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**From:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Sent:** Tuesday, March 30, 2021 1:13 PM  
**To:** Linda LaCroix  
**Subject:** RE: invitation to participate in resilience planning pilot  
**Attachments:** GOPIF RFP Letter of Support (1).docx

Hi Linda, just following up on this. We will need a letter of support from Bridgton, signed by a town manager. I am attaching a template to use, you just need to fill out specific information for the town and add your logo or put on town letter head if possible. Could you possibly return this to me on Friday?

Best,  
Sara

**From:** Linda LaCroix <[llaCroix@bridgtonmaine.org](mailto:llaCroix@bridgtonmaine.org)>  
**Sent:** Tuesday, March 16, 2021 1:04 PM  
**To:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Subject:** RE: invitation to participate in resilience planning pilot

All good Sara and thank you for including Bridgton!

**From:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Sent:** Tuesday, March 16, 2021 12:54 PM  
**To:** Linda LaCroix <[llaCroix@bridgtonmaine.org](mailto:llaCroix@bridgtonmaine.org)>  
**Cc:** Tony Plante <[tplante@gpcog.org](mailto:tplante@gpcog.org)>  
**Subject:** RE: invitation to participate in resilience planning pilot

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**Cc:** Robert "Bob" Peabody, Jr. <[rpeabody@bridgtonmaine.org](mailto:rpeabody@bridgtonmaine.org)>; Tony Plante <[tplante@gpcog.org](mailto:tplante@gpcog.org)>  
**Subject:** invitation to participate in resilience planning pilot

Hi Linda,



# TOWN OF BRIDGTON

[www.bridgtonmaine.org](http://www.bridgtonmaine.org)



Three Chase Street, Suite #1  
Bridgton, Maine 04009  
Phone: 207-647-8786  
Fax: 207-647-8789  
Cell: 207-256-7211

Robert A. Peabody, Jr., Town Manager

Email: [townmgr@bridgtonmaine.org](mailto:townmgr@bridgtonmaine.org)

March 30, 2021

Participating in the GPCOG/SMPDC Community Resilience Pilot Project would greatly increase the Town of Bridgton's capacity for integrating climate change considerations into planning and help identify priority areas for adaptation. The presentations and knowledge sharing on climate planning and adaptation, regional climate hazards, and other foundational climate-planning topics would bring municipal officials and community leaders together for reflection, priority setting, and initial planning.

Climate planning comes under the direction of the Community Development office. This two-person office has a multitude of other duties under its purview, and as such has limited capacity for carrying out substantive climate planning initiatives on its own. Given the Town of Bridgton's limited internal capacity for climate planning at present, GOPIF support and GPCOG/SMPDC guidance would significantly increase the Town of Bridgton's ability to contribute to statewide climate goals and adapt as required to protect our community from present and future climate hazards.

We have identified the following participants to join workshops for this program:

- Linda LaCroix, Community Development Director, [llacroix@bridgtonmaine.org](mailto:llacroix@bridgtonmaine.org)
- Courtney Kemp, Administrative Assistant to the Community Development Director, [ckemp@bridgtonmaine.org](mailto:ckemp@bridgtonmaine.org)
- Georgiann Fleck, Deputy Town Manager, [gmflex@bridgtonmaine.org](mailto:gmfleck@bridgtonmaine.org).

Linda LaCroix, Community Development Director would act as the point of contact for the program and coordinate internal discussions and actions as needed.

Given the potential for additional funding and improvement in planning capacity, I am writing in support of GPCOG and SMPDC's grant application. Should GOPIF choose to fund the GPCOG/SMPDC program, the Town of Bridgton will submit an implementation funding proposal based on priorities identified in this program.

Best Regards,

A handwritten signature in blue ink, appearing to be 'R. Peabody', is written over a horizontal line.

Robert A. Peabody, Jr.  
Town Manager

**From:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Sent:** Wednesday, April 28, 2021 11:34 AM  
**To:** Gretchen A. Anderson; Linda LaCroix  
**Subject:** FW: RFP #202102011, GOPIF Community Resilience Pilot Project  
**Attachments:** GPCOG\_Award Notification Letter\_Resilience Pilot.pdf; Timeline and Implementation\_GPCOG\_Resilience Pilot.pdf

Hi Gretchen and Linda, I am writing with good news, we were selected by GOPIF as a provider for the State Resilience Pilot!

I am attaching the award letter. Additionally I have attached an updated timeline, the timeline is shorter than we thought, given GOPIFs desire to have a list of priority actions and an application for additional funding by October. So we will focus on delivering the three workshops for Windham and Bridgton this summer.

We will be working out contracting with the state in the coming week, but it might be useful for the three of us to hop on a call next week to talk more in depth about the program. Tuesday and Thursday are quite clear for me, let me know if you have openings on those days.

Best,  
Sara

**From:** Ambrette, Brian <[Brian.Ambrette@maine.gov](mailto:Brian.Ambrette@maine.gov)>  
**Sent:** Friday, April 23, 2021 3:05 PM  
**To:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Subject:** RFP #202102011, GOPIF Community Resilience Pilot Project

Good afternoon Sara,

Thank you for your proposal to GOPIF's Community Resilience Pilot Project RFP. The attached award notification letter for RFP #202102011 lists the selected proposals and next steps in the award process.

Sincerely,  
Brian

**Brian Ambrette** | Senior Climate Resilience Coordinator  
Governor's Office of Policy Innovation and the Future  
Burton Cross Building, 3<sup>rd</sup> Floor, 111 Sewall Street, Augusta, Maine 04330  
[Brian.Ambrette@maine.gov](mailto:Brian.Ambrette@maine.gov) | (207) 707-2190 | [www.maine.gov/future](http://www.maine.gov/future)



**Janet T. Mills**  
Governor

**STATE OF MAINE  
GOVERNOR'S OFFICE OF POLICY  
INNOVATION AND THE FUTURE**

**Hannah Pingree**  
Director

**AWARD NOTIFICATION LETTER**

**April 23, 2021**

**Sara Mills-Knapp  
Greater Portland Council of Governments  
970 Baxter Blvd.  
Portland, Maine 04103**

**SUBJECT: Notice of Conditional Contract Awards under  
RFP #202102011, Community Resilience Pilot Project**

**Dear Sara:**

**This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Governor's Office of Policy Innovation and the Future for Community Resilience Pilot Project. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:**

- **University of Southern Maine**
- **Greater Portland Council of Governments**
- **Northern Maine Development Commission**

**The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.**

**As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).**

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

# GPCOG Community Resilience Pilot Timeline and Implementation Plan

<b>MARCH, 2021</b>	<b>TASK 1 - RECRUIT A COHORT OF MUNICIPALITIES</b> GPCOG team recruits Bridgton and Windham to participate in project co-hort.
<b>MAY, 2021</b>	<b>TASK 2 - COMMUNITY WORKSHOP PLANNING</b> GPCOG team kicks off preparation and planning for community workshops in coordination with GOPIF.
<b>JUNE, 2021</b>	<b>Understanding Climate Risk - Workshop 1</b> AmeriCorps Resilience Fellow and Sustainability Associate lead data collection on regional climate hazards and community vulnerabilities in the municipalities with an initial survey assessment and a 'Kick Off' meeting with municipal staff.  Outreach for engagement in adaptation planning requires input from frontline communities. Sustainability Associate to lead support for municipal leaders in pairing data-guided decision-making with substantive community engagement at each stage of the adaptation planning process.  GPCOG project lead shares Climate Vulnerability Snapshots with municipal staff for internal discussion and then facilitates <b>Workshop 1 - Engagement and Education</b> with both Bridgton and Windham. Resilience Fellow and Sustainability Associate work with cohort to debrief from Workshop 1 and all staff prepares for Workshop 2. Developing presentations and resources based on topic selected by cohort.
<b>JULY, 2021</b>	<b>Addressing Vulnerability - Workshop 2</b> Depending on the topic selected the team will bring additional GPCOG staff to present or consider inviting partners with relevant expertise to present while the project lead facilitates <b>Workshop 2 - Risks and Solutions</b> . Resilience Fellow and Sustainability Associate work with cohort to debrief from Workshop 2 and all staff prepares for Workshop 3.
<b>AUGUST, 2021</b>	<b>Prioritizing Community Resilience - Workshop 3</b> Towns will conduct internal discussions that prioritize solutions discussed in workshop two. They will bring 2-3 solutions to workshop 3 for discussion. GPCOG will work to identify 1-2 regional solutions that have surfaced from workshop one and two. The workshop will be used to detail clear next steps for implementation. Project lead will facilitate <b>Workshop 3 - Reflection and Priority Setting</b>
<b>SEPTEMBER, 2021</b>	<b>TASK 3 - PROPOSALS FOR ADDITIONAL FUNDING</b> Full team to provide development assistance to municipalities to create a funding proposal.
<b>OCTOBER 1, 2021</b>	<b>List of prioritized actions completed</b>
<b>OCTOBER 22, 2021</b>	<b>Implementation funding proposals due to GOPIF</b>
<b>NOVEMBER 5, 2021</b>	<b>Implementation funds awarded</b>  GPCOG project team to track project implementation and support where needed.
<b>MARCH, 2022</b>	<b>Implementation status reports due to GOPIF</b>  <b>TASK 4 - REPORTING AND RESOURCE DEVELOPMENT</b> Full team to work with GOPIF to develop a report highlighting lessons learned and transferable methods and resources.
<b>SEPTEMBER, 30 2022</b>	<b>All project and implementation funds expended</b>

## Linda LaCroix

---

**From:** Robert "Bob" Peabody, Jr.  
**Sent:** Wednesday, April 28, 2021 11:48 AM  
**To:** Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Liston "Lee" E. Eastman; Paul Tworog  
**Cc:** Linda LaCroix; Georgiann M Fleck; Nikki Hamlin  
**Subject:** FW: RFP #202102011, GOPIF Community Resilience Pilot Project  
**Attachments:** GPCOG\_Award Notification Letter\_Resilience Pilot.pdf; Timeline and Implementation\_GPCOG\_Resilience Pilot.pdf

Folks-

Please see below and attached.

Bob

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

**From:** Linda LaCroix <[llaCroix@bridgtonmaine.org](mailto:llaCroix@bridgtonmaine.org)>  
**Sent:** Wednesday, April 28, 2021 11:40 AM  
**To:** Robert "Bob" Peabody, Jr. <[rpeabody@bridgtonmaine.org](mailto:rpeabody@bridgtonmaine.org)>; Georgiann M Fleck <[gmflex@bridgtonmaine.org](mailto:gmflex@bridgtonmaine.org)>  
**Cc:** Courtney Kemp <[ckemp@bridgtonmaine.org](mailto:ckemp@bridgtonmaine.org)>  
**Subject:** FW: RFP #202102011, GOPIF Community Resilience Pilot Project

FYI – we are in on the state resilience project ...

