

## Board of Selectmen's Meeting Minutes

January 11, 2022; 5:00 P.M.

Board Members Present: Carmen E. Lone, Chairman; Glenn R. Zaidman, Vice-Chairman; Paul A. Tworog; Robert J. McHatton, Sr.  
Board Member Absent: G. Frederick Packard  
Administration Present: Town Manager Robert A. Peabody, Jr.; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Code Enforcement Officer Brenda Day.

### 1. Call to Order

Chairman Lone called the meeting to order at 5:00 P.M.

### 2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

### 3. Approval of Minutes

#### a. December 28, 2021

**Motion** was made by Selectman McHatton for approval of the minutes from the December 28, 2021 Board Meeting; second from Vice-Chairman Zaidman. 4 approve/0 oppose

### 4. Public Comments on Non-Agenda Items

There were no public comments.

### 5. Committee/Liaison Reports

Selectman McHatton recommended that the "pay per bag" option be considered by the voters at Annual Town Meeting in June. He asked the Town Manager to put together some financial information to include the cost for small bags and cost for large bags. Recycling Committee Chair Sally Chappell is anxious to have this issue on the June ballot. Selectman McHatton noted that public information begins tonight though on-going discussion at the Select Board level and the Committee will be at the Transfer Station in the spring as well. Selectman McHatton added that advertising campaign funding will be required as well. Consensus of the Board was to direct the Town Manager to gather additional information and contact the campaign company.

### 6. Correspondence, Presentations and Other Pertinent Information

#### a. SLR Presentation of Oak Street Project Design and Engineering

P.E. Michael Zarba representing SLR Consulting presented the Oak Street Project Design and reviewed the following costs:



**OAK STREET SIDEWALK IMPROVEMENTS  
TOWN OF BRIDGTON, MAINE  
SLR PROJECT NO. 143.15272.00009**

Anticipated year of expenditure: **2022**

Base year (cost, if expenditures were in this year): **2021**

Phase of Development: **Preliminary Design**

Item No.	Qty	Unit	Item Name	Unit Cost	Amount
202.202	160	SY	REMOVING PAVEMENT SURFACE	\$ 5.00	\$ 800.00
203.20	202	CY	COMMON EXCAVATION	\$ 18.00	\$ 3,636.00
203.24	44	CY	COMMON BORROW	\$ 35.00	\$ 1,540.00
304.09	190	CY	AGGREGATE BASE COURSE-CRUSHED (TYPE A)	\$ 55.00	\$ 10,450.00
403.208	65	TON	HOT MIX ASPHALT 12.5mm HMA	\$ 140.00	\$ 9,051.78
403.209	32	TON	HOT MIX ASPHALT 9.5mm HMA	\$ 140.00	\$ 4,525.89
608.28	17	SF	CURB RAMP DETECTABLE WARNING FIELD (52 INCH LONG x 24 INCH WIDE)	\$ 80.00	\$ 1,360.00
609.31	670	LF	CURB TYPE 3	\$ 8.00	\$ 5,360.00
615.07	36	CY	LOAM	\$ 60.00	\$ 2,160.00
618.13	2	UNIT	SEEDING METHOD NUMBER 1	\$ 50.00	\$ 100.00
619.12	2	UNIT	MULCH	\$ 50.00	\$ 100.00
645.271	20	SF	REG WARN CONF RTE SIGNS TYPE 1	\$ 45.00	\$ 877.50
645.1061	2	EA	RELOCATE EXISTING SIGN ASSEMBLY AND POLE	\$ 400.00	\$ 800.00
<b>SUBTOTAL (IDENTIFIED WORK):</b>				<b>\$</b>	<b>40,761.17</b>
LANDSCAPE PLANTINGS (TREES)				\$	-
LIGHTING AND ELECTRICAL:				\$	60,000.00
MINOR ITEMS 15%				\$	6,114.18
IDENTIFIED WORK + MINOR ITEM ALLOWANCE				\$	106,875.34
<b>ESTIMATED BASED ON % OF TOTAL CONTRACT COST</b>					
Maintenance & Protection of Traffic				5.0%	\$ 5,343.77
Mobilization				7.0%	\$ 7,481.27
Construction Staking				1.0%	\$ 1,068.75
<b>CONTRACT WORK:</b>				<b>\$</b>	<b>120,769.14</b>
CONTINGENCY (as % of CONTRACT)				15%	\$ 18,115.37
<b>CONTRACT, INCLUDING CONTINGENCIES AND INCIDENTALS</b>				<b>\$</b>	<b>138,884.51</b>
<b>ENGINEER'S OPINION OF TOTAL CONSTRUCTION COST TOTAL:</b>				<b>\$</b>	<b>139,000.00</b>
				<i>Use for Budgeting</i>	
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Discussion ensued.

