

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

DATE: Tuesday, June 8, 2021

TIME: 4:30 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. 4:30 P.M. Executive Session per MRS Title 1, Section 405.6.E. Consultation with Town Attorney
4. Action Items Following Executive Session
5. Approval of Minutes
 - a. May 25, 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. Presentation of Annual Audit
 - b. Request to Purchase Town Owned Property
9. Public Hearings at 6:00 P.M.
 - a. New Liquor License Application from Elevation Sushi and Tacos, LLC
(103 Main Street #1).
 - b. Special Amusement Permit Application from Depot Street Tap House
(18B Depot Street)
10. Action Items Following Public Hearing
 - a. New Liquor License Application from Elevation Sushi and Tacos, LLC
 - b. Special Amusement Permit Application from Depot Street Tap House
11. New Business
 - a. Awards and Other Administrative Recommendations
 1. Confirmation of Town Manager's Appointment of Fire Chief
 2. Salmon Point Budget

- b. Permits/Documents Requiring Board Approval
 - 1. Victualer's License to Elevation Sushi and Tacos (103 Main Street #1)
 - 2. Victualer's 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)
 - c. Selectmen's Concerns
 - d. Town Manager's Report/Deputy Town Manager's Report
12. Old Business (Board of Selectmen Discussion Only)
- a. Wastewater Status Update
 - b. Streetscape: Upper and Lower Main Street Status Update
 - c. Ping Pong Tables
13. Treasurer's Warrants
14. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
15. Dates for the Next Board of Selectmen's Meetings
June 22, 2021
July 13, 2021
16. Adjourn

Future Agenda Items:

- 1. Workshop for Review of Committees

**Town Manager's Notes
Board of Selectmen's Meeting
June 8, 2021**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Executive Session**

Motion: Move to go into Executive Session pursuant to MRS 1 §405.6. E. for consultation with Town Attorney.

Motion: Move to come out of Executive Session.

5. **Approval of Minutes**

- a. May 25, 2021

Suggested motion: Move to approve the May 25th Meeting Minutes.

8. **Correspondence, Presentations and Other Pertinent Information**

- a. In your binder, please find the Annual Financial Report for the year ended June 30, 2020, prepared by Runyon Kersteen Ouellette (RKO). A member of the audit team will be presenting the audit to the Board.
- b. In your binder, please find an email from Ginger Morton, heir to the property currently in the name of Susanne L. Brand Trustee, for the Brand Bridgton Nominal Trust. The property is sited at 27 Kendal Ham Drive (M54 L 10-5). 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).

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

9. **Public Hearings (6:00PM)**

(Note: 1) Open Public Hearing- a) Anyone to speak in favor; b) in opposition; c) offer comments neither for nor against; 2) close Public Hearing)

1. New Liquor License Application for Elevation Sushi and Tacos, LLC.
2. Special Amusement Permit Application for Depot Street Tap House.

10. **Action Items Following Public Hearing**

1. **Suggested Motion:** Move to approve a Liquor License for Elevation Sushi and Tacos, LLC.
2. **Suggested Motion:** Move to approve a Special Amusement Permit for Depot Street Tap House.

11. **New Business**

- a. Awards and Other Administrative Recommendations

1. Pursuant to the Town of Bridgton Personnel Policy Article 3 §1 "The employment of all personnel shall be the responsibility of the Town Manager in accordance with 30A MRS 2636 as follows: The Town Manager shall appoint, subject to confirmation of the Board of Selectmen...heads of departments...". I have appointed Glen Garland as Bridgton's Fire Chief.
Suggested Motion: Move to confirm Glen Garland to the position of Fire Chief.

2. In your binders, please find the proposed Salmon Point Campground 2021-2022 Appropriations Budget, proposed lease schedule and profit/loss summary.

Suggested Motion: Move to approve the 2021-2022 Salmon Point Campground Appropriations Budget and Lease Schedule.

b. Permits/Documents Requiring Board Approval

1. Victualer's Licenses

- i. The following businesses are applying for Victualer Licenses:
Elevation Sushi and Tacos, LLC; BreakRoom 248; Magic Lantern
Movie Theater; and Nectar of Maine.

Suggested Motion: Move to approve Victualer's Licenses for
*Elevation Sushi and Tacos, LLC; BreakRoom 248; Magic Lantern
Movie Theater; and Nectar of Maine.*

12. Old Business

- a. Wastewater Update
b. Upper and Lower Main Street Status Update
c. Continued discussion of the status of the privately owned ping pong tables at the
Town Hall.

Laurie Chadbourne

From: Brenda Day
Sent: Tuesday, June 1, 2021 4:56 PM
To: Laurie Chadbourne
Subject: executive session

Please reserve a spot on the BOS agenda for executive session at 4:30 on the 8th.

Thank you.

Brenda Day

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

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

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

Administration Virtual: Paul A. Tworog

Administration Absent: Town Clerk Laurie Chadbourne

1. Call to Order

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

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. 3:30 P.M.-4:00 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 3:32 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 Vice-Chairman Zaidman to exit executive session at 4:13 P.M.; second from Selectman Packard. 5 approve/0 oppose

4. 5:00 P.M. Approval of Minutes

a. April 27, 2021

b. May 11, 2021

Motion was made by Vice Chairman Zaidman for approval of the minutes from April 27, 2021 and May 11, 2021 Board Meetings; second from Selectman Packard. 5 approve / 0 oppose

5. Public Comments on Non-Agenda Items

Bill Preis said that I have been running the ping pong club for 17 years. The question is does the town wish to continue the adult ping pong program at the Town Hall or is the town killing the program and looking to shut it down? Chairman Eastman said this subject matter is under agenda item #9. Mr. Preis said yes, I would like to take my 3 minutes and get my opinion across. During the past 17 years I have volunteered to run the adult ping pong club at the town hall which has required minimal involved with town staff and resulted in positive revenue. Over the past 17 years we have had 7 ping pong tables and currently have 4. During those years I repaired any minimal damage done and when there was more significant damage, I requested the town pay for the parts which were approximately \$200.00. I was told that I would need to assume all responsibility for damage and theft to the tables. I met with Peter Oberg, Oberg Insurance, and that it is nearly impossible. A few years ago I was informed that the tables were in the way during voting. The tables were relocated to the ice rink and were damaged during the move. This morning I met with Town Clerk Chadbourne who showed me an empty storage closet where the tables could be stored. The Town is not responsible for repairing any damage or theft and find a way to keep them in the building under lock and key in the Town Hall. I would like to continue to run the program, make repairs as necessary and make donations to the town. I would like an up or down vote from the Board of Selectmen this evening. Chairman Eastman said I would like to suggest that we move item 9 up for discussion. Town Manager Peabody suggested that the Board wait for Recreation Director Colello who oversees the building and will soon be present.

6. Committee/Liaison Reports

There were no committee/liaison reports.

7. Correspondence, Presentations and Other Pertinent Information

a. Request from BHOP to temporarily Block Parking Lot Entrance for Outside Seating

Town Manager Peabody said that Spyridon Hronarakis has made the request for the same thing he did last year. Mr. Hronarakis said even though the requirements for masking has been lifted we would like to offer the outside seating because some people are still uncomfortable with inside dining. There has also been changes within the restaurant to accommodate take-out which decreased the space for inside dining. We had positive feedback for the outside dining. He would like to request permission for the outside seating for one more year while we address the logistics of renovations to accommodate the new age of indoor dining and take-out. Member Lone said if we approve this it will be with all the same precautions that were put in place last year. Mr. Hronarakis said yes.

Motion was made by Vice-Chairman Zaidman to approve the use of the entrance to the municipal parking lot located between the Bridgton House of Pizza and the Town Park for outdoor seating. Said permission to begin June 1, 2021 and expire September 30, 2021; second from Selectman Tworog. 5 approve / 0 oppose

Chairman Eastman brought agenda item 9.C "Ping Pong Tables and Program" forward for discussion.

9. Old Business

c. Ping Pong Tables and Program

Mr. Preis recapped the statement he made under Item 5 "Public Participation". Recreation Director Gary Colello, said we have cleaned out those closets and stored them in the ice rink temporarily. The space is available for maybe two tables in the closet, however, it still does not resolve the issue of privately owned property stored on town property. We support the program and I have no problem working with the Ping Pong Club. Vice Chairman Zaidman said I would like to suggest that Recreation Director meet with Mr. Preis to see if the closet will work for the tables and have a conversation with Town Manager Peabody and report back to the Board at our next meeting. Chairman Eastman said I still do not support private property being stored on Town property. Vice Chairman Zaidman said what is the liability to the town? Town Manager Peabody said it would be the Town's liability. Vice Chairman Zaidman said are you willing to donate the equipment to the Town? Mr. Preis said would the Town be willing to get a rider on their insurance? Town Manager Peabody said no, it is not Town owned property.

b Update on Consolidation Review by Planning Board

Planning Board Chairman Deb Brusini was present to review the schedule for Consolidation. We are hoping that the consolidation will be completed in time to include on the warrant. Prior to that I would like to suggest we schedule a joint workshop with the Board of Selectmen to include the public and local contractors. Vice Chairman Zaidman said I would suggest you advertise the workshop and send out letters to local contractors so they are aware of the workshop giving them the opportunity to participate.

8. New Business

a. Awards and Other Administrative Recommendations

1. Discussion of Bridgton Court Lease

Town Manager Peabody said in 2015 I realized the Lease had not been updated for years. At that point Deputy Town Manager, Georgiann Fleck, and I began discussions with representatives of the Court but the negotiations did not happen. It has taken us to now, 2021, to get a proposed lease for review. I did have several Department Heads review the proposed lease for feedback. With their requirements for custodial work I suggested they hire their own custodian and their response was to decrease the lease amount by \$15,000. In our conversation with the new administrator, Jeremy Gray, he said this is the lease they demand of everyone. I want the Board to consider the proposed lease and determine if the amount we receive is enough? The Board concurred that it is not. Town Manager Peabody asked if the Board would like me to notify the administrator that the court would be responsible to pay all electrical, heat, janitorial services, water and sewer? The Board concurred.

b. Permits/Documents Requiring Board Approval

1. Certificate of Commitment of Sewer User Rates Commitment #251

Motion was made by Vice Chairman Zaidman to commit the February 1, 2021 to April 30, 2021 Sewer User Rate Commitment #251 comprising 2 pages totaling \$8,462.52 to the Treasurer for collection; second from Selectman Lone. 5 approve / 0 oppose

2. Victualer's License

a. Ruby Food (160 Main Street)

b. Maine Lobster Express (7 Main Street)

Motion was made by Vice Chairman Zaidman to approve Victualer's Licenses for Ruby Food and Maine Lobster Express; second from Selectman Packard. 5 approve / 0 oppose

c. Selectmen's Concerns

- **Selectman Packard** requested that the police department monitor the speed at the intersection of Route 302 and Willis Park Road.
- **Selectman Tworog** requested that if we don't have the auditor's report by the next meeting that representatives attend the next meeting to explain the delay. Town Manager Peabody said they have notified the Town of Bridgton that they will not be completing the third year of the contract. Finance Officer Keach briefed the Board on the correspondence submitted. I have received a draft but not a final. Town Manager Peabody said we can request that they attend the next Board of Selectmen's meeting on June 8, 2021.
- **Vice-Chairman Zaidman** wanted to know what Build Maine was? Town Manager Peabody said Community Development Director, Linda LaCroix, will be present for the Public Hearing and can explain.
- **Vice Chairman Zaidman** said I noticed on the warrant the purchase of a back pack blower from Amazon and wanted to know if a quote was sought locally.
- **Chairman Eastman** said the stripping on Main Hill by the monument is non-existent. Town Manager Peabody said we have just ordered DOT compliant stencils.
- **Selectman Lone** - none

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

Deputy Town Manager Fleck read the following into the record:

TOWN OF BRIDGTON DEPUTY TOWN MANAGER'S REPORT - May 25, 2021

NEEDED IMMEDIATELY...LIFEGUARDS, SUMMER CAMP and SWIM INSTRUCTORS. Must be 15 years old. Contact Recreation Director Gary Colello at 647-1126 for more information or refer to our website at www.bridgtonmaine.org.

Health Officer

Health Officer, Catherine Pinkham continues to monitor availability of the COVID vaccinations and locations so she can alert the public. Catherine continues to participate in the bi-monthly conference calls with Maine Health and the CDC briefing to keep up on the ever-changing COVID 19 virus and vaccinations. As of May 24th all capacity limits for indoor and outdoor gatherings are lifted, physical distancing requirements for indoor and outdoor settings are eliminated and face coverings are no longer required in all public settings. Tick Season is in full-swing so please be cautious and check your body and clothing when you come indoors. Please refer to the Town of Bridgton website, Health Officer page, for updates.

Bridgton Recreation Department

Summer fun is on its way! Fireworks are scheduled for July 3rd, Fourth of July Parade on July 4th and the Zerbini Family Circus on August 12 and 13.

Bridgton Fire Department

The Department has been busy the past few weeks assisting mutual aid towns with wildland fires, in Paris, Brownfield, Harrison and a few in our community. The department responded to a fully involved residential dwelling on Beechwood Lane in Bridgton on May 19th, a delay in notification was a factor, no injuries were reported. The State Fire Marshal's Office is investigating the origin and cause of the fire. The Chief assisted the CEO and Planning Board with Impact Statements and meetings for multiple new business projects in town. The Department completed our annual breathing apparatus flow testing by vendor as required. All the annual

testing is complete until the fall. The Department held a BBQ for Chief Harriman's retirement. Chief Harriman's last day on the job is Monday, May 31st.

Code Enforcement Office

For the month of April 2021, 29 building permits were issued with a total to date of 73 with an approximate valuation of \$8,471,583 (This is 28 over last year). 10 applications were submitted for review by Planning Board or Department review. Approved by the Planning Board was – Mountain Road Storage, North High Street Solar, Lakewood Estates Subdivision and Harrison Marina. Approved by Department Review was Maine 4H Foundation, E.S. Barber Co, A Corked Fork and Trailside Lobster. We welcome these new businesses and wish them the best of luck.

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

Respectfully submitted,
Georgiann M. Fleck, Deputy Town Manager

9. Old Business

a. Wastewater Status Update

Town Manager Peabody said just a reminder there is a Waste Water Workshop with Woodard and Curran scheduled for Wednesday, May 26, 2021 at 5:00p.m.

Their anticipated work over the next two weeks is: Review sewer extension fact sheet with Maine Eco Homes; put waste water treatment facility and pump stations out to bid; discuss preparation of preliminary engineering report and environmental report for funding by rural development USDA with Town; review next step to meet with EDA regarding funding of sewer extension project; continue design of road and drainage work; discuss road paving options for water and sewer effected roads with Town; refresh map and description of work for two period beginning May 17 and May 24. Over the past two weeks they met with owners of Nulty Street and Kennard Street to discuss connections. When we go into an area they are sending a representative to meet with the homeowners.

b. Streetscape: Upper and Lower Main Street Status Update

The sidewalk in front of JDecor was repaired last week. Still waiting on when they will be back to do the crosswalks.

On Lower Main Street on Wednesday, May 26, they will finish pavement patching around sewer man holes, during the week of June 1 to June 4 they are going to begin installation for the landscaping and the trees, wearing course pavement installation on the sidewalks and they are going to confirm that Glidden this week, the week of June 7 to June 11 they will begin installing the impervious pavement. Chairman Eastman said did the Board decide to do the crosswalks the same as upper Main. Town Manager Peabody said no they will be the normal crosswalks style.

Bob McHatton, Community Development Committee (CDC) Member, said that the CDC will be walking up Main Street to look at Main Street for hardscape and look at possible projects.

10. Treasurer's Warrants

Motion was made by Vice-Chairman Zaidman for approval of Treasurer's Warrants numbered 140, 148, 149, 150, 151 and 152; second from Selectman Packard. 5 approve/0 oppose

11. Public Comments on Non-Agenda Items

Planning Board Chairman Brusini wanted to thank Tom Harriman, Fire Chief, for his assistance with the Planning Board. He is diligent with the impact statement and attendance to the Planning Board meeting and is ready and willing to answer questions that the Board and the public might have. I also want to thank Chairman Eastman for his service.

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

May 26, 2021
June 8, 2021
June 22, 2021

4:50p.m. Chairman Eastman recessed the meeting to 6:00p.m. for the Public Hearing.