**Linda L. LaCroix**  
*Community Development Director*  
Town of Bridgton, 3 Chase Street, Suite 1, Bridgton, Maine 04009  
[www.bridgtonmaine.org](http://www.bridgtonmaine.org) (207) 803-9956 (office) (207) 595-3560 (mobile)

**From:** Sara Mills-Knapp <[smills-knapp@gpcog.org](mailto:smills-knapp@gpcog.org)>  
**Sent:** Wednesday, April 28, 2021 11:34 AM  
**To:** Gretchen A. Anderson <[gaanderson@windhammaine.us](mailto:gaanderson@windhammaine.us)>; Linda LaCroix <[llaCroix@bridgtonmaine.org](mailto:llaCroix@bridgtonmaine.org)>  
**Subject:** FW: RFP #202102011, GOPIF Community Resilience Pilot Project

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## Linda LaCroix

---

**From:** Linda LaCroix  
**Sent:** Tuesday, June 8, 2021 3:29 PM  
**To:** Liston "Lee" E. Eastman; Glenn "Bear" R. Zaidman; Carmen Lone; G. Frederick Packard; Paul Tworog  
**Cc:** Robert "Bob" Peabody, Jr.; Georgiann Fleck; Courtney Kemp (ckemp@bridgtonmaine.org)  
**Subject:** Governor's Office of Policy Innovation and the Future Community Resilience Pilot Program  
**Attachments:** Pilot project release\_FINAL.docx; Timeline and Implementation\_GPCOG\_Resilience Pilot.pdf

Dear Select Board,

Please see attached announcement from the Governor's Office of Policy Innovation and the Future describing a climate change planning program that the Town of Bridgton was selected to participate in over the summer and fall. The purpose of the program is to develop proposals for funding actions related to climate change planning and resource implementation. Also attached is a Timeline and Implementation Plan with details on the planning process. Bridgton will be working with the Town of Windham and GPCOG on this effort, as well as a number of local officials, developers and subject matter experts.

This program will benefit work on updating the Comprehensive Plan and developing a Master Plan and a Growth Management Plan for the town. I welcome questions and comments and will provide updates as the program progresses.

Regards,  
Linda

**Linda L. LaCroix**

*Community Development Director*

Town of Bridgton, 3 Chase Street, Suite 1, Bridgton, Maine 04009  
www.bridgtonmaine.org (207) 803-9956 (office) (207) 595-3560 (mobile)



## **Eight Maine Communities Selected for Local Climate Change Planning Projects**

*Funding from Maine Climate Council will support climate resilience planning in Aroostook, Cumberland, and Sagadahoc counties, develop model processes for Maine*

**Augusta, MAINE** – Eight Maine communities have been selected to participate in pilot projects for local climate resilience planning, to help them prepare for effects of climate change and develop climate planning models for towns and cities in Maine.

The selected pilot projects are partnerships among the following communities and organizations:

- Windham and Bridgton, with the Greater Portland Council of Governments.
- Harpswell, Phippsburg and West Bath, with the New England Environmental Finance Center and Casco Bay Estuary Partnership at the University of Southern Maine.
- Caribou, Washburn, and Fort Fairfield, with the Northern Maine Development Commission and The Nature Conservancy in Maine.

The pilot projects, which are supported by \$125,000 in private funds donated to the Maine Climate Council, were selected in a competitive process by the Governor's Office of Policy Innovation and the Future and the Department of Agriculture, Conservation and Forestry.

Maine's four-year climate action plan, *Maine Won't Wait*, recommended enhancing state support for communities to build climate resilience, such as by adopting official sea-level rise projections, incorporating climate change in land-use planning, and strengthening public-health monitoring, education, and prevention.

"With increasing storm events, droughts, and rising sea levels, Maine's climate action plan calls for empowering communities to help them become more resilient to the impacts of climate change," **said Hannah Pingree, Director, Governor's Office of Policy Innovation and the Future, and co-chair, Maine Climate Council.** "The partnerships behind this pilot project will help inform the state as it seeks to increase both funding and technical assistance to support crucial resilience planning for Maine's cities and towns."

In many cases, communities are assisted by state programs, academic institutions, nonprofits, and the private sector for climate planning, but technical and financial support for municipal efforts is not uniform and progress has been uneven. By working to create climate resilience planning processes that are replicable across the state, these projects will help advance local efforts against climate change.

"Northern Maine Development Commission is excited to partner with The Nature Conservancy to provide resiliency planning for three communities along the Aroostook



In 2019, Governor Mills, with bipartisan support of the Maine Legislature, enacted some of the nation's boldest greenhouse gas emissions reductions and renewable energy generation targets, to protect Maine from the effects of climate change and grow a vibrant clean energy economy.

Since then, she has committed Maine to further, urgent climate action, including achieving carbon neutrality by 2045, and more than doubling the state's clean energy workforce to 30,000 by 2030 through increased support of workforce development and training, as well as emerging energy technology.

In the past weeks, Governor Mills has advanced several climate initiatives through her [Maine Jobs & Recovery Plan](#), [bond package](#), and [supplemental budget proposals](#), including funds to further assist municipalities in protecting roads, bridges, and other critical infrastructure from climate effects.

Moody's Investors Service also [cited Governor Mills' climate actions](#) in its [reaffirmation of Maine's strong credit rating](#), noting that the creation of the Maine Climate Council and other actions will help mitigate the risks climate changes presents to Maine.

###

# GPCOG Community Resilience Pilot Timeline and Implementation Plan

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# TOWN OF BRIDGTON

## MEMO

**TO: BOARD OF SELECTMEN**  
**CC: ROBERT A. PEABODY, JR. TOWN MANAGER**  
**FROM: BRENDA DAY, CODE ENFORCEMENT OFFICER**  
**RE: TAX ACQUIRED PROPERTY**  
**491 SOUTH BRIDGTON RD. Map 2 Lot 37-3**  
**DATE: June 4, 2021**

---

I met with Milton Adams and Jennifer Barker at 491 South Bridgton Rd. Bridgton Tax Map 2 Lot 37-3 on June 4, 2021.

I did an inspection of their house and property, and they have completed the list of items below to bring it up to code.

1. smoke detectors in the bedrooms
2. back deck repair for the large hole in front of the door
3. Clean up the various debris in the yard. (metal, appliances, and trash)

It is my recommendation is that we release the property back to the owners..

Dear Board of Selectmen,

We paid \$1000.74 to redeem our property back. We knew we were behind on our taxes, Our mistake was the payment of \$1,000.00 made on 6/21/19 we thought 2018 was paid.

The \$1000.00 we made in Dec we thought was going towards 2019. When Milton came into the Town Offices on April 7, 2020 we were planning on getting up to date, when we got the bad news of our error.

We are very sorry for the inconvenience.

Thank you,

491 S. Bridgeton Rd  
Bridgeton ME 04009

Jennifer Barker  
*Jennifer Barker*

Milton Adams  
*Milton Adams*

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

# OFFICIAL CHECK

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK



**Bank**

10482838-7

52-0133  
112

RE: MILTON ADAMS

DATE: 04/08/2021

PAY TO THE ORDER OF **\*\*TOWN OF BRIDGTON\*\***  
**Six Thousand Sixty AND 74/100**

**\$6,060.74**



DRAWER: TD BANK, N.A.

*[Signature]*  
AUTHORIZED SIGNATURE

⑈ 104828387 ⑈ ⑆ 011201335 ⑆ 6265009101 ⑈

X X X

Town of Bridgton

BRIDGTON, ME

04/08/21 11:51 AM ID:117

TYPE: DEBIT

In/Out

RE: Foreclosure of Milton Adams / Jen

Trans In/Out 6,060.74

Total: 6,060.74\*

Paid By: Milton Adams

Remaining Balance: 0.00

Check : 6,060.74

104828387 6,060.74

**TOWN OF BRIDGTON**

**MEMO**

**TO: Laurie L. Chadbourne**  
**CC: Board of Selectmen**  
**FROM: Brenda Day**  
**RE: 377 Main St. Map 24 Lot 96**  
**DATE: August 14, 2020**

**Final Inspection**

**Conditions met:**

As required, all fire alarms have been installed in each specified area. New railings have been installed where deemed necessary. All said conditions have been inspected and approved by the CEO.

**Recommendations:**

I recommend that the property shall not be returned to the owner until taxes and sewer bills are paid to date.

Thank you,  
**Brenda Day**

Date June 15, 2021

Pay to the  
Order of TOWN OF BRIDGTON

Amount \$2,500.00

\*\*\*\* Two Thousand Five Hundred and 00/100\*\*\*\*

DOLLARS

**OFFICIAL CHECK**

Memo



*Brittini Harbor*  
Authorized Signature

⑈ 1020500437 ⑈

⑆ 211274515⑆ 8010157770 ⑈

HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK

**TD Bank**

RE: **AMANDA L STUART**

DATE: **06/14/2021**

10492296-6

52-0133  
112

PAY TO THE  
ORDER OF **Town of Bridgton**

**Seven Thousand One Hundred Thirty Five AND 88/100**

**\$7,135.88**

DRAWER: TD BANK, N.A.

*[Signature]*  
AUTHORIZED SIGNATURE

RUB HERE  
COLOR PAGES WITH TEXT

Security  
Features  
Details on  
Back.

⑈ 104922966 ⑈ ⑆ 011201335⑆ 6265009101 ⑈







# OFFICIAL CHECK

10418403-3

52-0133  
112

RE: AMANDA STUART

DATE: 02/27/2019

PAY TO THE  
ORDER OF

Four Thousand Four Hundred Eighty Three and 92/100

DRAWER: TD BANK, N.A.

*[Signature]*  
AUTHORIZED SIGNATURE



Security  
Features  
Details on  
Back.

⑈104184033⑈ ⑆01201335⑆ 6265009101⑈

Town of Bridgton

Receipt

\*\*\* REPRINT \*\*\*

02/27/19 2:19 PM ID:DET

TYPE----- REF---

#79797-1

AMOUNT

\*Kenneth & Phoebe Stuart

In/Out

Taxes In/Out

Total: 4,043.92\*

4,043.92

Paid By: Amanda Stuart

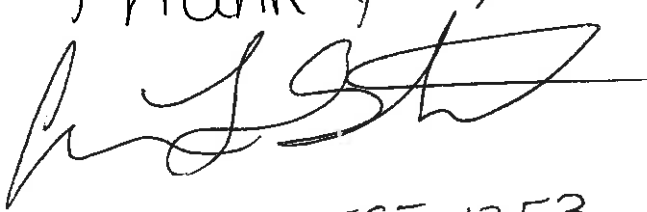
Remaining Balance: 0.00

Check : 4,043.92

10418403-3 4,043.92

• • • • •  
To Whom it may concern,

I, Amanda L Stuart, am requesting my house, 377 main street, back. Both parties have passed away and would like it deeded back to the estate. I am the granddaughter of Kenneth and Phoebe Stuart. I also request that I attend the board meeting.