At 5:35 P.M., Chairman Lone brought agenda item 7 forward.

**7. Public Hearing at 5:30 P.M.**

**a. Proposed Select Board Remote Participation Policy**

Chairman Lone opened the public hearing on the Proposed Select Board Remote Participation Policy at 5:34 P.M. There were no comments. Chairman Lone closed the public hearing at 5:36 P.M.

Chairman Lone returned to agenda item 6 and Mr. Zarba responded to several questions asked by the Board. Chairman Lone thanked Mr. Zarba for his presentation.

**8. Action Items Following Public Hearing**

**a. Proposed Select Board Remote Participation Policy**

**Motion** was made by Selectman McHatton to approve the proposed Select Board Remote Participation Policy; second from Selectman Tworog. 4 approve/0 oppose

## 9. New Business

### a. Awards and Other Administrative Recommendations

#### 1. Code Enforcement Office Violations

##### a. 17 Elm Street

##### b. 7 School Street

Vice-Chairman Zaidman has been in communication with the owner of 7 School Street and he has guaranteed that the building will be taken down within thirty days. Vice-Chairman Zaidman will share the contact telephone number so that she can obtain written documentation for the record file.

CEO Day noted that the owner of 17 Elm Street has not paid the \$2500 fine for a violation that has now been taken care of. **Motion** was made by Chairman Lone to direct the Code Enforcement Officer to pursue all legal remedies regarding payment of the fine by Richard Danis; second from Selectman McHatton.

4 approve/0 oppose

#### 2. Recycling Committee Application from Maureen Harpell (tabled from 12/28/2021)

Maureen Harpell was in remote attendance. Chairman Sally Chappell supports this appointment to the Committee. **Motion** was made by Vice-Chairman Zaidman to appoint Maureen Harpell to the Recycling Committee; second from Selectman McHatton. 4 approve/0 oppose

#### 3. Court Lease Discussion

Town Manager Peabody read the following response from the court system into the record:

"Thanks for being patient as I've worked through this internally. The Security, Facilities and Finance departments saw leadership changes in 2021 in addition to a new Chief Justice and State Court Administrator. Hopefully, 2022 will usher in a return to stability with these new driven and passionate leaders.

To contribute to the discussion at your meeting tomorrow (1/11), the Administrative Office of the Courts on behalf of the Maine Judicial Branch is proposing the following framework for an agreement to remain in the property at 3 Chase Street going forward:

Rate: Agree with Town proposal for \$57,411 initially with 3% annual increase.

Utilities: Agree to reimburse the Town for incurred utility costs (water, sewer, electricity, heating fuel) based on percentage of occupancy (Est. \$15k annually). Occupancy to be determined based on gross square footage to be provided by the Town as detailed in document "Court Lease Meeting Minutes 08.31.21". MJB proposes this be a quarterly reimbursement.

Janitorial: MJB will assume responsibility for janitorial services.

Lease Term: Continue in month-to-month status.

Chase Street Parking: Continue use of the 5 spaces on Chase Street as dictated by existing signage.

All remaining language existing lease provisions remain unchanged. MJB will continue to evaluate projects at 3 Chase Street for inclusion in future capital allocation.

Thanks for your consideration and we await your response."

