

## SELECT BOARD MEETING AGENDA

**DATE:** Tuesday, March 14, 2023

**TIME:** 4:30 P.M.

**PLACE:** Select Board 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 § 405(6)(E) Legal Matters  
Consultation with the municipality and its attorney regarding a code violation against Stark Storage located at 1161 North High Street
4. Action Items Following Executive Session (if applicable)  
Code Violation against Stark Storage located at 116 North High Street
5. Approval of Minutes: February 28, 2023
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
9. 5:30 P.M. Public Hearings  
Community Development Advisory Committee Recommendations to the Select Board for Funding the 2023-2024 Community Block Grant Applications
10. Action Items Following Public Hearing  
Community Development Advisory Committee Recommendations to the Select Board for Funding the 2023-2024 Community Block Grant Applications
11. New Business
  - a. Awards and Other Administrative Recommendations
    1. Notice of Conditional Contract Awards under RFA #200208126, 2022 Stream Crossing Public Infrastructure Improvement Project
    2. Proposed Memorial and Special Gift Donations Application
    3. Review of Tax Acquired Property Policy

- b. Permits/Documents Requiring Board Approval
    - 1. Certification of Proposed Ordinances and Orders for June 13, 2023 Election
      - a. Amendments to the Fire Protection and Life Safety Ordinance
      - b. Repeal of Ordinance for Adoption of the International Building Code for One- and Two-Family Dwellings
      - c. Repeal of Town of Bridgton Phosphate Detergent Ordinance
  - 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
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  
March 28, 2023 (Regular Meeting)  
April 11, 2023 (Regular Meeting)
16. Adjourn



**Town Manager's Notes**  
**Board of Selectmen's Meeting**  
**March 14, 2023**

**3. Executive Session**

**Motion:** Move to go into Executive Session pursuant to MRS 1 §405.6. E. Legal counsel regarding Code Violation-Stark Storage.

**Motion:** Move to come out of Executive Session.

**4. Action Items Following Executive Session**

**Suggested Motion:** Move to pursue a land use enforcement action against Stark Storage.

**5. Approval of Minutes:**

- a. February 28, 2023

**Suggested Motion:** Move to approve the February 28, 2023, Selectboard Minutes.

**7. Committee/Liaison Reports**

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

**9. Public Hearing (5:30PM)**

**(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)**

- a. To accept written and oral comments on the Proposed Community Development Block Grant (CDBG) 2023-2024 Funding Projects.

**10. Action Items Following Public Hearing**

- a. **Suggested Motion:** Move to approve the Proposed Community Development Block Grant (CDBG) 2023-2024 Funding Projects.

**11. New Business**

- a. Awards and Other Administrative Recommendations

1. In your packet, please find the 2022 Grants for Stream Crossing Infrastructure Improvements grant request submitted by the Town to the Maine Department of Environmental Protection (MDEP) for replacement of the culvert crossing Sucker Brook on Wildwood Road. Find also, the award letter from MDEP, Conditional Contact Award, awarding the Town \$150,000 towards the estimated cost of \$255,000. Should the Board approve acceptance of the grant award, I would offer that the Town's share be taken from the Capital Projects Reserve Fund. A copy of the most recent accounting for the fund is in your materials.

**Suggested Motion:** Move to accept the 2022 Grants for Stream Crossing Infrastructure Improvements grant awarded by MDEP and to fund the Town's project share from the Capital Projects Reserve Fund.

2. The Town Clerk and Public Services Director are proposing a Memorial and Special Gifts Donation application process. This would replace the current policy. Both the proposed and current policies are in your binder.

**Suggested motion:** Move to approve the Town of Bridgton Memorials and Special Gifts Policy and Application and repeal the Policy on Donated Park Benches.

3. In your binder, please find the Consolidated Tax Acquired Property Policy revised 08/26/20 for discussion.

- b. Permits/Documents Requiring Board Approval

1. Certification of Proposed Ordinances and Orders for June 13, 2023, Election.  
Pursuant to MRS 30-A §2528 Secret Ballot (see copy in your binder), you are voting on the following Referendum Questions to be placed before the voters for

consideration on June 13, 2023. The Selectboard may offer their recommendation to recommend or not recommend Secret Ballot Referendums.

a. **Motion:** Move to certify and place Referendum Ballot Question "Shall an ordinance entitled "Amendments to the Town of Bridgton Fire Protection and Life Safety Ordinance Ordinance" before the voters for their consideration on June 13, 2023.

i. **Suggested Motion:** Move to recommend passage.

b. **Motion:** Move to certify and place Referendum Ballot Question "Shall an ordinance entitled, "Repeal of Ordinance for the International Building Code for One and Two Family Dwellings" before the voters for their consideration on June 13, 2023.

ii. **Suggested Motion:** Move to recommend passage.

c. **Motion:** Move to certify and place Referendum Ballot Question "Shall an ordinance entitled, "Repeal of the Town of Bridgton Phosphate Detergent Ordinance" before the voters for their consideration on June 13, 2023.

iii. **Suggested Motion:** Move to recommend passage.

## 12. Old Business

a. Wastewater Update



## Brenda Day

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**From:** Brenda Day  
**Sent:** Friday, February 10, 2023 1:44 PM  
**To:** Dustin Roma  
**Cc:** 'Keith Harnum'  
**Subject:** RE: Sign for Stark Storage Facility  
**Attachments:** Stark Storage sign violation.docx

Good afternoon,

I have reached out to the Town Attorney as requested. The resolution is to comply with the attached Notice of Violation letter and seek an amendment from the Planning board if you wish to do so.

Thank you.

*Brenda Day*

**Code Enforcement Officer**  
[bday@bridgtonmaine.org](mailto:bday@bridgtonmaine.org)  
**207-803-9963**  
**Fax: 207-647-8789**

**From:** Dustin Roma <dustin@dmroma.com>  
**Sent:** Tuesday, January 24, 2023 4:03 PM  
**To:** Brenda Day <bday@bridgtonmaine.org>  
**Cc:** 'Keith Harnum' <keith@therigger.com>  
**Subject:** Sign for Stark Storage Facility

Hi Brenda,

I'm writing in regard to the sign that was installed at the Stark Storage Facility. As stated in the Findings of Fact for the project that was approved by the Planning Board in March of 2021, the Planning Board attached a condition of approval that the sign cannot be internally lit, even after we objected to such a condition (Refer to Findings of Fact Statement #8).

It is my understanding that the owner has since applied for a sign permit, was granted a permit, and has installed the sign in accordance with the sign permit. The sign is internally lit and generally matches the photo that we submitted as part of our Site Plan application.

Section VI-J provides for Site Plan Review Criteria for Advertising Features, which simply states that "lighted signs and other lighted advertising structures or features must be shielded and non-flashing. Signs and other advertising structures or features must not detract from the design of any proposed structures or surrounding structures and properties". This is a general statement and does not provide for specific performance standards. Specific performance standards and design criteria for signs in all zoning districts are found in the Town of Bridgton Sign Ordinance.

The Sign Ordinance should be the document that governs all signs in the Town of Bridgton. Projects that go through a Site Plan Review process should not be held to any higher standard than what is contained within the Sign Ordinance,



unless there is specific language to the contrary in the Site Plan ordinance. The Sign Ordinance is a thorough document that outlines specific design requirements for every zoning district. The "Purpose" section of the Sign Ordinance clearly states that by complying with the standards in the ordinance, "signs will effectively promote the safety, comfort, and well-being of the users of streets, roads and highways in the Town" and "Signs will preserve and enhance the visual appearance of the Town pursuant to the Comprehensive Plan of the Town of Bridgton". The sign ordinance then goes on to list very specific requirements for the dimensions, location and lighting requirement for signs dependent upon which zoning district the sign is located within.

The Stark Storage facility is located in the Mixed Use Corridor District. Section VII.A.3 clearly states that "Outside of the Downtown Village District the sign may be internally illuminated".

Based on this information, I do not understand how the Planning Board had the authority to prohibit internal illumination of a sign that meets every section of the Sign Ordinance. Can you please let me know what the process is for removing Condition of Approval #1 of the Finding of Fact? Is this something that you can run by the Town's attorney to get an opinion? Do we make an application to the Zoning Board of Appeals to appeal the Condition?

Please advise how you suggest we proceed so that we can bring this to a resolution.

**Dustin M. Roma, P.E.**



**PO Box 1116, Windham, ME 04062**

**Office: (207) 591 - 5055**

**Cell: (207) 310-0506**



## TOWN OF BRIDGTON

**BRENDA DAY**  
Code Enforcement Officer  
[Bday@bridgtonmaine.org](mailto:Bday@bridgtonmaine.org)

3 Chase St. Suite 1  
Bridgton, Maine 04009  
Telephone (207) 809-9963

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Keith Harnum  
Stark Storage, LLC  
18 Fanaras Drive  
Salisbury, MA 01952

RE: Notice of Violation Regarding Internally Illuminated Sign Located at 0 North High Street, Bridgton, ME 04009 (Map 12, Lot 22).

Dear Mr. Harnum,

This letter shall serve as formal notice that you, and Stark Storage, LLC, are maintaining an internally illuminated sign at 0 North High Street, Bridgton ME 04009 (Town Tax Map 12, Lot 22) (the "Property") in violation of the Town of Bridgton's ("Town") Land Use Code ("LUC") and the Town Planning Board's site plan approval for the Stark Storage Facility ("Storage Facility") on the Property. You must remove the lightbulbs from this internally illuminated sign immediately, or the Town will institute any and all appropriate legal action to enforce its LUC, and the Town Planning Board's conditions of approval for the Storage Facility.

As you know, the Planning Board issued its site plan approval for the Storage Facility in 2021. The Planning Board authorized you to construct a free-standing sign adjacent to the edge of North High Street, but conditioned its site plan approval to prohibit you from internally illuminating that sign (the "Condition"). Specifically, the Board's approval for the Storage Facility requires the sign to be externally illuminated "in order to maintain the character of the wooded and natural dark corridor, and not to detract from nearby properties and the area." See Sign Ordinance, Sec. VII(P) ("[a]ny permanent outdoor sign advertising a . . . business . . . shall be harmonious with existing buildings and architectural features in the vicinity, shall not detract from the design of other surrounding structures and properties and shall be constructed, installed and lighted in a manner not to present potential damage to the value of adjacent properties")

The Town's Sign and Site Plan Review Ordinances vested the Planning Board with the authority to review and approve your proposed sign, and impose the Condition on it. See Sign Ordinance, Sec. VI(B) and VII(P); Site Plan Review Ordinance, Art. VII(b)(8) ("[t]he design and lighting of signs and other advertising structures shall be shielded and non flashing and not detract from the design of the proposed building and other surrounding structures and properties").

Last year, your consultant, Dustin Roma, contacted me to ascertain how to remove the Condition from the Planning Board's approval for the Storage Facility. I informed him that Stark Storage, LLC and/or yourself



would need to seek a site plan amendment from the Planning Board to remove the Condition from the Board's site plan approval.

In August of 2022, I issued a building permit to Stark Storage, LLC to construct a sign on the Property. LUC § I-6(A)(2)(requiring a building permit for "[a]ny use, and any structure associated with or devoted to such use, that has been granted site plan approval pursuant to Chapter V (Site Plan Review)"). That building permit did not authorize you to construct an internally illuminated sign, nor could it, because only the Planning Board has the authority to amend its site plan approval to revoke the Condition. LUC § V-11(A)("all construction activities must comply with the approved plan and any conditions of approval").

In spite of my opinion, and without having received an amendment to the Storage Facility's site plan, you constructed, and are maintaining, an internally illuminated sign on the Property in violation of the Condition, and LUC § V-11(A). You must cease internally illuminating the sign immediately.

Should you fail to comply with this order, the Town may pursue a land use enforcement action against you in Maine District Court. If the Town prevails in that action, then you may be found liable for the Town's costs, attorney's fees, and civil penalties pursuant to 30-A M.R.S. 4452. Such penalties accrue at up to \$2,500 per day per violation, dating back to the time the violation first occurred. As a result, you face significant liability should the Town obtain a favorable judgment in any litigation it pursues for the aforementioned land use violations.

Please contact me regarding this matter at your earliest convenience. I can be reached at 207-647-8786.

Sincerely,



Brenda Day

Code Enforcement Officer  
Town of Bridgton



## **Brenda Day**

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**From:** Brenda Day  
**Sent:** Monday, February 27, 2023 10:35 AM  
**To:** dustin@dmroma.com  
**Cc:** 'Keith Harnum'  
**Subject:** Stark Storage

Good morning,

The violation letter sent to you demanded that the lights get shut off immediately or removed. It has been brought to my attention that the lights are still on. Please comply with the request immediately to avoid further actions as stated in the letter.

Thank you.

*Brenda Day*

**Code Enforcement Officer**  
[bday@bridgtonmaine.org](mailto:bday@bridgtonmaine.org)  
**207-803-9963**  
**Fax: 207-647-8789**

**Select Board Meeting Minutes**  
**February 28, 2023; 5:00 P.M.**

**Board Members Present:** Carmen E. Lone, Chair; Robert J. McHatton, Sr., Vice-Chair; Paul A. Tworog; Kenneth J. Murphy; Carrye Castleman-Ross

**Administration Present:** Town Manager Robert A. Peabody, Jr, Deputy Town Manager Georgiann Fleck; Town Clerk Laurie L. Chadbourne; Police Chief Phil Jones; Fire Chief Glen Garland; Community Development Director Victoria Hill; Finance Director Holly Heymann; Executive Assistant Nikki Hodgkins

**1. Call to Order**

Chair 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: February 14, 2023**

**Motion** was made by Vice-Chair McHatton for approval of the minutes from the February 14, 2023 Select Board Meeting; second from Select Board Member Murphy. 5 approve/0 oppose

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

There were no public comments on non-agenda items.

**5. Committee/Liaison Reports**

On behalf of the Ordinance Review Committee, Deb Brusini reported that the Board will be receiving the documents for repeal of the Phosphate Detergent Ordinance and repeal of the International Building Code as both are outdated and not needed. The Committee is working on the Traffic Ordinance and will be reviewing with the Police Chief before submitting their recommendations to the Board. The Committee is also working on a Skateboard Ordinance and will be meeting tomorrow at 5:00 P.M.

Deb Brusini stated that the Planning Board is conducting a public hearing next Tuesday on the Fire Protection Ordinance.

Deb Brusini also reported that the Planning Board met and would like Bridgton included in the list by name of towns being represented by Drummond Woodsum at no additional cost to the Town. On behalf of the Planning Board, she also requested that the Select Board support her testifying on LD 2003 rules on behalf of Bridgton, without consultation with legal. Her testimony as follows:

TOWN OF BRIDGTON COMMENTS ON LD2003 Rules, 19-100 CMR Ch. 5  
For March 1, 2023 Public Hearing

These comments are submitted behalf of the Town of Bridgton. I preface that our comments on the Rules are intended to point out potential impacts of, and costs associated with implementation, and are not indicative of any opposition to the intent of LD2003.

Thank you for your consideration,  
Deb Brusini, Chairman, Bridgton Planning Board

1. The timeline for implementation does not enable Bridgton (pop. ~5500) to amend their Land Use Code to assure orderly growth of the Town per their comprehensive plan, and the proposed Rules muddy this further. It is not possible for the Town to implement LD2003 in a purposeful manner with significant public input by July 1, 2023, in particular as the Rules are not finalized. (Bridgton votes on Land Use amendments by referendum and is within a month of requiring any amendment be submitted for the warrant.)
  2. The bill and resulting Rules are in essence an unfunded mandate. The costs of implementation - legal fees and staff time - will outweigh the expectations of what Bridgton might receive from a grant. The Town has already spent \$14,000 in legal fees alone, anticipates additional substantial legal fees (\$10,000+), and the Grant rules dictate we must compete with larger municipalities in a bidding process, as opposed to a reimbursement or an allowance directly to the Town.
  3. As written, the definition for an "Accessory Dwelling Unit" appears to be contrary to the common definition requiring accessory structures and uses to be "subordinate and customarily incidental" to the principal structure. Please confirm this well established descriptor of "subordinate and incidental" may be incorporated into our municipal definition for an ADU.
  4. The definition of "Affordable Housing Development" leaves a loophole which may not result in a significant uptick in affordable housing units, since the developer "designates" how many units will be affordable. This must be addressed.
  5. The Rules do not provide confirmation of municipal home rule to regulate Short-Term Rentals for LD2003 ADU and dwelling unit increases, as indicated by the definition of "housing", which does not exclude transient housing. We propose the July 1, 2023 implementation is delayed until after the legislature addresses the November 2022 Housing Commission's recommendations for Short-Term Rentals.
  6. The Rules appear to over-ride well accepted, logical, and fully legal municipal principles of non-conformance for the Accessory Dwelling Unit allowance.
  7. The Rules, as written, will require additional staffing in order to in review and manage accessory dwelling and dwelling unit increases and to enforce long-term affordability of Affordable Housing developments through Restrictive Covenants; and, in the future, to implement the municipal actions that may be required by the "Affirmatively Further Fair Housing" (AFFH) mandate.
  8. The Rules appear to have additional loopholes which, if not addressed, could lead to significant costs and legal fees for the Town; we will submit these by March 13th.
- \* "Commission to Increase Housing Opportunities in Maine by Studying Land Use Regulations and Short-term Rentals". Report with recommendations published November 2022.

**Motion** was made by Vice-Chair McHatton to authorize Planning Board Chairman Deb Brusini to address the hearing on LD 2003 on behalf of Bridgton; second from Select Board Member Tworog. 5 approve/0 oppose

**Motion** was made by Select Board Member Tworog to add Bridgton to the list of towns being represented by Drummond Woodsum if there is no cost to the Town; second from Select Board Member Murphy. 5 approve/0 oppose

Vice-Chair McHatton reported that the Community Development Advisory Committee reviewed the applications and after thorough consideration and discussion, reached a final decision as provide to the Select Board under agenda item 6d.



6. Correspondence, Presentations and Other Pertinent Information

- a. Presentation of the FY2022 Audited Financial Statements by Managing Partner Ron Smith of RHR Smith & Company

This item was addressed after agenda item 8.

- b. Review of Town Owned Property

Town Manager Peabody provided a list of current Town owned property as well as a separate list of tax acquired property. He will be asking the Board to dispose of two pieces of tax acquired property at their next meeting. It was suggested that this be reviewed after the open space discussions.

Chair Lone brought agenda item 7 forward at 5:30 P.M.