13. 6:00P.M. Public Hearing

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 6:00 P.M. on May 25, 2021 in Bridgton to hear public comment on the following questions that will be presented to the voters via referendum ballot on June 8, 2021.

Chairman Eastman read each of the following questions aloud for the public. Department Heads; Laurie Chadbourne, Town Clerk; Gary Colello, Recreation Director; Brenda Day, Code Enforcement Officer; Tom Harriman, Fire Chief; Charisse Keach, Finance Officer; Linda LaCroix, Community Development Director; Todd Perreault, EMA; Catherine Pinkham, Health Officer and Phil Jones, Police Chief; Robert A. Peabody, Jr., Town Manager and Georgiann M. Fleck, Deputy Town Manager were present to answer any questions, comments or concerns.

There were no questions, comments or concerns expressed by Board Members, Department Heads or the public.

**TOWN OF BRIDGTON
Municipal Officers' Notice of Public Hearing on Secret Ballot Referendum**

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 6:00 P.M. on May 25, 2021 in Bridgton to hear public comment on the following questions that will be presented to the voters via referendum ballot on June 8, 2021:

Question 1. Shall an ordinance entitled, "Amendments to the Disorderly House Ordinance," be enacted?
(Note: Copies of the text of the ordinance are available from the Town Clerk.)

Question 2. Shall an ordinance entitled, "Amendments to the Nudity Ordinance," be enacted?
(Note: Copies of the text of the ordinance are available from the Town Clerk.)

Question 3. Shall an ordinance entitled, "Amendments to the Town of Bridgton Land Use Ordinance to Modify Certain Dimensional Requirements," be enacted?
(Note: Copies of the text of the ordinance are available from the Town Clerk.)

Question 4. Shall an ordinance entitled, "Amendments to the Town of Bridgton Land Use Ordinance to Allow Uses Similar to Other Allowed Uses," be enacted?
(Note: Copies of the text of the ordinance are available from the Town Clerk.)

Question 5. Shall an ordinance entitled, "Amendments to the Town of Bridgton Land Use Ordinance to Modify Landscaping Requirements in the IC, OC, and MUC Districts," be enacted?
(Note: Copies of the text of the ordinance are available from the Town Clerk.)

Question 6. Shall the Town vote to appropriate the sum of \$3,719,129.00 from Anticipated Revenues, the Unassigned Fund Balance, Bridgton Trust Fund and Moose Pond Trust Fund to reduce property taxes for the 2021/2022 fiscal year?
Board of Selectmen Recommend a YES vote.

Question 7. Shall the Town vote to raise and appropriate the sum of \$3,347,017.00 for the cost of General Government to include Contingency and Long-Term Debt?
Board of Selectmen Recommend a YES vote.

Question 8. Shall the Town vote to raise and appropriate the sum of \$1,713,569.00 for the cost of Public Safety?
Board of Selectmen Recommend a YES vote.

Question 9. Shall the Town vote to raise and appropriate the sum of \$2,671,405.00 for Public Works and Capital Expenditures/Other Services?
Board of Selectmen Recommend a YES vote.

Question 10. Shall the Town vote to raise and appropriate the sum of \$16,500.00 for the cost of annual stipends for the Board of Selectmen and Planning Board?
Board of Selectmen Recommend a YES vote.

Question 11. Shall the Town vote to raise and appropriate the sum of \$62,550.00 for Outside Agencies?
Board of Selectmen Recommend a YES vote.

Question 12. Shall the Town vote to raise and appropriate the sum of \$193,937.00 for Outside Services?
Board of Selectmen Recommend a YES vote.

Question 13. Shall the Town vote to raise and appropriate the sum of \$893,406.00 for County Fees and Taxes?
Board of Selectmen Recommend a YES vote.

Question 14. Shall the Town vote to appropriate the sum of \$198,767.00 from the Community Development Block Grant for community development projects approved by the Board of Selectmen?
Board of Selectmen Recommend a YES vote.

Question 15. Shall the Town vote to appropriate, and authorize the Board of Selectmen to expend, up to \$259,096.00 from the Route 302 Tax Increment Development Program for the purposes of that program?
Board of Selectmen Recommend a YES vote.

Question 16. Shall the Town vote to fix the date when property taxes become due and payable with the first quarter payment being due and payable on August 15, 2021; second payment being due and payable on November 15, 2021; third payment being due and payable on February 15, 2022; fourth payment being due and payable on May 15, 2022 and that an interest rate of 6% per annum be charged on all unpaid taxes after these dates until those taxes are paid in full (36 MRS § 505.4)?

Question 17. Shall the Town vote to set an interest rate of 2% as the rate to be paid to taxpayers who pay amounts in excess of amounts finally assessed and authorize any such interest paid or abatements granted to be charged against the annual overlay (36 MRS § 506)?

Question 18. Shall the Town vote to fix the rate of interest on delinquent wastewater charges at 6% interest per annum?

Question 19. Shall the Town vote to authorize the Tax Collector to accept pre-payment of taxes not yet due or assessed (36 MRS § 506)?

Question 20. 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?

Question 21. 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?

Question 22. 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)?

Question 23. 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?

Question 24. 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.

Question 25. 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 2021/2022 fiscal year to be taken from fund balance?

Question 26. 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?

Question 27. 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?

Question 28. Shall the Town vote to authorize the Board of Selectmen to apply for and accept grants on behalf of the Town, and to expend the proceeds thereof for the purposes for which they are received, provided that the terms of the grants do not require the Town to expend other funds which have not been appropriated by the Town?

Question 29. Shall the Town vote to participate in the Cumberland County Housing and Community Development Programs of the Federal Department of Housing and Urban Development, including but not limited to the Community Development Block Grant Program (CDBG) and the HOME Program; to designate its population to be included in the calculation of Cumberland County's funds by the U.S. Department of Housing and Urban Development and to authorize the Board of Selectmen to execute an agreement with Cumberland County to formalize the same?

Chairman Eastman closed the Public Hearing at 6:13 P.M.

14. Adjourn

Chairman Eastman adjourned the meeting at 6:14 P.M.

Respectfully submitted,

Georgiann M. Fleck
Deputy Town Manager

TOWN OF BRIDGTON, MAINE

**Reports Required by *Government Auditing
Standards* and the Uniform Guidance**

For the Year Ended June 30, 2020

TOWN OF BRIDGTON, MAINE
Reports Required by *Government Auditing Standards*
and the Uniform Guidance
For the Year Ended June 30, 2020

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Selectmen
Town of Bridgton, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bridgton, Maine as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Bridgton, Maine's basic financial statements and have issued our report thereon dated May 21, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Bridgton, Maine's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Bridgton, Maine's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Bridgton, Maine's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described as item #2020-001 in the accompanying schedule of findings and questioned costs to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described as items #2020-002 and #2020-003 in the accompanying schedule of findings and questioned costs to be significant deficiencies.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*, CONTINUED**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Bridgton, Maine's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

During our audit, we became aware of certain opportunities for strengthening internal controls and operating efficiency. They have been identified on the attached schedule as "Other Comments".

Town of Bridgton, Maine's Responses to Findings and Other Comments

The Town of Bridgton, Maine's responses to the findings and other comments identified in our audit are described in the accompanying schedule of findings and questioned costs. The Town of Bridgton, Maine's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



May 21, 2021
South Portland, Maine

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Selectmen
Town of Bridgton, Maine

Report on Compliance for Each Major Federal Program

We have audited the Town of Bridgton, Maine's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town of Bridgton, Maine's major federal programs for the year ended June 30, 2020. The Town of Bridgton, Maine's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Bridgton, Maine's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Town of Bridgton, Maine's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Bridgton, Maine's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Bridgton, Maine complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED

Report on Internal Control over Compliance

Management of the Town of Bridgton, Maine is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Bridgton, Maine's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Bridgton, Maine's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE, CONTINUED**

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bridgton, Maine as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Bridgton, Maine's basic financial statements. We issued our report thereon dated May 21, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



May 21, 2021
South Portland, Maine

TOWN OF BRIDGTON, MAINE
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2020

Federal Grantor/Pass-through Grantor/Program Title	Federal CFDA Number	Pass- through/ Grantor Number	Federal Expenditures	CFDA/ Cluster Totals	Passed Through to Subrecipients
U.S. Department of Housing and Urban Development, passed through Cumberland County: CDBG Entitlement Cluster	14.218	N/A	\$ 194,047	194,047	-
Total U.S. Department of Housing and Urban Development			194,047		-
U.S. Department of Agriculture, direct program: Water and Waste Disposal Systems for Rural Communities	10.760	N/A	2,207,998		-
Total U.S. Department of Agriculture			2,207,998		-
U.S. Department of Treasury, passed through Maine Center for Disease Control and Prevention: CARES - Coronavirus Relief Fund (Keep Maine Healthy)	21.019	N/A	1,927		-
Total U.S. Department of Treasury			1,927		-
U.S. Department of Transportation, passed through Maine Department of Public Safety: Highway Safety Cluster: Click It or Ticket	20.600	N/A	159		-
Total Highway Safety Cluster				159	
Total U.S. Department of Transportation			159		-
U.S. Department of Homeland Security, passed through Maine Emergency Management Agency: Homeland Security Grant Program	97.067	N/A	7,227		-
Total U.S. Department of Homeland Security			7,227		-
Environmental Protection Agency, passed through Maine Department of Environmental Protection: Clean Water State Revolving Fund Cluster	66.458	C230133-02A	8,091	8,091	-
Total Environmental Protection Agency			8,091		-
Totals			\$ 2,419,449		-

TOWN OF BRIDGTON, MAINE
Notes to Schedule of Expenditures of Federal Awards
June 30, 2020

PURPOSE OF THE SCHEDULE

Office of Management and Budget (OMB)'s Uniform Guidance requires a schedule of expenditures of federal awards showing total expenditures for each federal award program as identified in the Catalog of Federal Domestic Assistance (CFDA).

SIGNIFICANT ACCOUNTING POLICIES

- A. Reporting Entity - The accompanying schedule includes all federal award programs of the Town of Bridgton, Maine for the fiscal year ended June 30, 2020. The reporting entity is defined in notes to basic financial statements of the Town of Bridgton, Maine.
- B. Basis of Presentation - The information in the accompanying Schedule of Expenditures of Federal Awards is presented in accordance with the Uniform Guidance.
 - 1. Pursuant to the Uniform Guidance, federal awards are defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations.
 - 2. Major Programs - the Uniform Guidance establishes the level of expenditures or expenses to be used in defining major federal award programs. Major programs for the Town are identified in the summary of auditor's results in the schedule of findings and questioned costs.
- C. Basis of Accounting - The information presented in the schedule of expenditures of federal awards is presented on the modified accrual basis of accounting, which is consistent with the reporting in the Town's fund financial statements.
- D. Indirect Cost Rate - The Town of Bridgton, Maine has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs
June 30, 2020

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

Material weaknesses identified? yes

Significant deficiencies identified? yes

Noncompliance material to financial statements noted? no

Federal Awards

Internal control over major federal programs:

Material weaknesses identified? no

Significant deficiencies identified? none reported

Type of auditor's report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? no

Identification of major federal programs:

CFDA Number(s)

Name of Federal Program or Cluster

10.760

Water and Waste Disposal Systems for Communities

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? no

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Section II - Findings Required to be Reported under Government Auditing Standards

MATERIAL WEAKNESS

2020-001 – Timely Reconciliation of Balances (repeat)

Criteria: Fundamental to proper financial reporting is the routine analysis of accounts and reconciliation of balances to underlying documentation. Such analysis and reconciliation aids in identifying errors and irregularities so they can be corrected in a timely manner.

Statement of Condition: Many general ledger accounts, including accounts receivable, taxes receivable, accounts payable, proprietary capital assets, and fund balance accounts were not reconciled in a timely manner during the year and at year-end. Many of these general ledger accounts were materially adjusted by the auditor during our field work.

Cause: The Finance Officer is required to perform many tasks and certain responsibilities are prioritized to ensure the Town continues to meet its financial obligations. As such, the Finance Officer and her staff did not have the resources to timely research and reconcile all accounts without the assistance of the auditor.

Effect: Material misstatements were not detected and corrected in a timely manner. The balances of these accounts may not have been properly reported in accordance with GAAP during the year and, as such, reports provided to those charged with governance and to outside entities may have been based on inaccurate information.

Recommendation: In order to maintain an accurate accounting of all accounts on the general ledger and provide accurate financial reports during the year, we recommend that Town employees reconcile the ending balances of each general ledger account on a monthly basis. We suggest that management establish a checklist of required monthly and year-end adjustments to ensure that general ledger accounts are being reconciled in a timely manner.

Management's response/corrective action plan: *For fiscal year FY2020, the finance office was staffed with (1) full-time person being the Finance Officer, (1) full-time person shared 50/50 with another department for the first six months which subsequently changed to a full-time staff person the remaining six months. Training an employee takes time; there are many functions in the finance department as well as a trust component that needs to be satisfied before delegating to that individual. Two employees started their initial training; one transferring to another department after six months and the other left employment all together after six months.*

The start-up of the (3) large infrastructure projects added additional responsibilities as well from securing financing in early 2019, reviewing and tracking Pay Requisitions to maintain tax-exempt status on the borrowings.

The office was shut down from mid-March to the beginning of June 2020 due to COVID19. Although work was still being conducted remotely, it's not the same as being in the office.

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Section II - Findings Required to be Reported under Government Auditing Standards

MATERIAL WEAKNESS, Continued

The Finance Officer is also responsible for new hire orientations and benefit administrations as well as other HR related responsibilities. The current Finance Clerk has received adequate training to be self-sufficient in the weekly payroll and accounts payable processing. My intention is to cross-train her on general ledger subsidiary reconciliations in the coming months to include tax receivable reconciliations. I did present in the FY2022 budget, a request for an additional part-time staff person (16-24 hours) a week to help alleviate some of the Finance Clerk's workload so she can assist me in other areas but this was not approved by management or the Selectmen.

One new component for accounts receivable was recording the receivables for the Recreation summer camp/swim program. Because these two programs start mid-June, they do overlap into another fiscal year and payments are not always received prior to the service being provided. This has been addressed and I hope to see improvement in that respect going forward.

We did determine that fund balances were not in balance as a result of a TRIO system error due to no fault of my own. It is believed that there was something happening in the background posting to both revenue and expense control accounts that may have caused this issue.

SIGNIFICANT DEFICIENCIES

2020-002 – Preparation of Financial Statements (repeat)

Criteria: Client personnel designated as having responsibility over the financial reporting process would need to have the knowledge of all the various financial statement disclosure requirements in addition to an understanding of fund financial statements and government-wide financial statements.

Statement of Condition: Auditing standards require external auditors to determine whether or not client personnel designated as having responsibility over the financial reporting process possess the expertise to identify all financial reporting matters in compliance with generally accepted accounting principles without the reliance on external auditors.

Cause: The Town does not employ an individual that possesses the expertise to prepare a complete set of financial statements that are in accordance with generally accepted accounting principles.

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Section II - Findings Required to be Reported under *Government Auditing Standards*, Continued

SIGNIFICANT DEFICIENCIES, CONTINUED

Effect: The Town is considered to have a control deficiency in the design of internal controls over the preparation of the financial statements in accordance with generally accepted accounting principles, and as a result, we are required to report this as such in this letter.

Recommendation: From a practical standpoint, the costs of maintaining the expertise in-house to meet these requirements often exceed the benefit. As a result, it is common practice for governmental entities to rely on assistance from their auditing firm to assist in the preparation of the financial statements and the related disclosures. When the auditing firm prepares the financial statements, the Town must assign a competent management level individual to oversee this service. Additionally, management must review, approve, and accept responsibility for the financial statements and related notes.

Management's response/corrective action plan: *The Finance Officer, in conjunction with management, will review, question for clarity and understanding, approve and accept responsibility for the financial statements and related notes.*

2020-003 – Permanent Funds (repeat)

Criteria: Management is not currently tracking the principal (nonspendable) portion and the expendable (restricted) portion of permanent funds separately.

Statement of Condition: Governmental Accounting Standards Board (GASB) Statement No. 54 defines permanent funds, as funds used to account for and report resources that are restricted to the extent that only earnings, and not principal may be used for purposes that support the reporting government's programs. Additionally, this GASB Statement requires the principal portion to be reported as nonspendable fund balance and the expendable portion to be reported as restricted fund balance.