Discussion ensued. **Motion** was made by Selectman McHatton to accept the agreed to terms and direct the Town Manager to sign the lease agreement after obtaining legal review; second from Vice-Chairman Zaidman. 4 approve/0 oppose

#### 4. Senior Property Tax Relief

Vice-Chairman Zaidman provided a brief history of the Senior Property Tax Relief and noted that the Board must fund the program to move forward. He asked if the Board supports seeking voter consideration in June. The Board opted to add this item to the next agenda for additional discussion. **Motion** was made by Vice-Chairman Zaidman to set the age requirement to seventy with twenty years of residence; second from Selectman Tworog. 4 approve/0 oppose

Chairman Lone requested that each Board Member review the document and submit any questions to the Deputy Town Manager in advance of the next meeting. Selectman Tworog suggested making sure that taxes have been paid prior to issuing the benefit. The Board directed the Town Manager to gather additional information including financial options for consideration at their next meeting.

b. Permits/Documents Requiring Board Approval

1. Tax Abatements as Recommended by the Assessor's Agent

Assessor's Agent Denis Berube was remote attendance. **Motion** was made by Selectman McHatton to approve the recommended January 11, 2022 tax abatements totaling \$566.40; second from Selectman Tworog. 4 approve/0 oppose

2. Affidavit to Correct Local Government Record (2020 Tax Commitment)

Assessor's Agent Denis Berube reported that due to four homestead exemptions being incorrectly included in the commitment papers, an Affidavit to Correct Government Records and New commitment papers need to be signed. **Motion** was made by Vice-Chairman Zaidman to sign the Certificate of Commitment for 2020 Tax Year and Affidavit to Correct Local Government Record; second from Chairman Lone. 4 approve/0 oppose

3. Medical Marijuana Caregiver Retail Store License to Hoot Family Farm DBA OPUS

Owner of Hoot Family Farm dba Opus Robert Hoot was present. **Motion** was made by Vice-Chairman Zaidman for approval of the Medical Marijuana Caregiver Retail Store License to Hoot Family Farm dba Opus; second from Selectman Tworog. 4 approve/0 oppose

c. Selectmen's Concerns

- **Selectman McHatton** noted that the Board has a meeting scheduled for 4:00 P.M. tomorrow. Vice-Chairman Zaidman is not able to attend and Selectman Packard may not be available either. The Board re-scheduled the meeting to Tuesday, January 18, 2022 at 4:00 P.M.
- **Vice-Chairman Zaidman** reported that the Chamber of Commerce is selling the land and building and noted that the town originally donated that land to the Chamber. He suggested that if the Town donates land, that the town should have first refusal. He also suggested that the Chamber return some of their profit to the Town to which Selectman McHatton will discuss with the Chamber Director.
- **Selectman Tworog** had no concerns.
- **Selectman Lone** thanked the Public Works Department for doing a good job.

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

Town Manager Peabody read the following report into the record:

"Manager's Report, 01/11/22

General

A reminder that masks are no longer required at the Town Office, Town Hall, and Transfer Station for vaccinated individuals. Unvaccinated individuals are asked to wear a mask.

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

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

The Community Center will be open as a warming center the Tuesday to Friday, 9am-~~4pm~~ 5pm.

Recreation Department

The Town Ice Rink is open 10am-6pm Monday-Thursday; 10am-8pm Friday and Saturday; and 10am-1pm Sunday. The schedule may be found on the Recreation page on the Town's website. Skating is free to the public and there are a limited number of skates which are also available free.

Summer Enrichment Program and Swim Lessons are now open for registration. Go to the Recreation Page on the Town's website to register."

#### 10. Old Business

##### a. Wastewater Status Update

Town Manager Peabody provided a brief wastewater status update.

##### b. Discussion of Bridgton Memorial School

Chairman Lone would like to reach out to School Board Chair Janice Barter to schedule a meeting to discuss the Memorial School to which the Board supported. Discussion ensued regarding acceptable uses and a broader plan for the future of the Memorial School.

Town Manager Peabody reported the BRAG (Bridgton Recreation Advancement Group) would like to turn the fields over to the Town. The Board scheduled a workshop to meet with BRAG on Thursday, January 27, 2022 at 4:00 P.M.

##### c. Discussion of Pay-Per-Bag

This item was discussed earlier in the meeting under agenda item #5.

#### 11. Treasurer's Warrants

**Motion** was made Selectman McHatton for approval of Treasurer's Warrants numbered 68 through 74; second from Vice-Chairman Zaidman. 5 approve/0 oppose

#### 12. Public Comments on Non-Agenda Items

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

~~January 12, 2022~~ January 18, 2022 Executive Session at 4:00 P.M.; January 25, 2022; January 27, 2022 Workshop with BRAG at 4:00 P.M.; February 8, 2022; February 22, 2022

#### 14. Adjourn

**Motion** was made by Selectman McHatton to adjourn the meeting at 7:35 P.M. All in favor.

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk