**Town of Bridgton**

**Ordinance Review Committee ~ July 21, 2021 Meeting Minutes:**

* Meeting called to order at 5:00pm
* Pledge of Allegiance
* **Attendance:** Len Rudin (Chair); Kevin Raday (Vice Chair); Samantha Zawistowski (Secretary); Deb Brusini; Mary Tworog; Courtney Kemp (Town Office); Linda LaCroix (Community Development Director), Carmen Lone (Board of Selectman Liaison);

**Absent:**  None

* Minutes approved
* Select Board will review the Dog and Curfew Ordinances individually and put it back on the agenda to discuss at a later date
  + Few typing errors to be fixed
* Carmen’s suggestions
  + Present a list of the ordinances in this committee’s purview and ask if the Select Board has any preference to keep them involved in and aware of the committee’s work
  + Emphasize “expert” input received on each ordinance
* Floodplain Management
  + Is in the purview of the CEO and if the committee wants to work on it with the CEO then that would be appropriate
  + Map is not attached to the ordinance, likely on purpose, but we can ask CEO about this
    1. Ordinances with corresponding applications/ forms/ maps which are not part of the Ordinance because they are administrative and are in different purviews
       1. Forms might change but the ordinance doesn’t need to change
* Outdoor Festival
  + Change ‘Whereas’ to purpose
  + Verify numbers with local experts (ex. at least 1 policeman per 500 people, 1 parking space for every 6 people)
    1. Ask how do they make the decision, not just what they think is correct
  + Increase clarity in responsibilities (ex. who is required to pay OT to officers)
  + Be sure to not make anything too onerous as small organizations do worthwhile community events and can’t afford extra costs
  + Someone was cited for a violation for having an unpermitted 200 person event
    1. Is there another ordinance?
    2. Is there a difference between a permit and license for an event?
    3. Greater clarity is needed - CEO, Chief Jones, Fire Chief
  + Specifies male and female bathroom has to be attached to septic system
    1. Update to require bathrooms for handicap, not require different for male or female, modernize to allow for port-a-potties
* Virtual voting, is that allowed?
  + Need a written policy on this
  + Must have virtual attendance available to public
  + Every Board and Committee has to decide either to be full in person or else a policy must exist, and to the knowledge of the present members, it doesn’t need to correlate with other town Boards or Committees
  + What are acceptable reasons for a voting member to be allowed to vote remotely?
    1. Health and safety
    2. Don’t want to be too liberal with reasons
    3. Extenuating circumstances
* Need to elect new officers
  + Chair: Len Rudin; unanimous
  + Vice Chair: Kevin Raday; unanimous
  + Secretary: Samantha Zawistowski; unanimous
* New meeting time
  + First Wednesday of the month at 5pm
* Civil Emergency Preparedness Ordinance - Emergency Management Ordinance
  + Was set aside two years ago because county changes were happening
  + Need to keep on our radar and reach out to Todd Perrault about changes - invite to October meeting?
* CATV Ordinance also possibly needs to be revisited, requires multiple Towns working together to
  + Bob Peabody said he was working on the contract
  + It was amended in 2019 and we changed
* Website needs to be updated with correct information on committee members - Nikki (one person responsible for updating the website- this is a new change), Board heads can also update their website
  + Remove Glen Garland
  + Change SB liaison to Carmen Lone
  + Need recent minutes and agendas added
  + Do we have an annual report on our webpage?

**Action Items:**

* Len: Talk with Brenda; Propose work plan to Select Board;
* Kevin: Talk with Brenda;
* Mary: Talk with Brenda
* Deb: Work on writing a virtual attendance policy; Reach out to Todd;
* Samantha: Submit Minutes; Meeting Agenda; Add list of ordinances in this committee’s book; Send copy of Dog Control summons form to Courtney;

**Next Meeting:** Wednesday, September 1st @ 5:00pm

**Meeting Adjourned @ 6:45pm**

Sincerely, Samantha Zawistowski