Thank you,  
  
Cell 207-595-1353

• • • • •

# TOWN OF BRIDGTON

# MEMO

**TO:** Board of Selectmen *Laurie*  
**FROM:** Laurie L. Chadbourne, Town Clerk/Deputy Tax Collector  
**RE:** RE 1333; 32 Wichita Lane  
**DATE:** June 16, 2021

---

Code Enforcement Officer Brenda Day is scheduled to visit this property on Monday, June 21, 2021 and will provide her recommendation for redemption after inspection.

June 5, 2021

Town of Bridgton  
3 Chase Street #1  
Bridgton, ME 04009

To the Town of Bridgton,

With this letter I am hereby apologizing for our late tax payments. We will go to a monthly payment to avoid this happening ever again.

I respectfully request redemption of 32 Wichita lane to R&R Trust, the original owner.

Thank you for your help and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R + D Mann". The signature is fluid and cursive, with the first part being a stylized "R" and the second part being "D Mann".

Robert D Mann Jr, Trustee R&R Trust  
180 Hurricane Rd  
Keene, NH 03431



Treasurer's Check

53-7122/2

No. 544543

Date: 06/07/2021

Pay to the

Order of \*\*\*\*Town of Bridgton\*\*\*\*

Amount \$39,009.23

Thirty-Nine Thousand Nine and 23/100\*\*\*\*\*

DOLLARS

32 Wichita Lane

Memo

NOTICE TO CUSTOMER: ACCORDING TO MASSACHUSETTS UNIFORM COMMERCIAL CODE (3-312)  
A REPLACEMENT CHECK FOR A LOST, STOLEN, OR DESTROYED TREASURER'S CHECK CANNOT BE ISSUED  
UNTIL AT LEAST 90 DAYS AFTER THE DATE OF THE CHECK.

Authorized Signature

544543 211371227 87050000

Love always,  
**BRIDGTON**  
**MAINE**

Town of Bridgton

----- Receipt -----

06/10/21 9:09 AM ID:ASA #19874-  
TYPE----- REF--- AMOI

In/Out

Tax Acquired Property 32 Wichita La  
Taxes In/Out 39,009

Total:39,009.23\*

Paid By: Robert Mann

Remaining Balance: 0.00

Check : 39,009.23  
544543 - 39,009.23

# TOWN OF BRIDGTON

## MEMO

TO: Board of Selectmen *Laurie*  
FROM: Laurie L. Chadbourne, Town Clerk  
RE: Business Licenses  
DATE: June 16, 2021

---

▪ **Neptunes Native Grown**

224 Portland Road

**Medical Marijuana Caregiver Retail Store**

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

▪ **Beth's Kitchen Café**

108 Main Street

**Victualer's License**

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

▪ **Ricky's Diner**

257 Main Street

**Victualer's License**

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

▪ **BHOP & Bar**

256 Main Street

**Victualer's License**

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

**Complete applications are on file at the Town Clerk's Office and available for Select Board review.**

**CERTIFICATE OF COMMITMENT OF SEWER USER RATES  
COMMITMENT #252**

**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 March 2021 and ending 31 May 2021**. This list is comprised of 3 pages which are attached to this certificate.

The date on which the rates included in this list are **due and payable is 23 July, 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 \$15, 607.20**. 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 **22<sup>nd</sup> day of June 2021**.

\_\_\_\_\_  
Glenn R. Zaidman

\_\_\_\_\_  
Carmen Lone

\_\_\_\_\_  
G. Frederick Packard

\_\_\_\_\_  
Paul Tworog

\_\_\_\_\_  
Robert McHatton, Sr.

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
Book # 2									
*1	106400	107500	1100	0.00	235.99	235.99	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	30200	30800	600	0.00	119.74	119.74	426	OBERG, PETER W 0023-0018	132 MAIN ST.
*4	123400	124000	600	0.00	317.34	317.34	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	13800	13800	0	0.00	98.80	98.80	298	OBERG, PETER W 0023-0030	150 MAIN ST.
*8	24400	24700	300	0.00	109.27	109.27	300	ORCHARD VIEW, LLC 0023-0031	154 MAIN ST.
*9	3100	3200	100	0.00	102.29	102.29	734	FOSTER JR., KERMIT G 0023-0033	158 MAIN ST.
*10	1940	2040	100	0.00	102.29	102.29	301	HOMESTEAD FARM GROUP, LLC 0023-0032	156 MAIN ST.
*11	162840	169215	6375	0.00	617.69	617.69	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	19100	19200	100	0.00	102.29	102.29	303	FOSTER, P COLLEEN 0023-0035A	2 ELM ST.
*14	33400	33600	200	0.00	105.78	105.78	720	FOSTER JR., KERMIT G 0023-0035	2 ELM ST.
*15	111300	111300	0	0.00	98.80	98.80	334	KIERNAN, ROBYN 0023-0094	13 IREDALE ST.
*16	727700	730900	3200	0.00	605.68	605.68	337	TOWN OF BRIDGTON 0023-0093-OTL	3 CHASE ST.
*17	42200	42800	600	0.00	218.54	218.54	342	MOORE, BEVERLY A 0023-0092	2 IREDALE ST.
*18	18600	18900	300	0.00	109.27	109.27	359	STOVER, KENNETH A 0023-0090	4 HARRISON RD.
*19	656300	658500	2200	0.00	106.86	106.86	360	NORWAY SAVINGS BANK 0024-0038	1 HARRISON RD.
*21	150200	156000	5800	0.00	894.02	894.02	362	TRAN, ANDY 0023-0089	270 MAIN ST.
*22	383700	394800	11100	0.00	881.39	881.39	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	SIGNORELLI, ERIC B 0023-0088	264 MAIN ST.
*25	145400	150100	4700	0.00	756.83	756.83	367	HRONARAKIS, MARINIS 0023-0085	256 MAIN ST.
*26	23987	28132	4145	0.00	1,429.06	1,429.06	369	PONDICHERY PROPERTIES, LLC 0023-0108	257 MAIN ST.
*27	101700	104100	2400	0.00	478.96	478.96	370	MAGUIRE, GEORGE E., TRUSTEE OF THE	261 MAIN ST.

\* = Override



# Billing Edit Report

Seq	Previous	Current	Cons	Water	Sewer	Total	Acct	Name	Location
<b>Book # 2</b>									
								263 MAIN STREET 0023-0107	
*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	22420	22420	0	0.00	197.60	197.60	376	BHOP PIZZA, LLC 0023-0083	248 MAIN ST.
*33	30575	31700	1125	0.00	335.66	335.66	377	WOHLMUTH, KIRK M 0023-0082	244 MAIN ST.
*34	16905	16905	0	0.00	197.60	197.60	378	GIONET, CHARLES 0023-0081	240 MAIN ST.
*35	39700	39700	0	0.00	98.80	98.80	379	HEATHROW CORPORATION 0023-0109	247 MAIN ST.
*36	31900	32100	200	0.00	105.78	105.78	382	KEYBANK NATIONAL ASSOCIATION 0023-0079	232 MAIN ST.
*37	193500	196100	2600	0.00	288.34	288.34	383	IT WAS ALL A DREAM LLC 0023-0114	233 MAIN ST.
*38	368900	375700	6800	0.00	434.92	434.92	406	REN-BRO, INC. 0023-0128	151 MAIN ST.
*39	425500	430400	4900	0.00	763.81	763.81	409	SNAPDRAGON, LLC. 0023-0137	9 DEPOT ST.
*40	5835	6225	390	0.00	112.41	112.41	411	PIKE, KELLY 0023-0136	1 DEPOT ST.
*41	1360100	1389100	29000	0.00	1,407.30	1,407.30	789	SNAPDRAGON, LLC. 0023-0137	9 DEPOT ST.
*42	53125	56985	3860	0.00	727.51	727.51	412	COOL C AND EASY E LLC 0023-0134	18B DEPOT ST.
*43	31100	32500	1400	0.00	246.46	246.46	806	MAIN ECO PROPERTIES, LLC 0023-0131	8 DEPOT ST.
*44	143700	145300	1600	0.00	352.24	352.24	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	3795	305	0.00	899.84	899.84	808	VIVO ITALIAN KITCHEN 0023-0134A	18A DEPOT ST.
*47	6880	6970	90	0.00	101.94	101.94	272	THE CARRY ALL CORNER, LLC 0023-0148	2 COTTAGE ST.
*48	3825	3905	80	0.00	299.19	299.19	4116	GORRELL, CILMA 0023-0148	2 COTTAGE ST.
*50	3121	3880	759	0.00	125.29	125.29	363	LACROIX, LINDA	2 COTTAGE STREET
*51	4031	5132	1101	0.00	137.22	137.22	368	PERRI, BARBARA	2 COTTAGE STREET
<b>Book 2 Total:</b>				<b>0.00</b>	<b>15,607.20</b>	<b>15,607.20</b>			
<b>Total:</b>				<b>0.00</b>	<b>15,607.20</b>	<b>15,607.20</b>			

Consumption Report

----- Sewer -----										
Book	SEWER	RESRV	EDU	4	5	6	7	8	9	Total
2	96,161	0	0	0	0	0	0	0	0	96,161
Total:	96,161	0	0	0	0	0	0	0	0	96,161

Calculation Summary Report

Water		Sewer	
Override	0.00	Override	0.00
Flat	0.00	Flat	0.00
Units	0.00	Units	12,251.20
Consumption	0.00	Consumption	3,356.00
Miscellaneous	0.00	Miscellaneous	0.00
Adjustments	0.00	Adjustments	0.00
Tax	0.00	Tax	0.00
Total	0.00	Total	15,607.20

User Category Summary

Category	Water Count	Cons	Amount	Category	Sewer Count	Cons	Amount
				1 SEWER METER	49	96161	15,607.20

## Georgiann M Fleck

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**From:** Ginger Morton <ginger.morton@comcast.net>  
**Sent:** Tuesday, June 1, 2021 4:46 PM  
**To:** Georgiann M Fleck  
**Subject:** Fwd: Kendal Ham Drive Property

Hi - Here is my original email to the Town Manager.

Sincerely,  
Ginger

----- Original Message -----

From: Ginger Morton <ginger.morton@comcast.net>  
To: "rpeabody@bridgtonmaine.org" <rpeabody@bridgtonmaine.org>  
Date: 05/13/2021 9:11 PM  
Subject: Kendal Ham Drive Property

Dear Mr. Peabody:

I am writing in regard to our family property at 27 Kendal Ham Drive in Bridgton. The property is presently in the name of my deceased mother, Susanne L. Brand Trustee, for the Brand Bridgton Nominal Trust. My brother and I will be the heirs to this property once the estate is settled.

In the past few years, two of our Kendal Ham Drive neighbors, R. Russell Fuller and Sean Morgan, have purchased small amounts of acreage from the parcel owned by the Town of Bridgton 54-0-10-TL (21.24 acres), to extend their properties across Kendal Ham Drive from the lake. We would, very much, like to do the same thing. It appears from the tax map that the additional piece would be about 100 feet by about 160 feet. The property would abut the Fuller property on one side, and the Bliss and Buck properties on the other. It is my understanding that the process to purchase the property is "to make the Town an offer"! My brother and I, and our spouses, would like to offer \$3,000 to the Town for the purchase of this piece of property.