Cause: Management has had turnover in recent years in the finance department as well as turnover in auditing firms. This has resulted in information getting lost regarding the principal portion of the permanent funds.

Effect: Management could be in a position where they are spending down principal portions of their permanent funds without being aware that this is occurring. Additionally, this can have an effect on the accuracy of information reported in the financial statements.

Recommendation: We suggest that management review historical Town records regarding the establishment of the permanent funds during fiscal year 2021 and reestablish a principal portion for each permanent fund. Additionally, management should track the principal portion moving forward to ensure this does not occur in the future.

Management's response/corrective action plan: *The last time these were tracked was when this auditing firm conducted our audits dating back to 2013. As mentioned in the "cause", we not only have had turnover in the finance department and auditing firms but management as well.*

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Section II - Findings Required to be Reported under Government Auditing Standards, Continued

OTHER COMMENTS

Segregation of Duties (repeat)

Fundamental to proper internal controls is the division of duties in such a manner that no single individual handles the transactions completely from beginning to end. Appropriate segregation of duties helps to detect errors in a timely manner and deter improper activities. We believe that every effort should be made to segregate duties. Ideal segregation of duties is not currently practical within the Town Office. We wish to inform you that certain functions ideally performed by separate individuals cannot be accomplished and therefore, internal accounting controls are not as strong as they might otherwise be. Examples of these incompatible duties include:

- Billing and collection of taxes
- Maintaining the general ledger from those for maintaining the subsidiary ledgers
- Preparation and posting of journal entries and maintenance of general ledger
- Entries in the cash disbursement records from those for general ledger entries
- Payroll process functions from general ledger functions

Because of these weaknesses, we suggest that a cautious review of the financial transactions continue to be performed by responsible officials. We also recommend that monthly financial reports continue to be thoroughly reviewed in depth by the Town Manager or Board Chair to identify any unusual financial fluctuations. Periodically, the Town Manager should also review specific account activity.

Management response/corrective action plan: Whenever feasible, one person in the finance department prepares and completes the data entry of a journal entry and the other person reviews and posts the journal entry. Accounts payable and payroll warrants are prepared by the clerk and reviewed by the finance officer prior to the process being finalized. Monthly revenue and expense reports will continue to be provided to management to review and specific account activity is and will continue to be provided when requested.

Credit Card Disbursements

During our testing of the credit card process for the Town we reviewed 40 individual credit card transactions occurring throughout the fiscal year. Of the 40 transactions reviewed, we found 3 disbursements where the invoice/receipt was not obtained. When management allows employees to make credit card purchases without turning in a valid invoice/receipt the risk of fraud or error is greatly increased. We suggest that management reinforce the established controls with Town personnel to ensure that all credit card purchases are supported by an invoice/receipt. Additionally, a management level employee should be reviewing the reconciled credit card statement monthly and ensure that all receipts are attached to the statement before authorizing the monthly bill for payment.

Management's response/corrective action plan: The Finance Office is repeatedly reminding staff the necessity to turn in credit card purchase receipts. We correspond with department heads through email as well as mentioning at the monthly department head meetings. We recently changed the credit card program in January 2021; credit cards were issued to the individual department heads and they are responsible in retaining their charge receipts and turning them in with their monthly statement. If a credit card charge receipt is missing, we are placing the responsibility back onto the department head vs. the Finance Office trying to track down. Ultimately, it is their responsibility and failure or repeated offenses could result in their credit card privileges being revoked.

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Section III - Findings and Questioned Costs for Federal Awards

None

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Section IV - Status of Prior Year Findings and Questioned Costs for *Government Auditing Standards* and Federal Awards

Government Auditing Standards:

2019-001 – Timely reconciliation of Balances

Criteria: Fundamental to proper financial reporting is the routine analysis of accounts and reconciliation of balances to underlying documentation. Such analysis and reconciliation aids in identifying errors and irregularities so they can be corrected in a timely manner.

Statement of Condition: Many general ledger accounts, including cash, accounts receivable, taxes receivable, accounts payable, proprietary capital assets, and payroll withholding accounts were not reconciled in a timely manner during the year and at year-end. Many of these general ledger accounts were materially adjusted by the auditor during our field work. Additionally, a miscellaneous revenue account within the General Fund remained materially misstated after the audit was completed.

Cause: The Finance Officer is required to perform many tasks and certain responsibilities are prioritized to ensure the Town continues to meet its financial obligations. As such, the Finance Officer and her staff did not have the resources to timely research and reconcile all accounts without the assistance of the auditor.

Effect: Material misstatements were not detected and corrected in a timely manner. The balances of these accounts may not have been properly reported in accordance with GAAP during the year and, as such, reports provided to those charged with governance and to outside entities may have been based on inaccurate information. Additionally, the Auditor's report to the financial statements contains a qualified opinion.

Recommendation: In order to maintain an accurate accounting of all accounts on the general ledger and provide accurate financial reports during the year, we recommend that Town employees reconcile the ending balances of each general ledger account on a monthly basis. We suggest that management establish a checklist of required monthly and year-end adjustments to ensure that general ledger accounts are being reconciled in a timely manner.

Status: This was repeated in 2020.

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

SIGNIFICANT DEFICIENCIES

2019-002 – Preparation of Financial Statements

Criteria: Client personnel designated as having responsibility over the financial reporting process would need to have the knowledge of all the various financial statement disclosure requirements in addition to an understanding of fund financial statements and government-wide financial statements.

Statement of Condition: Auditing standards require external auditors to determine whether or not client personnel designated as having responsibility over the financial reporting process possess the expertise to identify all financial reporting matters in compliance with generally accepted accounting principles without the reliance on external auditors.

Cause: The Town does not employ an individual that possesses the expertise to prepare a complete set of financial statements that are in accordance with generally accepted accounting principles.

Effect: The Town is considered to have a control deficiency in the design of internal controls over the preparation of the financial statements in accordance with generally accepted accounting principles, and as a result, we are required to report this as such in this letter.

Recommendation: From a practical standpoint, the costs of maintaining the expertise in-house to meet these requirements often exceed the benefit. As a result, it is common practice for governmental entities to rely on assistance from their auditing firm to assist in the preparation of the financial statements and the related disclosures. When the auditing firm prepares the financial statements, the Town must assign a competent management level individual to oversee this service. Additionally, management must review, approve, and accept responsibility for the financial statements and related notes.

Status: This was repeated in 2020.

2019-003 – Permanent Funds

Criteria: Management is not currently tracking the principal (nonspendable) portion and the expendable (restricted) portion of permanent funds separately.

Statement of Condition: Governmental Accounting Standards Board (GASB) Statement No. 54 defines permanent funds, as funds used to account for and report resources that are restricted to the extent that only earnings, and not principal may be used for purposes that support the reporting government's programs. Additionally, this GASB Statement requires the principal portion to be reported as nonspendable fund balance and the expendable portion to be reported as restricted fund balance.

Cause: Management has had turnover in recent years in the finance department as well as turnover in auditing firms. This has resulted in information getting lost regarding the principal portion of the permanent funds.

Effect: Management could be in a position where they are spending down principal portions of their permanent funds without being aware that this is occurring. Additionally, this can have an effect on the accuracy of information reported in the financial statements.

TOWN OF BRIDGTON, MAINE
Schedule of Findings and Questioned Costs, Continued

Recommendation: We suggest that management review historical Town records regarding the establishment of the permanent funds during fiscal year 2020 and reestablish a principal portion for each permanent fund. Additionally, management should track the principal portion moving forward to ensure this does not occur in the future.

Status: This was repeated in 2020.

TOWN OF BRIDGTON, MAINE
Notes to Required Supplementary Information

Net Pension Liability

Changes of Benefit Terms - None

Changes of Assumptions - None

Total OPEB Liabilities - Health Insurance

Changes of Benefit Terms - None

Changes of Assumptions - The following are changes in actuarial assumptions used in the most recent valuations:

	<u>2020</u>	<u>2018</u>	<u>2017</u>
Discount rate	2.74%	4.10%	3.44%

* *This schedule is intended to show information for ten years, but only the years in which changes occurred have been displayed. Additional years' information will be displayed as it becomes available.*

COMBINING AND INDIVIDUAL FUND EXHIBITS AND SCHEDULES

GENERAL FUND

TOWN OF BRIDGTON, MAINE
General Fund
Comparative Balance Sheet
June 30, 2020

	2020	2019
ASSETS		
Cash and cash equivalents	\$ 8,354,071	7,674,000
Receivables:		
Accounts	34,983	5,404
Taxes - current	630,181	481,167
Taxes and liens - prior, net of allowance of \$61,785 and \$58,722, respectively	223,462	235,228
Total assets	9,242,697	8,395,799
LIABILITIES		
Accounts payable	287,077	205,236
Taxes paid in advance	82,443	65,081
Accrued payroll and benefits	42,953	21,537
Interfund loans payable	2,135,205	1,820,618
Total liabilities	2,547,678	2,112,472
DEFERRED INFLOWS OF RESOURCES		
Unavailable revenue - property taxes	444,791	504,070
Total deferred inflows of resources	444,791	504,070
FUND BALANCE		
Assigned:		
Subsequent year budget	450,000	200,000
Carryforward balances	858,316	643,896
Unassigned	4,941,912	4,935,361
Total fund balance	6,250,228	5,779,257
Total liabilities, deferred inflows of resources, and fund balance	\$ 9,242,697	8,395,799

TOWN OF BRIDGTON, MAINE
General Fund
Statement of Revenues, Expenditures, and Changes
in Fund Balance - Budget and Actual - Budgetary Basis
For the year ended June 30, 2020

	2020		Variance positive (negative)	2019
	Budget	Actual		
Revenues:				
Taxes:				
Real and personal property	\$ 15,095,807	15,147,563	51,756	14,714,455
Interest and costs on taxes	84,250	72,756	(11,494)	60,198
Excise taxes	983,500	1,054,946	71,446	1,075,583
Payments in lieu of taxes	1,900	1,941	41	1,915
Total taxes	16,165,457	16,277,206	111,749	15,852,151
Licenses and permits:				
Business and victualers	12,500	6,751	(5,749)	2,780
Town clerk fees	16,781	41,444	24,663	35,721
Building permits	54,500	53,709	(791)	60,013
Plumbing permits	28,000	16,321	(11,679)	19,920
Other permits	500	815	315	1,040
Total licenses and permits	112,281	119,040	6,759	119,474
Intergovernmental:				
Veterans reimbursement	6,480	6,148	(332)	6,480
General assistance	3,200	8,294	5,094	2,494
MDOT road assistance	103,836	106,792	2,956	103,836
State revenue sharing	231,717	360,411	128,694	240,762
Tree growth	55,000	37,176	(17,824)	35,121
Homestead exemption	212,454	202,305	(10,149)	215,044
Public safety grants	-	1,030	1,030	8,922
BETE	7,506	7,559	53	1,831
FEMA	-	555	555	10,524
Sand and salt building reimbursement	-	-	-	79,049
Recreation grants	14,000	-	(14,000)	15,500
Other intergovernmental	30,000	17,385	(12,615)	-
Total intergovernmental	664,193	747,655	83,462	719,563
Charges for services:				
Fire/police department	-	7,816	7,816	7,150
Fuel usage fees to outside agencies	4,000	4,097	97	7,584
General government	-	6,754	6,754	1,560
Rent of Town property	54,728	61,382	6,654	57,132
Transfer station	109,500	140,413	30,913	129,580
Recreation	35,650	58,737	23,087	45,928
Cable TV	52,000	62,245	10,245	59,512
Planning and appeals	2,860	2,481	(379)	2,300
Total charges for services	258,738	343,925	85,187	310,746
Investment earnings	30,000	73,691	43,691	106,474
Unclassified:				
Sale of property	25,000	8,764	(16,236)	15,940
Donations	-	13,019	13,019	7,467
Other	4,584	12,532	7,948	118,551
Total unclassified	29,584	34,315	4,731	141,958
Total revenues	17,260,253	17,595,832	335,579	17,250,366

TOWN OF BRIDGTON, MAINE
General Fund
Statement of Revenues, Expenditures, and Changes
in Fund Balance - Budget and Actual - Budgetary Basis , Continued

	2020		Variance positive (negative)	2019
	Budget	Actual		
Expenditures:				
Current:				
General government:				
Administration	\$ 484,159	508,860	(24,701)	437,586
Insurance	215,127	189,555	25,572	185,876
Employee benefits	828,431	823,400	5,031	623,854
Assessing	47,500	47,500	-	43,995
Code enforcement	104,787	128,997	(24,210)	114,264
Community development	154,092	115,382	38,710	117,972
Municipal complex	112,986	113,104	(118)	103,274
General assistance	20,844	17,837	3,007	8,242
Town clerk	196,094	181,219	14,875	180,513
Town hall	18,018	19,889	(1,871)	14,385
Tax acquired property sale costs	-	-	-	10,851
Total general government	2,182,038	2,145,743	36,295	1,840,812
Public safety:				
Police department	881,624	735,523	146,101	815,319
Fire department	377,928	304,522	73,406	287,976
Animal control	23,378	21,748	1,630	16,338
Civil emergency preparedness	25,669	40,163	(14,494)	6,863
Health officer	2,489	1,484	1,005	1,859
Ambulance service	51,000	51,000	-	51,000
Street lights	32,063	32,890	(827)	32,476
Hydrants	190,820	224,379	(33,559)	226,874
Total public safety	1,584,971	1,411,709	173,262	1,438,705
Public works:				
Public works department	729,957	652,025	77,932	685,681
Town garage	21,100	31,040	(9,940)	17,229
Vehicle maintenance	363,120	323,689	39,431	355,679
Transfer station	501,013	566,384	(65,371)	461,692
Total public works	1,615,190	1,573,138	42,052	1,520,281
Education:				
MSAD #61	9,631,664	9,631,664	-	9,263,856
Total education	9,631,664	9,631,664	-	9,263,856
Culture and recreation:				
Parks department	230,380	179,332	51,048	190,054
Pondicherry Park	37,585	78	37,507	1,196
Recreation department	236,396	252,043	(15,647)	197,350
Public library	84,000	84,000	-	83,500
Cemeteries	52,490	42,466	10,024	48,843
Community center	77,735	76,975	760	77,742
Lakes region television	41,882	41,789	93	36,614
Total culture and recreation	760,468	676,683	83,785	635,299

TOWN OF BRIDGTON, MAINE
General Fund
Statement of Revenues, Expenditures, and Changes
in Fund Balance - Budget and Actual - Budgetary Basis , Continued

	2020		Variance positive (negative)	2019
	Budget	Actual		
Expenditures, continued:				
Current, continued:				
Outside agencies:				
Outside agencies	\$ 63,055	60,930	2,125	71,505
Total outside agencies	63,055	60,930	2,125	71,505
Unclassified:				
Legal services	18,000	23,517	(5,517)	10,000
County tax	728,506	728,506	-	692,437
County dispatch	113,526	111,887	1,639	108,630
Magic Lantern TIF	-	26,651	(26,651)	26,016
Contingency	78,292	39,772	38,520	9,199
Overlay and abatements	59,414	33,756	25,658	58,800
Other	750	500	250	250
Total unclassified	998,488	964,589	38,149	905,332
Debt service:				
Principal	171,444	172,248	(804)	175,036
Interest	145,308	112,724	32,584	1,146
Total debt service	316,752	284,972	31,780	176,182
Capital outlay:				
Capital outlay	962,312	434,760	527,552	565,759
Total capital outlay	962,312	434,760	527,552	565,759
Total expenditures	18,114,938	17,184,188	932,875	16,417,731
Excess (deficiency) of revenues over (under) expenditures	(854,685)	411,644	1,266,329	832,635
Other financing sources:				
Transfer from other funds	322,885	358,285	35,400	334,722
Transfer to other funds	(312,096)	(298,958)	13,138	(214,319)
Utilization of assigned fund balance	843,896	-	(843,896)	-
Total other financing sources	854,685	59,327	(795,358)	120,403
Net change in fund balance	-	470,971	470,971	953,038
Fund balance, beginning of year		5,779,257		4,826,219
Fund balance, end of year	\$	6,250,228		5,779,257

**NONMAJOR GOVERNMENTAL
FUNDS**

TOWN OF BRIDGTON, MAINE
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2020