7. 5:30 P.M. Public Hearings

Request from Noble House Inn located at 81 Highland Road for Extension of their Liquor License Privileges and Amendments to their Special Amusement Permit

Chair Lone opened the public hearing to hear public comment on a request from Noble House Inn located at 81 Highland Road for extension of their liquor license privileges and amendments to their special amusement permit at 5:30 P.M. Owner Lynn Williams stated that their use is not changing, this application includes the outside. Chair Lone received some concerns from Rupert Libby regarding traffic and parking, the lights in the beer garden being left on all night and a sign that bar is open indicating that this is a public bar. Ms. Williams responded that the lights will be put on a timer and not left on all night. If they decide to open their bar to the public, it may require approval from the Planning Board. Chair Lone closed the hearing at 5:47 P.M.

8. Action Items Following Public Hearing

- a. Request from Noble House Inn located at 81 Highland Road for Extension of their Liquor License Privileges and Amendments to their Special Amusement Permit

**Motion** was made Vice-Chair McHatton for approval of the extension of liquor license privileges and amendments to their special amusement permit; second from Select Board Member Castleman-Ross.  
5 approve/0 oppose

6. Correspondence, Presentations and Other Pertinent Information

- a. Presentation of the FY2022 Audited Financial Statements by Managing Partner Ron Smith of RHR Smith & Company

Mr. Smith presented the FY2022 audited financial statements and responded to several questions asked by the Board.

- c. Discussion of Removing Willis Park from the Designated Safe Zone

Town Manager Peabody provided the Board with a packet of information on the safe zone. Motion was made by Vice-Chair McHatton not to seek voter consideration on amending the safe zone to exclude Willis Park; second from Select Board Member Murphy. Vice-Chair McHatton withdrew the motion; Select Board Member Murphy withdrew the second. **Motion** was made by Vice-Chair McHatton to seek voter consideration on amendment to the safe zone to exclude Willis Park; second from Select Board Member Murphy.

0 approve/5 oppose

- d. Community Development Advisory Committee Recommendations on the Community Development Block Grant 2023-2024 Program Funds

Community Development Director Victoria Hill reviewed the Community Development Committee's recommendations for funding from the Community Development Block Grant (CDBG) 2023-24 Program. **Motion** was made by Chair Lone to accept the Community Development Committee recommendations and set a Public Hearing for March 14, 2023; second from Vice-Chair McHatton. 5 approve/0 oppose



7. 5:30 P.M. Public Hearings

*Request from Noble House Inn located at 81 Highland Road for Extension of their Liquor License Privileges and Amendments to their Special Amusement Permit*  
*This item was addressed earlier in the meeting.*

8. Action Items Following Public Hearing

*a. Request from Noble House Inn located at 81 Highland Road for Extension of their Liquor License Privileges and Amendments to their Special Amusement Permit*  
*This item was addressed earlier in the meeting.*

9. New Business

a. Awards and Other Administrative Recommendations

There were no awards and other administrative recommendations.

b. Permits/Documents Requiring Board Approval

1. Lakes Region ATV Club: Land Use Agreement

**Motion** was made by Vice-Chair McHatton to approve the Land Use Agreement with Lakes Region ATV Club over Town owned property identified as Map 5 Lot 64 for a term not to exceed three years; second from Select Board Member Tworog. 5 approve/0 oppose

2. Victualer's License (new) to Mountain Range Golf located at 146 Harrison Road

**Motion** was made by Vice-Chair McHatton to approve the Victualer's License to Mountain Range Golf located at 146 Harrison Road; second from Select Board Member Murphy. 5 approve/0 oppose

3. Certificate of Commitment of Sewer User Rates Commitment #272

**Motion** was made by Vice-Chair McHatton to commit the November 1, 2022 to January 31, 2023 the certificate of sewer user rates commitment #272 comprising three pages totaling \$8,573.23 to the Treasurer for collection; second from Chair Lone. 5 approve/0 oppose

4. New Road Name: Community Way

**Motion** was made by Vice-Chair McHatton to approve Community Way for the private road sited on Map 9, Lot 27; second from Select Board Member Murphy. 5 approve/0 oppose

5. New Road Name: Triggiani Trail Way

**Motion** was made by Vice-Chair McHatton to approve Triggiani Way for the private road sited on Map 56, Lot 22Z; second from Select Board Member Murphy. 5 approve/0 oppose

c. Selectmen's Concerns

- **Select Board Member Murphy** thanked the Public Services Department for keeping the roads safe.
- **Select Board Member Castleman-Ross** had no concerns.
- **Select Board Tworog** had no concerns.
- **Vice-Chair McHatton** requested that discussion of the rule on tax acquired property be added to a future agenda for potential amendment to protect the property owner's interest.
- **Chair Lone** encouraged the public to attend a meeting on March 15 at the Community Center for information on LD 2003 and how it may impact our town.
- **Chair Lone** noted that the divot on Main Street is getting bigger and one has also developed at the edge of the bridge on Willet Road to which Town Manager Peabody will review and report back to the Board.
- **Chair Lone** congratulated the Chamber, Recreation Department, Police Department, and all that were involved with the Winter Carnival, it was a great community event.



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

Deputy Town Manager Fleck read the following report into the record:

Town Clerks Office

Absentee ballots are available for the MSAD 61 Referendum Election. The polls will be open on March 7<sup>th</sup> from 8AM until 8PM at Town Hall, 26 North High Street. Nomination papers will be available on Monday, March 6<sup>th</sup> for the following offices – all three-year terms (2) Select Board Member/Assessor/Overseer of the Poor; (1) Planning Board Member; (1) Planning Board Alternate Member; (2) MSAD #61 Director; (1) Water District Trustee. The filing deadline is the close of business hours on April 14, 2023. Property tax stabilization applications are being processed and notification will be provided to all applicants in March or April.

Bridgton Police Department

Officer Mike Chaine is starting K9 Academy on Monday, March 20<sup>th</sup>.

Bridgton Recreation

Recreation in Bridgton is ACTIVE with Public ice skating at 28 North High Street (check the live up-to-date calendar for days/hrs)

Winter Fun Day Saturday March 4<sup>th</sup> 10:00a.m. to 2:00p.m. with your chance to try XC skiing & snowshoeing with adaptive and non-adaptive gear available at Narramissic Farm 46 Narramissic Road AND its free!

Adult Trip on Sunday July 23<sup>rd</sup> to Fenway Park to see the New York Mets vs Boston Red Sox, \$100.00 per person (register now!); Neon Olympics under the glow of blacklights & light up equipment on April 17<sup>th</sup> through April 22<sup>nd</sup> – Details coming soon; July 3<sup>rd</sup> Craft and Vendor Fair 8AM-3PM at Stevens Brook Elementary School.

Activities at the Town Hall Gym 26 North High Street include:

Zumba with Allison on Sundays 9AM-10AM

Jumping Janes (low impact total body workout) Monday, Wednesday & Friday 9AM-10AM

Walking on Monday–Friday 7:30AM-9AM

Thi Chi on Tuesday & Thursdays 10AM-11:15AM

Community Karate on Saturdays \$40/person

Pickleball (weekly – times vary) – Ping Pong on Sundays 1PM-4PM

Bridgton Youth Archery on Wednesdays 3:30PM-4:30PM

Toddler Play Group on Monday and Friday 10AM-11:30AM

Celebrate your Birthday with Bridgton Rec (age unlimited – Choose a theme and pick your size cake or cupcakes, party favor bags, ice cream, pizza and BUILD YOUR OWN PLAN 2Hr slot for 1-20 participants \$190.00 and 21-40 participants \$240.

Register Now:

Lake Region Boys and Girls Youth Lacrosse

Summer Swim Lessons and Youth Baseball and Softball.

For more information on these activities and more visit our website at [bridgtonmaine.org](http://bridgtonmaine.org) or call Gary Colello, Recreation Director at 207-647-1126.

The Revenue and Expenditure Report for the month of December 31, 2022, shows a benchmark of 50% with revenues at 35.25% and expenditures at 47.45%.

The Revenue and Expenditure Report for the month of January 31, 2023, shows a benchmark of 58.3% with revenues at 38.2% and expenditures at 64.0%.

General Notes

The Select Board Budget Workshops will be held on Monday, March 6<sup>th</sup> beginning at 8:30 a.m. for Departmental Budget Reviews, and Tuesday, March 7<sup>th</sup>, beginning at 9:00 a.m for Outside Agency Reviews.

These workshops will be available for anyone to join and listen live via GoToMeeting and will be available on Lake Region Television after the meetings; however, this workshop will not be open to public comment.

Please refer to our website [www.bridgtonmaine.org](http://www.bridgtonmaine.org) for more information and to subscribe to alerts.

10. Old Business

a. Wastewater Status Update

Town Manager Peabody provided a brief wastewater status update.



11. Treasurer's Warrants

**Motion** was made by Select Board Member Murphy for approval of Treasurer Warrants numbered 1080 1081 1082 1083; second from Select Board Member Tworog. 5 approve/0 oppose

12. Public Comments on Non-Agenda Items

Maggie Lynn urged the Board to wait until the open space plan is complete before moving forward with selling any town land.

Deb Brusini thanked the Public Services Department for plowing and keeping the roads clean.

Deb Brusini suggested that the Board consider the impact of LD 2003 and letting the dust settle from that zoning perspective before making any decisions about town owned lots.

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

March 6, 2023 (Budget Workshop); March 7, 2023 (Budget Workshop); March 14, 2023 (Regular Meeting); March 28, 2023 (Regular Meeting)

14. Adjourn

**Motion** was made by Select Board Member Murphy to adjourn the meeting at 6:42 P.M.; second from Vice-Chair McHatton. 5 approve/0 oppose

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk

PUBLIC NOTICE  
PUBLIC HEARING

CDBG GRANT FUNDING

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 5:30 P.M., Tuesday March 14, 2023, on the Community Development Advisory Committee recommendations to the Selectboard for funding the 2023-2024 Community Block Grant applications.

The applications will be made available on the Town website, [www.bridgtonmaine.org](http://www.bridgtonmaine.org), and copies will be posted at the Town Office. The meeting will be held in person and remote access will be provided. Information on how to participate remotely will be published at least 24 hours in advance of the meeting. Please direct any questions to Victoria Hill, Community Development Director at [vhill@bridgtonmaine.org](mailto:vhill@bridgtonmaine.org) or 207-803-9956.



The Community Development Advisory Committee has reviewed the applications for Community Development Block Grants 2023 and makes the following recommendations to the Select Board:

- Facilities and Infrastructure Project:

<b>Sidewalk Construction</b> (Church Street)	\$130,000
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- Social Services Project:

<b>BCC Community Navigator Program</b>	\$ 15,000
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<b>Bridgton Food Pantry</b>	\$ 15,000***
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Bridgton has annually received a set aside of approximately \$200,000\* from CDBG, a HUD program addressing the needs of low and moderate income neighborhoods that is administered through the County.

The Sidewalk Construction Project continues the emphasis placed by the Town in recent years under this grant to provide safe walking connections within the downtown area. This year the area addressed is Church Street between Main St and S. High St joining the shops, Library, etc of Main St with the housing & Hospital of S. High St.

With there being just two applications this year for funding under the Social Services component of the grant, funding was available to come close to the requested amounts from each applicant and in both cases to provide substantial increases over last years allotments. Both the Community Navigator Program and the Food Pantry have scored the highest in the rating system\*\* used for evaluating CDBG applications and received the most funding over the last several years. That remains the case this year.

The process of review by the CDAC began in December with a training session on the grants eligibility requirements from the County, continued into this year with review of the written applications, oral presentations, Q &A with the applicants, scoring of each application, and finally deliberations on the recommendation to the Select Board. This is the result of that process.

\* approximate amount subject to final figures from the County

\*\* project need, project description, project budget, project management, readiness to go, etc

\*\*\* If the amount of the actual grant should vary from the anticipated amount of \$30,000, the recommendation is that the \$15,000 for the Food Pantry remain intact and that any variation be accounted for in the allocation to the Community Navigator Program.



**TOWN OF BRIDGTON**  
**Community Development Block Grant 2023-24 Program Year Recommendations**

Applicants	Project	1	2	3	4	5	6	7	8	Average	Requested	CDAC Recomm.	Final Select Board	Final Allocations
<b>PUBLIC INFRASTRUCTURE &amp; FACILITIES</b>														
Town of Bridgton	Church St	100	91	90	93	100	90	100	90	94.25	\$130,000	\$130,000		
<b>PUBLIC SERVICE</b>														
Bridgton Community Center	Navigator	100	95	100	100	100	90	100	95	99.00	\$17,680	\$15,000		
Bridgton Food Pantry	Food Pantry	98	92	85	100	98	75	100	99	94.60	\$15,000	\$15,000		
<b>ADMIN</b>														
	CDBG Admin-Bridgton	n/a	n/a	n/a	n/a	n/a				n/a	\$0	\$35,000	\$35,000	
	CDBG Admin-County	n/a	n/a	n/a	n/a	n/a				n/a	\$0	\$5,000	\$5,000	
<b>Total Available:</b>														
<b>Total for Infrastructure:</b>												\$130,000		
<b>Total for Public Service:</b>												\$30,000		
<b>Total for Administration:</b>												\$40,000		
<b>Overage:</b>												\$200,000		

These figures are estimates - Cumberland County had not released CDBG allocations yet.  
 On 2/22/23 the CDAC voted on a contingency plan to recommend to the Selectboard.

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Navigator	\$ 10,920	\$ 12,000	
Food Pantry	\$ 7,500	\$ 900	
Other	\$ 11,600	\$ 900	0
Total	\$ 30,000	\$ 30,000	\$ 30,000
Request	\$ 42,000	\$ 45,000	\$ 32,000

CDAC Meeting 2/22/23





**Town of Bridgton  
Community Development  
Block Grant  
Public Facilities and Infrastructure  
Application**

July 1, 2023 – June 30, 2024

**Church Street Sidewalk  
Construction**

Submitted by the Town of Bridgton Community Development Department on January 6, 2023

## II. CONSTRUCTION APPLICATION

### COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- ☒ A. Construction Cover Page *limit 1 page*
- ☒ B. Construction Worksheet *limit 2 pages*
- ☒ C. Construction Narrative *limit 4 pages*
- ☒ D. Budget: Revenues and Expenditures, attached separately, *limit 1 page*
- ☒ E. Construction Summary *limit 1 page*

Required documents for ALL Construction Projects, applies to non-profit or Town applicants:

- ☒ Scope of work provided by Town or building professional: engineer, architect, project manager or contractor.
- ☒ Estimate provided by Town or building professional: engineer, architect, project manager or contractor. *Please note: if the project is over \$2,000 and is not being built with Town employees, federal wage rates apply.*
- ☒ Plans or Pictures if applicable, black and white, *limit 3 pages total*  
For Slum/Blight projects: Blight or decay must be documented and submitted as part of the application (required for SB)
- ☒ Project Map of the neighborhood served by this project (LMA only)
- ☒ Project Timeline attached separately

Supporting documents (subject to scoring)

- ☒ Memorandum of Agreement, if applicable, that describes the relationship between partner entities for this application. *Limit 2 pages: can be one MOA that's two pages long or two MOA's that are one page each.*
- ☐ Letter of Support, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Additional required documents for non-profit organizations:

- ☐ Verification of 501(c)3 Status, *limit 1 page*
- ☐ Most Recent Independent Auditors Report and identified findings or if an Audit is not available the most recent 990 Financial Statement
- ☐ Complete list of Board Members

Signature of the President, CEO, Executive Director, or Town Manager      Date

 01/06/23





***Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024***

**A. CONSTRUCTION COVER PAGE, limit 1 page**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2023-2024**

Application Type	<input checked="" type="checkbox"/> Construction		
Operating Agency/ Business	Town of Bridgton		
Project Name	Church Street Sidewalk Construction		
Mailing Address	3 Chase Street, Suite 1, Bridgton, ME 04009		
Project Address	Church Street, Bridgton, ME		
Executive Director	Robert Peabody	Phone 207-647-8786	Email rpeabody@bridgtonmaine.org
Project Director	Victoria Hill	Phone 207-595-3560	Email vhill@bridgtonmaine.org
Financial Contact	Holly Heymann	Phone 207-647-8786	Email hheymann@bridgtonmaine.org
Person who completed the Application	Victoria Hill Keri Montague	Phone 207-595-3560	Email vhill@bridgtonmaine.org kmontague@bridgtonmaine.org
Amount of CDBG Funds Requested	\$130,000.00	Total Project Budget \$244,150.00	
UEI Number	P23YQCT1AP25		



**Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024**

**B. CONSTRUCTION WORKSHEET, limit 2 pages**

1. **HUD National Objective.** Indicate which National Objective this program activity will address, choose one. Refer to National Objective description p. 3 for additional information.

☐ **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) *Slum or blight must be documented & submitted with the application.*

☒ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.

*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

☐ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Bridgtoners.

Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers? ☐ No ☐ Yes (please circle appropriate population)

☐ **Low and Moderate Income Housing (LMH)**

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

☒ **Creating a Suitable Living Environment**

☐ **Providing Decent Housing**

☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. Refer to the instructions on p. 6-7 for additional information.

☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*

☒ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*

☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*

☐ **Economic Opportunity:** *Assist businesses through job creation programs*

☐ **Public Services-** *Promote programs and activities that improve the quality of life for low and moderate income individuals.*

☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

4. **Location.**

A. What census tract is the project located?	A. 016000
B. Service Area: What neighborhoods will be served by this project (LMA only)	B. Church Street neighborhood and surrounding neighborhoods accessing services and businesses in downtown district





**Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024**

**5. Beneficiaries.** Describe the beneficiaries or clients served by the program.

*(LMA answer A only)*

A. Describe the beneficiaries or clients served by the program.	A. Bridgton Residents of all ages in LMI area
B. How many will be served by the proposed program?	B. n/a
C. How many are <u>residents of Bridgton</u> ?	C. n/a
D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	D. n/a
E. What percentage of total clients are low to moderate income residents of Bridgton? <i>(To calculate = D/B * 100; Must be &gt; 51%)</i>	E. n/a

**6. Program Objectives and Outcomes.** Please list below:

Program Objectives	Outcomes/ Community Impact
Extend sidewalk the full length of Church Street.	Provide safe passage to LMI residents on this corridor access to the downtown area, local hospital, local mental health facilities, the public library and other businesses frequented by residents.
	Provide continuity of sidewalk safety and aesthetic from Main Street Streetscape Project

**7. Documentation** *(not applicable for LMA)*

A. How will the beneficiaries' information be collected and documented?	A. n/a
B. How will the units of service be tracked and documented?	B. n/a
C. How will the outcomes be measured, collected, and documented?	C. n/a



## **C. CONSTRUCTION NARRATIVE**

**Program Year:** FY 2032-2024

**Organization:** Town of Bridgton, Maine

**Contact:** Victoria Hill, Community Development Director

**Address:** 3 Chase Street, Bridgton, ME 04009

**Email:** vhill@BridgtonMaine.org

**Phone:** 207-803-9956 (Direct Line); 207-595-3560 (Mobile)

**Project Title:** Church Street Sidewalk Construction

**Program Category:** Public Infrastructure/Facility

**National Objectives:**

Low/Moderate Income: Area-Wide

Funds Requested: \$130,000

Name of Authorized Official: Victoria Hill

### **1. Project Description/Scope of Work**

This project will construct a sidewalk the full length of Church Street. The cost estimate includes new bituminous sidewalk with granite curbing from the end of the existing sidewalk on Main Street to the existing sidewalk on South High Street. This area receives substantial foot traffic throughout the year as it is a passageway from LMI neighborhoods to downtown services. There is currently no side street with a safe sidewalk for residents to walk from the residential area and hospital campus on South High Street to Main Street to access the library, retail, dining, and other services.