Please let me know if, "making an offer" is in fact the right thing to do, and what the process would be from here.

Most sincerely,

Virginia Brand Morton  
8420 Williston Road  
Williston, VT 05495

**Article 28. Question 26.** Shall the Town vote to authorize the Tax Collector to accept pre-payment of taxes not yet due or assessed (36 MRS § 506)?

**Article 29. Question 27.** Shall the Town vote to authorize the Board of Selectmen to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

**Article 30. Question 28.** Shall the Town vote to authorize the Board of Selectmen to waive the foreclosure of a tax lien mortgage pursuant to 36 MRS § 944 upon a finding by the Board of Selectmen that ownership of the property subject to the lien would be contrary to the Town's best interest?

**Article 31. Question 29.** Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; with property to be disposed of by written policy and on terms the Board of Selectmen deem advisable, except that the Municipal Officers shall use the special sale process required by 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s)?

**Article 32. Question 30.** Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of wastewater assessments thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; property to be disposed of by written policy and on terms the Board of Selectmen deem advisable?

**Article 33. Question 31.** Shall the Town vote to authorize the Board of Selectmen to sell Town-owned land that the Board of Selectmen has determined to be surplus, other than land acquired for non-payment of taxes or wastewater assessments, and to conduct the sale of such land by sealed bid, public auction or through an agent or multiple listing, whichever the Board of Selectmen deems to be in the best interest of the Town; and to deliver a quitclaim deed to the successful purchaser; provided that at least 30 days prior to selling, or obligating the Town to sell, such surplus land, the Town shall mail written notice to the abutters at their addresses on file with the Town, give notice on the Town's website, post at least one notice on a social media platform used by the Town, and publish at least one notice in a newspaper of general circulation in the Town? The net proceeds of any sale shall be deposited into the Town's general fund.

**Article 34. Question 32.** Shall the Town vote to authorize the transfer of all unexpended balances to fund balance, excepting those carried forward funds, and to authorize any overdrafts that may occur in the Town operations in the 2020/2021 fiscal year to be taken from fund balance?

**Article 35. Question 33.** Shall the Town vote to authorize the Board of Selectmen to sell or dispose of equipment that is no longer of any use, or is unusable?

**Article 32. Question 30.** Shall the Town vote to authorize the Board of Selectmen, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of wastewater assessments thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; property to be disposed of by written policy and on terms the Board of Selectmen deem advisable?

**Yes received 846 votes and passed.**

No received 422 votes.

Blanks received 157 votes.

**Article 33. Question 31.** Shall the Town vote to authorize the Board of Selectmen to sell Town-owned land that the Board of Selectmen has determined to be surplus, other than land acquired for non-payment of taxes or wastewater assessments, and to conduct the sale of such land by sealed bid, public auction or through an agent or multiple listing, whichever the Board of Selectmen deems to be in the best interest of the Town; and to deliver a quitclaim deed to the successful purchaser; provided that at least 30 days prior to selling, or obligating the Town to sell, such surplus land, the Town shall mail written notice to the abutters at their addresses on file with the Town, give notice on the Town's website, post at least one notice on a social media platform used by the Town, and publish at least one notice in a newspaper of general circulation in the Town? The net proceeds of any sale shall be deposited into the Town's general fund.

**Yes received 974 votes and passed.**

No received 296 votes.

Blanks received 155 votes.

**Article 34. Question 32.** Shall the Town vote to authorize the transfer of all unexpended balances to fund balance, excepting those carried forward funds, and to authorize any overdrafts that may occur in the Town operations in the 2020/2021 fiscal year to be taken from fund balance?

**Yes received 991 votes and passed.**

No received 271 votes.

Blanks received 163 votes.

**Article 35. Question 33.** Shall the Town vote to authorize the Board of Selectmen to sell or dispose of equipment that is no longer of any use, or is unusable?

**Yes received 1204 votes and passed.**

No received 99 votes.

Blanks received 122 votes.

**Article 36. Question 34.** Shall the Town vote to authorize the Board of Selectmen and Treasurer, on behalf of the Town, to accept gifts, real estate, and funds, including trust funds, that may be given or left to the Town?

**Yes received 1085 votes and passed.**

No received 221 votes.

Blanks received 119 votes.

Bridgton

**Billing Information**

06/02/2021

08:45 AM

Account: 4409 Card: 1

**Name**

BRAND, SUSANNE L.-TRUSTEE OF THE

**Second Owner**

NOMINEE TRUST

**Map / Lot**

0054-0010-0005

**Address**30 SHARON RD.  
S. HAMILTON, MA 01982**Location**

27 KENDAL HAM DR.

**Reference 1****Telephone****Reference 2****Deed Name 1**

BRAND, SUSANNE L.-TRUSTEE OF THE

**Deed Name 2**

NOMINEE TRUST

**Book Page** B25730P130 B7126P18**Land Code** 0 None**Exempt Code 1** 0**Building Code** 0 None**Exempt Code 2** 0**Tran Code** 0 None**Exempt Code 3** 0

Tg Plan Year.... 0

**Entrance** 0

Tif District # Not Used See 0

**Information** 0

Tran Code

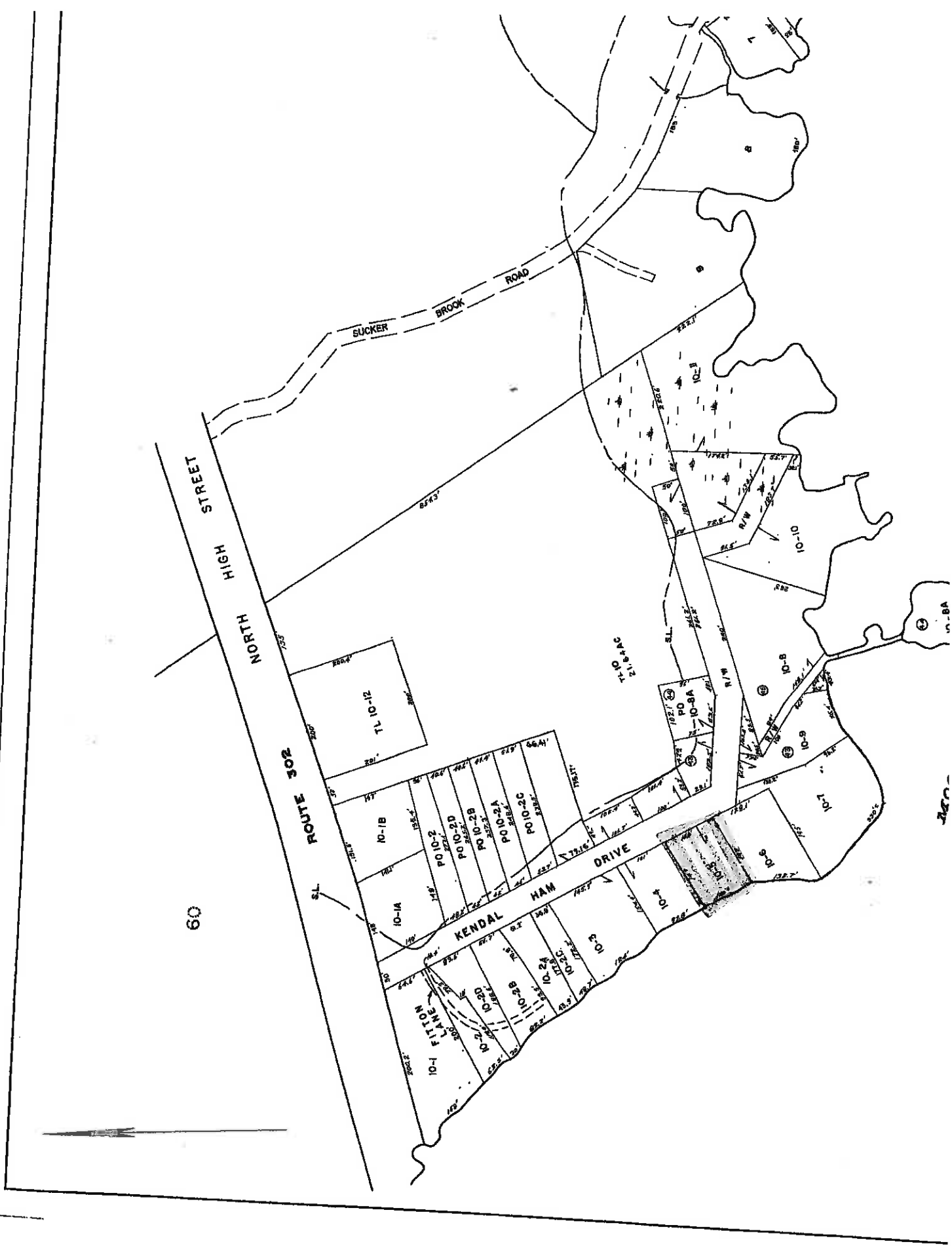
**Last Inspected** 00/00/00

	<b>Soft Wood</b>	<b>Hard Wood</b>	<b>Mixed</b>	<b>Other</b>	<b>Total</b>
<b>Acres</b>	0	0	0	0.6	0.60
<b>Value</b>	0	0	0	210,444	

<b>Land</b>	210,444	<b>Building</b>	66,559	<b>Exemption</b>	0
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**Total Account Values**

	<b>Assessment</b>		<b>Estimated</b>
<b>Land</b>	210,444	<b>Tax Rate</b>	14.950
<b>Building</b>	66,559	<b>Tax Amount</b>	4,141.19
<b>Exemption</b>	0		
<b>Taxable</b>	277,003		



**Robert "Bob" Peabody, Jr.**

---

**From:** Robert "Bob" Peabody, Jr.  
**Sent:** Wednesday, January 13, 2021 9:21 AM  
**To:** Jay Poulin  
**Cc:** David Madsen; Georgiann M Fleck; Nikki Hamlin; Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Liston "Lee" E. Eastman; Paul Tworog  
**Subject:** Crosswalks

Good morning, Jay-

As previously reported to you, there are some instances of portions of the new crosswalks peeling off. I believe, after notification, you physically inspected the damage. I further understand that the repair of the damaged walks fall under the warranty umbrella.

At last night's Selectboard Meeting, the following questions were raised: 1)what is the coverage under the warranty? 2)what is the duration of the warranty and does it increase to cover damaged and repaired sections for an additional period of time? 3)when will the repairs be made?

I look forward to your responses.

Thanks!

Bob

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



## **Robert "Bob" Peabody, Jr.**

---

**From:** Jay Poulin <jpoulin@hebengineers.com>  
**Sent:** Wednesday, February 10, 2021 4:05 PM  
**To:** Robert "Bob" Peabody, Jr.  
**Cc:** David Madsen; Georgiann M Fleck; Nikki Hamlin; Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Liston "Lee" E. Eastman; Paul Tworog; Jay Poulin  
**Subject:** RE: Crosswalks  
**Attachments:** Bridgton Xwalk Damage.jpeg; Berlin Pre-Repair.jpg; Berlin Post-Repair.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Bob,

I'm sorry to hear that additional crosswalk areas have been damaged due to plowing. I looked at the initial area of damage adjacent to Reny's just before Christmas. I have not seen the more recent damage. Attached is a photo from my visit of 12/16/2020 for reference. Germaine to the discussion below, you will note in the Bridgton photo some variety in color throughout the crosswalk after the initial installation.

As for the repair, the Town can certainly request the Contractor repair the entire crosswalk where damage is present.....but the Contract documents do not support that (requiring Contractor to repairs areas that are not damaged/defected) and I anticipate you will meet strong resistance from the Contractor....and therefore would unlikely to be completed.

Relative to crosswalks, there is no "maintenance-free" installation that we are aware of. When specifying crosswalk markings, one must find a compromise between aesthetics, durability & maintenance. And while I'm not sure what has been represented to you in the past regarding this matter, I can tell you that based on my research associated with a roadway project in Berlin, NH where we installed a similar product, there is no silver bullet when it comes to crosswalk markings. There are advantages and disadvantages with each option. For the Berlin project, my research included contacting PW Directors from Keene, NH and Hudson, NH where I was aware of recent installations. Both indicated they would choose this installation over others in the future based on the considerations of aesthetics, durability & maintenance. Options are numerous and can range from paint to concrete to stone pavers and everything in between.

For Berlin, installation was completed in 2018, some damage did occur over the 2018 winter and repairs were completed under warranty in July 2019. Attached are pre-repair and post-repair (white border not yet done) damages from Berlin for reference. Directly after the repairs were completed, the repair area was brighter and noticeable but that difference faded quickly.

Moving forward, if the Town wishes for these crosswalks to be fully in-tact at all times, I would recommend a budget be established for repairs each Spring....not unlike if they were painted. My understanding is the thermoplastic white borders act as the sacrificial edge and these should be re-installed annually where damage is apparent. If not, you can expect some damage to the brick-color markings as the plows move from pavement to crosswalk material...similar to the damage seen on the attached photos. However, damage can be associated with more than just the border. Plow blades and studded tires can also create damage areas.

At this point, I put the Contractor on notice in December the Town anticipates the repairs to be completed under the warranty period. At that time, he indicated he will address in the Spring. I believe the appropriate course of action is for these warranty repairs to be made and for the Town to budget for similar repairs in future years.

**Jay J. Poulin, PE**  
President

**HEB Engineers, Inc.**  
Civil • Structural • Survey

***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.***

**From:** Robert "Bob" Peabody, Jr. [<mailto:rpeabody@bridgtonmaine.org>]

**Sent:** Wednesday, February 10, 2021 10:04 AM

**To:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>

**Cc:** David Madsen <[DMadsen@bridgtonmaine.org](mailto:DMadsen@bridgtonmaine.org)>; Georgiann M Fleck <[gmflex@bridgtonmaine.org](mailto:gmflex@bridgtonmaine.org)>; Nikki Hamlin <[nhamlin@bridgtonmaine.org](mailto:nhamlin@bridgtonmaine.org)>; Carmen E. Lone <[selectmanlone@bridgtonmaine.org](mailto:selectmanlone@bridgtonmaine.org)>; G. Frederick Packard <[selectmanpackard@bridgtonmaine.org](mailto:selectmanpackard@bridgtonmaine.org)>; Glenn "Bear" R. Zaidman <[selectmanzaidman@bridgtonmaine.org](mailto:selectmanzaidman@bridgtonmaine.org)>; Liston "Lee" E. Eastman <[selectmaneastman@bridgtonmaine.org](mailto:selectmaneastman@bridgtonmaine.org)>; Paul Tworog <[selectmantworog@bridgtonmaine.org](mailto:selectmantworog@bridgtonmaine.org)>

**Subject:** Crosswalks

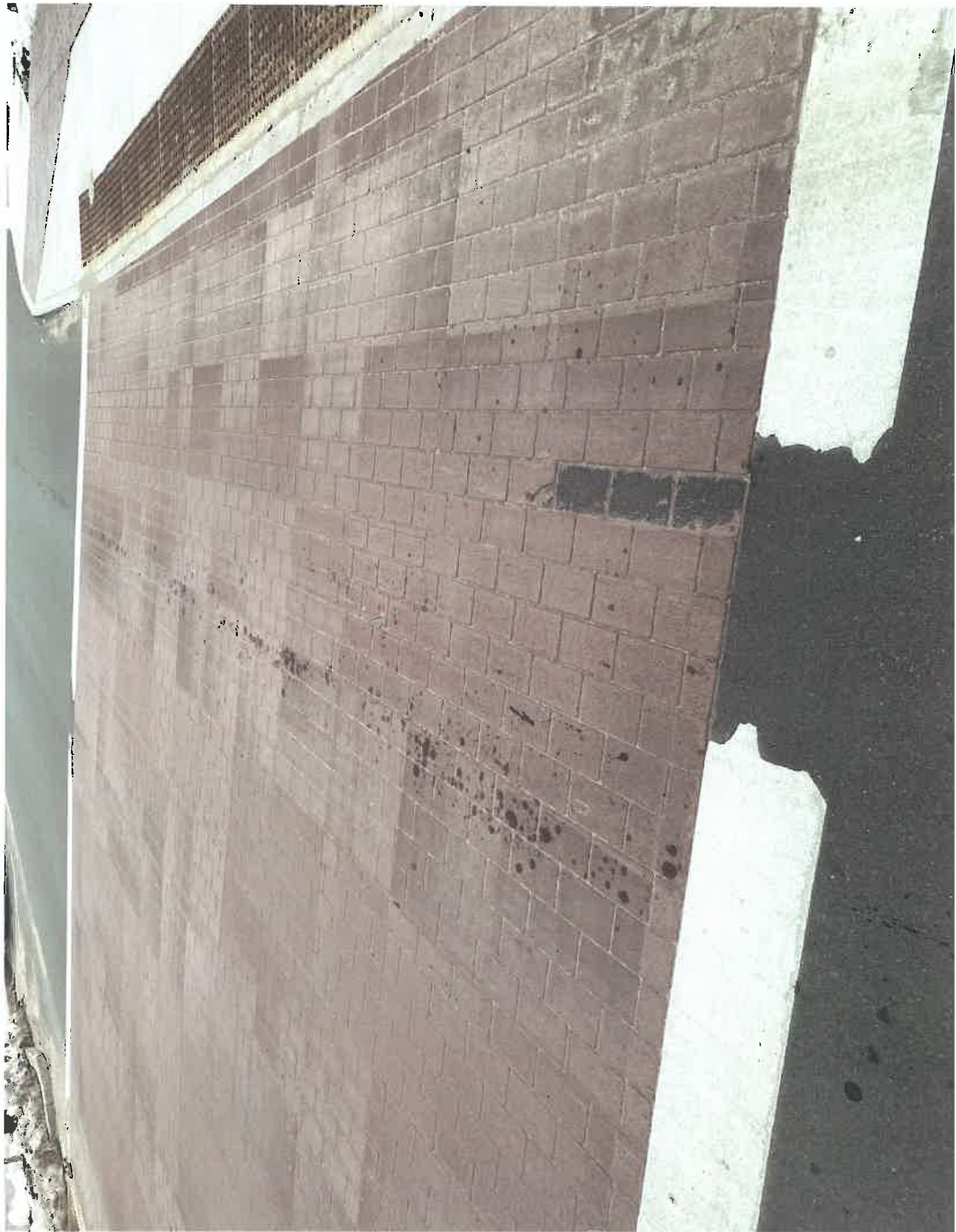
Jay-

I know we have previously discussed the crosswalks and you informed the Town that they are covered under a warranty, but there continues to be concerns raised. First of all, more areas are peeling off, so it is no longer a minor issue. It appears that either the product was 1) not as represented to the Town; 2) an issue with the production of the material; 3) it was incorrectly installed; or 4) any combination of the aforementioned. As you know, the product and installation was a considerable expense and looked great until winter arrived. The Town is concerned that the repair will address only the immediate areas of product failure and will result in both a loss of esthetic appeal, specifically a patchwork of color, and that it will only be a matter of time before the unrepaired sections fail as well.

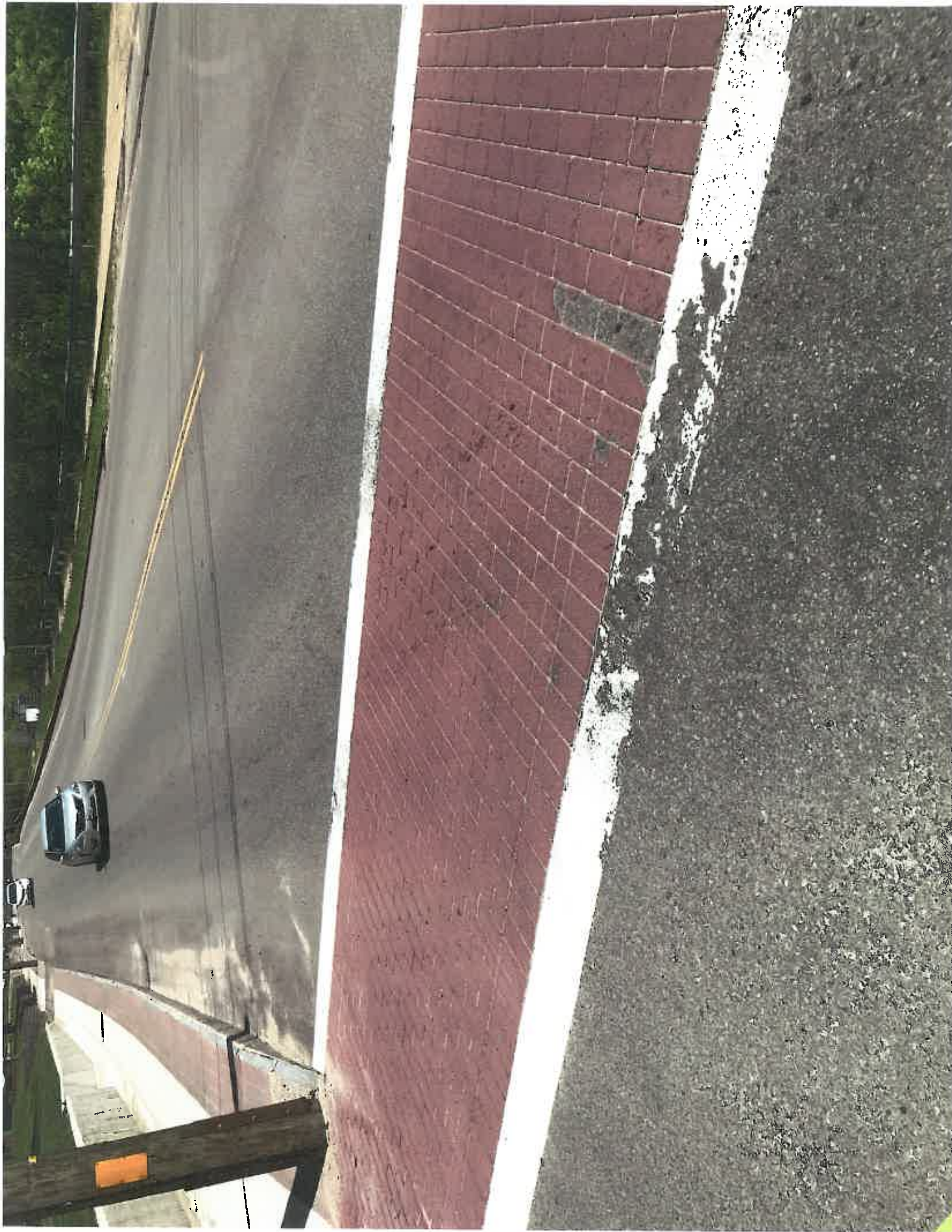
It is the Town's position that anywhere there is evidence of product failure, the entire crosswalk be redone.

Bob

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













## Robert "Bob" Peabody, Jr.

---

**From:** Jay Poulin <jpoulin@hebengineers.com>  
**Sent:** Thursday, February 11, 2021 8:52 AM  
**To:** Liston "Lee" E. Eastman; Robert "Bob" Peabody, Jr.  
**Cc:** David Madsen; Georgiann M Fleck; Nikki Hamlin; Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Paul Tworog; Jay Poulin  
**Subject:** RE: Crosswalks

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Lee,

I can understand your disappointment. We too anticipate these markings to endure winter conditions. My experience with them in Berlin indicates they hold up "fairly well" but do incur wear & damage throughout the year. I apologize for not being clearer on the issue of future maintenance during the design process. Of note, this product continues to be popular vs. other crosswalk materials where aesthetic appeal is desired, as such, we'd likely still recommend this for a new project today.

Let's assess the situation in the Spring and go from there. The installer will be on-site and we can discuss installation concerns and future maintenance and provide the Town with additional information.

Thanks.

**Jay J. Poulin, PE**  
President

### HEB Engineers, Inc.

Civil • Structural • Survey

NH (603) 356-6936 | ME (207) 803-8265 | Mobile (603) 986-6130

[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com) • [www.hebengineers.com](http://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.*

**From:** Liston "Lee" E. Eastman [mailto:selectmaneastman@bridgtonmaine.org]  
**Sent:** Wednesday, February 10, 2021 4:20 PM  
**To:** Jay Poulin <jpoulin@hebengineers.com>; Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>  
**Cc:** David Madsen <DMadsen@bridgtonmaine.org>; Georgiann M Fleck <gmfleck@bridgtonmaine.org>; Nikki Hamlin <nhamlin@bridgtonmaine.org>; Carmen E. Lone <selectmanlone@bridgtonmaine.org>; G. Frederick Packard <selectmanpackard@bridgtonmaine.org>; Glenn "Bear" R. Zaidman <selectmanzaidman@bridgtonmaine.org>; Paul Tworog <selectmantworog@bridgtonmaine.org>; Jay Poulin <jpoulin@hebengineers.com>  
**Subject:** Re: Crosswalks

Jay,

As Bob has mentioned more damage has occurred. I am sure he also said we were told this product was durable and used in Canada and would endure winter conditions. Not once that I can remember when Colin

spoke to the Select Board did he ever talk about annual maintenance expectations or studded tires damaging the product. Even when asked about plow damage this was discounted like it was not a problem. I realize Bob is the point person here but I felt compelled to mention this. This was an expensive option and as a Streetscape project to help dress up the town at this point a disappointment. We all appreciate you staying on top of this issue. I will say one other thing. The very first day I was out on the sidewalk watching the first ones being installed. It appeared to me that the contractor was learning how to do this process. I would hope that because it appeared to be his first job at this that there was not a mistake made that helped cause these issues. As Bob has said we are very concerned.

Respectfully

Liston (Lee) Eastman

Chair of Bridgton Selectboard

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---

**From:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>

**Sent:** Wednesday, February 10, 2021 4:04:34 PM

**To:** Robert "Bob" Peabody, Jr. <[rpeabody@bridgtonmaine.org](mailto:rpeabody@bridgtonmaine.org)>

**Cc:** David Madsen <[DMadsen@bridgtonmaine.org](mailto:DMadsen@bridgtonmaine.org)>; Georgiann M Fleck <[gmffleck@bridgtonmaine.org](mailto:gmffleck@bridgtonmaine.org)>; Nikki Hamlin <[nhamlin@bridgtonmaine.org](mailto:nhamlin@bridgtonmaine.org)>; Carmen E. Lone <[selectmanlone@bridgtonmaine.org](mailto:selectmanlone@bridgtonmaine.org)>; G. Frederick Packard <[selectmanpackard@bridgtonmaine.org](mailto:selectmanpackard@bridgtonmaine.org)>; Glenn "Bear" R. Zaidman <[selectmanzaidman@bridgtonmaine.org](mailto:selectmanzaidman@bridgtonmaine.org)>; Liston "Lee" E. Eastman <[selectmaneastman@bridgtonmaine.org](mailto:selectmaneastman@bridgtonmaine.org)>; Paul Tworog <[selectmantworog@bridgtonmaine.org](mailto:selectmantworog@bridgtonmaine.org)>; Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>

**Subject:** RE: Crosswalks

Hi Bob,

I'm sorry to hear that additional crosswalk areas have been damaged due to plowing. I looked at the initial area of damage adjacent to Reny's just before Christmas. I have not seen the more recent damage. Attached is a photo from my visit of 12/16/2020 for reference. Germaine to the discussion below, you will note in the Bridgton photo some variety in color throughout the crosswalk after the initial installation.

As for the repair, the Town can certainly request the Contractor repair the entire crosswalk where damage is present.....but the Contract documents do not support that (requiring Contractor to repairs areas that are not damaged/defected) and I anticipate you will meet strong resistance from the Contractor....and therefore would unlikely to be completed.

Relative to crosswalks, there is no "maintenance-free" installation that we are aware of. When specifying crosswalk markings, one must find a compromise between aesthetics, durability & maintenance. And while I'm not sure what has been represented to you in the past regarding this matter, I can tell you that based on my research associated with a roadway project in Berlin, NH where we installed a similar product, there is no silver bullet when it comes to crosswalk markings. There are advantages and disadvantages with each option. For the Berlin project, my research included contacting PW Directors from Keene, NH and Hudson, NH where I was aware of recent installations. Both indicated they would choose this installation over others in the future based on the considerations of aesthetics, durability & maintenance. Options are numerous and can range from paint to concrete to stone pavers and everything in between.

For Berlin, installation was completed in 2018, some damage did occur over the 2018 winter and repairs were completed under warranty in July 2019. Attached are pre-repair and post-repair (white border not yet done) damages from Berlin for reference. Directly after the repairs were completed, the repair area was brighter and noticeable but that difference faded quickly.

Moving forward, if the Town wishes for these crosswalks to be fully in-tact at all times, I would recommend a budget be established for repairs each Spring....not unlike if they were painted. My understanding is the thermoplastic white borders act as the sacrificial edge and these should be re-installed annually where damage is apparent. If not, you can expect some damage to the brick-color markings as the plows move from pavement to crosswalk material...similar to the damage seen on the attached photos. However, damage can be associated with more than just the border. Plow blades and studded tires can also create damage areas.

At this point, I put the Contractor on notice in December the Town anticipates the repairs to be completed under the warranty period. At that time, he indicated he will address in the Spring. I believe the appropriate course of action is for these warranty repairs to be made and for the Town to budget for similar repairs in future years.

**Jay J. Poulin, PE**  
President

**HEB Engineers, Inc.**

Civil • Structural • Survey

NH (603) 356-6936 | ME (207) 803-8265 | Mobile (603) 986-6130

[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com) • [www.hebengineers.com](http://www.hebengineers.com)

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**From:** Robert "Bob" Peabody, Jr. [<mailto:rpeabody@bridgtonmaine.org>]

**Sent:** Wednesday, February 10, 2021 10:04 AM

**To:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>

**Cc:** David Madsen <[DMadsen@bridgtonmaine.org](mailto:DMadsen@bridgtonmaine.org)>; Georgiann M Fleck <[gmflex@bridgtonmaine.org](mailto:gmfleck@bridgtonmaine.org)>; Nikki Hamlin <[nhamlin@bridgtonmaine.org](mailto:nhamlin@bridgtonmaine.org)>; Carmen E. Lone <[selectmanlone@bridgtonmaine.org](mailto:selectmanlone@bridgtonmaine.org)>; G. Frederick Packard <[selectmanpackard@bridgtonmaine.org](mailto:selectmanpackard@bridgtonmaine.org)>; Glenn "Bear" R. Zaidman <[selectmanzaidman@bridgtonmaine.org](mailto:selectmanzaidman@bridgtonmaine.org)>; Liston "Lee" E. Eastman <[selectmaneastman@bridgtonmaine.org](mailto:selectmaneastman@bridgtonmaine.org)>; Paul Tworog <[selectmantworog@bridgtonmaine.org](mailto:selectmantworog@bridgtonmaine.org)>

**Subject:** Crosswalks

Jay-

I know we have previously discussed the crosswalks and you informed the Town that they are covered under a warranty, but there continues to be concerns raised. First of all, more areas are peeling off, so it is no longer a minor issue. It appears that either the product was 1) not as represented to the Town; 2) an issue with the production of the material; 3) it was incorrectly installed; or 4) any combination of the aforementioned. As you know, the product and installation was a considerable expense and looked great until winter arrived. The Town is concerned that the repair will address only the immediate areas of product failure and will result in both a loss of esthetic appeal, specifically a patchwork of color, and that it will only be a matter of time before the unrepaired sections fail as well.

It is the Town's position that anywhere there is evidence of product failure, the entire crosswalk be redone.

Bob

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



## Robert "Bob" Peabody, Jr.

---

**From:** Jay Poulin <jpoulin@hebengineers.com>  
**Sent:** Wednesday, June 9, 2021 10:49 AM  
**To:** Robert "Bob" Peabody, Jr.  
**Cc:** Diane Kiriaji; Georgiann M Fleck; Nikki Hamlin; Carmen E. Lone; G. Frederick Packard; Glenn "Bear" R. Zaidman; Paul Tworog  
**Subject:** RE: Crosswalks  
**Attachments:** Striping Repairs

Bob,

I can understand the frustration. All I can say at this point is that we have done our best to give the Town the best project considering all the surrounding circumstances. Are we perfect....no, but I believe the project in its entirety came out great. Hopefully the Town can appreciate the project and its outcome while reviewing this crosswalk matter.

Thanks.

**Jay J. Poulin, PE**  
President

### HEB Engineers, Inc.

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[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com) • [www.hebengineers.com](http://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.*

---

**From:** Robert "Bob" Peabody, Jr. [mailto:rpeabody@bridgtonmaine.org]  
**Sent:** Wednesday, June 09, 2021 10:36 AM  
**To:** Jay Poulin <jpoulin@hebengineers.com>  
**Cc:** Diane Kiriaji <dkiriaji@bridgtonmaine.org>; Georgiann M Fleck <gmfleck@bridgtonmaine.org>; Nikki Hamlin <nhamlin@bridgtonmaine.org>; Carmen E. Lone <selectmanlone@bridgtonmaine.org>; G. Frederick Packard <selectmanpackard@bridgtonmaine.org>; Glenn "Bear" R. Zaidman <selectmanzaidman@bridgtonmaine.org>; Paul Tworog <selectmantworog@bridgtonmaine.org>  
**Subject:** RE: Crosswalks

Jay-

Have heard back from some Board members who are quite upset based on what we were originally told about the product and what we were told about it being under warranty. There will likely be discussion on referring the matter to the Town Attorney.

Bob

Robert A. Peabody, Jr.  
Bridgton Town Manager

3 Chase Street, Suite 1  
Bridgton, Maine 04009  
[rpeabody@bridgtonmaine.org](mailto:rpeabody@bridgtonmaine.org)  
207.647.8786 Office  
207.256.7211 Cell

**From:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>  
**Sent:** Wednesday, June 9, 2021 10:20 AM  
**To:** Robert "Bob" Peabody, Jr. <[rpeabody@bridgtonmaine.org](mailto:rpeabody@bridgtonmaine.org)>  
**Cc:** Diane Kiriaji <[dkiriaji@bridgtonmaine.org](mailto:dkiriaji@bridgtonmaine.org)>; Georgiann M Fleck <[gmflex@bridgtonmaine.org](mailto:gmflex@bridgtonmaine.org)>; Nikki Hamlin <[nhamlin@bridgtonmaine.org](mailto:nhamlin@bridgtonmaine.org)>; Carmen E. Lone <[selectmanlone@bridgtonmaine.org](mailto:selectmanlone@bridgtonmaine.org)>; G. Frederick Packard <[selectmanpackard@bridgtonmaine.org](mailto:selectmanpackard@bridgtonmaine.org)>; Glenn "Bear" R. Zaidman <[selectmanzaidman@bridgtonmaine.org](mailto:selectmanzaidman@bridgtonmaine.org)>; Liston "Lee" E. Eastman <[selectmaneastman@bridgtonmaine.org](mailto:selectmaneastman@bridgtonmaine.org)>; Paul Tworog <[selectmantworog@bridgtonmaine.org](mailto:selectmantworog@bridgtonmaine.org)>  
**Subject:** RE: Crosswalks

Morning Bob,

There has been some back-n-forth with the Contractor regarding this matter recently. Unfortunately, once the Contractor reached out to the Subcontractor to complete the repairs, the Subcontractor pointed out the MaineDOT Spec for thermoplastic markings does allow for 5% wear within the establishment period. See attached e-mail from the Contractor with attachments. As you can see in the attached photos, most of the damage is to the white border material with limited damage to the brick-colored material.

After further review, it appears the installation meets MaineDOT specification, and therefore, it does not appear we have much leverage here. In the meantime, I have asked the Contractor to provide us with an estimate to make the repairs for consideration. I have not heard back yet so I will follow-up now.

I'm sorry for the confusion here. My apologies for misleading the Town a few months back when I indicated the repairs will be made under the warranty period. My recent experience with this matter in NH was different and I apologize for my misunderstanding.

In addition, should we move forward with repairs, the Contractor questioned completing them now with the amount of Construction and associated equipment that is utilizing this area. Seemed to be worthwhile of consideration....

I will forward estimate for repairs once received. Thank you.

**Jay J. Poulin, PE**  
President

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**From:** Robert "Bob" Peabody, Jr. [<mailto:rpeabody@bridgtonmaine.org>]  
**Sent:** Wednesday, June 09, 2021 9:23 AM  
**To:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>  
**Cc:** Diane Kiriaji <[dkiriaji@bridgtonmaine.org](mailto:dkiriaji@bridgtonmaine.org)>; Georgiann M Fleck <[gmflex@bridgtonmaine.org](mailto:gmflex@bridgtonmaine.org)>; Nikki Hamlin <[nhamlin@bridgtonmaine.org](mailto:nhamlin@bridgtonmaine.org)>; Carmen E. Lone <[selectmanlone@bridgtonmaine.org](mailto:selectmanlone@bridgtonmaine.org)>; G. Frederick Packard

<[selectmanpackard@bridgtonmaine.org](mailto:selectmanpackard@bridgtonmaine.org)>; Glenn "Bear" R. Zaidman <[selectmanzaidman@bridgtonmaine.org](mailto:selectmanzaidman@bridgtonmaine.org)>; Liston "Lee" E. Eastman <[selectmaneastman@bridgtonmaine.org](mailto:selectmaneastman@bridgtonmaine.org)>; Paul Tworog <[selectmantworog@bridgtonmaine.org](mailto:selectmantworog@bridgtonmaine.org)>

**Subject:** Crosswalks

Jay-

At last night's Selectboard Meeting, the damaged crosswalks came up again. When will they be addressed?

Thanks!

Bob

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

## **Robert "Bob" Peabody, Jr.**

---

**From:** Robert "Bob" Peabody, Jr.  
**Sent:** Wednesday, June 9, 2021 3:35 PM  
**To:** Robert McHatton Sr  
**Subject:** FW: Striping Repairs  
**Attachments:** Thermo Spec.pdf; Striping damage 1.pdf

More info.

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

**From:** Nick Mathon <[nick@jprattinc.com](mailto:nick@jprattinc.com)>  
**Sent:** Wednesday, May 26, 2021 2:47 PM  
**To:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>  
**Cc:** [josh@jprattinc.com](mailto:josh@jprattinc.com); [sherry@jprattinc.com](mailto:sherry@jprattinc.com)  
**Subject:** Striping Repairs

Jay,

Our striping sub, Fine Line Pavement Striping, has gone around the job earlier this year and took inventory of everything that got damaged. See the attached pictures. Per the MDOT spec (see attached), they are allowed a 5% window of damage. Per the measurements below, they are well within this 5%. They are more than willing to make the repairs, however they would need to be compensated for it.

Here is an estimate of the totals:

White Thermo (Stop bars and crosswalk outlines) 134 SF  
Red Thermo 18 SF  
Arrows 3 EA

Please let me know if this is something the Town would like to go ahead with and I can provide a proposal.

Thank you,

**Nick Mathon**, *Field Engineer/PM*  
**J Pratt Construction, Inc.**  
769 Paris Road  
Hebron, ME 04238  
Cell: 207-577-7914

The period of establishment shall commence as soon as the plastic pavement lines and markings are complete and in place and shall continue for six months. At the end of the establishment period, a minimum of 95% of the plastic pavement lines and markings shall still be in place to be acceptable.

If less than 95% of the plastic pavement lines and markings are in place after six months, the Contractor shall replace all unsatisfactory plastic pavement lines and markings on the project without additional payment. Plastic pavement lines and markings designated for replacement shall be installed according to these specifications, unless otherwise directed. Plastic pavement lines and markings replaced at the end of the six month establishment period will not be subject to a further establishment period.

**627.08 Removing Lines and Markings** When it is necessary to remove pavement lines and markings, it shall be done by high pressure water, grinding or other approved acceptable means. The method chosen must be capable of completely eradicating the existing line or marking without excessive damage to the pavement. Burning and the use of solvents to remove temporary markings from final pavement or from existing pavement not to be resurfaced will not be permitted.

**627.09 Method of Measurement** The quantity of pavement marking lines identified in the contract as a plan quantity pay item, the measurement of payment will be the number of feet shown in the Schedule of Items. This quantity will be considered final and no adjustments will be made except when changes resulting in increases or decreases are made by the Resident.

The accepted quantity of temporary or permanent pavement marking lines when identified in the contract as a linear foot item shall be measured and paid for at the contract unit price per linear foot for the total amount applied and accepted.

Double yellow centerline, broken or solid, will be considered one line for measurement purposes. The measurement of broken lines will include the gaps when painted and will not include the gaps when plastic. Double Yellow Centerline, broken or solid shall not be paid through intersections or side roads and will be paid for the actual length of painted line.

Broken white lines will include the gaps when painted and will not include the gaps when plastic inlaid pavement lines are applied. Yellow or white solid edge lines and will not be paid through intersections or side roads and will be measured by the actual length of painted line.

Temporary pavement marking lines shall not be paid through intersections or side roads and will be measured per linear foot of actual length of painted and accepted.

Reflectorized curb will be measured or computed by the square foot of curb surface actually painted and reflectorized.









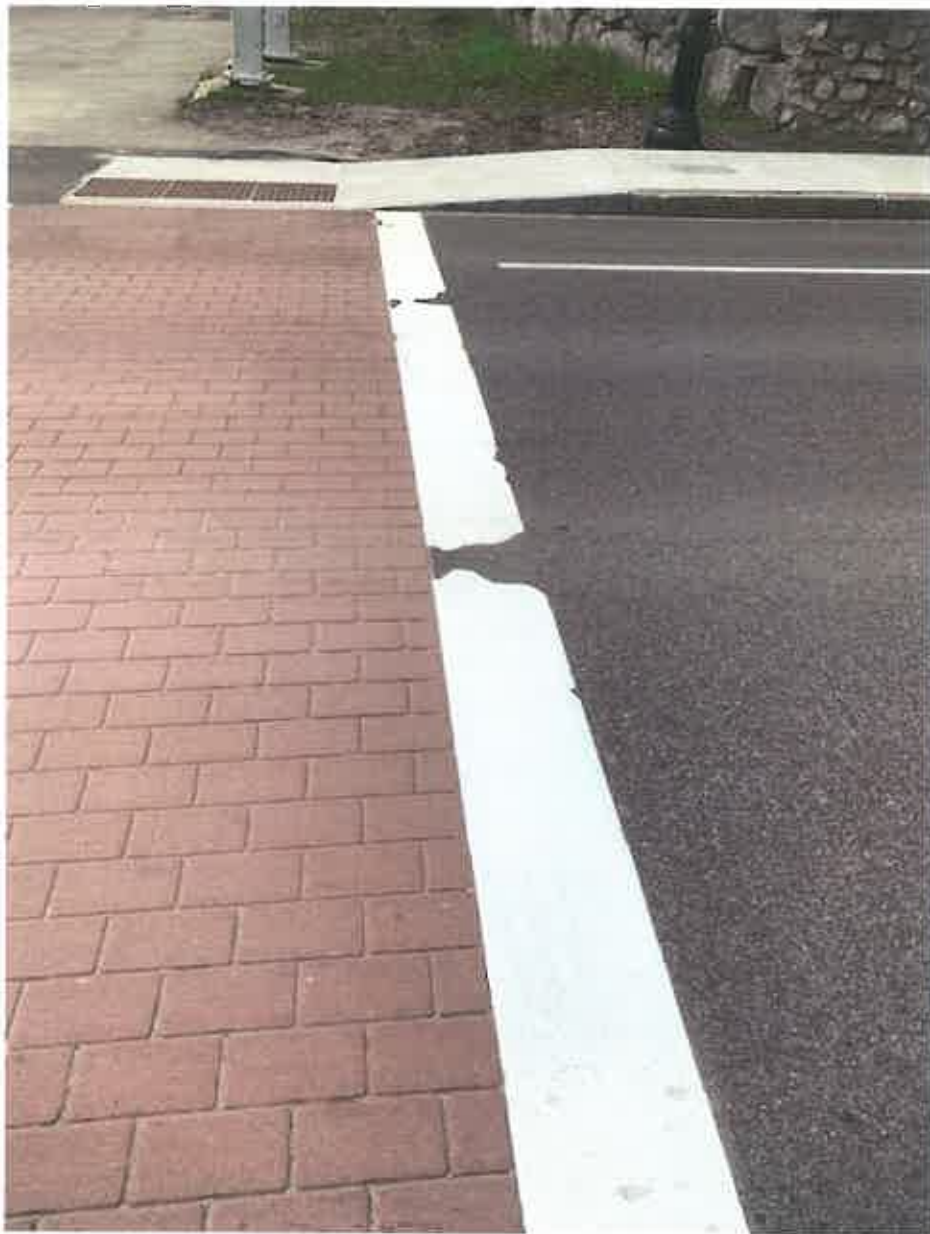




























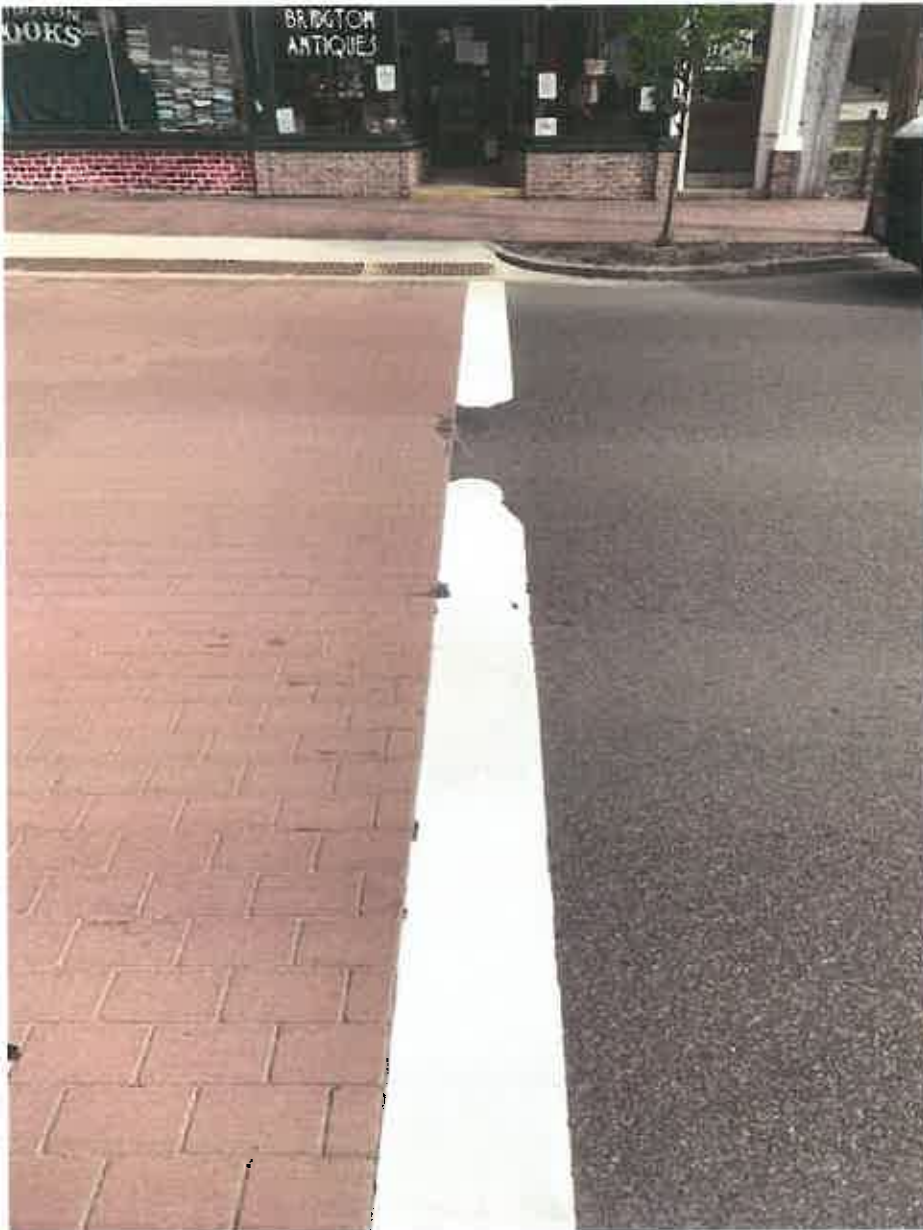




























































## **Robert "Bob" Peabody, Jr.**

---

**From:** Robert "Bob" Peabody, Jr.  
**Sent:** Wednesday, June 9, 2021 3:35 PM  
**To:** Robert McHatton Sr  
**Subject:** FW: Striping Repairs  
**Attachments:** Thermo Spec.pdf; Striping damage 1.pdf

More info.

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

**From:** Nick Mathon <[nick@jprattinc.com](mailto:nick@jprattinc.com)>  
**Sent:** Wednesday, May 26, 2021 2:47 PM  
**To:** Jay Poulin <[jpoulin@hebengineers.com](mailto:jpoulin@hebengineers.com)>  
**Cc:** [josh@jprattinc.com](mailto:josh@jprattinc.com); [sherry@jprattinc.com](mailto:sherry@jprattinc.com)  
**Subject:** Striping Repairs

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Red Thermo 18 SF  
Arrows 3 EA

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Thank you,

**Nick Mathon**, *Field Engineer/PM*  
**J Pratt Construction, Inc.**  
769 Paris Road  
Hebron, ME 04238  
Cell: 207-577-7914

6/14/21

RE: Donation of Ping Pong Tables

The potential donation of the ping pong tables is very much appreciated, however the proposal presented at the Bridgton Board of Selectmen on June 8<sup>th</sup> by Mr. Pries will not be appropriate for the Recreation Department to accept at this time.

- The terms are extremely detailed with no expiration date of agreement.
- The terms suggest interior changes to the Town Hall
- The terms suggest where the Town should store other equipment
- The terms suggest what time and date the Ping Pong program operates

Here are the suggested terms of the donation.

The tables and accessories will be used for the Ping Pong program currently run at the Town Hall. The Recreation Department will determine the use of the tables for other programs.

The program will operate in the Town Hall at a designated time deemed appropriate by the Recreation Department. The Recreation Department will work with members of the community to determine a contact person for the program and a time that works for the facility and the interested participants.

All participants should be registered with the Recreation Department with appropriate contact information.

The current owner, Bill Pries, will have the first right of refusal to accept the ping pong tables, as is, if the Ping Pong program is no longer a program of the Recreation Department.

- (First Right of Refusal expires June 30<sup>th</sup>, 2026)

The tables will be stored in the existing space at Town Hall and be moved as deemed necessary by the Town of Bridgton.

Respectfully,

Gary Colello  
Director of Recreation

RC. 6-8-2021

## Donation of Ping Pong Tables to the Town of Bridgton 6/8/21

I am here tonight to express my willingness to donate the 4 competition quality (25MM thick playing surface) Ping Pong Tables and accessories, as is, to the Town of Bridgton and the Recreation Department.

In accepting this donation, the Rec Dept of the Town of Bridgton <sup>Should</sup> ~~must~~ agree to the following:

- Continue the weekly Ping Pong Program at the Town Hall (preferably in the current time slot of Sundays from 1-4PM, with me as the coordinator. Players would continue to collect donations for the Rec. Dept.
- When using the ping pong tables for other Rec Dept events in the Town Hall, a town employee or trained volunteer, would be responsible for safely opening and closing the ping pong tables, and storing them properly;
- If the Town decides in the future to no longer have the ping pong program, the town will give to me, or the ping pong group, the first right of refusal to accept the ping pong tables and accessories at no cost.
- Safe storage of the ping pong tables at Town Hall - After discussions with Bob Peabody and Gary Colello at the Town Hall on May 26th, Paul Tworog and I measured the blue cabinets on the right side of Town Hall as you enter from the rear parking lot. That existing cabinet space could be used to store all 4 ping pong tables and accessories without modification to the cabinet (and at no cost). That existing space is 4 feet by 22 feet and is currently used to store folding chairs. The folding chairs could be stored on a wheeled dolly as they were for many years in the past. This would keep the ping pong tables locked in, and safely out of sight. This storage arrangement would eliminate the need to move the ping pong tables from Town Hall (which is when damage to the tables has occurred.) Laurie Chadbourne had previously said that she could store the voting equipment upstairs.

Note: The 4 ft by 8 ft by 4 ft tall cabinet in Town Hall, which has been used by the Ping Pong program would no longer be needed, and could be used by the Rec. Dept. for other purposes.



Accessories include:

- A box of 20-30 ping pong paddles.
- 3 Dozen new 40mm ping pong balls still in boxes + many loose balls.
- 4 Top Quality adjustable Nets and measuring gauges.
- A Custom made Canvas Divider that stretches between eye hooks at mid court of the main floor of town hall. (This provides a low "fence" to keep balls more conveniently confined to the area around the tables.)
- A custom made black net that stretches between eye hooks at the end of the court near the parking lot. (This also provides a low "fence" to keep balls more conveniently confined to the area around the tables.)
- 7 removable window shades and mounting pole to cover windows and protect players from direct sunlight, or could be used to darken the room for other purposes.

Maine Senior Games has asked if Bridgton would host the Annual Senior Games Ping Pong Tournament at the Town Hall on Sunday, August 8, 2021. With the Ping Pong Program in a state of uncertainty, it has been impossible to confirm plans with them. If ownership of the tables and equipment - as well as the continued operation of the program - can be agreed upon, we can proceed with planning for Senior Games to come here.

At this point, there is no formal agreement between me and the Town. I ask the Select Board to let me know if this arrangement sounds reasonable, and if it does, I ask the Select Board to request that the Town Manager meet with Gary Colello and me to work out a mutually agreeable written format for the donation of the Ping Pong tables and accessories.

Bill Preis  
Bridgton