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 74	-	89,370	89,444
Investments	-	-	1,303,031	1,303,031
Due from other governments	205,601	-	-	205,601
Interfund loans receivable	236,164	1,440,592	-	1,676,756
Total assets	441,839	1,440,592	1,392,401	3,274,832
LIABILITIES				
Escrow payable	10,432	-	-	10,432
Interfund loans payable	-	-	43,789	43,789
Total liabilities	10,432	-	43,789	54,221
FUND BALANCES				
Nonspendable	-	-	1,383,838	1,383,838
Restricted	449,177	468,499	-	917,676
Committed	482	972,093	-	972,575
Unassigned	(18,252)	-	(35,226)	(53,478)
Total fund balances	431,407	1,440,592	1,348,612	3,220,611
Total liabilities and fund balances	\$ 441,839	1,440,592	1,392,401	3,274,832

TOWN OF BRIDGTON, MAINE
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the year ended June 30, 2020

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
Revenues:				
Intergovernmental	\$ 205,601	478,650	-	684,251
Charges for services	6,600	-	-	6,600
Investment income (loss)	-	-	48,634	48,634
Unclassified	250	47,198	(8,742)	38,706
Total revenues	212,451	525,848	39,892	778,191
Expenditures:				
Current:				
General government	56,612	-	4,520	61,132
Public safety	9,154	-	-	9,154
Recreation	10,999	-	-	10,999
Capital outlay	161,590	99,118	-	260,708
Total expenditures	238,355	99,118	4,520	341,993
Excess (deficiency) of revenues over (under) expenditures	(25,904)	426,730	35,372	436,198
Other financing sources (uses):				
Transfer from other funds	-	183,958	-	183,958
Transfer to other funds	(25,000)	-	(46,598)	(71,598)
Total other financing sources (uses)	(25,000)	183,958	(46,598)	112,360
Net change in fund balance	(50,904)	610,688	(11,226)	548,558
Fund balances, beginning of year	482,311	829,904	1,359,838	2,672,053
Fund balances, end of year	\$ 431,407	1,440,592	1,348,612	3,220,611

SCHEDULES

TOWN OF BRIDGTON, MAINE
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Special Revenue Funds
For the year ended June 30, 2020

	Balances (deficits) beginning of year	Revenues		Program Expenditures	Capital Expenditures	Transfers in (out)	Balances (deficits) end of year
		Inter- governmental	Other				
CDBG	\$ 467,998	194,497	-	21,728	161,590	(30,000)	449,177
DEP / Small Communities Grant	-	550	-	550	-	-	-
Homeland Security Grant	-	7,227	-	7,227	-	-	-
Bridgton baseball and softball	(13,555)	-	6,600	10,999	-	-	(17,954)
Employee benefit reserve	17,868	-	-	32,636	-	15,000	232
Keep ME Healthy Grant	-	1,927	-	1,927	-	-	-
Appeals board fund	-	-	250	-	-	-	250
Betterment fund	10,000	-	-	-	-	(10,000)	-
Grants fund	-	1,400	-	1,698	-	-	(298)
Total nonmajor capital project funds	\$ 482,311	205,601	6,850	76,765	161,590	(25,000)	431,407

Schedule 2

TOWN OF BRIDGTON, MAINE
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Capital Project Funds
For the year ended June 30, 2020

	Balances beginning of year	Revenues	Expenditures	Transfers in (out)	Balances end of year
Municipal building reserve	\$ 236,780	-	24,578	-	212,202
Fire department apparatus reserve	128,343	-	63,504	15,000	79,839
Capital projects reserve	22,927	478,650	1,536	-	500,041
Pondicherry Park reserve	30,483	98	-	10,000	40,581
Recreation reserve	46,655	-	5,848	-	40,807
Public works equipment reserve	19,468	5,500	3,652	22,500	43,816
Transfer station reserve	-	-	-	10,000	10,000
Capital maintenance reserve	-	41,600	-	-	41,600
Police cruiser reserve	3,207	-	-	-	3,207
Route 302 TIF fund	342,041	-	-	126,458	468,499
Total nonmajor capital project funds	\$ 829,904	525,848	99,118	183,958	1,440,592

TOWN OF BRIDGTON, MAINE
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Permanent Funds
For the year ended June 30, 2020

	Principal			Unexpended Income					Total	
	Balances June 30, 2019	Unrealized Gains (Losses)	Balances June 30, 2020	Balances June 30, 2019	Interest Earned	Realized Gains (loss)	Expenditures	Transfers In (out)	Balances June 30, 2020	Fund Balances June 30, 2020
Bridgton Trust Funds:										
Cemetery perpetual care	\$ 398,635	5,222	403,857	10,327	10,246	(2,814)	1,455	(16,309)	(5)	403,852
Special cemetery fund	412,728	5,078	417,806	(16,404)	10,100	(2,736)	1,415	(14,539)	(24,994)	392,812
Willis Park fund	56,516	720	57,236	(449)	1,370	(988)	201	(1,864)	(1,532)	55,704
Village improvement fund	13,481	71	13,552	(7,729)	176	(39)	20	(419)	(8,031)	5,521
School fund	26,373	336	26,709	(225)	646	(181)	94	(885)	(739)	25,970
Worthy and industrious poor fund	150,186	1,911	152,097	(1,368)	3,749	(1,030)	532	(5,126)	(4,307)	147,790
Revitalization fund	218,580	2,884	221,464	5,665	5,626	(1,554)	803	(7,456)	1,478	222,942
Total Bridgton Trust Funds	1,276,499	16,222	1,292,721	(10,183)	31,913	(8,742)	4,520	(46,598)	(38,130)	1,254,591
Park Forest Trust Fund	91,117	-	91,117	2,405	499	-	-	-	2,904	94,021
Total nonmajor permanent funds	\$ 1,367,616	16,222	1,383,838	(7,778)	32,412	(8,742)	4,520	(46,598)	(35,226)	1,348,612



TOWN OF BRIDGTON, MAINE

Annual Financial Report

**For the Year Ended
June 30, 2020**

TOWN OF BRIDGTON, MAINE
Annual Financial Report
Year ended June 30, 2020

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TOWN OF BRIDGTON, MAINE
Annual Financial Report
For the Fiscal Year Ended June 30, 2020

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Independent Auditor's Report

Board of Selectmen
Town of Bridgton, Maine

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Bridgton, Maine as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Bridgton, Maine's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on the financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bridgton, Maine as of June 30, 2020, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management discussion and analysis section that accounting principles generally accepted in the United States of America require to be present to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the schedules related to pension and OPEB liabilities, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Town of Bridgton, Maine's basic financial statements. The combining and individual fund financial statements are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated May 21, 2021 on our consideration of the Town of Bridgton, Maine's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Bridgton, Maine's internal control over financial reporting and compliance.



May 21, 2021
South Portland, Maine

BASIC FINANCIAL STATEMENTS

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

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 9,907,270	66,647	9,973,917
Investments	2,862,883	-	2,862,883
Cash held in escrow	-	2,000,000	2,000,000
Receivables:			
Accounts	43,245	22,794	66,039
Due from other governments	1,150,031	-	1,150,031
Taxes - current	630,181	-	630,181
Tax and liens - prior, net of allowance of \$61,785	223,462	-	223,462
Internal balances	(713,435)	713,435	-
Capital assets not being depreciated	3,972,851	2,639,481	6,612,332
Capital assets, net of accumulated depreciation	7,091,366	586,055	7,677,421
Total assets	25,167,854	6,028,412	31,196,266
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows of resources related to OPEB	54,123	-	54,123
Deferred outflows of resources related to pensions	89,562	-	89,562
Total deferred outflows of resources	143,685	-	143,685
LIABILITIES			
Accounts payable and prepaid taxes	1,099,248	163,119	1,262,367
Escrow payable	10,432	-	10,432
Accrued wages	42,953	1,324	44,277
Bond anticipation note	-	2,005,001	2,005,001
Accrued interest	27,511	-	27,511
Noncurrent liabilities:			
Due within one year	295,737	-	295,737
Due in more than one year	4,924,258	1,000,000	5,924,258
Total liabilities	6,400,139	3,169,444	9,569,583
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources related to OPEB	68,991	-	68,991
Total deferred inflows of resources	68,991	-	68,991
NET POSITION			
Net investment in capital assets	7,772,732	2,220,535	9,993,267
Restricted for:			
Nonexpendable trust principal	3,029,476	-	3,029,476
TIF districts	468,499	-	468,499
Grants	449,177	-	449,177
Unrestricted	7,122,525	638,433	7,760,958
Total net position	\$ 18,842,409	2,858,968	21,701,377

See accompanying notes to basic financial statements.

Statement 2

TOWN OF BRIDGTON, MAINE
Statement of Activities
For the year ended June 30, 2020

For the year ended June 30, 2020

		Program Revenues			Net (expense) revenue and changes In net position		
Functions/programs	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Primary Government		Total
					Governmental activities	Business-type activities	
Primary government:							
Governmental activities:							
General government	\$ 2,354,636	189,657	75,176	194,497	(1,895,306)	-	(1,895,306)
Public safety	1,437,980	7,816	10,184	-	(1,419,980)	-	(1,419,980)
Public works	2,084,957	144,510	106,792	333,855	(1,499,800)	-	(1,499,800)
Education	9,631,664	-	-	-	(9,631,664)	-	(9,631,664)
Culture and recreation	711,087	65,337	-	-	(645,750)	-	(645,750)
Outside agencies	60,930	-	-	-	(60,930)	-	(60,930)
Unclassified	964,589	-	-	-	(964,589)	-	(964,589)
Capital maintenance expenses	131,749	-	-	-	(131,749)	-	(131,749)
Interest on debt	120,102	-	-	-	(120,102)	-	(120,102)
Total governmental activities	17,497,694	407,320	192,152	528,352	(16,369,870)	-	(16,369,870)
Business-type activities:							
Sewer Department	241,243	88,033	-	1,000,000	-	846,790	846,790
Salmon Point Campground	75,691	126,935	-	-	-	51,244	51,244
Total business-type activities	316,934	214,968	-	1,000,000	-	898,034	898,034
Total primary government	\$ 17,814,628	622,288	192,152	1,528,352	(16,369,870)	898,034	(15,471,836)
General revenues:							
Property taxes					15,090,225	-	15,090,225
Interest and costs on taxes					72,756	-	72,756
Excise taxes					1,054,946	-	1,054,946
Cable TV franchise fee					62,245	-	62,245
Grants and contributions not restricted to specific programs:							
State revenue sharing					360,411	-	360,411
Homestead exemption					202,305	-	202,305
State BETE reimbursement					7,559	-	7,559
Other					43,324	-	43,324
Investment earnings					204,543	521	205,064
Miscellaneous					73,021	-	73,021
Transfers					119,612	(119,612)	-
Total general revenues and transfers					17,290,947	(119,091)	17,171,856
Change in net position					921,077	778,943	1,700,020
Net position - beginning, as restated					17,921,332	2,080,025	20,001,357
Net position - ending					\$ 18,842,409	2,858,968	21,701,377

See accompanying notes to basic financial statements.

TOWN OF BRIDGTON, MAINE
Balance Sheet
Governmental Funds
June 30, 2020

	General	Moose Pond Trust	Street Scape	Lower Main	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 8,354,071	87,795	11,234	1,364,726	89,444	9,907,270
Investments	-	1,559,852	-	-	1,303,031	2,862,883
Receivables:						
Accounts	34,983	-	8,262	-	-	43,245
Due from other governments	-	-	333,300	611,130	205,601	1,150,031
Taxes - current	630,181	-	-	-	-	630,181
Taxes and liens - prior, net of allowance of \$61,785	223,462	-	-	-	-	223,462
Interfund loans receivable	-	-	-	-	1,676,756	1,676,756
Total assets	9,242,697	1,647,647	352,796	1,975,856	3,274,832	16,493,828
LIABILITIES						
Accounts payable	287,077	-	34,733	694,995	-	1,016,805
Escrows payable	-	-	-	-	10,432	10,432
Taxes paid in advance	82,443	-	-	-	-	82,443
Accrued payroll	42,953	-	-	-	-	42,953
Interfund loans payable	2,135,205	2,009	207,590	1,598	43,789	2,390,191
Total liabilities	2,547,678	2,009	242,323	696,593	54,221	3,542,824
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue - property taxes	444,791	-	-	-	-	444,791
Total deferred inflows of resources	444,791	-	-	-	-	444,791
FUND BALANCES						
Nonspendable	-	1,645,638	-	-	1,383,838	3,029,476
Restricted	-	-	-	-	917,676	917,676
Committed	-	-	110,473	1,279,263	972,575	2,362,311
Assigned	1,308,316	-	-	-	-	1,308,316
Unassigned	4,941,912	-	-	-	(53,478)	4,888,434
Total fund balances	6,250,228	1,645,638	110,473	1,279,263	3,220,611	12,506,213
Total liabilities, deferred inflows of resources, and fund balances	\$ 9,242,697	1,647,647	352,796	1,975,856	3,274,832	
Amounts reported for governmental activities in the statement of net position are different because:						
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.						11,064,217
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.						444,791
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds:						
Total OPEB liability with related deferred outflows and inflows of resources						(276,267)
Net pension liability with related deferred outflows and inflows of resources						(44,368)
Accrued interest						(27,511)
Accrued compensated absences						(157,221)
Notes from direct borrowings						(4,291,320)
Financed purchases						(376,125)
Net position of governmental activities					\$	18,842,409

See accompanying notes to basic financial statements.

TOWN OF BRIDGTON, MAINE
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the year ended June 30, 2020

	General	Moose Pond Trust	Street Scope	Lower Main	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:						
Taxes	\$ 16,277,206	-	-	-	-	16,277,206
Licenses and permits	119,040	-	-	-	-	119,040
Intergovernmental	747,655	-	333,300	-	684,251	1,765,206
Charges for services	343,925	-	-	-	6,600	350,525
Investment earnings	73,691	46,733	21,927	13,558	48,634	204,543
Unclassified	34,315	-	-	-	38,706	73,021
Total revenues	17,595,832	46,733	355,227	13,558	778,191	18,789,541
Expenditures:						
Current:						
General government	2,145,743	-	-	-	61,132	2,206,875
Public safety	1,411,709	-	-	-	9,154	1,420,863
Public works	1,573,138	-	-	-	-	1,573,138
Education	9,631,664	-	-	-	-	9,631,664
Culture and recreation	676,683	-	-	-	10,999	687,682
Outside agencies	60,930	-	-	-	-	60,930
Unclassified	964,589	-	-	-	-	964,589
Debt service	284,972	-	-	-	-	284,972
Capital outlay	742,377	-	3,121,397	89,956	260,708	4,214,438
Total expenditures	17,491,805	-	3,121,397	89,956	341,993	21,045,151
Excess (deficiency) of revenues over (under) expenditures	104,027	46,733	(2,766,170)	(76,398)	436,198	(2,255,610)
Other financing sources (uses):						
Proceeds from issuance of financed purchases	307,617	-	-	-	-	307,617
Transfers from (to) other funds	59,327	(62,075)	10,000	-	112,360	119,612
Total other financing sources (uses)	366,944	(62,075)	10,000	-	112,360	427,229
Net change in fund balances	470,971	(15,342)	(2,756,170)	(76,398)	548,558	(1,828,381)
Fund balances, beginning of year	5,779,257	1,660,980	2,866,643	1,355,661	2,672,053	14,334,594
Fund balances, end of year	\$ 6,250,228	1,645,638	110,473	1,279,263	3,220,611	12,506,213

See accompanying notes to basic financial statements.

TOWN OF BRIDGTON, MAINE
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the year ended June 30, 2020

Net change in fund balances - total governmental funds (from Statement 4)	\$	(1,828,381)
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Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.

Capital outlays	4,294,283	
Less: depreciation expense	<u>(852,063)</u>	3,442,220

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the change in unavailable revenue.		(59,279)
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Some revenues (expenses) reported in the Statement of Activities do not provide (require the use of) current financial resources and therefore, are not reported as revenues (expenditures) in the governmental funds.

These are the changes in other asset (liability)-related amounts:

Accrued interest	(2,783)	
Accrued compensated absences	(2,503)	
Total OPEB liability, including related deferred inflows and outflows	(12,762)	
Net pension liability, including related deferred inflows and outflows	<u>(475,471)</u>	(493,519)

The issuance of long-term debt (direct borrowings/financed purchases) provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. These are the changes long-term debt and related amounts:

Principal payments on financed purchases	167,653	
Proceeds from issuance of finance purchases	<u>(307,617)</u>	(139,964)

Change in net position of governmental activities (see Statement 2)	\$	921,077
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See accompanying notes to basic financial statements.

TOWN OF BRIDGTON, MAINE
Statement of Revenues, Expenditures, and Changes in Fund Balance--
Budget and Actual -- Budgetary Basis -- General Fund
For the year ended June 30, 2020

	Budget		Actual	Variance with final budget positive (negative)
	Original	Final		
Revenues:				
Taxes	\$ 16,165,457	16,165,457	16,277,206	111,749
Licenses and permits	112,281	112,281	119,040	6,759
Intergovernmental	664,193	664,193	747,655	83,462
Charges for services	258,738	258,738	343,925	85,187
Investment earnings	30,000	30,000	73,691	43,691
Unclassified	29,584	29,584	34,315	4,731
Total revenues	17,260,253	17,260,253	17,595,832	335,579
Expenditures:				
Current:				
General government	2,182,038	2,182,038	2,145,743	36,295
Public safety	1,584,971	1,584,971	1,411,709	173,262
Public works	1,615,190	1,615,190	1,573,138	42,052
Education	9,631,664	9,631,664	9,631,664	-
Culture and recreation	760,468	760,468	676,683	83,785
Outside agencies	63,055	63,055	60,930	2,125
Unclassified	998,488	998,488	964,589	33,899
Debt service	316,752	316,752	284,972	31,780
Capital outlay	962,312	962,312	434,760	527,552
Total expenditures	18,114,938	18,114,938	17,184,188	930,750
Excess (deficiency) of revenues over (under) expenditures	(854,685)	(854,685)	411,644	1,266,329
Other financing sources:				
Transfer from other funds	322,885	322,885	358,285	35,400
Transfer to other funds	(312,096)	(312,096)	(298,958)	13,138
Utilization of assigned fund balance	843,896	843,896	-	(843,896)
Total other financing sources	854,685	854,685	59,327	(795,358)
Net change in fund balance	-	-	470,971	470,971
Fund balance, beginning of year			5,779,257	
Fund balance, end of year	\$		6,250,228	

See accompanying notes to basic financial statements.

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

	Sewer Department	Salmon Point Campground	Total Proprietary Funds
ASSETS			
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
LIABILITIES			
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
NET POSITION			
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.

TOWN OF BRIDGTON, MAINE
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the year ended June 30, 2020

	Sewer Department	Salmon Point Campground	Total Proprietary Funds
Operating revenues:			
Charges for service	\$ 88,033	126,548	214,581
Other revenue		387	387
Total operating revenues	88,033	126,935	214,968
Operating expenses:			
Salaries and benefits	80,223	18,906	99,129
Repairs and maintenance	85,606	8,673	94,279
Contracted services	21,265	9,910	31,175
Utilities	9,176	12,979	22,155
Miscellaneous	1,840	117	1,957
Depreciation	31,428	25,106	56,534
Total operating expenses	229,538	75,691	305,229
Operating income (loss)	(141,505)	51,244	(90,261)
Nonoperating revenues (expenses):			
Interest expense	(11,705)	-	(11,705)
Long-term debt forgiveness	1,000,000	-	1,000,000
Investment income	521	-	521
Total nonoperating revenues (expenses)	988,816	-	988,816
Net income (loss) before transfers and contributions	847,311	51,244	898,555
Transfers and contributions:			
Transfer to General Fund	(55,816)	(63,796)	(119,612)
Total transfers and contributions	(55,816)	(63,796)	(119,612)
Change in net position	791,495	(12,552)	778,943
Net position, beginning of year, as restated	1,040,939	1,039,086	2,080,025
Net position, end of year	\$ 1,832,434	1,026,534	2,858,968

See accompanying notes to basic financial statements.

TOWN OF BRIDGTON, MAINE
Statement of Cash Flows
Proprietary Funds
For the year ended June 30, 2020

	Sewer Department	Salmon Point Campground	Total Proprietary Funds
Cash flows from operating activities:			
Receipts from customers	\$ 96,856	126,935	223,791
Payments to suppliers	45,232	(31,679)	13,553
Payments to employees	(79,636)	(18,425)	(98,061)
Net cash provided by (used in) operating activities	62,452	76,831	139,283
Cash flows from noncapital financing activities:			
Transfers from (to) other funds	(55,816)	(63,796)	(119,612)
(Increase) decrease in interfund loans receivable	(1,753)	6,340	4,587
Net cash provided by (used in) noncapital financing activities	(57,569)	(57,456)	(115,025)
Cash flows from capital and related financing activities:			
Proceeds from issuance of bond anticipation note	1,815,000	-	1,815,000
Purchase of capital assets	(1,785,620)	(19,375)	(1,804,995)
Interest on BAN	(11,705)	-	(11,705)
Net cash provided by (used in) capital and related financing activities	17,675	(19,375)	(1,700)
Cash flows from investing activities:			
Investment income	521	-	521
Net cash provided by (used in) investing activities	521	-	521
Increase (decrease) in cash	23,079	-	23,079
Cash and cash equivalents , beginning of year	43,568	-	43,568
Cash and cash equivalents, end of year	\$ 66,647	-	66,647
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:			
Operating income (loss)	\$ (141,505)	51,244	(90,261)
Adjustments not affecting cash:			
Depreciation	31,428	25,106	56,534
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	8,823	-	8,823
Increase (decrease) in accounts payable	163,119	-	163,119
Increase (decrease) in accrued payroll	587	481	1,068
Net cash provided by (used in) operating activities	\$ 62,452	76,831	139,283

See accompanying notes to basic financial statements.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Bridgton, Maine is located in Cumberland County and operates under a Town Manager/Town Meeting/Board of Selectmen form of Government.

The financial statements of the Town of Bridgton conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Town's accounting policies are described below.

A. Reporting Entity

This report includes all funds of the Town of Bridgton, Maine. An analysis of certain criteria was made to determine if other governmental units should be included in this report. In evaluating how to define the reporting entity, for financial reporting purposes, management has considered all potential component units. The criterion used defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a.) the ability to impose will by the primary government, or b.) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Based upon the application of these criteria, there are no potential component units which should be included in these basic financial statements.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Town has elected not to allocate indirect costs among the programs, functions and segments. Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as certain compensated absences and claims and judgments, are recorded only when the payment is due.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the Town and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The Town reports the following major governmental funds:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Moose Pond Trust Fund* was established by the sale of land conveyed to the Town. Income of the fund is restricted to the acquisition and development of other public lands to provide for public access and use and also for maintenance of park and recreational property of the Town. This fund is a permanent fund and only earnings on investments are available for the uses described above.

The *Street Scape Fund* was established to track loan proceeds and related capital expenditures for the street scape upgrade project in downtown Bridgton. This fund is a capital project fund and all excess fund balances are considered committed to the project.

The *Lower Main Fund* was established to track loan proceeds and related capital expenditures for the Lower Main Street upgrade project in downtown Bridgton. This fund is a capital project fund and all excess fund balances are considered committed to the project.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

The Town reports the following major proprietary funds:

The Sewer Department fund accounts for and collects user fees to facilitate the maintenance and improvement of the sewer system within the Town.

The Salmon Point Campground fund accounts for and collects user fees to provide for services, maintenance, and improvements related to the operation of a campground owned and operated by the Town.

The Town's proprietary funds are reported using the economic resources measurement focus and accrual basis of accounting. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's principal ongoing operations. The principal operating revenues of the proprietary funds are charges to the customers for sales and services; Operating expenses include the cost of sales and services, administrative expense, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expense.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Town's governmental activities and business-type activities. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

D. Cash and Investments

Cash includes amounts in demand deposits as well as time deposits and certificates of deposit owned by the Town. State statutes authorize the Town to invest in obligations of the U.S. Treasury, Commercial paper, corporate bonds, and repurchase agreements.

For purposes of the statement of cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

E. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The costs of normal repairs and maintenance that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

E. Capital Assets, Continued

Straight-line depreciation is used on the following estimated useful lives:

Land Improvements	10-25 years
Buildings and Improvements	10-60 years
Infrastructure	20-50 years
Machinery, vehicles, and equipment	5-30 years

F. Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, if material to the basic financial statements, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from accrual debt proceeds received, are reported as expenditures.

G. Accrued Compensated Absences

In the government-wide financial statements, liabilities that are attributable to services already rendered are accrued as employees earn the rights to benefits and are recognized in the period incurred. In the governmental fund financial statements, compensated absences are recognized as related payments come due each period. Pursuant to the terms of the personnel policies, vacation time and sick time are granted in varying amounts according to length of service.

H. Deferred Outflows and Inflows of Resources

In addition to assets and liabilities, the statement of net position and balance sheet will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time. The governmental funds only report a deferred inflow of resources, unavailable revenue from property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The governmental activities have deferred outflows and inflows that relate to the net pension liability and net OPEB liability, which include the Town's contributions subsequent to the measurement date, which is recognized as a reduction of the OPEB liability in the subsequent year.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

H. Deferred Outflows and Inflows of Resources, Continued

They also include changes in assumptions, differences between expected and actual experience, and changes in proportion and differences between Town's contributions and proportionate share of contributions, which are deferred and amortized over the average expected remaining service lives of active and inactive members in the plan. They also include the net difference between projected and actual earnings on plan investments, which is deferred and amortized over a five-year period.

I. Fund Equity

Governmental Fund fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which those funds can be spent.

The five classifications of fund balance for the Governmental Funds are as follows:

- *Nonspendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or; b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes on itself at its highest level of decision making authority, and that remain binding unless removed in the same manner.
- *Assigned* – resources that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.
- *Unassigned* – resources which have not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The Town Select Board has the responsibility for committing fund balance amounts by vote and likewise would be required to modify or rescind those commitments by a similar vote. For assigned fund balance amounts, the Town Manager has the authority to assign unspent budgeted amounts to specific purposes in the General Fund at year end. The Town Select Board approves the assigned amounts either before or after year end.

It is the policy of the Town of Bridgton, Maine to maintain unassigned fund balance in the general fund between 16.67% and 25% of general fund revenues measured on a GAAP basis. In the event that the unassigned fund balance drops below the minimum level, the Town Manager will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period of no more than five (5) years. Amounts in excess of the target shall be used to offset negative balances in capital projects funds, offset intergovernmental loans, and to build capital project fund levels for future purchases, as determined by the Town Select Board and Town Manager. If the first three purposes are met, then the Town may use excess balances to offset future tax levy amounts.

Should there be multiple sources of funding available for a particular purpose, it is the Town's policy to expend restricted funds first, then committed, then assigned, and finally unassigned amounts.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

J. Interfund Transactions - Interfund services provided and used are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly chargeable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions are reported as transfers.

K. Use of Estimates

Preparation of the Town's financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent items at the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

L. Pensions and Other Post Employment Benefits (OPEB)

For purposes of measuring the pension asset and OPEB liability, the related deferred outflows of resources and deferred inflows of resources, and the related expense, information about the fiduciary net position of the respective plans and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

M. Net Position

Net position represents the assets less liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, notes, and capital leases payable and adding back any unspent proceeds. Net position is reported as restricted when there are limitations imposed on its use either through the enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. The Town's net investment in capital assets was calculated as follows at June 30, 2020:

	Governmental <u>Activities</u>	Business-type <u>Activities</u>
Capital assets	\$ 17,804,471	3,631,801
Accumulated depreciation	(6,740,254)	(406,265)
Financed purchases	(376,125)	-
Notes from direct borrowings	(4,291,320)	(1,000,000)
Bond anticipation notes payable	-	(2,005,001)
Unspent proceeds from direct borrowings	1,375,960	2,000,000
<u>Net investment in capital assets</u>	<u>\$ 7,772,732</u>	<u>2,220,535</u>

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

A budget is adopted for the General Fund only, and is adopted on a basis consistent with United States generally accepted accounting principles (GAAP) except for financed purchase proceeds and expenditures which are excluded from the budget. These amounts offset and do not have any effect on the ending fund balance between the two bases of accounting. This budget is established in accordance with the various laws which govern the Town's operations. At the annual Town meeting held in June, the townspeople vote on various articles, in which amounts of appropriations have been recommended by the Board of Selectmen and/or Budget Committee. Subsequent additions to the budget by taxation may be made only at special town meetings held before taxes are committed; thereafter, additions to the budget may be made only by transfer of funds from surplus approved at special town meetings.

The Selectmen are allowed to transfer funds between accounts at the end of the fiscal year to avoid overdrafts in specific accounts. Generally, all unexpended appropriations lapse at the close of the fiscal year, however, by vote of the townspeople at the annual town meeting, the Board of Selectmen is authorized to carry forward account balances at the end of the fiscal year if it deems it advisable.

B. Deficit Fund Balances

The following funds had deficit balances at June 30, 2020:

Bridgton Baseball and Softball	\$17,954	Grants Fund	298
Bridgton Trust Funds	38,130		

DEPOSITS AND INVESTMENTS

A. Deposits

Custodial Credit Risk-Town Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town does not have a deposit policy for custodial credit risk. As of June 30, 2020, the Town reported deposits of \$9,973,917 with a bank balance of \$10,046,256. Of the Town's bank balances of \$10,046,256, \$1,852,699 was covered by the FDIC and \$8,193,557 was secured by assets held by the financial institution's trust department, but not in the Town's name.

Deposits have been reported as follows:

Reported in governmental funds	\$ 9,907,270
Reported in proprietary funds	<u>66,647</u>
Total deposits	<u>\$ 9,973,917</u>

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

CASH DEPOSITS AND INVESTMENTS, CONTINUED

B. Investments

At June 30, 2020, the Town had the following investments and maturities:

	<u>Fair value</u>	<u>Weighted average maturity</u>
Equity	\$ 1,905,578	N/A
Mutual funds (1)	656,971	N/A
Corporate Bonds	300,334	3.50
Total investments	\$ 2,862,883	

(1) Mutual funds are not considered securities and are exempt from credit risk disclosure noted above.

Investments have been reported as follows:

<u>Reported in governmental funds</u>	<u>\$ 2,862,883</u>
Total investments	\$ 2,862,883

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the Town's investments at year end were classified as Level 1 inputs.

Interest Rate Risk: The Town does not have a policy related to interest rate risk.

Credit Risk: Under Maine statute, municipalities may invest in U.S. Treasury and U.S. agencies, repurchase agreements, and certain corporate stocks and bonds. As of June 30, 2020, the Town's investments were rated by Standards and Poor's as follows:

	<u>A+</u>	<u>A-</u>	<u>B</u>	<u>BBB+</u>	<u>BBB</u>
Corporate Bonds	\$47,530	93,948	21,008	105,324	32,524

Custodial Credit Risk-Investments: For investments, this is the risk that in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The Town does not currently have an investment policy for custodial credit risk.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

PROPERTY TAX

Property taxes for the current year were committed on July 9, 2019, on the assessed value listed as of the prior April 1 for all real and personal property located in the Town. Taxes were due in four equal installments on August 15, 2019, November 15, 2019, February 15, 2020 and May 15, 2020. Interest was charged at 6% on all taxes unpaid after these dates. Assessed values are periodically established by the Town's Assessor at 100% of assumed market value. The assessed value for the list of April 1, 2019, upon which the levy for the year ended June 30, 2020 was based, was \$1,006,386,663.

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$59,414 for the year ended June 30, 2020. The variance between actual property tax revenues and budgeted property tax revenues represents supplemental taxes and the change in unavailable revenue.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if the tax liens and associated costs remain unpaid.

Property acquired by foreclosure for nonpayment of taxes is recorded at the amount of expired tax liens plus the costs involved in foreclosure. Liens and any current taxes on the same period are not included as part of the tax acquired property account until expiration of statutory time limits.

The following summarizes the June 30, 2020 and 2019 levy:

	<u>2020</u>	<u>2019</u>
Assessed value	\$ 1,006,386,663	990,439,070
Tax rate (per \$1,000)	15.00	14.80
Original commitment	15,095,800	14,658,498
Supplementals	5,759	15,027
Total commitment	15,101,559	14,673,525
Less:		
Abatements and collections	(14,471,378)	(14,192,358)
Current year taxes receivable at end of year	\$ 630,181	481,167
Interest rate on delinquent taxes	6.0%	6.0%
Collection rate	95.8%	96.7%

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

INTERFUND BALANCES AND TRANSFERS

Individual interfund loans and fund transfers for the year ended June 30, 2020 were as follows:

	<u>Receivables</u>	<u>Payables</u>	<u>Transfers In (Out)</u>
General Fund	\$ -	2,135,205	59,327
Moose Pond Trust	-	2,009	(62,075)
Street Scape	-	207,590	10,000
Lower Main	-	1,598	-
Nonmajor Governmental Funds	1,676,756	43,789	112,360
Proprietary Funds:			
Salmon Point Campground	423,503	-	(55,816)
Sewer Department	289,932	-	(63,796)
Totals	\$ 2,390,191	\$ 2,390,191	-

CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2020 was as follows:

	<u>Restated Balance July 1, 2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2020</u>
Governmental activities:				
Capital assets, not being depreciated:				
Construction in progress	\$ 212,999	3,282,309	(22,230)	3,473,078
Land	499,773	-	-	499,773
Total capital assets not being depreciated	712,772	3,282,309	(22,230)	3,972,851
Capital assets, being depreciated:				
Land Improvements	341,594	66,360	-	407,954
Buildings and improvements	2,916,585	197,678	-	3,114,263
Machinery, vehicles and equipment	5,737,955	418,380	-	6,156,335
Infrastructure	3,801,282	351,786	-	4,153,068
Total capital assets being depreciated	12,797,416	1,034,204	-	13,831,620
Less accumulated depreciation for:				
Land improvements	130,585	17,218	-	147,803
Buildings and improvements	1,484,507	143,400	-	1,627,907
Machinery, vehicles and equipment	3,284,088	430,624	-	3,714,712
Infrastructure	989,011	260,821	-	1,249,832
Total accumulated depreciation	5,888,191	852,063	-	6,740,254
Total capital assets being depreciated, net	6,909,225	182,141	-	7,091,366
Governmental activities capital assets, net	\$ 7,621,997	3,464,450	(22,230)	11,064,217

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

CAPITAL ASSETS, CONTINUED

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	\$ 116,828
Public safety	129,003
Public works	562,661
Culture and recreation	43,571

Total depreciation expense – governmental activities **\$ 852,063**

	Restated Balance July 1, <u>2019</u>	<u>Increases</u>	<u>Decreases</u>	Balance June 30, <u>2020</u>
Business-type activities:				
Capital assets, not being depreciated:				
Construction in progress	\$ 191,967	1,785,620	-	1,977,587
Land	661,894	-	-	661,894
Total capital assets not being depreciated	853,861	1,785,620	-	2,639,481
Capital assets, being depreciated:				
Land improvements	138,170	19,375	-	157,545
Buildings and improvements	15,851	-	-	15,851
Machinery, vehicles and equipment	95,809	-	-	95,809
Infrastructure	723,115	-	-	723,115
Total capital assets being depreciated	972,945	19,375	-	992,320
Less accumulated depreciation for:				
Land improvements	74,903	21,964	-	96,867
Buildings and improvements	8,851	350	-	9,201
Machinery, vehicles and equipment	26,846	5,222	-	32,068
Infrastructure	239,131	28,998	-	268,129
Total accumulated depreciation	349,731	56,534	-	406,265
Total capital assets being depreciated, net	623,214	(37,159)	-	586,055
Business-type activities capital assets, net	\$ 1,477,075	1,748,461	-	3,225,536

Depreciation expense was charged to business-type activities as follows:

Business-type activities:	
Sewer Department	\$ 31,428
Salmon Point Campground	25,106

Total depreciation expense – Business-type activities **\$ 56,534**

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

LONG-TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2020 was as follows:

	<u>Beginning balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending balance</u>	<u>Due within one year</u>
Governmental activities:					
Notes from direct borrowings	\$ 4,291,320	-	-	4,291,320	169,819
Financed purchases	236,161	307,617	167,653	376,125	125,918
Accrued compensated absences	154,718	11,375	8,872	157,221	-
Net pension liability	-	133,930	-	133,930	-
Total OPEB liability	241,128	20,271	-	261,399	-
Governmental activity long-term liabilities	\$ 4,923,327	473,193	176,525	5,219,995	295,737
Business-type activities:					
Notes from direct borrowings	\$ -	2,000,000	1,000,000	1,000,000	-
Business-type activity long-term liabilities	\$ -	2,000,000	1,000,000	1,000,000	-

FINANCED PURCHASES

The Town has entered into financed purchases agreements as lessee for financing the acquisition of equipment. These agreements qualify as financed purchases for accounting purposes, and therefore, have been recorded at the present value of future minimum payments as of the date of its inception.

The following is a schedule of future minimum payments under the financed purchase agreements at June 30, 2020:

2021	\$ 139,254
2022	134,712
2023	93,077
2024	37,000
Total future minimum payments	404,043
Less amounts representing interest	(27,918)
Present value of future minimum payments	\$ 376,125

Amounts capitalized under financed purchase agreements are \$930,740 for governmental activities. Accumulated depreciation for the financed purchase agreements assets equals \$350,878.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

NOTES FROM DIRECT BORROWINGS

Notes from direct borrowing at June 30, 2020 are comprised of the following:

	<u>Date of issue</u>	<u>Original amount issued</u>	<u>Date of maturity</u>	<u>Interest rate</u>	<u>Balance June 30, 2020</u>
Governmental activities:					
2019 Lower Main St.	5/23/2019	\$ 1,355,000	11/1/2039	1.72-3.76%	1,355,000
2019 Main St. Streetscape	5/23/2019	2,936,320	11/1/2039	1.72-3.76%	2,936,320
Total governmental activities					4,291,320
Business-type activities					
WW System Improvements	5/29/2020	\$ 2,000,000*	11/1/2040	1.00%	1,000,000
Total business-type activities					1,000,000
Total notes from direct borrowings					\$ 5,291,320

*\$1,000,000 of this note was forgiven by the lender at closing.

The annual requirements to amortize all long-term debt outstanding as of June 30, 2020 are as follows:

<u>June 30,</u>	<u>Governmental activities</u>			<u>Business-type activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 169,819	118,515	288,334	-	9,683	9,683
2022	172,964	115,370	288,334	50,000	12,738	62,738
2023	176,229	112,105	288,334	50,000	12,212	62,212
2024	179,647	108,687	288,334	50,000	11,688	61,688
2025	183,249	105,085	288,334	50,000	11,162	61,162
2026-2030	977,029	464,643	1,441,672	250,000	47,938	297,938
2031-2035	1,113,618	328,053	1,441,671	250,000	34,812	284,812
2036-2040	1,318,765	122,907	1,441,672	250,000	21,687	271,687
2041	-	-	-	50,000	2,762	52,762
Total	\$ 4,291,320	1,475,365	5,766,685	1,000,000	164,682	1,164,682

The Town is subject to a statutory limitation, by the State of Maine, of its general long-term debt equal to 15% of the State's valuation of the Town. The Town's outstanding general long-term debt of \$5,291,320 at June 30, 2020 was within the statutory limit.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

SHORT-TERM DEBT

The Town issued a bond anticipation note for interim financing of a Waste water system improvements until long-term bonds were issued. The bond anticipation note was \$4,600,000 with an interest rate of 2.69% and due on December 15, 2020. Bond anticipation note activity for the year ended June 30, 2020 was as follows:

	<u>Beginning balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending balance</u>
Bond anticipation note	\$ 190,001	1,815,000	-	2,005,001

OVERLAPPING DEBT

The Town is contingently responsible for the following overlapping debt as of June 30, 2020:

<u>Governmental Unit</u>	<u>Net debt outstanding</u>	<u>Applicable to Bridgton</u>	<u>Bridgton's share of debt</u>
Cumberland County	\$ 35,425,000	2.20%	777,602
M.S.A.D. #61	6,935,147	41.26%	2,861,511

JOINTLY GOVERNED ORGANIZATION

The Town of Bridgton, Maine participates in a jointly governed organization, which is not part of the Town's reporting entity.

ecomaine is a solid waste management corporation servicing 59 municipalities in Cumberland, Oxford, and York counties in Maine. Owned and controlled by 21 member communities, ecomaine creates electricity through its processing of waste and operates an extensive recycling program. The Town is a member community in ecomaine. Interlocal (waste handling) agreements between ecomaine and participating communities obligate the members to deliver certain solid waste produced within the community to ecomaine for processing and to make service payments and pay tipping fees for such processing. The Town has no explicit, measurable equity interest and therefore; has not reported an asset in these financial statements in connection with its participation in ecomaine.

Selected balance sheet information for ecomaine for the year ended June 30, 2020 includes total assets of \$62,419,588, total liabilities of \$18,431,792 and unrestricted net position of \$12,251,849. The liabilities include an accrual for landfill closure and postclosure care amounting to \$15,346,550. Ecomaine has a plan to fund this liability in the form of a cash reserve over the period of years between June 30, 2020 and the projected closing date. The separate audited financial statements of ecomaine may be obtained by contacting Aurthur P. Birt, ecomaine Director of Finance and Administration, at (207) 523-3107.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

FUND BALANCES

As of June 30, 2020, fund balance components consisted of the following:

	<u>General Fund</u>	<u>Moose Pond Trust</u>	<u>Street Scape</u>	<u>Lower Main</u>	<u>Nonmajor Govt. Funds</u>
Nonspendable:					
Principal for permanent funds	\$ -	1,645,638	-	-	1,383,838
Total nonspendable	-	1,645,638	-	-	1,383,838
Restricted:					
CDBG	-	-	-	-	449,177
TIF Funds	-	-	-	-	468,449
Total restricted	-	-	-	-	917,626
Committed:					
General government	-	-	-	-	482
Capital projects	-	-	110,473	1,279,263	972,093
Total committed	-	-	110,473	1,279,263	972,575
Assigned:					
Subsequent budget	450,000	-	-	-	-
Carryforward balances	858,316	-	-	-	-
Total assigned	1,308,316	-	-	-	-
Unassigned	4,941,912	-	-	-	(53,478)
Total fund balance	\$ 6,250,228	1,645,638	110,473	1,279,263	3,220,611

RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets, errors and omissions; and natural disasters for which the Town either carries commercial insurance or participates in a public entity risk pools. Currently, the Town participates in several public entity and self-insured risk pools and self-insurance programs sponsored by the Maine Municipal Association for unemployment and workers' compensation.

Based on the coverage provided by these pools, as well as coverage provided by commercial insurance purchased, the Town is not aware of any material actual or potential claim liabilities which should be recorded at June 30, 2020.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

RESTATEMENT OF NET POSITION

Due to information discovered in the fiscal year 2020 audit, construction in progress for Business-type activities and building and improvements for Governmental Activities was restated to include missing additions from fiscal year 2019.

	<u>Governmental Activities</u>	<u>Business-type Activities</u>
Net position, as previously reported	\$ 17,909,220	2,045,628
<u>Adjustment to capital assets</u>	<u>12,112</u>	<u>34,397</u>
<u>Net position, as restated</u>	<u>\$ 17,921,332</u>	<u>2,080,025</u>

TAX INCREMENT FINANCING DISTRICTS

The Town has established two tax increment financing districts under the terms of applicable state laws.

	<u>Original value</u>	<u>Increase in value</u>	<u>TIF cap</u>	<u>Captured value</u>	<u>Captured tax</u>
Route 302	\$ 42,457,470	15,097,210	100%	15,097,210	226,458
Magic Lantern	368,070	1,776,758	100%	1,776,758	26,651

The Town may provide financial assistance to local economic development projects by using the new property taxes that result from the commercial investment and corresponding increase in taxable property valuation. This is accomplished by utilizing municipal tax increment financing district (TIF) in accordance with Chapter 260 of MRSA Title 30-A. The Board of Selectmen is authorized by statute to establish a Municipal Tax Increment Financing District and establish the Development Plan subject to the approval by the Commissioner of the Maine Department of Economic and Community Development.

Tax Increment Financing Districts allow the Town to “shelter” the increased property valuation from the computation of its State subsidies (General Purpose Aid to Education and Municipal Revenue Sharing) and Cumberland County tax assessments. The Town would lose 50%-55% of all new property taxes due to reductions in State subsidies and increase in the Town’s share of County taxes.

The Development Plan may authorize the Town to enter into a Credit Enhancement Agreement (C.E.A.). The C.E.A. is a mechanism to assist the development project by using all or a portion of the incremental property tax revenues generated by the new investment to pay certain authorized project cost directly to the developer.

The Town had two approved Tax Increment Financing Districts as of June 30, 2020. For FY 2020, the Town captured \$253,109 in TIF tax revenues and disbursed \$26,651 in C.E.A. payments to one developer. The remaining \$226,458 was applied toward eligible local expenditures. The following is a description of the only CEA payment issued to a developer in fiscal year 2020:

\$26,651 (100%) was disbursed to the developer of the Magic Lantern Movie Theater, Snap Dragon, LLC. The movie theater contains four screens with one being a Pub for viewing live televised events. The C.E.A became effective for FY 2006 when the development of the theater began.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

NET PENSION LIABILITY

General Information about the Pension Plan

Plan Description - Employees of the Town are provided with pensions through the Maine Public Employees Retirement System Consolidated Plan for Local Participating Districts (PLD Plan), a cost-sharing multiple-employer defined benefit pension plan, administered by the Maine Public Employees Retirement System (MPERS). Benefit terms are established in Maine statute; in the case of the PLD Plan, an advisory group, also established by statute, reviews the terms of the plan and periodically makes recommendations to the Maine State Legislature to amend the terms. MPERS issues a publicly available financial report that can be obtained at www.mainebers.org.

Benefits Provided - The PLD Plan provides defined retirement benefits based on members' average final compensation and service credit earned as of retirement. Vesting (i.e., eligibility for benefits upon reaching qualification) occurs upon the earning of five years of service credit. In some cases, vesting occurs on the earning of one year of service credit immediately preceding retirement at or after normal retirement age. For PLD members, normal retirement age is 60 or 65. The monthly benefit of members who retire before normal retirement age by virtue of having at least 25 years of service credit is reduced by a statutorily prescribed factor for each year of age that a member is below her/his normal retirement age at retirement. MPERS also provides disability and death benefits, which are established by contract under applicable statutory provisions.

Contributions - Employee contribution rates are defined by law or Board rule and depend on the terms of the plan under which an employee is covered. Employer contributions are determined by actuarial valuations. Employees are required to contribute 9.5% of their annual pay. The Town's contractually required contribution rate for the year ended June 30, 2020, was 12.80% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town were \$21,774 for the year ended June 30, 2020.

Pension Liabilities, Pension Expense, and Deferred Outflows and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the Town reported a liability of \$133,930 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating local districts, actuarially determined. At June 30, 2020, the Town's proportion was 0.0337%.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

NET PENSION LIABILITY, CONTINUED

For the year ended June 30, 2020, the Town recognized pension expense of \$66,142. At June 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 6,564	-
Net difference between projected and actual earnings on pension plan investments	8,714	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	74,284	-
Total	\$ 89,562	-

Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2021	\$ 32,673
2022	42,069
2023	7,402
2024	7,418

Actuarial Assumptions - The total pension liability in the June 30, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary Increases	2.75% to 9.0% per year
Investment return	6.75% per annum, compounded annually
Cost of living benefit increases	1.91% per annum

For active members and non-disabled retirees, the mortality rates were based on the RP2014 Total Dataset Healthy Annuitant Mortality Table, for males and females. For all recipients of disability benefits, the RP2014 Total Dataset Disabled Annuitant Mortality Table, for males and females, was used.

The actuarial assumptions used in the June 30, 2020 valuation were based on the results of an actuarial experience study for the period June 30, 2012 to June 30, 2015.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

NET PENSION LIABILITY, CONTINUED

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2020 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Public equities	30.0%	6.0%
US government	7.5%	2.3%
Private equity	15.0%	7.6%
Real estate	10.0%	5.2%
Infrastructure	10.0%	5.3%
Natural resources	5.0%	5.0%
Traditional credit	7.5%	3.0%
Alternative credit	5.0%	4.2%
Diversifiers	10.0%	5.9%

Discount Rate - The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from participating local districts will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.75%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1 percentage-point higher (7.75%) than the current rate:

	<u>1% Decrease (5.75%)</u>	<u>Current Discount Rate (6.75%)</u>	<u>1% Increase (7.75%)</u>
Town's proportionate share of the net pension liability	\$ 281,467	133,930	13,160

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in the separately issued MPERS financial report.

Payables to the Pension Plan - None as of June 30, 2020.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

OTHER POSTEMPLOYMENT BENEFITS (OPEB)

General Information about the OPEB Plan

Plan Description - The Town sponsors a post-retirement benefit plan providing health insurance to retiring employees (hereafter referred to as the Health Plan). The plan is a single-employer defined benefit OPEB plan administered by the Maine Municipal Employees Health Trust (MMEHT). The Board of Selectmen has the authority to establish and amend the benefit terms and financing requirements. In addition, the Town provides a benefit to current employees that contributes to a retirement savings account, which may be used after retirement to offset health insurance premiums.

No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

Benefits Provided - Under the Health Plan, MMEHT provides healthcare and life insurance benefits for retirees and their dependents. Town employees over the age of 55 with 5 years of continuous service are allowed to participate in the plan. Retirees that are designated in a plan pay 100% of the single coverage premium and 100% of the family coverage premium. For those Town employees eligible for Medicare (post-65 Retiree Plan), the plan is offered in conjunction with Medicare Parts A and B and the Companion Plan B.

Employees Covered by Benefit Terms – At June 30, 2020, the following employees were covered by the Health Plan benefit terms:

Inactive employees or beneficiaries currently receiving benefits	1
Inactive employee entitled to but not yet receiving benefits	-
Active employees	36
Total	<u>37</u>

OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

The Town's total Health Plan OPEB liability of \$261,399 was measured as of January 1, 2020 and was determined by an actuarial valuation as of January 1, 2020.

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

OTHER POSTEMPLOYMENT BENEFITS (OPEB), CONTINUED

Changes in the Total Health Plan OPEB Liability

	Total OPEB Liability
Balance at June 30, 2019	\$ 241,128
Changes for the year:	
Service cost	15,110
Interest	10,420
Changes of benefit terms	(5,097)
Differences between expected and actual experience	(53,456)
Changes in assumptions or other inputs	57,522
Benefit payments	(4,228)
Net changes	<u>20,271</u>
Balance at June 30, 2020	\$ <u>261,399</u>

Change in assumptions and other inputs reflect a change in the discount rate from 4.10% in 2019 to 2.74% in 2020.

For the year ended June 30, 2020, the Town recognized OPEB expense of \$12,762 related to the Health Plan. At June 30, 2020, the Town reported deferred outflows of resources and deferred inflows of resources related to the Health Plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	68,991
Changes of assumption or other inputs	50,058	-
Contributions subsequent to measurement date	4,065	-
Total	\$ <u>54,123</u>	<u>68,991</u>

An amount equal to \$4,065 is reported as a deferred outflow of resources related to OPEB resulting from Town contributions subsequent to the measurement date and will be recognized as reduction of the total OPEB liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Health Plan OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	
2021	\$ (3,443)
2022	(3,443)
2023	(3,443)
2024	(3,443)
2025	(3,443)
Thereafter	(1,718)

TOWN OF BRIDGTON, MAINE
Notes to Basic Financial Statements, continued

OTHER POSTEMPLOYMENT BENEFITS (OPEB), CONTINUED

Actuarial Assumptions and Other Inputs - The total OPEB liability in the January 1, 2020 actuarial valuation for the Health Plan was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.00% per annum
Salary increases	2.75% per annum
Discount rate	2.74% per annum
Healthcare cost trend rates	8.50% for 2020, decreasing to 3.53% for 2040
Retirees' share of the benefit related costs	100% of projected health insurance premiums

Mortality rates for the Health Plan were based on the RP2014 Total Dataset Healthy Annuitant Mortality Table, for males and females.

The actuarial assumptions used in the January 1, 2020 valuation for the Health Plan were based on the results of an actuarial experience study covering from the period of June 30, 2012 through June 30, 2015.

Discount Rate - The rate used to measure the total OPEB liability for the Health Plan was 2.74% per annum. The discount rate is based upon high quality AA/Aa or higher bond yields in effect for 20 years, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond Go Index.

Sensitivity of the Total Health Plan OPEB Liability to Changes in the Discount Rate – The following presents the Town's total OPEB liability related to the Health Plan calculated using the discount rate of 2.74%, as well as what the Town's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower (1.74%) or 1 percentage-point higher (3.74%) than the current rate:

		1% Decrease (1.74%)	Discount Rate (2.74%)	1% Increase (3.74%)
Total OPEB liability	\$	305,166	261,399	225,894

Sensitivity of the Total Health Plan OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the Town's total OPEB liability related to the Health Plan calculated using the healthcare cost trend rates of 8.27% decreasing 0.28% per year, as well as what the Town's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage-point lower (7.27% decreasing 0.28% per year) or 1 percentage-point higher (9.27% decreasing 0.28% per year) than the current healthcare cost trend rates:

		1% Decrease	Healthcare Cost Trend Rates	1% Increase
Total OPEB liability	\$	223,602	261,399	309,616

TOWN OF BRIDGTON, MAINE
Required Supplementary Information

Schedule of Town's Proportionate Share of the Net Pension Liability
Maine Public Employees Retirement System Consolidated Plan (PLD)

Last 10 Fiscal Years*

2020

Town's proportion of the net pension liability	0.0337%
Town's proportionate share of the net pension liability	\$ 133,930
Town's covered payroll	170,106
Town's proportion share of the net pension liability as a percentage of its covered payroll	78.73%
Plan fiduciary net position as a percentage of the total pension liability	88.35%

**Only one year of information available as the Town rejoined the PLD plan as of January 1, 2020.*

Schedule of Town Contributions
Maine Public Employees Retirement System Consolidated Plan (PLD)

Last 10 Fiscal OPEB Years*

2020

Contractually required contribution	\$ 21,774
Contributions in relation to the contractually required contribution	(21,774)

<u>Contribution deficiency (excess)</u>	<u>\$ -</u>
---	-------------

Town's covered payroll	\$ 170,106
Contributions as a percentage of covered payroll	12.80%

** Only one year of information available.*

TOWN OF BRIDGTON, MAINE
Required Supplementary Information, Continued

Schedule of Changes in the Town's Total Health Plan OPEB Liability and Related Ratios
Last 10 Fiscal Years*

	2020	2019	2018
Total Health Plan OPEB Liability			
Service cost	\$ 15,110	16,722	14,785
Interest	10,420	8,907	9,171
Changes of benefit terms	(5,097)		
Differences between expected and actual experience	(53,456)		(34,360)
Changes of assumptions or other inputs	57,522	(24,655)	27,867
Benefit payments	(4,228)	(4,065)	(2,123)
Net change in total Health Plan OPEB Liability	20,271	(3,091)	15,340
 Total Health Plan OPEB liability - beginning	 241,128	 244,219	 228,879
Total Health Plan OPEB liability - ending	\$ 261,399	241,128	244,219
 Covered-employee payroll	 \$ 1,723,574	 1,548,376	 1,548,376
Total Health Plan OPEB liability as a percentage of covered-employee payroll	15.17%	15.57%	15.77%

* Only three years of information available.

Georgiann M Fleck

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	Second Owner	Map / Lot
BRAND, SUSANNE L.-TRUSTEE OF THE	NOMINEE TRUST	0054-0010-0005

Address	Location	Reference 1
30 SHARON RD. S. HAMILTON, MA 01982	27 KENDAL HAM DR.	

Telephone	Reference 2

Deed Name 1	Deed Name 2
BRAND, SUSANNE L.-TRUSTEE OF THE	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			

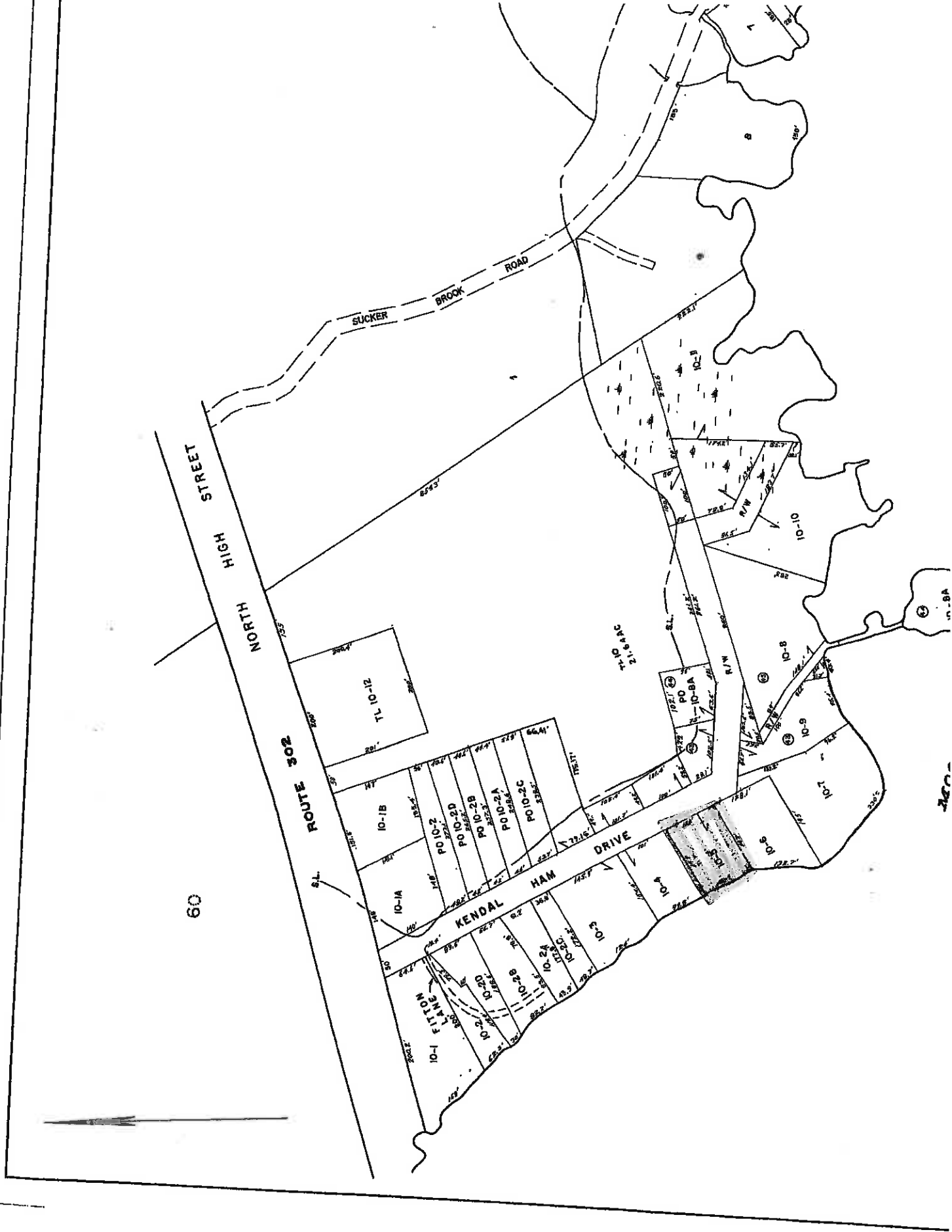
Last Inspected 00/00/00

	Soft Wood	Hard Wood	Mixed	Other	Total
Acres	0	0	0	0.6	0.60
Value	0	0	0	210,444	

Land	210,444	Building	66,559	Exemption	0
-------------	---------	-----------------	--------	------------------	---

Total Account Values

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



60

Laurie Chadbourne

From: Laurie Chadbourne
Sent: Friday, May 21, 2021 12:02 PM
To: Bridgton News
Subject: Public Hearing

Town of Bridgton

NOTICE OF PUBLIC HEARING

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 6:00 P.M. on Tuesday, June 8, 2021 to accept oral and written comments on a new liquor license application from Elevation Sushi and Tacos, LLC (103 Main Street #1).

Please advertise on May 27, 2021.
Kindly confirm receipt.

Thank you,
Laurie L. Chadbourne
Town Clerk

Laurie L. Chadbourne, Town Clerk
Town of Bridgton
3 Chase Street, Suite 1
Bridgton, ME 04009
Voice (207) 647-8786 Fax (207) 647-8789
www.bridgtonmaine.org

TOWN OF BRIDGTON, MAINE
LIQUOR LICENSE & SPECIAL AMUSEMENT PERMIT

☐ Renewal

☒ New: Date of Opening: 6 / 25 / 20 21

Opening and Closing Times: 11 (A.M./P.M.) until 9 (A.M./P.M.)

Applicant Name(s): Elevation Sushi and Tacos

Applicant Address: 103 Main St #1 Bridgton ME 04009

Telephone Number: _____

Email Address: _____

Business Name: Elevation Sushi and Tacos Location: 103 Mainst. #1

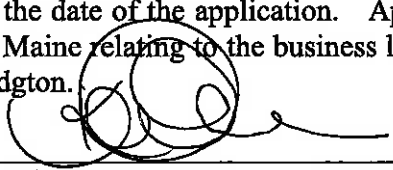
Proposed Use of Business: Restaurant

- | | | |
|-------------------------------------|---|---------|
| <input checked="" type="checkbox"/> | Liquor License; <u>NEW</u> (additional application required)----- | \$46.00 |
| <hr/> | | |
| <input type="checkbox"/> | Liquor License; <u>RENEWAL</u> (additional application required)----- | \$25.00 |
| <hr/> | | |
| <input type="checkbox"/> | Special Amusement Permit (additional application required) | \$55.00 |

Total Amount Due

\$ 446.00

Applicant certifies that all that all taxes, fines or penalty assessed by the Town of Bridgton on the establishment or equipment and fixtures are fully paid as of the date of the application. Applicant herein agrees to conform with the provisions of the laws of the State of Maine relating to the business licenses and such reasonable rules and regulations as adopted by the Town of Bridgton.



Applicant Signature

Laurie Chadbourne

From: Laurie Chadbourne
Sent: Monday, May 24, 2021 3:16 PM
To: Bridgton News
Subject: Public Hearing

Town of Bridgton

NOTICE OF PUBLIC HEARING

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 6:00 P.M. on Tuesday, June 8, 2021 to accept oral and written comments on a special amusement permit application from Depot Street Tap House (18B Depot Street).

Please advertise on May 27, 2021.
Kindly confirm receipt.

Thank you,
Laurie L. Chadbourne
Town Clerk

Laurie L. Chadbourne, Town Clerk
Town of Bridgton
3 Chase Street, Suite 1
Bridgton, ME 04009
Voice (207) 647-8786 Fax (207) 647-8789
www.bridgtonmaine.org

SPECIAL AMUSEMENT PERMIT APPLICATION

As defined in Section 201 of the Town of Bridgton Special Amusement Ordinance, no Licensee for the sale of liquor to be consumed on his licensed premises shall permit, on his licensed premises, any music, except radio or other mechanical device, any dancing or entertainment of any sort unless the licensee shall have first obtained approval from the Board of Selectmen for a Special Amusement Permit.

The application for a Special Amusement Permit should be filed on this form with the Board of Selectmen or its' designated agent (Town Clerk). Payment of a \$25 fee is required at the time the application is filed. A copy of the Special Amusement Permit Ordinance is available upon request from the Bridgton Town Clerk.

The Board of Selectmen shall, prior to granting a permit, hold a public hearing within 30 days of the date you file your completed application at which time testimony will be received from you or your designated agent and/or any interested member of the public. Failure to attend the public hearing may result in a delay in issuing the permit.

Name of applicant:

Carye Castleman-Ross

Address of applicant:

12 Bennett St.

Telephone # of applicant:

Name of business:

Depot St Tap House

Address of business:

18B Depot St.

Telephone # of business:

Location of business (if different from address of business):

Is business a: ☒ corporation / ☐ partnership / ☐ proprietorship

Type of Entertainment Planned:

Sunday Afternoon Music Series; Summer

Hours of Entertainment Planned:

4-6 pm ONE Sunday a month May / Aug.

Has applicant ever had a license to conduct the business described herein denied or revoked or has the applicant or any partner or corporate officer ever been convicted of a felony? ☐ Yes / ☒ No If yes, please provide full details:

**Town of Bridgton
2021 Appointment Confirmation**

The following was appointed by the Town Manager:

Fire Department

Garland, Glen™ Appointed by Town Manager/Oath
Fire Chief

The above appointment was confirmed by the Board of Selectmen on June 8, 2021.

Liston E. Eastman

Glenn R. Zaidman

Carmen E. Lone

Paul A. Tworog

G. Frederick Packard

*Board of Selectmen
Town of Bridgton*

CERTIFICATE OF APPOINTMENT
(Title 30-A, M.R.S. § 2636)

State of Maine

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

To Glen Garland:

The Town Manager of the Town of Bridgton, in accordance with the provisions of the laws of the State of Maine, does hereby appoint you as Fire Chief, within and for the Town of Bridgton for the period beginning July 6, 2021 and ending on December 31, 2021.



Robert A. Peabody, Town Manager

June 3, 2021

County of Cumberland, ss.

_____, 20__

Personally appeared the above named, Glen Garland, who has been duly appointed by the Town Manager as Fire Chief, in said Municipality, and took the necessary oath to qualify him to discharge said duties for the term specified above according to law. Before me,

Laurie L. Chadbourne, Town Clerk

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

Salmon Point Rev/Exp Summary 2021-2022

Projected Rev

Site Rental	166,923
Other	13,600
	<u>180,523</u>

Projected Exp

Recreation	35,000
Operations	140,758
	<u>175,758</u>

Profit/Loss	4,766
-------------	--------------

Site Lease Fees 2021

		FY 2015	% Inc	FY 2016	% Inc	FY 2017	% Inc	FY 2018	% Inc	FY 2019	% Inc	FY 2020	% Inc	FY 2021	% Inc	FY 2022	Revenues
Backsites	16	1,946.64	3%	2,005.04	3%	2,065	3%	2,127	3%	2,190	4%	2,280	3%	2,350	3%	2,420	38,720.00
Lagoon	20	2,286.53	3%	2,355.13	3%	2,426	3%	2,499	3%	2,574	4%	2,680	5%	2,810	3%	2,890	57,800.00
Water	14	2,780.91	3%	2,864.34	3%	2,950	3%	3,039	6%	3,221	4%	3,350	3%	3,450	4%	3,590	50,260.00
Special	1	1,424.85	3%	1,467.60	3%	1,512	3%	1,557	3%	1,604	4%	1,670	3%	1,720	3%	1,770	1,770.00
Rear	6	1,946.16	3%	2,004.54	3%	2,065	3%	2,127	3%	2,190	4%	2,280	3%	2,350	3%	2,420	14,520.00
New	3							2,127	3%	2,190	4%	2,280	3%	2,350	3%	2,420	7,260.00
	60							2,127	3%	2,190	4%	2,280	3%	2,350	3%	2,420	170,330

Vac 2%

3,407

166,923

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

860 - Salmon Point Fees	2019 Actual	2020 Actual	2021 Budget	2021 YTD as of 4/30/2021	Town Manager Request	BOS Approval
8600 Salmon Point Seasonal Rental	147,732	116,238	156,722	147,590	166,923	
2020 \$40,986 COVID-19 refunds						
8601 Salmon Point Waiting List	1,200	700	500	475	500	
Non-refundable						
8602 Salmon Point Visitor Fee	1,995	2,030	1,000	2,888	2,500	
7200 Salmon Point Short Term Rent	0			0	0	0
8603 Salmon Point Boat Fee	8,375	5,176	6,500	7,370	8,500	
2020 \$2,000 COVID-19 refunds						
8604 Jet Ski Fee	625	0		125	0	0
8605 Salmon Point Electrical Surcharge	542	403	600	6,881		
8606 Salmon Point Accessory Structure	1,197	1,241	1,185	969	1,100	
8607 Salmon Point Water Bill	200	200	280	295	300	
8608 Salmon Point Misc/Wash ETC	870	562	900	689	700	
8609 Misc. Rev.	50	388			0	0
Final Totals	162,786	126,938	167,687	167,282	180,523	0
				Non-Lease	13,600	

BUDGET WORKSHEET

JULY 1, 2021 - JUNE 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 YTD as of 03/31/2021	Town Manager Request	BOS Approval
Dept: 860 Salmon Point						
1 Payroll Expense	22,208	17,597	27,237	15,539	24,677	0
1-1010 Salary	16,995	14,861	16,577	11,935	16,577	0
<i>07/01-10/09 (15 weeks), 05/01-06/30 (9 weeks) @ \$663.07/week; last week in April</i>						
1-1030 Part Time	5,213	2,736	10,660	3,604	8,100	0
<i>20 hrs/wk @ \$15.00/hr x 23 wks = \$6,900; 40 hrs/wk @ \$15.00/hr x 2 wks = \$1,200</i>						
2 Employee Benefits	1,679	1,309	2,084	1,189	1,888	0
2-2010 FICA	1,679	1,309	2,084	1,189	1,888	0
<i>7.65%</i>						
3 Supplies	4,733	1,806	2,150	912	2,275	0
3-3010 Office Supplies	0	0	100	0	0	0
<i>Cash register supplies, office supplies, issued permits</i>						
3-3050 Small Equipment Purchase	3,468	201	500	0	500	0
<i>Miscellaneous</i>						
3-3080 Postage	7	30	50	1	50	0
<i>Notices, etc.</i>						
3-3280 Unleaded Gas		71		78		
3-3310 Heating Fuel / Propane	498	354	500	560	925	0
<i>Showers and washer/dryer, current price \$5.399/gal</i>						
3-3999 Other Supplies	760	1,150	1,000	273	800	0
<i>Cleaning supplies, bathroom supplies, paint, protective gear</i>						
4 Professional & Technical	35,373	7,750	9,266	18,361	9,766	0
4-4090 Legal Serv	18,110	-364	500	2,271	1,000	0
<i>Legal counsel</i>						
4-4210 MedTst/PhyE	151	315	0	0	0	0
4-4240 Lab Analysis	220	175	500	325	500	0
<i>State testing required for public water system. Minimum of three tests per season.</i>						
4-4260 License/Permits	267	517	266	92	266	0
<i>State Drinking Water license</i>						

BUDGET WORKSHEET
JULY 1, 2021 - JUNE 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 YTD as of 03/31/2021	Town Manager Request	BOS Approval
Dept: 860 Salmon Point						
4-4280 Contracted Services	16,625	7,107	8,000	15,673	8,000	0
Tree removal, septic pumping						
5 Property Services	25,795	41,381	21,338	16,111	26,563	0
5-5010 Equipment Repairs	448	2,259	2,000	344	6,000	0
<i>Manager's unit: water system- 2 new pumps</i>						
5-5050 Building Repairs		1,000		307	500	
5-5060 Grounds Maintenance	8,460	22,983	2,500	2,808	3,500	0
<i>Common Area Improvements- increase reflects lumber price increases</i>						
5-5110 Electricity	12,868	11,753	13,000	10,130	13,000	0
<i>Included in rental fee</i>						
5-5150 Telephone	950	947	960	709	960	0
<i>Landline and internet @ \$80/mo.</i>						
5-5160 Cell Phone	599	279	628	463	628	0
<i>Verizon Wireless \$54/mo</i>						
5-5200 Contracted Trash	2,470	2,160	2,250	1,350	2,475	0
<i>TICE WASTE MANAGEMENT - \$2,475 for the season</i>						
6 Other Service	156	117	0	0	0	0
6-6160 Advertising	156	117		0	0	0
6-6190 Mileage	0	0	0	0	0	0
7 Property & Capital	24,379	0	0	0	0	0
7-7998 Depreciation	24,379	0				

BUDGET WORKSHEET

JULY 1, 2021 - JUNE 30, 2022

	2019 Actual	2020 Actual	2021 Budget	2021 YTD as of 03/31/2021	Town Manager Request	BOs Approval
Dept: 860 Salmon Point						
9 Other Items	62,788	63,796	72,255	0	75,589	0
9-9800 Dep to Reserves		0	0	0	0	0
9-9900 Transfers Out	62,788	63,796	72,255	0	75,589	0
<i>Town Manager</i>				15%	\$ 16,948	
<i>Public Services Director</i>				15%	\$ 13,527	
<i>Finance Officer</i>				5%	\$ 3,044	
<i>Finance Clerk</i>				15%	\$ 7,070	
					\$ 40,589	
<i>Recreation Funding</i>					35,000	
<i>Recreation funding (\$35,000)-approved at Town Meeting as in-coming revenue</i>						
TOTALS	177,111	133,756	134,330	52,112	140,758	0

TOWN OF BRIDGTON

MEMO

TO: Board of Selectmen
FROM: Laurie L. Chadbourne, Town Clerk
RE: Victualer's Licenses
DATE: June 2, 2021

Dawn

▪ **Elevation Sushi and Tacos**

103 Main Street, #1

Victualer's License

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

▪ **Breakroom 248**

248 Main Street

Victualer's License

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

▪ **Magic Lantern Movie Theater**

9 Depot Street

Victualer's License

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

▪ **Nectar of Maine**

115 North High 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.

Georgiann M Fleck

From: Robyn Edgecomb <redgecomb@chalmersinsurancegroup.com>
Sent: Thursday, June 3, 2021 4:16 PM
To: Georgiann M Fleck
Subject: FW: Ping Pong Tables
Attachments: STown Offic21052817080.pdf

Hi Georgiann,

The Ping Pong Club should have their own liability and contents coverage for items stored at the Town Hall. The Town's policy does provide some limited personal property coverage for employees, officers, managers & volunteers such as eye glasses, pocketbooks, coats, clothing that they bring to work with them or leave at the office. This type of claim would be subject to a \$1000 deductible. The Club's property would not fit into this category.

If you have any questions or concerns, please feel free to contact me.

Robyn Edgecomb, ACSR
Commercial Lines Account Manager
(207) 647-3311 | 1-800-360-3000

P.O. Box 189 | 100 Main Street
Bridgton, ME 04009
Locations in Maine and New Hampshire
[Log in to InsurLink](#)

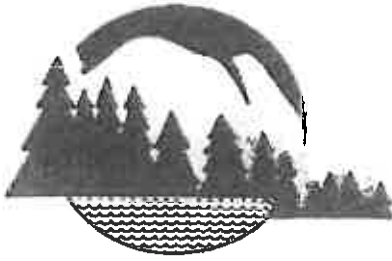


This email may contain confidential information and is intended for the recipient identified above. If received in error, notify sender immediately, and delete all copies. Use of this information is strictly prohibited.
Note: Coverage is not effective until confirmed with a licensed agent.

From: Georgiann M Fleck <gmffleck@bridgtonmaine.org>
Sent: Friday, May 28, 2021 4:37 PM
To: Robyn Edgecomb <redgecomb@chalmersinsurancegroup.com>
Subject: Ping Pong Tables

Robyn,
Attached please find a cover letter and back-up documentation requesting confirmation and clarification of privately owned "ping pong tables" stored and used on Town property. Any questions, please don't hesitate to contact me.
Georgiann

From: townofficescans@gmail.com <townofficescans@gmail.com>
Sent: Friday, May 28, 2021 6:09 PM
To: Georgiann M Fleck <gmffleck@bridgtonmaine.org>
Subject: Message from Town Office



TOWN OF BRIDGTON

3 CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

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

May 27, 2021

Robyn Edgecomb
Chalmers Insurance Agency
P.O. Box 189
Bridgton, ME 04009

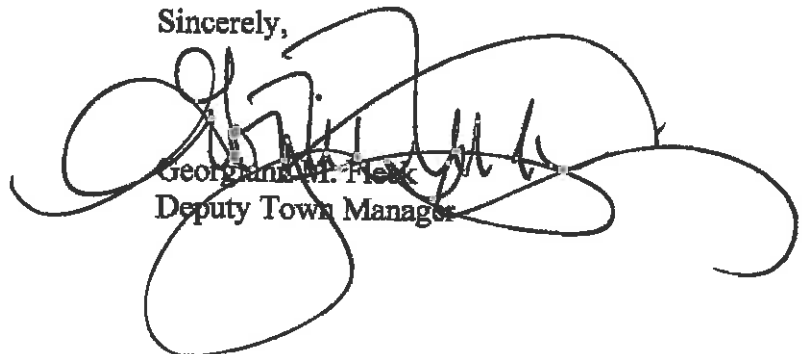
Ref: Ping Pong Tables

Dear Robyn:

On June 5, 2018, I contact Alletta Kimball regarding ping pong tables. The ping pong club houses their equipment/tables at the Bridgton Town Hall with arrangements to join and use being made through a representative of the ping pong club. This program is not run by Bridgton Recreation. My inquiry was to determine what liability it poses to the Town. Alletta's response was "the Ping Pong Club should have their own liability and contents coverage for items stored at the Town Hall. This situation has not changed. I am now writing to request confirmation or clarification as to what liability it poses to the Town to have the tables stored and used on Town property as well as allowing the program.

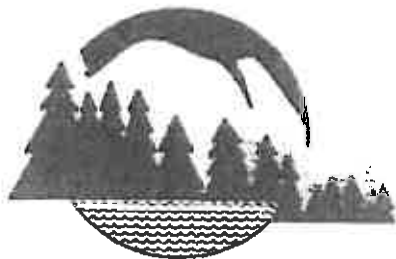
Attached please find the 2018 correspondence and response from Alletta for your reference. If you have any additional questions, please let me know.

Sincerely,



Georgiana W. Fleck
Deputy Town Manager

Attachments



TOWN OF BRIDGTON

3 CHASE STREET, SUITE #1
BRIDGTON, MAINE 04009

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

June 5, 2018

Alletta Kimball
Chalmers Insurance Agency
P.O. Box 189
Bridgton, ME 04009

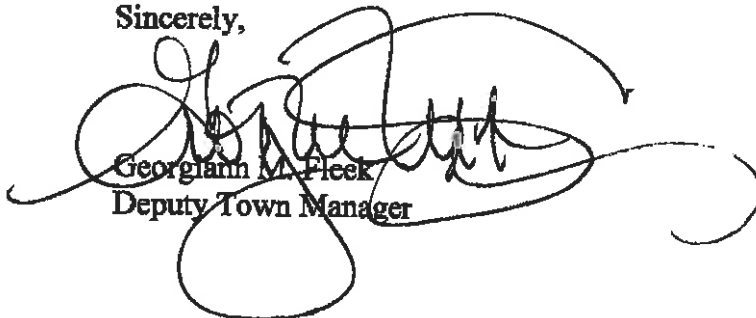
Ref: Ping Pong Table

Dear Alletta:

There is a private ping pong club that houses their equipment/tables at the Bridgton Town Hall. The program is not run through the Town of Bridgton Recreation but is open to the public with arrangements to join being made with a representative of the ping pong club. On or around July 2017 the table was vandalized and the ping pong club would like to know if it is covered under Town of Bridgton insurance.

If you have any questions please don't hesitate to contact me.

Sincerely,



Georgiann M. Fleck
Deputy Town Manager

Georgiann Fleck

From: Alletta Kimball <akimball@chalmersinsurancegroup.com>
Sent: Tuesday, June 5, 2018 1:39 PM
To: Georgiann Fleck
Subject: RE: insurance coverage

Georgiann: The Ping Pong Club should have their own liability and contents coverage for items stored at the Town Hall. The Town's policy does provide some limited personal property coverage for employees, officers, managers & volunteers such as eye glasses, pocketbooks, coats, clothing that they bring to work with them or leave at the office. This type of claim would be subject to a \$1000 deductible. The Club's property would not fit into this category. Alletta

Alletta Kimball

Commercial Lines Account Manager
Chalmers Insurance Group
100 Main Street
PO box 189
Bridgton, ME 04609

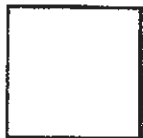
Direct Dial: (207)803-2624
Main Office: (207)647-3311
Fax: (207)647-3003

We appreciate our clients, *and your feedback!* TAKE OUR SURVEY.

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www.ChalmersInsuranceGroup.com

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From: Georgiann Fleck [<mailto:deputytownmgr@bridgtonmaine.org>]
Sent: Tuesday, June 05, 2018 10:34 AM
To: Alletta Kimball
Subject: insurance coverage

Alletta,

Attached please find correspondence regarding a question on insurance coverage. Any questions, please call.
Georgiann

Georgiann M. Fleck, Deputy Town Manager
Town of Bridgton
3 Chase St., Suite 1
Bridgton, Maine 04009
P: 207 647-8786
E: deputytownmgr@bridgtonmaine.org



From: info@bridgtonmaine.org [mailto:info@bridgtonmaine.org]
Sent: Tuesday, June 5, 2018 11:32 AM
To: deputytownmgr@bridgtonmaine.org
Subject: Message from Town Office