The scope of work will consist of brand-new sidewalk construction on one side of Church Street. Utilizing the existing topographic survey from the sanitary sewer collection project, engineers will develop a plan and profile drawings depicting the existing conditions and proposed 1,300 linear feet of sidewalk improvements along Church Street, extending from Main Street to South High Street. The plans will be designed at a scale of 1" = 20' and will indicate the existing and proposed utilities, surface features, and right-of-ways based on the previously completed field survey. The engineers will also develop the necessary detail sheets to depict the design intent as well as identify any construction or permanent easements needed to accommodate the proposed sidewalk improvements. All components of the sidewalk design will be designed based on the Town of Bridgton's design standards. The construction work will go through the competitive public bidding process. Contractors will pour an aggregate base course and hot mix asphalt mix for sidewalk material along with a bituminous tack coat and vertical granite curbing. Temporary soil erosion and water pollution control will also be used on site.

The project will be designed to match the Town of Bridgton's Streetscape improvement project approved by the town under separate funds.

### **2. Need for Project**

Church Street is the only street directly connecting South High Street and Main Street. It is home to the Bridgton Public Library, which offers numerous programs and services that benefit Bridgton's LMI population. South High Street is home to the Bridgton Hospital campus, which contains the Lakes Region Recovery Center. South High Street also has Pikes Farm affordable housing community and Crooked River Counseling. Church





*Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024*

Street is used daily by pedestrians to access these places and services. Providing a sidewalk would greatly reduce the safety concerns posed by the current pedestrian traffic and vehicle traffic existing on Church Street.

**3. Project Management**

The project will be managed by the Town of Bridgton's Public Services Director David Madsen, together with the Community Development Director, Victoria Hill, and the Town Engineers from Woodard & Curran led by Senior Principal and Engineer Brent Bridges. Mr. Madsen and Woodard and Curran are managing current, major infrastructure projects including wastewater and streetscape projects for the town.

**4. Readiness to Proceed**

Upon securing funding, the Town Engineer will prepare the final design, bid documents, and will manage the bidding process. Following the selection of the successful bidder, the project will go directly into the procurement and construction phase as managed by Woodard and Curran and David Madsen. A detailed services agreement and work order executed between the Town and its Town Engineer is included as part of this application.

**5. Budget for the Project**

Project costs are estimated at \$244,150 as described in the attached budget sheet and engineer's opinion of construction cost. The Town of Bridgton is requesting CDBG funds to cover approximately 53% of the total cost, which amounts to \$130,000. This will include all engineering fees, \$66,800 of the material cost, and the total construction cost which consists of mobilization, excavation, traffic control, and tree removal referenced in the engineer's opinion of construction cost attached. The Town will contribute the remaining \$86,150 of material cost and \$28,000 contingency. In-kind services and project management are shown at zero cost in our budget as project management is within the scope of the duties regularly performed by the public services director and community development director.

	<b>CDBG</b>	<b>Town</b>	<b>Total</b>
Engineering	\$ 32,000.00		\$ 32,000.00
Materials	\$ 66,800.00	\$ 86,150.00	\$ 152,950.00
Construction	\$ 31,200.00		\$ 31,200.00
Project Management			\$ -
Other(Contingency)		\$ 28,000.00	\$ 28,000.00
<b>TOTAL</b>	<b>\$ 130,000.00</b>	<b>\$ 114,150.00</b>	<b>\$ 244,150.00</b>

**6. Implementation Schedule**

Project start will be triggered by receipt of project funds and competitive bid process. The schedule for mobilization, excavation, site prep and installation of sidewalk will be determined as a result of the bid process. The estimated schedule is as follows:

- July 2023 – final design and bid package completed by engineer (the specs are nearly complete due to the recent wastewater infrastructure completed on Church Street)
- August – September 2023 – Bid is awarded, and project schedule completed

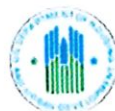
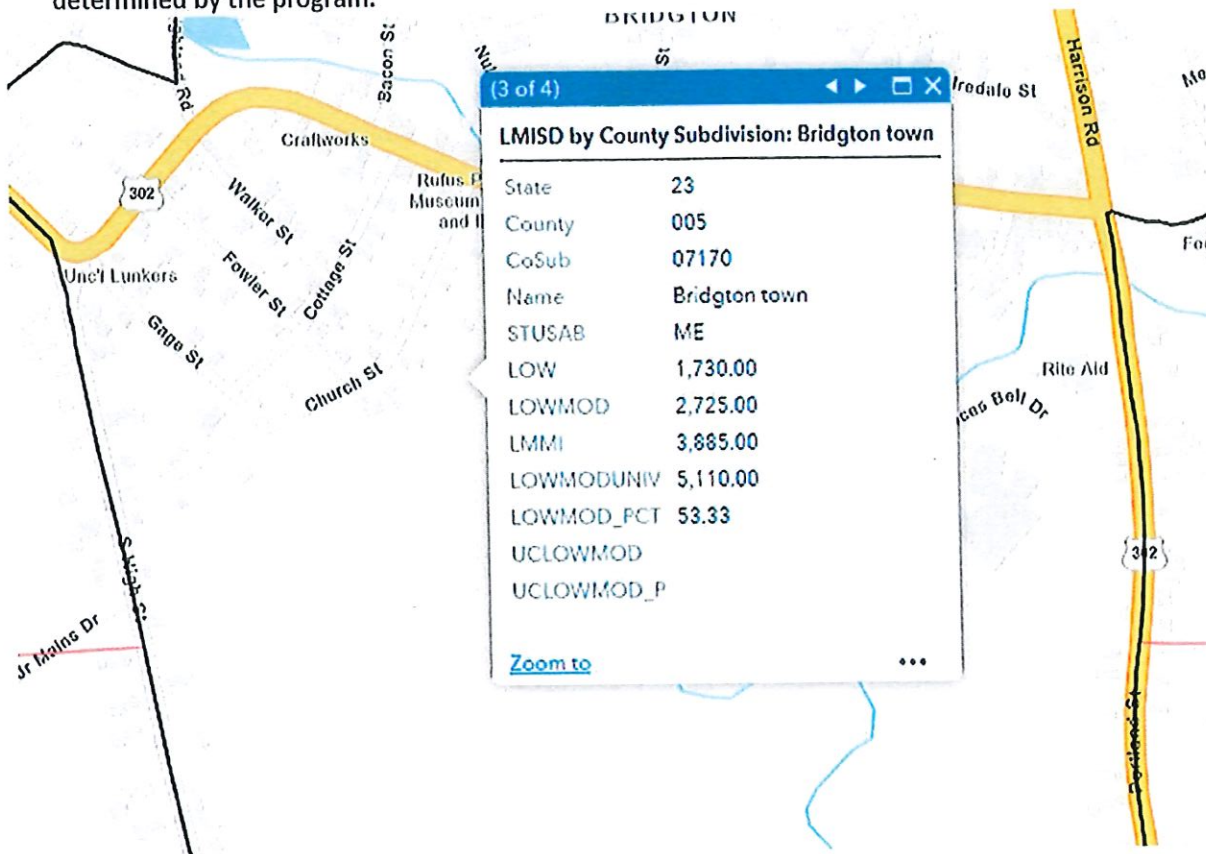


*Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024*

- October - November 2023 – if possible, the Town of Bridgton would like to have work completed before winter to put the final wearing coat on the newly paved Church Street after sidewalk construction is completed.

**7. Demonstration of Need for CDGB Funds**

If successful in securing CDBG funds, the Town of Bridgton will contribute in-kind work to include project management and administration. Bridgton qualifies to receive these CDGB funds each year specifically to achieve the national goals serving low to moderate income residents in the Town and does not generally include sources other than in-kind work performed by town personnel unless costs exceed annual allocations determined by the program.





*Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024*

**D. BUDGET: REVENUES AND EXPENDITURES,**

PROGRAM OR PROJECT NAME:		Church Street Sidewalk Construction	
APPLICANT:		Town of Bridgton	
CDBG Program Year: July 1, 2023- December 31, 2024			
REVENUES	Please Indicate: Secured or Projected	Revenues TOTAL	
CDBG Request 2023-2024	Projected	130,000	
Other HUD Funds (please list)			
a.			
Other Federal Funds (please list)			
a.			
b.			
State/ County Funds (please list)			
a.			
b.			
City Funds (Town of Bridgton)	Projected	114,150	
Private Funds (Grants, Fundraising, etc, please list)			
a.			
b.			
In Kind Services			
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		244,150	
EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Design/ Engineering	32,000		32,000
Materials/Supplies	66,800	86,150	152,950
Construction costs	31,200		31,200
Project Management		In-kind	
Other, please specify			
a. Contingency		28,000	28,000
b.			0
c.			0
d.			0
e.			0
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>	130,000	114,150	244,150



**Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024**

**E. CONSTRUCTION SUMMARY, limit 1 page**

<b>Application Type</b>	<input checked="" type="checkbox"/> Construction Project		
<b>Applicant</b>	Town of Bridgton		
<b>Project Name</b>	Church Street Sidewalk		
<b>Project Address/Location</b>	Church Street		
<b>Funds Requested</b>	\$130,000		
<b>Project Summary</b>			
This project will construct a sidewalk the full length of Church Street. The cost estimate includes new bituminous sidewalk with granite curbing from the end of the existing sidewalk on Main Street to the existing sidewalk on South High Street. This area receives substantial foot traffic throughout the year as it is a passageway from LMI neighborhoods to downtown services.			
<b>HUD National Objective</b> <i>Refer to Section III.B.1</i>	<input type="checkbox"/> Prevention of Slum/ Blight	<input type="checkbox"/> Low/ Moderate Income Clientele	
	<input checked="" type="checkbox"/> Low/Moderate Income Area	<input type="checkbox"/> Low/ Moderate Income Housing	
<b>Location - For LMA projects</b> <i>Refer to Section II.B.4</i>			
Census Tracts	016000		
Service Area Neighborhoods (For LMA Projects)	Church Street Neighborhood in the downtown district, surrounding neighborhoods accessing services and businesses in downtown district		
<b>Beneficiaries/ Clients Served -</b> <i>Refer to Section II.B.5</i>			
Client Description	Residents in LMI area		
Number of Clients Served	n/a		
Number of LMI Bridgtoners	n/a		
LMI Bridgton Percentage	n/a		
<b>Outcomes -</b> <i>Refer to Section II.B.6</i>			
Provide safe passage to LMI residents on this corridor access to the downtown area, local hospital, local mental health facilities, the public library and other businesses frequented by residents.			
<b>Budget -</b> <i>Refer to Section II.D</i>			
\$130,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$244,150	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
53.24%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds -</b> <i>Refer to Section II.D</i>			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$114,150	Town (not CDBG)	\$	Gifts in kind





## Additional Required Documents Included:

### Scope of Work

Work order provided by Woodard & Curran, *3 pages*

### Estimate

Engineers Opinion of Construction Cost Summary provided by Woodard & Curran, *1 page*

### Plans or Pictures

Plan provided by Woodard & Curran, *2 pages*

ArcGIS Maps of project area, *2 pages*

### Project Map

HUD Low- and Moderate-Income Area Data Map, *1 page*

### Project Timeline

Timeline provided by Town of Bridgton, *1 page*



# WOODARD & CURRAN TERMS & CONDITIONS

WORK ORDER NUMBER 10

Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between  
Woodard & Curran, Inc. and Town of Bridgton, dated as of 6/26/2019.

This Work Order is issued pursuant to, and in accordance with the Agreement, the terms and conditions of which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

## **Project: Church Street Sidewalk Improvements**

### **Scope of Services:**

Engineer agrees to provide the following Services to Client:

### **Task 1 – Final Design Services:**

- A. Project Meetings: Woodard & Curran anticipates attending up to two project meetings during the design phase to review proposed sidewalk layout. Meetings with the Town will correspond with deliverable submissions outlined below.
- B. Design Drawings: Utilizing the existing topographic survey from the sanitary sewer collection project, Woodard & Curran will develop plan and profile drawings depicting the existing conditions and proposed 1,300 linear feet of sidewalk improvements along Church Street, extending from Main Street to South High Street. The plans will be designed at a scale of 1" = 20' and will indicate the existing and proposed utilities, surface features, and right-of-ways based on the previously completed field survey. Woodard & Curran will also develop the necessary detail sheets to depict the design intent as well as identify any construction or permanent easements needed to accommodate the proposed sidewalk improvements. All components of the sidewalk design will be designed based on the Town of Bridgton's design standards. Woodard & Curran will conduct site visits as necessary to review existing conditions and proposed improvements.
- C. Bidding Documents: Bidding documents will consist of the contract, project drawings and technical specifications. Woodard & Curran will prepare technical specifications for the project based upon the State of Maine Department of Transportation Standard Specifications, Revision of March 2020. Technical specifications will include supplemental specifications and special provisions. Woodard & Curran will incorporate front-end specifications identifying the public procurement process, bid requirements, contractor qualifications, bonding, requirements for Davis-Bacon wage rates and all other standard contract language for the proposed project, into the final bidding documents.
- D. Construction Cost Estimate: Woodard & Curran will prepare a construction cost estimate for the work upon completion of the preliminary (50%) and final (100%) design submittals.
- E. Deliverables: Woodard & Curran will provide to the Town design submittals at the preliminary (50%) design and final (100%) design. Woodard & Curran will accept comments, modify the design, and present a final bid package to the Town. Final bidding documents will be provided to the Town electronically (PDF format).





## WOODARD & CURRAN TERMS & CONDITIONS

*Clarification: Obtaining any rights of way or easements required for the construction of the project will be the responsibility of the Town.*

### Task 2 – Bidding Services

We understand the project will be publicly bid using the Town's public procurement process. Woodard & Curran will advertise the project, act as the Plan Holder for the project, and provide Drawings and Specifications to contractors as requested. Woodard & Curran will also attend the pre-bid meeting, answer Technical RFIs submitted during the bid process and attend the bid opening.

Upon completion of the bid opening, Woodard & Curran will review the bids and tabulate bids, review the qualifications of the apparent low bidder, develop a letter summarizing this information, and prepare the Contract Documents for acceptance by the successful bidder. Advertising costs are not included as we understand those fees will be billed directly to the Town.

### Task 3 – Construction Administration Services

Woodard & Curran will provide construction administration services for the proposed sidewalk improvements including the following:

- Prepare for, attend and conduct a pre-construction meeting with the Town and Contractor prior to the start of construction.
- Review Contractor's submittals for compliance with project specifications; the submittal review process will consist of reviewing the initial submittal and up to one resubmittal.
- Review Contractor's schedule of values and payment requisitions.
- Respond to Contractor's RFIs.
- Conduct site visits to review construction progress and provide quality control activities. The following site visits are anticipated:
  - Two (2) progress visit during construction; and
  - One (1) punch-list site visit at the end of construction.

Start date: July 1, 2023

Completion date: November 3, 2023

#### Compensation:

For all Services duly rendered hereunder, Client will pay Engineer as described herein.

X **Lump Sum Fixed Fee Basis:** The services to be provided pursuant to this Work Order shall be provided on a not to exceed lump sum basis, billed monthly in a total amount of: \$ 32,000.

#### Designated Project Representatives

Client: Robert Peabody, Jr.

Engineer: Brent Bridges

Effective date: As of January 31, 2023



# WOODARD & CURRAN **TERMS & CONDITIONS**

IN WITNESS WHEREOF, the undersigned have caused this Work Order to be duly executed by their authorized representatives set forth below.

Town of Bridgton

By [Signature]  
Title Town Manager

Woodard & Curran, Inc.

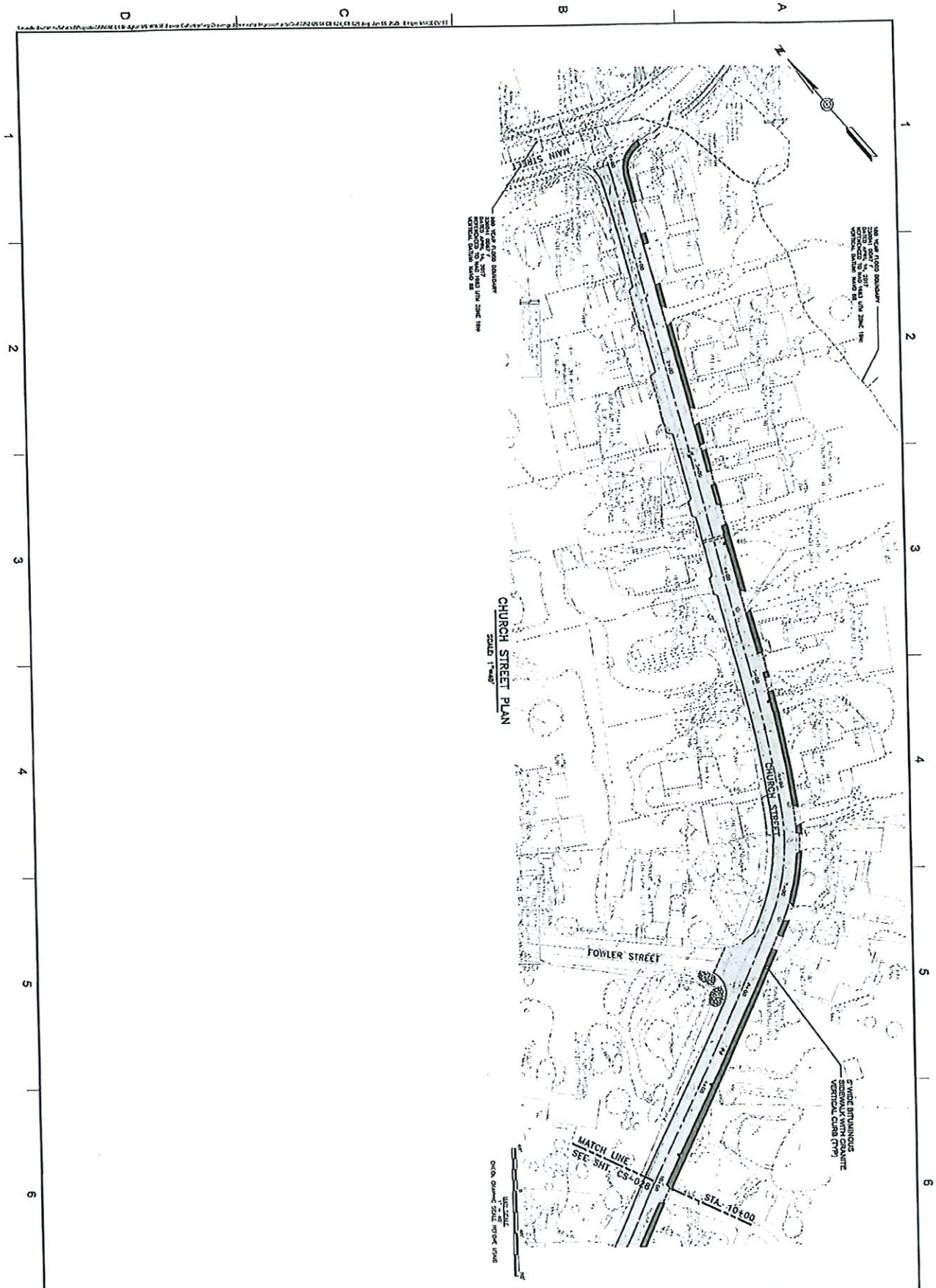
By [Signature]  
Title Senior Principal





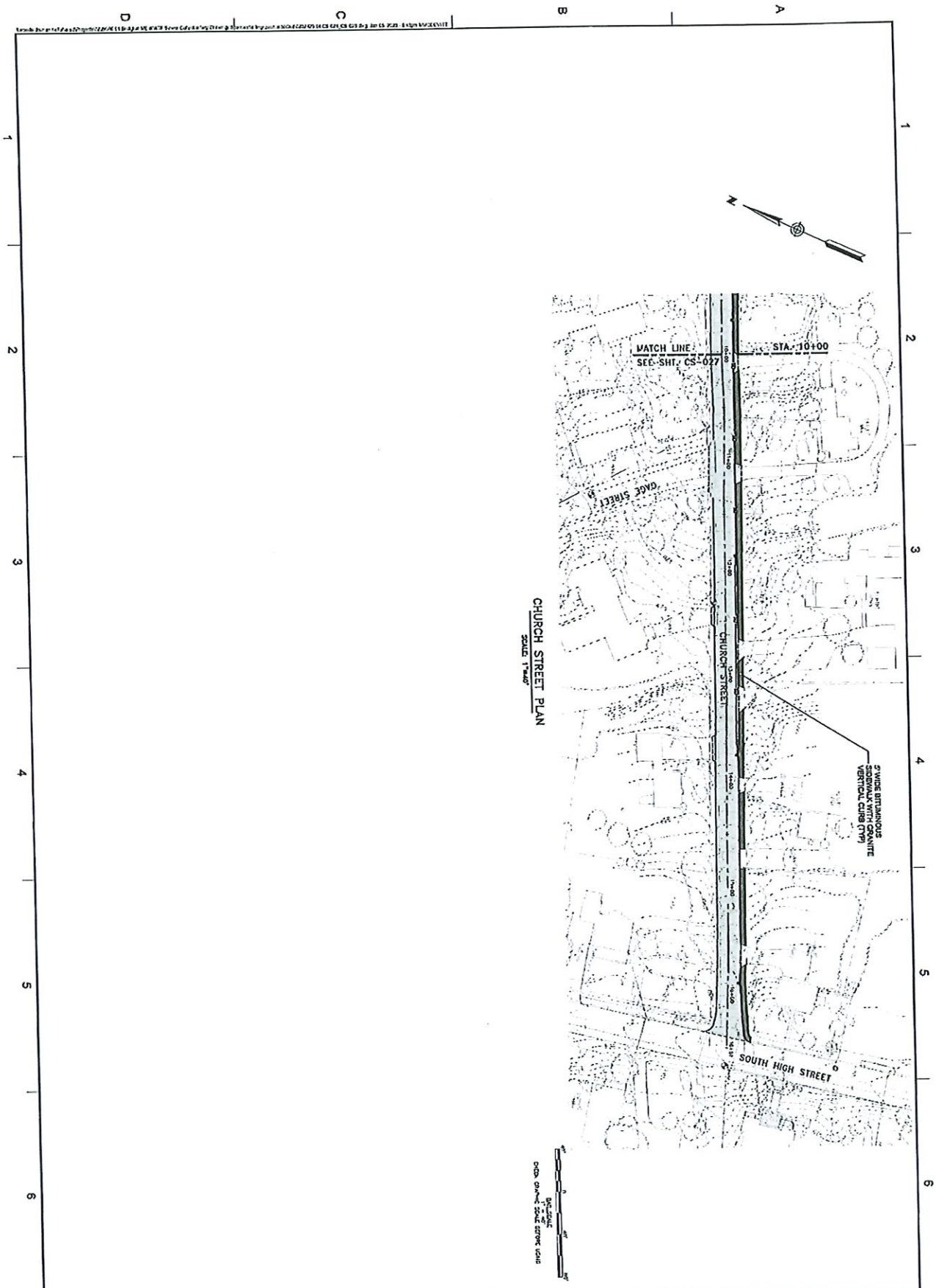
Project Name: Church Street Sidewalk  
 Project Number: 0232429.10  
 Date: 1/5/2023

Church Street Sidewalk Engineer's Opinion of Construction Cost Summary						
No.	ME DOT Pay Item	Description	Unit	Quantity	Unit Price	Total Cost
1	203.2	Common Excavation	CY	550	\$ 26.00	\$ 14,300.00
2	304.14	Aggregate Base Course - Type A	CY	200	\$ 85.00	\$ 17,000.00
3	304.1	Aggregate Base Course - Type D	CY	110	\$ 60.00	\$ 6,600.00
4	403.208	Hot Mix Asphalt, 12.5 mm Nominal Maximum Size	TON	140	\$ 170.00	\$ 23,800.00
5	409.15	Bituminous Tack Coat, Applied	LS	1	\$ 1,000.00	\$ 1,000.00
6	608.26	Curb Ramp Detectable Warning Field	SF	20	\$ 150.00	\$ 3,000.00
7	609.11	Vertical Curb Type 1	LF	1250	\$ 75.00	\$ 93,750.00
8	609.237	Terminal Curb Type 1 - 7 Foot	EA	36	\$ 100.00	\$ 3,600.00
9	615.071	Loam & Seed	LS	1	\$ 2,500.00	\$ 2,500.00
10	652.361	Work Zone Traffic Control	LS	1	\$ 3,400.00	\$ 3,400.00
11	656.75	Temporary Soil Erosion and Water Pollution Control	LS	1	\$ 1,700.00	\$ 1,700.00
12	658.1	Tree Removal	EA	5	\$ 500.00	\$ 2,500.00
13	659.1	Mobilization	LS	1	\$ 11,000.00	\$ 11,000.00
Construction Subtotal						\$ 184,150.00
Engineering Fees						\$ 32,000.00
Owner Contingency						\$ 28,000.00
Total Construction Cost (Base Bid)						\$ 244,150.00



<b>CS-027</b> TOWN OF BRIDGTON BRIDGTON, MAINE 2022 ROAD AND DRAINAGE IMPROVEMENTS	<b>CHURCH STREET</b>	PREPARED BY: [blank] CHECKED BY: [blank] DESIGNED BY: [blank]	DATE: [blank] SCALE: [blank]
		<b>Woodard &amp; Curran</b> 41 Main Street Portland, ME 04101 202.426.4262   www.woodardcurran.com COMMITMENT & INTEGRITY DRIVE RESULTS	





<b>CS-028</b> TOWN OF EXETER EXETER, MAINE 2022 ROAD AND DRAINAGE IMPROVEMENTS	<b>CHURCH STREET</b>	SHEET NO. 1 OF 1	PROJECT NO. 2022-01	DATE: 11-09-23	DRAWN BY: J. B. B.	CHECKED BY: J. B. B.	DESIGNED BY: J. B. B.	REVISIONS:
		PREPARED BY: J. B. B.	DATE: 11-09-23	PROJECT NO. 2022-01	SHEET NO. 1 OF 1	TOWN OF EXETER EXETER, MAINE		

**Woodard & Curran**  
 41 FURNACE BOULEVARD  
 PORTLAND, MAINE 04102  
 207.432.4210 | www.woodardcurran.com  
 COMMITMENT & INTEGRITY DRIVE RESULTS



This is a detailed street map of a neighborhood in Portland, Oregon. The map is oriented with North at the top. A prominent yellow highlight is placed on Church St, which runs diagonally from the top left towards the center. To the right of Church St, a series of streets run parallel to it, including Gage St, Fowler St, Walker St, and Main St. A large, shaded area on the left side of the map represents a park or undeveloped land. A blue line indicates the location of Stevens Brook. Various landmarks are labeled, such as the Rufus Porter Museum of Art and ING, and the Depot. The map is oriented with North at the top.

## ⊖ Culvert Inlets

## Stom Culverts

## Streams (Reference)

Roads (Reference)

 Municipal Property (Reference)

**Credit should always be given to the data source and/or originator when the data is disseminated in print.**

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## ArcGIS Web AppBuilder



A horizontal scale bar with tick marks. Above the bar, the distances are labeled in miles: 0, 0.03, 0.06, 0.09, 0.11, and 0.17 mi. Below the bar, the distances are labeled in kilometers: 0, 0.04, 0.09, and 0.17 km. The scale bar is labeled '1:4,514' at the top right.

- Legend**

  - Culvert Outlets
  - Culvert Inlets
  - Storm Culverts
  - Parcels (reference)
  - Municipal Property (Reference)
  - Roads (Reference)
  - Town Boundary (Reference)
  - Zoning (Reference)
  - Downtown Village Business District I
  - Downtown Village Neighborhood District
  - Downtown Village Neighborhood District
  - Rural Neighborhood District
  - Town Owned Land (Park, Beach, etc)

0 0.04 0.09 0.17 km

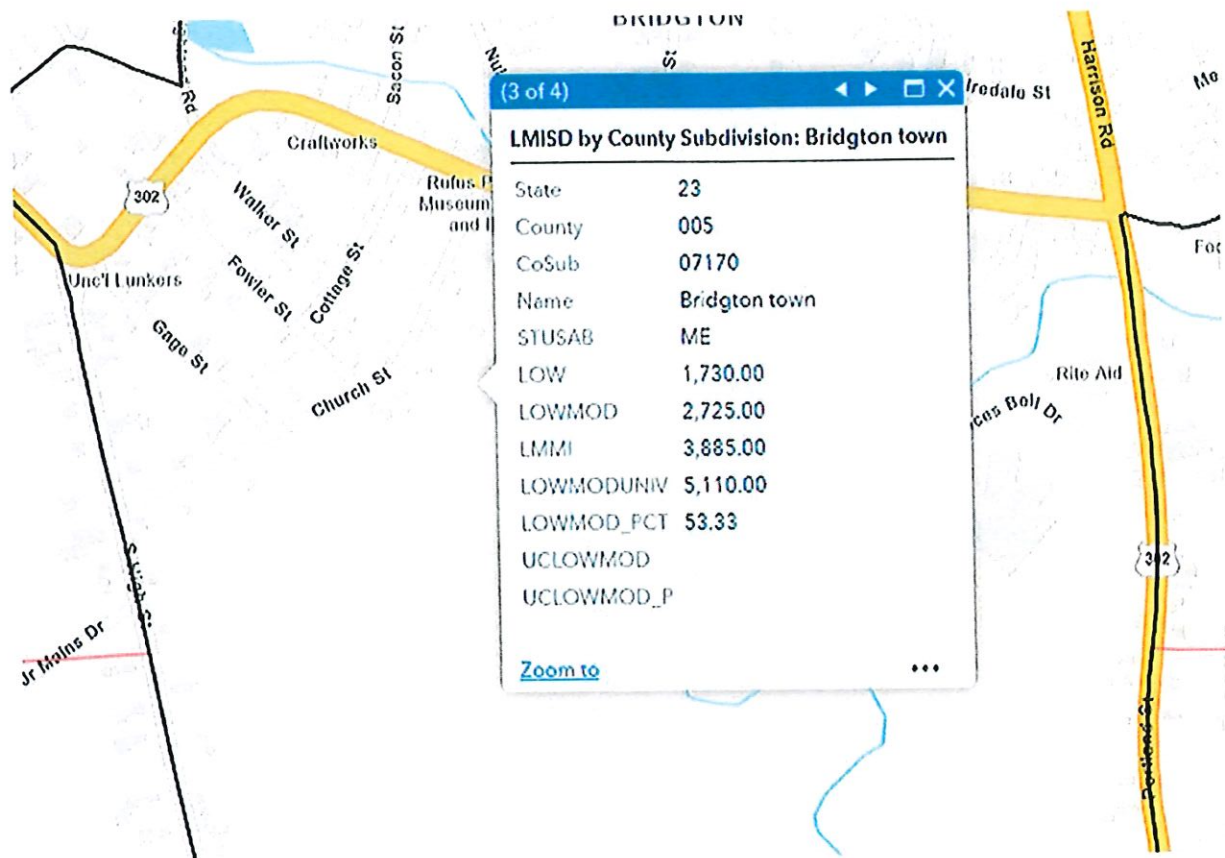
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ARCgis Web Appbuilder

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## HUD Low- and Moderate-Income Area Data Map





## Project Timeline – Church Street Sidewalk Construction

### July 2023

- CDBG funds awarded
- Engineer creates final design
- Engineer prepares bid documents
- Begin public bidding process

### August - September 2023

- Bid awarded
- Final project schedule completed with contractor

### October - November 2023

- Construction takes place for 3–4-week duration
- Davis Bacon Interviews performed
- All invoices and backup material submitted



**Town of Bridgton  
Community Development  
Block Grant  
Public Facilities and Infrastructure  
Application**

July 1, 2023 – June 30, 2024

**Church Street Sidewalk  
Construction**

Submitted by the Town of Bridgton Community Development Department on January 6, 2023



**Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024**

**A. CONSTRUCTION COVER PAGE, limit 1 page**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2023-2024**

Application Type	<input checked="" type="checkbox"/> Construction		
Operating Agency/ Business	Town of Bridgton		
Project Name	Church Street Sidewalk Construction		
Mailing Address	3 Chase Street, Suite 1, Bridgton, ME 04009		
Project Address	Church Street, Bridgton, ME		
Executive Director	Robert Peabody	Phone 207-647-8786	Email rpeabody@bridgtonmaine.org
Project Director	Victoria Hill	Phone 207-595-3560	Email vhill@bridgtonmaine.org
Financial Contact	Holly Heymann	Phone 207-647-8786	Email hheymann@bridgtonmaine.org
Person who completed the Application	Victoria Hill Keri Montague	Phone 207-595-3560	Email vhill@bridgtonmaine.org kmontague@bridgtonmaine.org
Amount of CDBG Funds Requested	\$130,000.00	Total Project Budget \$244,150.00	
UEI Number	P23YQCT1AP25		



**Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024**

**5. Beneficiaries.** Describe the beneficiaries or clients served by the program.

*(LMA answer A only)*

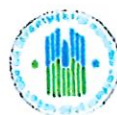
A. Describe the beneficiaries or clients served by the program.	A. Bridgton Residents of all ages in LMI area
B. How many will be served by the proposed program?	B. n/a
C. How many are <i>residents of Bridgton</i> ?	C. n/a
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. n/a
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. n/a

**6. Program Objectives and Outcomes.** Please list below:

Program Objectives	Outcomes/ Community Impact
Extend sidewalk the full length of Church Street.	Provide safe passage to LMI residents on this corridor access to the downtown area, local hospital, local mental health facilities, the public library and other businesses frequented by residents.
	Provide continuity of sidewalk safety and aesthetic from Main Street Streetscape Project

**7. Documentation** *(not applicable for LMA)*

A. How will the beneficiaries' information be collected and documented?	A. n/a
B. How will the units of service be tracked and documented?	B. n/a
C. How will the outcomes be measured, collected, and documented?	C. n/a





*Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024*

Street is used daily by pedestrians to access these places and services. Providing a sidewalk would greatly reduce the safety concerns posed by the current pedestrian traffic and vehicle traffic existing on Church Street.

**3. Project Management**

The project will be managed by the Town of Bridgton's Public Services Director David Madsen, together with the Community Development Director, Victoria Hill, and the Town Engineers from Woodard & Curran led by Senior Principal and Engineer Brent Bridges. Mr. Madsen and Woodard and Curran are managing current, major infrastructure projects including wastewater and streetscape projects for the town.

**4. Readiness to Proceed**

Upon securing funding, the Town Engineer will prepare the final design, bid documents, and will manage the bidding process. Following the selection of the successful bidder, the project will go directly into the procurement and construction phase as managed by Woodard and Curran and David Madsen. A detailed services agreement and work order executed between the Town and its Town Engineer is included as part of this application.

**5. Budget for the Project**

Project costs are estimated at \$244,150 as described in the attached budget sheet and engineer's opinion of construction cost. The Town of Bridgton is requesting CDBG funds to cover approximately 53% of the total cost, which amounts to \$130,000. This will include all engineering fees, \$66,800 of the material cost, and the total construction cost which consists of mobilization, excavation, traffic control, and tree removal referenced in the engineer's opinion of construction cost attached. The Town will contribute the remaining \$86,150 of material cost and \$28,000 contingency. In-kind services and project management are shown at zero cost in our budget as project management is within the scope of the duties regularly performed by the public services director and community development director.

	CDBG	Town	Total
Engineering	\$ 32,000.00		\$ 32,000.00
Materials	\$ 66,800.00	\$ 86,150.00	\$ 152,950.00
Construction	\$ 31,200.00		\$ 31,200.00
Project Management			\$ -
Other(Contingency)		\$ 28,000.00	\$ 28,000.00
<b>TOTAL</b>	<b>\$ 130,000.00</b>	<b>\$ 114,150.00</b>	<b>\$ 244,150.00</b>

**6. Implementation Schedule**

Project start will be triggered by receipt of project funds and competitive bid process. The schedule for mobilization, excavation, site prep and installation of sidewalk will be determined as a result of the bid process. The estimated schedule is as follows:

- July 2023 – final design and bid package completed by engineer (the specs are nearly complete due to the recent wastewater infrastructure completed on Church Street)
- August – September 2023 – Bid is awarded, and project schedule completed



**Town of Bridgton Community Development Block Grant Public Facilities and Infrastructure Application  
2023-2024**

**D. BUDGET: REVENUES AND EXPENDITURES,**

PROGRAM OR PROJECT NAME:

Church Street Sidewalk Construction

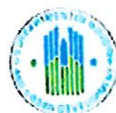
APPLICANT:

Town of Bridgton

CDBG Program Year: July 1, 2023- December 31, 2024

REVENUES	Please Indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2023-2024	Projected	130,000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds (Town of Bridgton)	Projected	114,150
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>244,150</b>

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Design/ Engineering	32,000		32,000
Materials/Supplies	66,800	86,150	152,950
Construction costs	31,200		31,200
Project Management		In-kind	
Other, please specify			
a. Contingency		28,000	28,000
b.			0
c.			0
d.			0
e.			0
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>	<b>130,000</b>	<b>114,150</b>	<b>244,150</b>





## Additional Required Documents Included:

### Scope of Work

Work order provided by Woodard & Curran, *3 pages*

### Estimate

Engineers Opinion of Construction Cost Summary provided by Woodard & Curran, *1 page*

### Plans or Pictures

Plan provided by Woodard & Curran, *2 pages*

ArcGIS Maps of project area, *2 pages*

### Project Map

HUD Low- and Moderate-Income Area Data Map, *1 page*

### Project Timeline

Timeline provided by Town of Bridgton, *1 page*



## WOODARD & CURRAN TERMS & CONDITIONS

*Clarification: Obtaining any rights of way or easements required for the construction of the project will be the responsibility of the Town.*

### Task 2 – Bidding Services

We understand the project will be publicly bid using the Town's public procurement process. Woodard & Curran will advertise the project, act as the Plan Holder for the project, and provide Drawings and Specifications to contractors as requested. Woodard & Curran will also attend the pre-bid meeting, answer Technical RFIs submitted during the bid process and attend the bid opening.

Upon completion of the bid opening, Woodard & Curran will review the bids and tabulate bids, review the qualifications of the apparent low bidder, develop a letter summarizing this information, and prepare the Contract Documents for acceptance by the successful bidder. Advertising costs are not included as we understand those fees will be billed directly to the Town.

### Task 3 – Construction Administration Services

Woodard & Curran will provide construction administration services for the proposed sidewalk improvements including the following:

- Prepare for, attend and conduct a pre-construction meeting with the Town and Contractor prior to the start of construction.
- Review Contractor's submittals for compliance with project specifications; the submittal review process will consist of reviewing the initial submittal and up to one resubmittal.
- Review Contractor's schedule of values and payment requisitions.
- Respond to Contractor's RFIs.
- Conduct site visits to review construction progress and provide quality control activities. The following site visits are anticipated:
  - o Two (2) progress visit during construction; and
  - o One (1) punch-list site visit at the end of construction.

Start date: July 1, 2023

Completion date: November 3, 2023

#### Compensation:

For all Services duly rendered hereunder, Client will pay Engineer as described herein.

X **Lump Sum Fixed Fee Basis:** The services to be provided pursuant to this Work Order shall be provided on a not to exceed lump sum basis, billed monthly in a total amount of: \$ 32,000.

Designated Project Representatives

Client: Robert Peabody, Jr.

Engineer: Brent Bridges

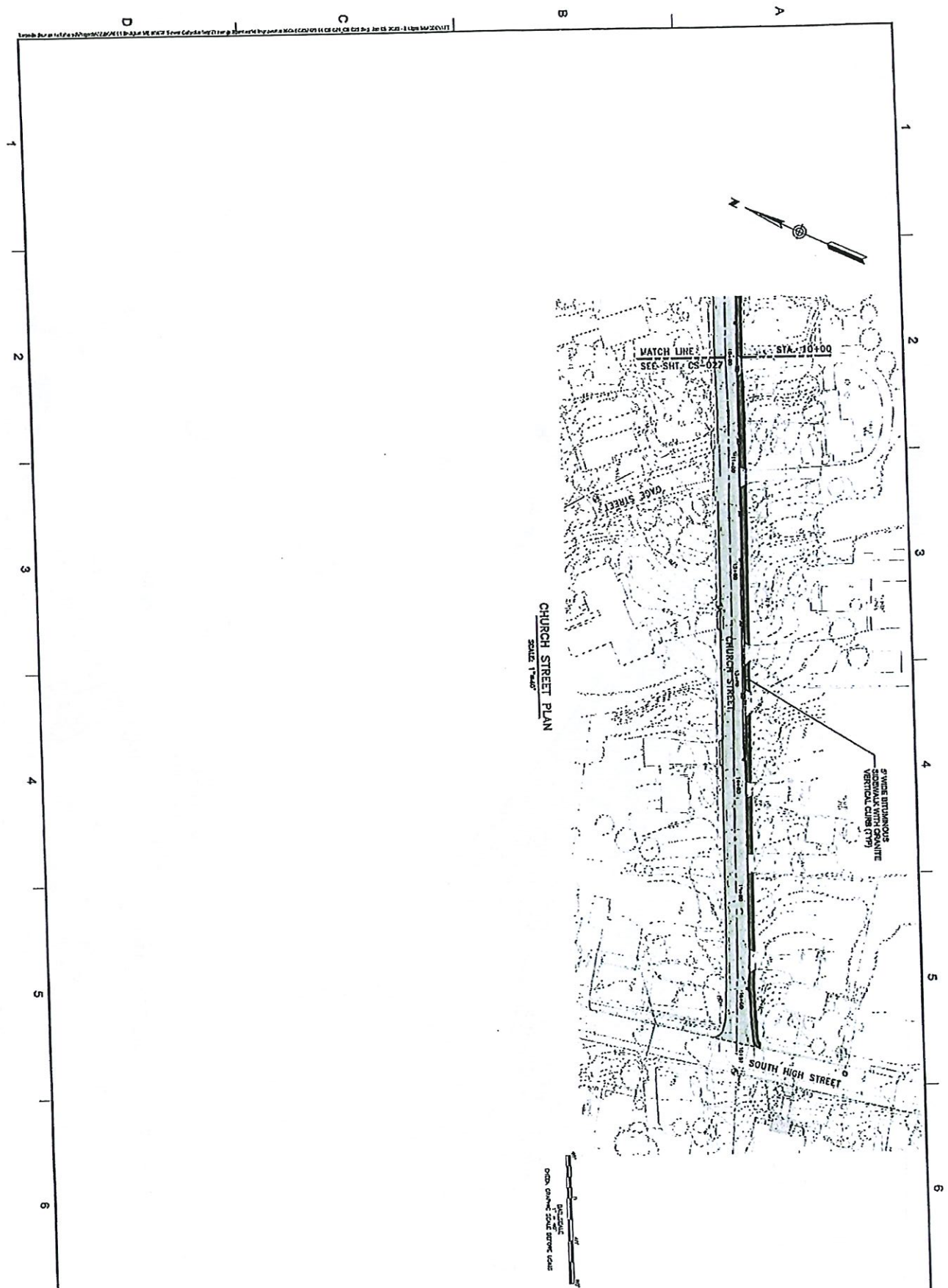
Effective date: As of January 31, 2023





Project Name: Church Street Sidewalk  
Project Number: 0232429.10  
Date: 1/5/2023

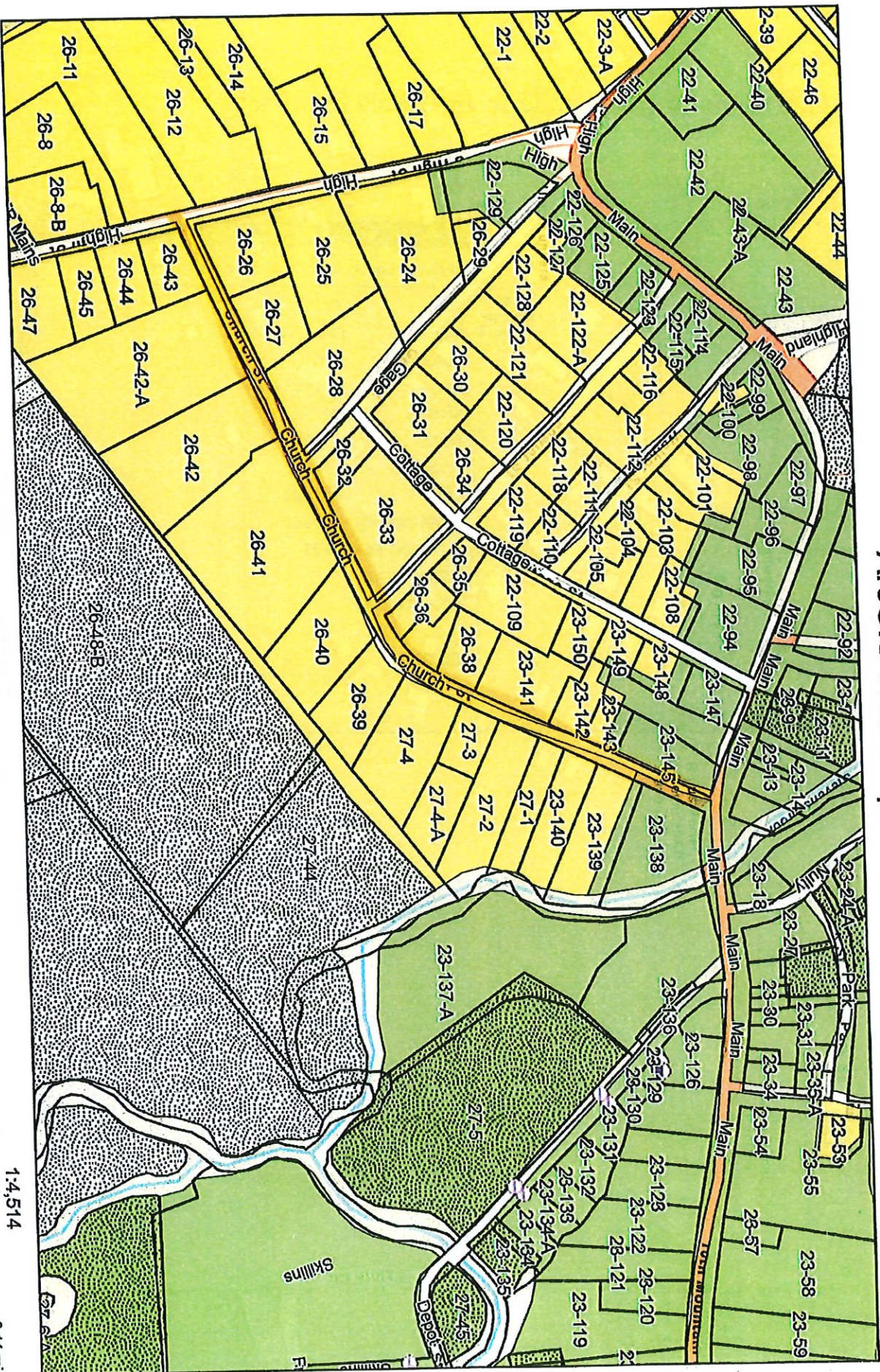
Church Street Sidewalk Engineer's Opinion of Construction Cost Summary						
No.	ME DOT Pay Item	Description	Unit	Quantity	Unit Price	Total Cost
1	203.2	Common Excavation	CY	550	\$ 26.00	\$ 14,300.00
2	304.14	Aggregate Base Course - Type A	CY	200	\$ 85.00	\$ 17,000.00
3	304.1	Aggregate Base Course - Type D	CY	110	\$ 60.00	\$ 6,600.00
4	403.208	Hot Mix Asphalt, 12.5 mm Nominal Maximum Size	TON	140	\$ 170.00	\$ 23,800.00
5	409.15	Bituminous Tack Coat, Applied	LS	1	\$ 1,000.00	\$ 1,000.00
6	608.26	Curb Ramp Detectable Warning Field	SF	20	\$ 150.00	\$ 3,000.00
7	609.11	Vertical Curb Type 1	LF	1250	\$ 75.00	\$ 93,750.00
8	609.237	Terminal Curb Type 1 - 7 Foot	EA	36	\$ 100.00	\$ 3,600.00
9	615.071	Loam & Seed	LS	1	\$ 2,500.00	\$ 2,500.00
10	652.361	Work Zone Traffic Control	LS	1	\$ 3,400.00	\$ 3,400.00
11	656.75	Temporary Soil Erosion and Water Pollution Control	LS	1	\$ 1,700.00	\$ 1,700.00
12	658.1	Tree Removal	EA	5	\$ 500.00	\$ 2,500.00
13	659.1	Mobilization	LS	1	\$ 11,000.00	\$ 11,000.00
<b>Construction Subtotal</b>						<b>\$ 184,150.00</b>
Engineering Fees						\$ 32,000.00
Owner Contingency						\$ 28,000.00
<b>Total Construction Cost (Base Bid)</b>						<b>\$ 244,150.00</b>



<b>CS-028</b> TOWN OF BRIDGTON BRIDGTON, MAINE 2022 ROAD AND DRAINAGE IMPROVEMENTS	<b>CHURCH STREET</b>		ELEVATION EXISTING 2.0M PROPOSED 2.0M EXISTING 2.0M	CHURCH STREET 10+00 TO 10+60	 <b>Woodard &amp; Curran</b> 41 Parkside Drive Portland, Maine 04102 617-432-4112   www.woodardcurran.com CONSULTANT & INTEGRITY DRIVE REPORT
	PROJECT NO. 2022-01		SHEET NO. 02 OF 02	DATE: 08/2022	



# ArcGIS Web Map



12/30/2022, 3:41:44 PM

- Culvert Outlets
- Culvert Inlets
- Storm Culverts
- Parcels (reference)
- Municipal Property (Reference)
- Roads (Reference)
- Town Boundary (Reference)
- Zoning (Reference)
- Downtown Village Business District
- Downtown Village Neighborhood District
- Rural Neighborhood District
- Town Owned Land (Park, Beach, etc)

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

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## Project Timeline – Church Street Sidewalk Construction

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**Town of Bridgton  
Community Development  
Block Grant  
Public Service  
Application**

**July 1, 2023 – June 30, 2024**

**Applications due - 4:00 PM, January 6, 2023**



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2023-2024**

**II. SOCIAL SERVICE APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

**Please submit each section of the application, including this checklist:**

- ☒ **A. Social Service Cover Page, limit 1 page**
- ☒ **B. Social Service Worksheet, limit 2 pages**
- ☒ **C. Social Service Narrative, limit 7 pages**
- ☒ **D. Budget: Revenues and Expenditures, attached separately, limit 1 page**

*Budget worksheet MUST match budget listed on the Cover Page, Summary page,  
and in the narrative*

*Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget*

- ☒ **E. Social Service Summary, limit 1 page**

*[Complete this section in whole; this information will be provided to the Board of  
Selectmen at time of recommendation or upon request]*

**Required documents for non-profit organizations:**

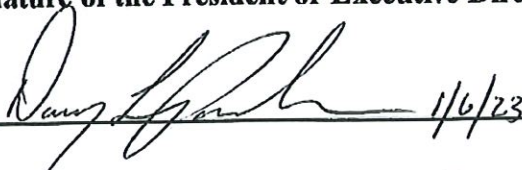
- ☒ **Verification of 501(c)3 Status, limit 1 page**
- ☒ **Agency Organizational Chart** to show how the proposed program fits into the  
overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ **Most Recent Agency Operating Budget Summary, limit 1 page**
- ☒ **Most Recent Independent Auditors Report and identified findings or if an  
Audit is not available the most recent 990 Financial Statement**
- ☒ **Complete list of Board Members**

**Supporting documents (subject to scoring):**

- ☒ **Project Timeline** may be included in narrative or attached separately
- ☐ **Partnership/Collaboration Memorandum of Agreement, limit 2 pages:** may be one  
MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support, if there is no MOA;** a letter of support may be submitted. *Limit  
2 pages: can be one letter that's two pages long or two letters that are one page each.*

**Signature of the President or Executive Director or Town Manager**

**Date**

  
\_\_\_\_\_







**Town of Bridgton  
Community Development  
Block Grant  
Public Service  
Application**

**July 1, 2023 – June 30, 2024**

**Applications due - 4:00 PM, January 6, 2023**



**Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024**

**A. SOCIAL SERVICE COVER PAGE, limit 1 page**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2023-2024**

Application Type	<input checked="" type="checkbox"/> Standard Social Service		
Operating Agency	Bridgton Community Center		
Program Name	Community Resource Navigator (CRN)		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director	Darcey Pomerleau	Phone 207-647-3116	Email executivedirector@bridgtoncommunitycenter.org
Project Director	Community Resource Navigator- D.P/M.H	Phone 207-647-3116	Email Pending
Financial Contact	Darcey Pomerleau	Phone 207-647-3116	Email executivedirector@bridgtoncommunitycenter.org
Person who completed the Application	Darcey Pomerleau	Phone 207-647-3116	Email executivedirector@bridgtoncommunitycenter.org
Amount of CDBG Funds Requested	\$17,680.00	Total Program Budget \$26,720	
UEI Number	FHPLBNXFN321 <i>*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your organization does not have one yet.</i>		





***Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024***



**Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024**

**B. SOCIAL SERVICE WORKSHEET, limit 2 pages**

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

☒ **Low and Moderate-Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Bridgtoners.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*? ☐ No ☒ Yes (please circle appropriate population) **ALL OF THE ABOVE**

☐ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.

*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

☒ **Creating a Suitable Living Environment**

☐ **Providing Decent Affordable Housing**

☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. Refer to the instructions p. 6 for additional information.

☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*

☐ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*

☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*

☐ **Economic Opportunity:** *Assist businesses through job creation programs*

☒ **Public Services-** *Promote programs and activities that improve the quality of life for low- and moderate-income individuals.*

☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Low/Mod Income, all ages, elderly, disabled, veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 145 estimate
C. How many are <u>residents of Bridgton</u> ?	C. 140 estimate
D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	D. 139 estimate





**Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024**

E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be $> 51\%$ )	E. 95%
--	--------

**5. Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. Client / Agency contacts
B. How many units of service will be provided by the program?	B. 1040
C. What is the cost per unit of service?	C. 58.82
D. Explain the relationship between the cost per unit of service and the total program budget.	D. Budget is for payroll of CRN
E. What percentage of the total budget is CDBG?	E. 62%

**6. Program Objectives and Outcomes.** Please list below.

Program Objectives	Outcomes/ Community Impact
To connect people to services at the local, county, state & federal levels to meet their needs. Including emergency fuel.	Increased access to services to meet basic needs and basic needs will be met. Healthier community.
Assist with application process. Many lack computers/internet access, do not understand the application. Do not have access to documentation.	Increase the number of complete applications w/documentation and increase delivered services. Reduce the amount of processing time.
Provide pathways to resolving multiple issues by establishing ongoing relationships.	Move people forward into a more productive and self-sustaining life

**7. Employees.** Program specific, not for the entire organization.

A. How many employees are currently employed in this program?	A. 1
B. How many employees will be employed in this program if it receives CDBG funding?	B. 1
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 0

**8. Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Income Verification Forms/CDBG Report. CRN will maintain confidential files for each client documenting ongoing assistance.
B. How will the units of service be tracked and documented?	B. CRN will maintain monthly numbers of client meetings (new and duplicated)
C. How will the outcomes be measured, collected, and documented?	C. Due to time constraints of the position, Numbers of clients and meetings.

**Please limit the Social Service Worksheet to 2 (two) Pages.**





## **C. SOCIAL SERVICE NARRATIVE**

### **1. Program Description**

The Community Resource Navigator Program (CRN) is a resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton's L/M income people including elderly, disabled, veterans and vulnerable populations. The CRN meets with individuals by appointment at the BCC and by phone, e-mail, and zoom during times of illness (covid) to assess and address their needs. This may include immediate emergencies or long-term issues. The CRN will research solutions to their immediate problems including making applications to and accessing documentation for local, county, state and federal resources. Much of the CRN's work is done outside of the client visit making the necessary connections. On a longer-term basis, the CRN will work with appropriate clients to develop a short/long range plan to improve their situation. Starting in July of 2022 to December the CRN has assisted 75 families.

**New this year-** CRN staffing changes have occurred. The BCC welcomes a new Navigator.

**Extension of services-** The BCC has added the administration of the BCC Emergency Fuel Program to the CRN's duties. This program provides a one-time fuel delivery of 100 gallons of fuel during the heating season (November-March) to Bridgton residents who qualify. There is an application process, and the CRN makes arrangements for the fuel delivery. HUD income guidelines are used. We believe that when the CRN does the application process, they will discover additional needs that may be addressed by the CRN. All funds for the BCC fuel program are acquired through private donations raised by the BCC. The CRN will work directly with the BCC Director on the administration and availability of these funds. Currently we are providing services to 23 households.

**Extension of services-** Through the generosity of private donations, the CRN has at their disposal a Navigator Discretionary Fund that can be used to address emergencies that are not covered by any other resources. The CRN will work directly with the BCC Director on the administration and availability of these funds.

**Extension of services-** The CRN with the BBC Director is working to develop a more collaborative relationship with outside agencies including Opportunity Alliance and Southern Maine Agency on Aging. This may include training for the CRN to assist outside agencies with prequalifying applicants, cultivating a direct contact for the CRN and/or satellite service by the agency. In October of 2022 the CRN and BCC collaborated with Opportunity Alliance to provide two separate days for LIHEAP registration. We successfully helped serve 48 households.

This is **not a new** program. The CRN program was created in 2015 with CDBG funds. This request is an **expansion** of the program. Many issues are not being addressed due to the separation of the BCC fuel program and the CRN program. Improved relations with outside agencies and increased training for the CRN will increase and streamline the effectiveness of programs like LIHEAP, Weatherization, Veteran's services and senior specific programs, it is still difficult to reach rural Bridgton effectively.





**Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024**

**2. Need for the Project**

\* Bridgton's population is 5,346 (total households 2,098)

a. Median household income	\$48,319
b. No high school degree (age 25+)	6.2%
c. High school degree or equal (age 25+)	41.7%
d. Labor force participation (16+)	56.2%
e. Age 55+	35%
f. % Persons below poverty	16.9%

\* from "Bridgton Economic and Market Analysis" December 2019 by Maine Center for Business and Economic Research, University of Southern Maine.

The distance from county, state and federal agencies, lack of computer skills and technology, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving "red tape" issues and ability to receive services.

**3. Project Management**

The CRN project is managed by the Community Resource Navigator who makes appointments, conducts intake and interviews, makes referrals as requested/needed and follows up with individuals to determine the need for additional resources and research. In all cases guidelines and confidentiality policies are followed, including HIPAA. The CRN will maintain releases, income verification forms and CBDG monthly reports to be given to the BCC Director. The CRN will be supervised by the Director who holds a bachelor's degree in Sociology, is a Licensed Social Worker and has 25+ direct years of social service experience.

The BCC Director will do the reporting to the Town of Bridgton per CDBG guidelines and will manage all funds through the BCC's accounting firm, Jones and Matthews. All financials are reviewed by the BCC Treasurer and Board of Directors monthly. An "Independent Accountants' Compilation Report" is done yearly by Jones and Matthews.

**4. Readiness to proceed**

The CRN Program is actively in place and if funded the additional duties can easily be adopted by the new CRN. We continue to collaborate with Opportunity Alliance and are in the process of improving access to applications to programs, resources, and services.

**5. Budget for the Project**

	<b>CDBG</b>	<b>BCC</b>
Facility, internet, telephone, fax, copies		\$3,000
Computer, staff support, administration utilities		
Payroll taxes & processing fees		\$3,360
Annual Gross Pay Navigator (20 hrs.\wk. @ \$17.00\hr.)	\$17,680	<u>\$2,680</u>



***Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024***

**TOTALS**

**\$17,680      \$9,040**

**TOTAL PROJECT COST: \$26,720**

**6. Implementation Schedule**

The CRN is an established program until the end of program year 2022- 2023.

February 15, 2023- New Navigator trained.

Continued improved process with Opportunity Alliance –on going

Necessary training identified and scheduled

April 15, 2023- CRN duties for 2023- 2024 redefined

Fuel assistance program restructured- in progress

All applications & documentation reviewed & updated

Reporting procedures defined

May 15, 2023- All systems and documentation reviewed by BCC Board of

Directors after approval- training session for CRN and Director

June 15, 2023- Public information campaign

July 01, 2023- CRN program fully operational

**7. Demonstration of Need for CDBG funds**

The CRN program began with a volunteer. The need for a CRN has grown and since 2015 this program has primarily been funded with CDBG funds. The Bridgton Community Centers annual budget is around \$240,000, while a limited increase from last year it now supports two new full-time staff and a portion of the CRN position. Many of our resources are acquired through donations which we have utilized in programming. We have not applied for other grants for this program; however, we continue to explore possibilities such as ARPA. We are always grateful for the continued support we receive and hope for funding to be granted in order to continue and expand the CRN hours to properly address the needs of Bridgton residents.

**8. Partnerships, Collaboration, and Outreach**

The CRN works with over 40 providers in coordination of services and outreach to the community. The BCC and CRN continue to maintain and establish new collaborations with small nonprofits at the local level such as churches, the Recovery Center, food pantry, and service groups such as the Lions Club, the Legion, and the Rotary, we also collaborate with local business and the Town of Bridgton. At the county level we continue to collaborate with Regional Transportation, LIHEAP and Opportunity Alliance. At the state and federal level, we collaborate with DHHS, Southern Maine Agency on Aging, Maine Housing Authority, Maine Care, Medicare, Social Security and Disability, and Veteran's services. The BCC and CRN serve as a resource and referral hub for the residents of Bridgton.

**D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.**

Complete separate Excel budget form.





**D. BUDGET FORM , limit 1 page**

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME:

Community Resource Navigator

OPERATING AGENCY:

Bridgton Community Service

CDBG Program Year (PY): July 1, 2023- June 30, 2023\*

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2023-2024	Projected	17680
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds		
Private Funds (Grants, Fundraising, etc, please list)	Secured	6040
a.		
b.		
In Kind Services	Secured	3000
total:		26720

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Administration			
Employee Salaries	17680		17680
Employee Fringe Benefits			
Professional Services/ Consultant			
Equipment		1000	1000
Materials/Supplies		1000	1000
Office Space (Program only)		1000	1000
Construction costs			
Insurance			
Advertising & Public Information			
Other, please specify			
employee payroll taxes and processing fees		6040	6040
b.			
c.			
d.			
e.			
TOTAL PROGRAM or PROJECT EXPENSES	17680	9040	26720

\* A second Budget form will need to be submitted for multi-year social service requests.

**Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024**

**E. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input checked="" type="checkbox"/> Standard social service		
<b>Operating Agency</b>	Bridgton Community Center		
<b>Program Name</b>	Community Resource Navigator Program (CRN)		
<b>Funds Requested</b>	\$ 17,680.00		
<b>Program Summary</b>			
The Community Resource Navigator will meet with L/M Bridgton residents to connect them to resources that will aid in the resolution of short- or long-term problems. Referrals will come through the BCC from citizens, hospitals, churches, and agencies. CRN will assist with the qualification and application process and administer the BCC Emergency Fuel Program and the Navigator Discretionary fund. The CRN will work directly with the BCC Director and all appropriate agencies and services to improve quality of life and ability to thrive in Bridgton.			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input checked="" type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input checked="" type="checkbox"/> Creating Suitable Living Environment <input type="checkbox"/> Providing Decent Housing <input type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description	Low/Mod Income, Elderly, Veterans, Disabled, Youth		
Number of Clients Served	145		
Number of LMI Bridgtoners	140		
LMI Bridgton Percentage	95%		
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service	Client meeting/resource contact		
Number of Units Provided	1040		
Cost per Unit of Service	\$58.8		\$
<b>Outcomes - Refer to Section II.B.6</b>			
The CRN project will improve the lives of L/M Bridgton residents by connecting them to available resources, assisting with budgeting issues; housing, employment, transportation, negotiating payment arrangements; demystifying state and federal applications and communications. Connect them to resources unknown to them.			
<b>Budget - Refer to Section II.D Budget</b>			
\$17,680.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$26,720.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
62%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds - Refer to Section II.D Budget - all columns must be complete, enter a 'zero' if needed.</b>			
\$0	Federal	\$0	Other grants
\$0	State	\$0	Endowment
\$17,680.00	County	\$6040	Private Funds
\$0	Town (not CDBG)	\$3000	Gifts in kind





*Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024*

**BCC – COMMUNITY RESOURCE NAVIGATOR  
CDBG PROGRAM YEAR 2023- 2024**

**APPENDIX A**

- 1. VERIFICATION OF 501 (C) 3 STATUS**
- 2. AGENCY ORGANIZATIONAL CHART**
- 3. MOST RECENT AGENCY OPERATING BUDGET**
- 4. MOST RECENT INDEPENDENT AUDITORS REPORT AND IDENTIFIED  
FINDINGS/ 990**
- 5. COMPLETE LIST OF BOARD MEMBERS**



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 23 2006

BRIDGTON COMMUNITY CENTER  
15 DEPOT ST  
BRIDGTON, ME 04008-0000

Employer Identification Number:  
14-1879353

DLN:

17053266702006

Contact Person:

ERIC J BERTILSEN

ID# 31323

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated May 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3876. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

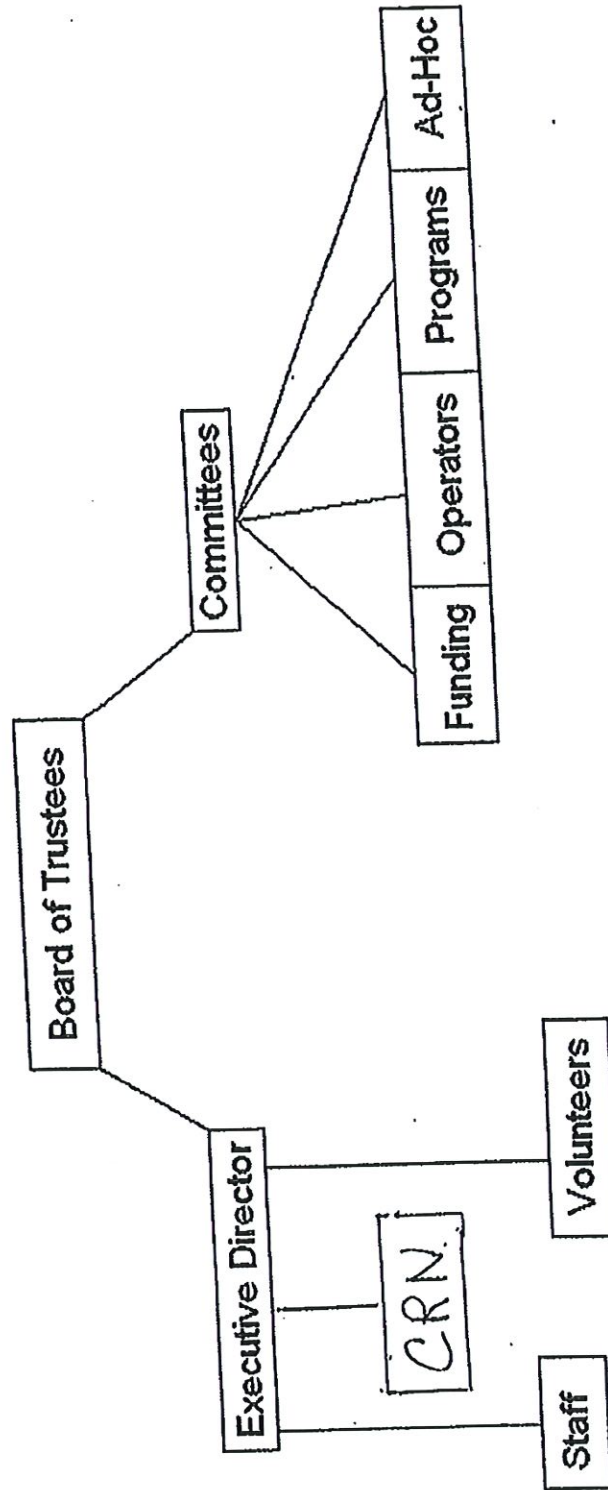


Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



# Bridgton Community Center Organization Chart



Bridgton Community Center - Approved budget for 2022-2023

INCOME

Donations	30,650	
Fundraising	47,000	
Program fees/room rental	11,000	
Grants	23,002	
Town appropriation	95,000	
BCC Emergency Fuel Program	20,000	
Navigator Discretionary fund	13,000	
McKeen Endowment	420	
Interest income	6	
Other	300	
TOTAL INCOME		240,378

EXPENSES

Advertising	700	
Automobile expense	1,000	
Cleaning service	10,000	
Technology	3,500	
Dues/memberships/fees/licenses	50	
Fundraising	5,500	
Insurance	4,500	
Office expense	3,500	
Employee Expense	133,586	
Postage and Printing	1,000	
Professional services	3,200	
Program Expense	13,640	
BCC Emergency Fuel Program	20,000	
Navigator Discretionary fund	13,000	
Subscriptions	300	
Supplies	1,000	
Utilities	16,600	
Training	200	
Phone	1,800	
Repairs maintenance	800	
TOTAL EXPENSE		233,876



CLIENT BRCOMCTR

JONES & MATTHEWS, P.A.  
472 PORTLAND RD. STE. 201  
BRIDGTON, ME 04009  
207-647-3668



November 3, 2022

BRIDGTON COMMUNITY CENTER  
15 DEPOT STREET  
BRIDGTON, ME 04009

Dear Client:

Your 2021 Federal Return of Organization Exempt from Income Tax will be electronically filed with the Internal Revenue Service upon receipt of a signed Form 8879-TE - IRS e-file Signature Authorization. No tax is payable with the filing of this return.

Please be sure to call us if you have any questions.

Sincerely,

BRUCE JONES

2021

Open to Public Inspection

## Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

A For the 2021 calendar year, or tax year beginning 7/01, 2021, and ending 6/30, 2022

## B Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

C  
BRIDGTON COMMUNITY CENTER  
15 DEPOT STREET  
BRIDGTON, ME 04009

## D Employer identification number

14-1879353

## E Telephone number

207-647-3114

G Gross receipts \$ 202,717.

H(a) Is this a group return for subordinates? Yes ☐ No ☒H(b) Are all subordinates included? Yes ☐ No ☐  
If "No," attach a list. See instructions.

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: N/A

K Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation:

M State of legal domicile:

## Part I Summary

1 Briefly describe the organization's mission or most significant activities: COMMUNITY CENTER	
2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
3 Number of voting members of the governing body (Part VI, line 1a)	7
4 Number of independent voting members of the governing body (Part VI, line 1b)	5
5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	4
6 Total number of volunteers (estimate if necessary)	23
7a Total unrelated business revenue from Part VIII, column (C), line 12	0.
7b Net unrelated business taxable income from Form 990-T, Part I, line 11	0.
8 Contributions and grants (Part VIII, line 1h)	
9 Program service revenue (Part VIII, line 2g)	
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
14 Benefits paid to or for members (Part IX, column (A), line 4)	
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	
16a Professional fundraising fees (Part IX, column (A), line 11e)	
b Total fundraising expenses (Part IX, column (D), line 25) 4,828.	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	
19 Revenue less expenses. Subtract line 18 from line 12	
20 Total assets (Part X, line 16)	
21 Total liabilities (Part X, line 26)	
22 Net assets or fund balances. Subtract line 21 from line 20	

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	KELLEY SKILLIN-SMITH	Treasurer
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature
	BRUCE JONES	11/5/22
	Firm's name	Firm's EIN
	Firm's address	Phone no.

May the IRS discuss this return with the preparer shown above? See instructions. Yes ☒ No ☐

BAA For Paperwork Reduction Act Notice, see the separate instructions.

TEEA0101L 09/22/21

Form 990 (2021)



**Part III** Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III. ☐

1 Briefly describe the organization's mission:

COMMUNITY CENTER

2 Did the organization undertake any significant program services during the year which were not listed on the prior

Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 161,026. including grants of \$ ) (Revenue \$ )

THE FUNCTION OF THE ORGANIZATION IS TO CREATE AND PROVIDE A SUPPORTING ENVIRONMENT  
FOR RECREATION, LEISURE, THE ARTS, HEALTH AND COMMUNITY SERVICES, TO PROMOTE PUBLIC  
WELL-BEING AND TO ENHANCE THE QUALITY OF LIFE IN THE COMMUNITY

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses ▶ 161,026.



**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If 'Yes,' complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	X	
b Did the organization report an amount for investments — other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII		X
c Did the organization report an amount for investments — program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I. See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II		X



**Part IV Checklist of Required Schedules (continued)**

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III.		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J.		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I.		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I.		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If 'Yes,' complete Schedule L, Part II.		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If 'Yes,' complete Schedule L, Part III.		X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If 'Yes,' complete Schedule L, Part IV.		X
b A family member of any individual described in line 28a? If 'Yes,' complete Schedule L, Part IV.		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? If 'Yes,' complete Schedule L, Part IV.		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M.		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M.		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I.		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II.		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I.		X
34 Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2.		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2.		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI.		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
1 a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable.		
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable.		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		



**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. .... <b>2a</b> 4		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? .....	<b>2b</b>	X
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.		
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? .....	<b>3a</b>	X
<b>b</b> If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation on Schedule O. ....	<b>3b</b>	
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? .....	<b>4a</b>	X
<b>b</b> If 'Yes,' enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? .....	<b>5a</b>	X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? .....	<b>5b</b>	X
<b>c</b> If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? .....	<b>5c</b>	
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? .....	<b>6a</b>	X
<b>b</b> If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? .....	<b>6b</b>	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? .....	<b>7a</b>	X
<b>b</b> If 'Yes,' did the organization notify the donor of the value of the goods or services provided? .....	<b>7b</b>	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? .....	<b>7c</b>	X
<b>d</b> If 'Yes,' indicate the number of Forms 8282 filed during the year. .... <b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? .....	<b>7e</b>	X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? .....	<b>7f</b>	X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? .....	<b>7g</b>	
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? .....	<b>7h</b>	
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? .....	<b>8</b>	
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966? .....	<b>9a</b>	
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? .....	<b>9b</b>	
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12. .... <b>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. .... <b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders. .... <b>11a</b>		
<b>b</b> Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) .... <b>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? .....	<b>12a</b>	
<b>b</b> If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. .... <b>12b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? .....	<b>13a</b>	
Note: See the instructions for additional information the organization must report on Schedule O.		
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. .... <b>13b</b>		
<b>c</b> Enter the amount of reserves on hand. .... <b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year? .....	<b>14a</b>	X
<b>b</b> If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation on Schedule O. ....	<b>14b</b>	
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? .....	<b>15</b>	X
If 'Yes,' see the instructions and file Form 4720, Schedule N.		
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? .....	<b>16</b>	X
If 'Yes,' complete Form 4720, Schedule O.		
<b>17 Section 501(c)(21) organizations.</b> Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? .....	<b>17</b>	
If 'Yes,' complete Form 6069.		



**Part VI Governance, Management, and Disclosure.** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒ **X**

**Section A. Governing Body and Management**

	Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year . . . . . 1 a 5		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
b Enter the number of voting members included on line 1a, above, who are independent . . . . . 1 b 5		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . . 2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? . . . . . 3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . . 4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . . 5		X
6 Did the organization have members or stockholders? . . . . . 6		X
7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . . 7 a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . . 7 b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body? . . . . . 8 a		X
b Each committee with authority to act on behalf of the governing body? . . . . . 8 b		X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses on Schedule O. . . . . 9		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10 a Did the organization have local chapters, branches, or affiliates? . . . . . 10 a		X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . . 10 b		
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . . 11 a		X
b Describe on Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O . . . . . 11 b		
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13. . . . . 12 a		X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . . 12 b		
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe on Schedule O how this was done. . . . . 12 c		
13 Did the organization have a written whistleblower policy? . . . . . 13		X
14 Did the organization have a written document retention and destruction policy? . . . . . 14		X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official. . . . . 15 a		X
b Other officers or key employees of the organization. . . . . 15 b		X
If 'Yes' to line 15a or 15b, describe the process on Schedule O. See instructions.		
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . . 16 a		X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . 16 b		

**Section C. Disclosure**

17 List the states with which a copy of this Form 990 is required to be filed ▶ None

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☐ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

DARCEY POMERLEAU 15 DEPOT STREET BRIDGTON ME 04009 207-647-3114



**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) CARMEN LONE Past Ex Dir	40 0	X						42,466.	0.	0.
(2) DARCEY POMERLEAU Executive Dir.	55 0	X						1,923.	0.	0.
(3) ROGER LOWELL Director	3 0	X						0.	0.	0.
(4) KELLEY SKILLIN-SMITH Treasurer	3 0	X		X				0.	0.	0.
(5) ELIZABETH MCCRARY Secretary	5 0	X		X				0.	0.	0.
(6) PHILIP TARR Director	2 0	X		X				0.	0.	0.
(7) MARCIA SULLIVAN President	12 0	X		X				0.	0.	0.
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										



**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) _____										
(16) _____										
(17) _____										
(18) _____										
(19) _____										
(20) _____										
(21) _____										
(22) _____										
(23) _____										
(24) _____										
(25) _____										
<b>1 b Subtotal</b> .....								44,389.	0.	0.
<b>c Total from continuation sheets to Part VII, Section A.</b> .....								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b> .....								44,389.	0.	0.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

**3** Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual

	Yes	No
3		X
4		X
5		X

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes,' complete Schedule J for such individual

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If 'Yes,' complete Schedule J for such person

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**



**Part VIII** Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII. ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants, and Other Similar Amounts</b>	1 a Federated campaigns.....	1 a				
	b Membership dues.....	1 b				
	c Fundraising events.....	1 c				
	d Related organizations.....	1 d				
	e Government grants (contributions)....	1 e	78,044.			
	f All other contributions, gifts, grants, and similar amounts not included above...	1 f	124,335.			
	g Noncash contributions included in lines 1a-1f.....	1 g				
	<b>h Total. Add lines 1a-1f.....</b>		<b>202,379.</b>			
<b>Program Service Revenue</b>	Business Code					
	2 a					
	b					
	c					
	d					
	e					
	f All other program service revenue...					
	<b>g Total. Add lines 2a-2f.....</b>					
<b>Other Revenue</b>	3 Investment income (including dividends, interest, and other similar amounts).....		1.			1.
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties.....					
	6 a Gross rents.....	6 a				
	b Less: rental expenses	6 b				
	c Rental income or (loss)	6 c				
	d Net rental income or (loss).....					
	7 a Gross amount from sales of assets other than inventory	7 a				
	b Less: cost or other basis and sales expenses	7 b				
	c Gain or (loss).....	7 c				
	d Net gain or (loss).....					
	8 a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18.....	8 a				
	b Less: direct expenses.....	8 b				
	c Net income or (loss) from fundraising events.....					
	9 a Gross income from gaming activities. See Part IV, line 19.....	9 a				
	b Less: direct expenses.....	9 b				
c Net income or (loss) from gaming activities.....						
10 a Gross sales of inventory, less..... returns and allowances.....	10 a					
b Less: cost of goods sold....	10 b					
c Net income or (loss) from sales of inventory.....						
<b>Miscellaneous Revenue</b>	Business Code					
	11 a OTHER INCOME		337.	337.		
	b					
	c					
	d All other revenue.....					
<b>e Total. Add lines 11a-11d.....</b>		<b>337.</b>				
<b>12 Total revenue. See instructions.....</b>		<b>202,717.</b>	<b>337.</b>	<b>0.</b>	<b>1.</b>	



**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	44,389.	39,950.	4,439.	0.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	30,671.	27,604.	3,067.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.				
10 Payroll taxes.	6,086.	5,477.	609.	
11 Fees for services (nonemployees):				
a Management.				
b Legal.				
c Accounting.				
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.	4,828.			4,828.
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	627.	627.		
12 Advertising and promotion.	2,489.	2,240.	249.	
13 Office expenses.				
14 Information technology.				
15 Royalties.				
16 Occupancy.	25,500.	22,411.	3,089.	
17 Travel.				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.				
23 Insurance.	5,407.	4,407.	1,000.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a PROGRAM EXPENSE	35,844.	35,844.		
b SENIORS LUNCH EXPENSE	8,029.	8,029.		
c HEALTH INSURANCE	4,450.	4,005.	445.	
d MISCELLANEOUS	2,538.	1,957.	581.	
e All other expenses.	12,472.	8,475.	3,997.	
25 Total functional expenses. Add lines 1 through 24e.	183,330.	161,026.	17,476.	4,828.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				



**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash — non-interest-bearing .....	50,950.	1	69,952.
	2 Savings and temporary cash investments .....	4,063.	2	4,064.
	3 Pledges and grants receivable, net .....		3	
	4 Accounts receivable, net .....		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		6	
	7 Notes and loans receivable, net .....		7	
	8 Inventories for sale or use .....		8	
	9 Prepaid expenses and deferred charges .....		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	10a 59,032.		
	b Less: accumulated depreciation .....	10b 51,409.	7,623.	10c 7,623.
	11 Investments — publicly traded securities .....		11	
	12 Investments — other securities. See Part IV, line 11 .....		12	
	13 Investments — program-related. See Part IV, line 11 .....		13	
	14 Intangible assets .....		14	
	15 Other assets. See Part IV, line 11 .....		15	
16 Total assets. Add lines 1 through 15 (must equal line 33) .....	62,636.	16	81,639.	
<b>Liabilities</b>	17 Accounts payable and accrued expenses .....		17	
	18 Grants payable .....		18	
	19 Deferred revenue .....		19	
	20 Tax-exempt bond liabilities .....		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D .....		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		22	
	23 Secured mortgages and notes payable to unrelated third parties .....		23	
	24 Unsecured notes and loans payable to unrelated third parties .....		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	1,197.	25	813.
	26 Total liabilities. Add lines 17 through 25 .....	1,197.	26	813.
<b>Net Assets or Fund Balances</b>	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions .....	39,032.	27	66,386.
	28 Net assets with donor restrictions .....	22,407.	28	14,440.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds .....		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund .....		30	
	31 Retained earnings, endowment, accumulated income, or other funds .....		31	
	32 Total net assets or fund balances .....	61,439.	32	80,826.
33 Total liabilities and net assets/fund balances .....	62,636.	33	81,639.	

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Form 990 (2021)



**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	202,717.
2	Total expenses (must equal Part IX, column (A), line 25)	2	183,330.
3	Revenue less expenses. Subtract line 2 from line 1	3	19,387.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	61,439.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	80,826.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked 'Other,' explain on Schedule O.		
2 a Were the organization's financial statements compiled or reviewed by an independent accountant? ..... If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2 a	X
b Were the organization's financial statements audited by an independent accountant? ..... If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2 b	X
c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? ..... If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2 c	
3 a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? .....	3 a	X
b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits .....	3 b	

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Form 990 (2021)



**SCHEDULE A**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2021**

Open to Public  
Inspection

Name of the organization

BRIDGTON COMMUNITY CENTER

Employer identification number

14-1879353

**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 ☐ A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 ☐ A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 ☐ A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 ☐ An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
  - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
  - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
  - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
  - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations: \_\_\_\_\_
  - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

TEEA0401L 08/31/21

Schedule A (Form 990) 2021



**Part III Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.) .....	137,565.	142,770.	144,180.	236,305.	202,379.	863,199.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge .....						0.
4 Total. Add lines 1 through 3 .....	137,565.	142,770.	144,180.	236,305.	202,379.	863,199.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						0.
6 Public support. Subtract line 5 from line 4 .....						863,199.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4 .....	137,565.	142,770.	144,180.	236,305.	202,379.	863,199.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....	1.	1.	1.	1.	1.	5.
9 Net income from unrelated business activities, whether or not the business is regularly carried on .....						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) See Part VI .....	236.	254.	830.	384.	337.	2,041.
11 Total support. Add lines 7 through 10 .....						865,245.
12 Gross receipts from related activities, etc. (see instructions) .....					12	0.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. .... ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)) .....	14	99.76 %
15 Public support percentage from 2020 Schedule A, Part II, line 14 .....	15	99.77 %
16a 33-1/3% support test—2021. If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	▶ <input checked="" type="checkbox"/>	
b 33-1/3% support test—2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization .....	▶ <input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....	▶ <input type="checkbox"/>	
b 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....	▶ <input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions. .... ▶ <input type="checkbox"/>		

BAA

Schedule A (Form 990) 2021



**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15.	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17.	18	%

- 19a 33-1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. ▶ ☐
- b 33-1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. ▶ ☐
- 20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶ ☐



**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

- |  | Yes | No |
|--|-----|----|
| 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.  |     |    |
| 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).   |     |    |
| 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer lines 3b and 3c below.   |     |    |
| b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in Part VI when and how the organization made the determination.   |     |    |
| c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in Part VI what controls the organization put in place to ensure such use.  |     |    |
| 4a Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.   |     |    |
| b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.  |     |    |
| c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.   |     |    |
| 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document). |     |    |
| b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?  |     |    |
| c Substitutions only. Was the substitution the result of an event beyond the organization's control?   |     |    |
| 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in Part VI.  |     |    |
| 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990).  |     |    |
| 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? If 'Yes,' complete Part I of Schedule L (Form 990).  |     |    |
| 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in Part VI.   |     |    |
| b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in Part VI.  |     |    |
| c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in Part VI.   |     |    |
| 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer line 10b below.  |     |    |
| b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)   |     |    |



**Part IV Supporting Organizations (continued)**

11 Has the organization accepted a gift or contribution from any of the following persons?

a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?

b A family member of a person described on line 11a above?

c A 35% controlled entity of a person described on line 11a or 11b above? If 'Yes' to line 11a, 11b, or 11c, provide detail in Part VI.

	Yes	No
11a		
11b		
11c		

**Section B. Type I Supporting Organizations**

1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.

2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

**Section C. Type II Supporting Organizations**

1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

**Section D. All Type III Supporting Organizations**

1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?

2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).

3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

**Section E. Type III Functionally Integrated Supporting Organizations**

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).

a ☐ The organization satisfied the Activities Test. Complete line 2 below.b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).

2 Activities Test. Answer lines 2a and 2b below.

a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.

b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.

3 Parent of Supported Organizations. Answer lines 3a and 3b below.

a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If 'Yes' or 'No,' provide details in Part VI.

b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in Part VI the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See Instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

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Schedule A (Form 990) 2021



**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D — Distributions**

Current Year

1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required — provide details in Part VI)	5	
6	Other distributions (describe in Part VI). See instructions.	6	
7	<b>Total annual distributions.</b> Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8	
9	Distributable amount for 2021 from Section C, line 6	9	
10	Line 8 amount divided by line 9 amount	10	

**Section E — Distribution Allocations (see instructions)**(i)  
Excess  
Distributions(ii)  
Underdistributions  
Pre-2021(iii)  
Distributable  
Amount for 2021

1	Distributable amount for 2021 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2021 (reasonable cause required — explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2021			
a	From 2016 .....			
b	From 2017 .....			
c	From 2018 .....			
d	From 2019 .....			
e	From 2020 .....			
f	<b>Total of lines 3a through 3e</b>			
g	Applied to underdistributions of prior years			
h	Applied to 2021 distributable amount			
i	Carryover from 2016 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2021 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2021 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6	Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	<b>Excess distributions carryover to 2022.</b> Add lines 3j and 4c.			
8	<b>Breakdown of line 7:</b>			
a	Excess from 2017 .....			
b	Excess from 2018 .....			
c	Excess from 2019 .....			
d	Excess from 2020 .....			
e	Excess from 2021 .....			

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Schedule A (Form 990) 2021



**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**Part II, Line 10 - Other Income**

Nature and Source		2021	2020	2019	2018	2017
OTHER INCOME		\$ 337.	\$ 384.	\$ 830.	\$ 254.	\$ 236.
	Total	<u>\$ 337.</u>	<u>\$ 384.</u>	<u>\$ 830.</u>	<u>\$ 254.</u>	<u>\$ 236.</u>

**Schedule B  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

► Attach to Form 990 or Form 990-PF.  
► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

Name of the organization

BRIDGTON COMMUNITY CENTER

Employer identification number

14-1879353

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)( 3 ) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust not treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- ☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. ► \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it must answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).



Name of organization

BRIDGTON COMMUNITY CENTER

Employer identification number

14-1879353

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	TOWN OF BRIDGTON 3 CHASE STREET BRIDGTON, ME 04009	\$ 78,044.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	JOHN SMITH 54 MARR ROAD SWEDEN, ME 04040	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	LUBRANO FAMILY CHARITABLE FOUNDATIO 87 TRANSIT STREET PROVIDENCE, RI 02906	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
			Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

BRIDGTON COMMUNITY CENTER

14-1879353

**Part II** Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	



Name of organization

BRIDGTON COMMUNITY CENTER

Employer identification number

14-1879353

**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this information once. See instructions.) ..... \$ N/A  
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee



**SCHEDULE D  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

BRIDGTON COMMUNITY CENTER

**Supplemental Financial Statements**

► Complete if the organization answered 'Yes' on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2021**

Open to Public  
Inspection

Employer identification number

14-1879353

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year.....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year.....		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?..... ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?..... ☐ Yes ☐ No

**Part II Conservation Easements.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements.....	2 a
b Total acreage restricted by conservation easements .....	2 b
c Number of conservation easements on a certified historic structure included in (a).....	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register.....	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► .....

4 Number of states where property subject to conservation easement is located ► .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?..... ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?..... ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1..... ► \$ .....

(ii) Assets included in Form 990, Part X..... ► \$ .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1..... ► \$ .....

b Assets included in Form 990, Part X..... ► \$ .....



**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition  
 b ☐ Scholarly research  
 c ☐ Preservation for future generations  
 d ☐ Loan or exchange program  
 e ☐ Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance.....	1 c
d Additions during the year.....	1 d
e Distributions during the year.....	1 e
f Ending balance.....	1 f

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII. ☐

**Part V Endowment Funds.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance.....					
b Contributions.....					
c Net investment earnings, gains, and losses.....					
d Grants or scholarships.....					
e Other expenditures for facilities and programs.....					
f Administrative expenses.....					
g End of year balance.....					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ \_\_\_\_\_ %  
 b Permanent endowment ▶ \_\_\_\_\_ %  
 c Term endowment ▶ \_\_\_\_\_ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations..... **3a(i)** ☐ Yes ☐ No  
 (ii) Related organizations..... **3a(ii)** ☐ Yes ☐ No

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R? **3b** ☐ Yes ☐ No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land.....				
b Buildings.....				
c Leasehold improvements.....				
d Equipment.....		21,228.	14,728.	6,500.
e Other.....		37,804.	36,681.	1,123.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				7,623.

BAA

Schedule D (Form 990) 2021



**Part VII Investments – Other Securities.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely held equity interests.....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
(I) .....		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.) ..		

**Part VIII Investments – Program Related.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
(10) .....		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.) ..		

**Part IX Other Assets.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) .....	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
(10) .....	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.) ..	

**Part X Other Liabilities.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes .....	
(2) AMERICAN LEGION .....	812.
(3) Rounding .....	1.
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
(10) .....	
(11) .....	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.) ..	

813.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. ☐



**Part XI** Reconciliation of Revenue per Audited Financial Statements With Revenue per Return. N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements.....		1
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
	a Net unrealized gains (losses) on investments.....	2 a	
	b Donated services and use of facilities.....	2 b	
	c Recoveries of prior year grants.....	2 c	
	d Other (Describe in Part XIII.).....	2 d	
	e Add lines 2a through 2d.....	2 e	
3	Subtract line 2e from line 1.....		3
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
	a Investment expenses not included on Form 990, Part VIII, line 7b.....	4 a	
	b Other (Describe in Part XIII.).....	4 b	
	c Add lines 4a and 4b.....	4 c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.).....		5

**Part XII** Reconciliation of Expenses per Audited Financial Statements With Expenses per Return. N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements.....		1
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
	a Donated services and use of facilities.....	2 a	
	b Prior year adjustments.....	2 b	
	c Other losses.....	2 c	
	d Other (Describe in Part XIII.).....	2 d	
	e Add lines 2a through 2d.....	2 e	
3	Subtract line 2e from line 1.....		3
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
	a Investment expenses not included on Form 990, Part VIII, line 7b.....	4 a	
	b Other (Describe in Part XIII.).....	4 b	
	c Add lines 4a and 4b.....	4 c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.).....		5

**Part XIII** Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**SCHEDULE O**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2021**

Open to Public  
Inspection

Employer identification number

**BRIDGTON COMMUNITY CENTER**

**14-1879353**

**Form 990, Part VI, Line 11b - Form 990 Review Process**

No review was or will be conducted.

**Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available**

No other documents available to the public.



2021

## Federal Worksheets

Page 1

Client BRCOMCTR

BRIDGTON COMMUNITY CENTER

14-1879353

11/03/22

08:23AM

Form 990, Part III, Line 4e  
Program Services Totals

	Program Services Total	Form 990	Source
Total Expenses	161,026.	161,026.	Part IX, Line 25, Col. B
Grants	0.	0.	Part IX, Lines 1-3, Col. B
Revenue	0.	0.	Part VIII, Line 2, Col. A

Form 990, Part IX, Line 24e  
Other Expenses

	(A) Total	(B) Program Services	(C) Management & General	(D) Fundraising
COMPUTER EXPENSE	1,874.		1,874.	
DUES & SUBSCRIPTIONS	678.		678.	
PAYROLL PROCESSING FEES	1,339.	1,205.	134.	
Postage and Shipping	574.	517.	57.	
PROFESSIONAL SERVICES	1,935.	1,935.		
SMALL EQUIPMENT	830.		830.	
SUPPLIES	2,337.	2,103.	234.	
TELEPHONE	1,903.	1,713.	190.	
VEHICLE EXPENSE	1,002.	1,002.		
Total	\$ 12,472.	\$ 8,475.	\$ 3,997.	\$ 0.

6/30/22

## 2021 Federal Book Depreciation Schedule

Page 1

Client BRCOMCTR

BRIDGTON COMMUNITY CENTER

14-1879353

11/03/22

08:23AM

No.	Description	Date Acquired	Date Sold	Cost/ Basis	Bus. Pct.	Cur 179 Bonus	Special Dep. Allow.	Prior 179/ Bonus/ Sp. Dep.	Prior Dec. Bal. Dep.	Salvage /Basis Residual	Dep. Basis	Prior Dep.	Method	Life	Rate	Current Dep.
Form 990/990-PF																
Auto / Transport Equipment																
22	VAN	2/23/10		10,588						6,500	4,088	4,088	S/L	HY	5	0
Total Auto / Transport Equipment																
				10,588		0	0	0	0	6,500	4,088	4,088				0
Furniture and Fixtures																
2	LOBBY CHAIRS, SOFAS	7/01/03		470							470	470	S/L	HY	5	0
3	QUIET ROOM CHAIRS	7/01/03		1,130							1,130	1,130	S/L	HY	5	0
4	BOOK CASES CABINETS	7/01/03		490							490	490	S/L	HY	5	0
5	TABLES	7/01/03		990							990	990	S/L	HY	5	0
9	STORAGE CABINET	4/16/05		736							736	736	S/L	HY	5	0
20	OUTDOOR SIGN	4/20/09		1,200							1,200	1,200	S/L	HY	5	0
26	CHAIRS/RACK	4/16/13		2,534							2,534	2,534	S/L	HY	7	0
27	CABINETS	6/20/13		667							667	667	S/L	HY	7	0
Total Furniture and Fixtures																
				8,217		0	0	0	0	0	8,217	8,217				0
Machinery and Equipment																
1	REFRIGERATOR	7/01/03		500							500	500	S/L	HY	5	0
6	STOVE	8/28/04		1,731							1,731	1,731	S/L	HY	5	0
7	PLAY SET	6/24/05		1,575							1,575	1,575	S/L	HY	5	0
8	PHONE SYSTEM	6/24/05		1,095							1,095	1,095	S/L	HY	5	0
10	ALARM SYSTEM	5/15/05		1,740							1,740	1,740	S/L	HY	5	0
11	VIDEO CAMERA EQUIPEMINT	4/15/06		2,322							2,322	2,322	S/L	HY	5	0
12	VIDEO EQUIPMENT	4/15/06		719							719	719	S/L	HY	5	0



6/30/22

## 2021 Federal Book Depreciation Schedule

Page 2

Client BRCOMCTR

BRIDGTON COMMUNITY CENTER

14-1879353

11/03/22

08:23AM

No.	Description	Date Acquired	Date Sold	Cost/ Basis	Bus. Pct.	Cur 179 Bonus	Special Depr. Allow.	Prior 179/ Bonus/ Sp. Depr.	Prior Dec. Bal. Depr.	Salvage /Basis Reductn.	Depr. Basis	Prior Depr.	Method	Life	Rate	Current Depr.
13	BUBBLER	5/31/06		995							995	995	S/L	HY	5	0
14	COMPUTER EQUIPMENT	11/21/07		1,796							1,796	1,796	S/L	HY	5	0
15	AIR CONDITIONER	10/01/07		9,800							9,800	9,800	S/L	HY	5	0
16	COPIER	10/01/07		3,407							3,407	3,407	S/L	HY	5	0
17	7 DELL COMPUTERS	8/08/08		7,721							7,721	7,721	S/L	HY	5	0
18	PROJECTOR	12/18/08		780							780	780	S/L	HY	5	0
19	PHASER	4/14/09		949							949	949	S/L	HY	5	0
21	FREEZER	8/28/09		508							508	508	S/L	HY	5	0
23	DOOR OPENER	12/17/10		1,328							1,328	1,328	S/L	HY	5	0
24	COMPUTER	1/10/12		1,123						1,123	0	0	S/L	HY	5	0
25	KITCHEN EQUIPMENT	2/16/12		2,138							2,138	2,138	S/L	HY	5	0
Total Machinery and Equipment				40,227	0	0	0	0	0	1,123	39,104	39,104				0
Total Depreciation				59,032	0	0	0	0	0	7,623	51,409	51,409				0
Grand Total Depreciation				59,032	0	0	0	0	0	7,623	51,409	51,409				0



## **BRIDGTON COMMUNITY CENTER BOARD OF DIRECTORS**

NAME AND ADDRESS	EXP.	PHONE NUMBER	E- MAIL ADDRESS
Lowell, Roger 253 Chadbourne Hill Road Bridgton, ME 04009	2023	207-647-5197 207-303-2990	<a href="mailto:roglowell@gmail.com">roglowell@gmail.com</a>
McCrary, Elizabeth 16 Maple Street Bridgton ME 0400	2025	540-336-9116	<a href="mailto:mccraryER@gmail.com">mccraryER@gmail.com</a>
Sullivan, Marcia – President 35 Summit Drive Bridgton, ME 04009	2024	207-647-4068	<a href="mailto:msullivan27@roadrunner.com">msullivan27@roadrunner.com</a>
Skillin-Smith Kelley –Treasurer 85 Mockingbird Lane PO Box 480 Bridgton ME 04009	2022	207-632-0813	<a href="mailto:kskillinsmith@maine.rr.com">kskillinsmith@maine.rr.com</a>
Tarr, Philip - Secretary 310 Del Chadbourne Road Bridgton ME 04009	2022	207-647-9574	<a href="mailto:pndt9489@myfairpoint.com">pndt9489@myfairpoint.com</a>
Darcey Pomerleau- Executive Director P.O. Box 804 Naples, ME 04055		207- 615-4098 207-647-3116	<a href="mailto:Darceypomerleau@gmail.com">Darceypomerleau@gmail.com</a>  <a href="mailto:executivedirector@bridgtoncommunitycenter.org">executivedirector@bridgtoncommunitycenter.org</a>

15 Depot Street, Bridgton, ME 04009  
Phone Number 207-647-3116 Fax 207-647-3115  
E mail - [bridgtoncommunitycenter@gmail.com](mailto:bridgtoncommunitycenter@gmail.com)  
Website - [www.bridgtoncommunitycenter.org](http://www.bridgtoncommunitycenter.org)



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2023-2024**

**II. SOCIAL SERVICE APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

Please submit each section of the application, including this checklist:

- ☒ **A. Social Service Cover Page**, *limit 1 page*
- ☒ **B. Social Service Worksheet**, *limit 2 pages*
- ☒ **C. Social Service Narrative**, *limit 7 pages*
- ☒ **D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*  
*Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget*
- ☒ **E. Social Service Summary**, *limit 1 page*  
[Complete this section in whole; this information will be provided to the Board of Selectmen at time of recommendation or upon request]

**Required documents for non-profit organizations:**

- ☒ **Verification of 501(c)3 Status**, *limit 1 page*
- ☒ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ **Most Recent Agency Operating Budget Summary**, *limit 1 page*
- ☒ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available the most recent 990 Financial Statement*
- ☒ **Complete list of Board Members**

**Supporting documents (subject to scoring):**

- ☐ **Project Timeline** may be included in narrative or attached separately
- ☐ **Partnership/Collaboration Memorandum of Agreement**, *limit 2 pages: may be one MOA that is two pages long or two MOAs that are one page each.*
- ☐ **Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

**Signature of the President or Executive Director or Town Manager**

**Date**

*Lenni A. Robbins*

*1/6/23*



*Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024*

**A. SOCIAL SERVICE COVER PAGE, limit 1 page**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2023-2024**

Application Type	<input checked="" type="checkbox"/> Standard Social Service		
Operating Agency	Bridgton Food Pantry		
Program Name	Bridgton Food Pantry		
Mailing Address	P.O. Box 207, Bridgton Me 04009		
Address Services are Delivered	214 Main Street Bridgton, Me 04009		
Executive Director	Penni Robbins	Phone 207-318-4467	Email Penni.r@bridgtonfoodpantry.org
Project Director	Penni Robbins	207318-4467	<u>Penni.r@bridgtonfoodpantry.org</u>
Financial Contact	Peter DuBrule	207-583-5969	<u>Peter.d@bridgtonfoodpantry.org</u>
Person who completed the Application	Penni Robbins	207-318-4467	Penni.r@bridgtonfoodpantry.org
Amount of CDBG Funds Requested	\$15,000.00	Total Program Budget \$48,400.00	
UEI Number	118512348	*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your organization does not have one yet.	





*Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024*

**B. SOCIAL SERVICE WORKSHEET, limit 2 pages**

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Bridgtoners.  
Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?*  
☐ No    ☒ Yes (please circle appropriate population)

☐ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.  
*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

☒ **Creating a Suitable Living Environment**  
☐ **Providing Decent Affordable Housing**  
☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. Refer to the instructions p. 6 for additional information.

☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*  
☐ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*  
☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*  
☐ **Economic Opportunity:** *Assist businesses through job creation programs*  
☒ **Public Services-** *Promote programs and activities that improve the quality of life for low and moderate income individuals.*  
☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Low to moderate income, Residents with food Insecurity who need access to free food.
B. How many will be served by the proposed program? (unduplicated -per year)	450
C. How many are <u>residents of Bridgton</u> ?	425
D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	450
E. What percentage of total clients are low to	100%



**Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024**

moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	
---	--

**5. Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	The Food Pantry provides 100 lbs. of food	
B. How many units of service will be provided by the program?	. average about 2,000 lbs. weekly	B.
C. What is the cost per unit of service?	. varies between .08lb and .16lb from Good Shepherd Food Bank	C.
D. Explain the relationship between the cost per unit of service and the total program budget.	The Pantry is seeking CDBG under this application and through its partnership with Good Shepherd Food Bank as its primary funding. We are a donation only non-profit.	D.
E. What percentage of the total budget is CDBG?	50%	E.

**6. Program Objectives and Outcomes.** Please list below.

Program Objectives	Outcomes/ Community Impact
Provide emergency food resources to Bridgton (and those local areas) clients	The Pantry currently has 450 clients signed up to utilize the pantry, of which 425 live in Bridgton
Provide food preparation and nutrition education	Providing recipes and additional information for the clients on how to prepare nutritious and healthy meals with the food provided by the Food Pantry
Provide one time emergency vouchers for participating families thru The Salvation Army	Help to offset the cost of electricity, heat, gasoline and clothing costs.

**7. Employees.** Program specific, not for the entire organization.

A. How many employees are currently employed in this program?	A. 20 volunteers	A.
B. How many employees will be employed in this program if it receives CDBG funding?	B. 20 volunteers	B.
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 20 volunteers	C.

**8. Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Applications from clients	A.
B. How will the units of service be tracked and documented?	B. Via Excel Spreadsheet	B.
C. How will the outcomes be measured, collected, and documented?	C. Client sign-ins and then posted to Excel Spreadsheet	C.





*Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024*

*Please limit the Social Service Worksheet to 2 (two) Pages.*



### **C. SOCIAL SERVICE NARRATIVE**

In a separate document please answer the following questions; you have seven total single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

#### **1. Program Description**

The Bridgton Food Pantry will continue to provide emergency food resources to food insecure resident of Bridgton (and the greater Bridgton area) this is accomplished through its existing location at 214 Main Street on a weekly basis.

#### **2. Need for the Project**

Bridgton's food insecurity rate is 15.7%, which represent approximately 830 individuals. The U.S. Department of Agriculture's Economic Research Service reports that 13.6% of Maine households are food insecure – a rate far higher than the national average of 11.7%. (Sept 2019) Additionally while 10% of Mainers currently receive SNAP benefits (Sept 2018) 37% of food insecure Mainers do not qualify for any form of public assistance. According to the US census Bridgton's poverty rate is 20.4%, compared to the 13% poverty rate of Maine (US census 2015).

The mission of the Food Pantry is to provide both fresh nutritious healthy food (i.e. fruits and vegetable) options as well as shelf stable, health and beauty plus paper products.

Research shows food insecurity often contributes to diet-related diseases such as diabetes, hypertension, and heart disease as a result of 1) a caloric dense, nutrient poor diet, and 2) spikes and dips in blood sugar levels as a result of periodic deprivation of food, causing hypoglycemic episodes. Providing healthy food options for food insecure residents assist them as they are combating other elements of financial insecurity.

#### **3. Project Management**

The Bridgton Food Pantry has been fortunate enough to have Penni Robbins as its Volunteer Executive Director since 2014. Along with a core group of 20 volunteers and a volunteer board, the Pantry successfully navigated an organizational transition in 2019 as the Methodist Church, which houses the Pantry since its beginning, closed. The Pantry continues to reside in the former church building and became an independent 501(c)(3) non-profit organization in 2019.

#### **4. Readiness to proceed**

The Good Shepherd Food Bank, partner of the Bridgton Food Pantry since, has and continues to support the organization. Through this partnership, the Pantry receives food directly from Good Shepherd, Hannaford's, with donations also from Food City and Paris Farmers Union (for the 4 legged members of families. In 2021, approximately 1,000,000 lbs. of food were distributed into the community.





*Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024*

legged members of families. In 2021, approximately 1,000,000 lbs. of food were distributed into the community.

**5. Budget for the Project**

**6. Implementation Schedule**

The Food Pantry is prepared to continue to serve residents even while the Board is actively seeking an alternative space to lease if necessary.

**7. Demonstration of Need for CDBG funds**

The Board of Directors has begun more aggressive fundraising, individual solicitations and applying for other grants.

**8. Partnerships, Collaboration, and Outreach**

The Bridgton Food Pantry had partnered with the Good Shepherd Food Bank since 2000 for the provision of low-cost food. Food City and Hannaford's make weekly donations of food to the pantry. Rock Mountain provides beef and chicken at a discounted rate.

The Salvation Army provides vouchers to assist needy families with critical needs. The Salvation Army also provides toys and presents at no cost during the holidays to children of Pantry clients. These programs are run by the Salvation Army and do not fall in the Pantry's budget.

For fuel assistance and social service support, clients are referred to the Bridgton Community Center Navigator program. The Bridgton Community Center will also refer clients facing food insecurity to the Pantry.

St. Joseph's Food Pantry merged their clients with the Food Pantry on October 22 and this creates mor clients that need the food pantry.

**D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.**

Complete separate Excel budget form.



## D. BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME:

Bridgton Food Pantry

CDBG Program Year (PY): July 1, 2023- June 30, 2024\*

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2023-2024	\$15,000.00 projected	
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds		
Private Funds (Grants, Fundraising, etc, please list)		
Annual Appeal Letter	\$25,000 projected	
b.		
Misc. donations	\$6,000 projected	
		\$46,000.00

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Administration			
Employee Salaries			
Employee Fringe Benefits			
Professional Services/ Consultant			
Equipment		1,500.00	1,500.00
Materials/Supplies		\$3,000.00	\$3,000.00
Office Space (Program only)			
Construction costs			
Insurance		2,200.00	2,200.00
Advertising & Public Information		4,300.00	4,300.00
Other, please specify			
Good Shepherd Food Bank	15,000.00	2000	17000
Rock Mountain Farm		5,000.00	5,000.00
Central Maine Power		8,400.00	8,400.00
Dead River Propane		7,000.00	7,000.00
e.			
TOTAL PROGRAM or PROJECT EXPENSES	15,000.00	33,400.00	48,400.00

\* A second Budget form will need to be submitted for multi-year social service requests.



*Town of Bridgton Community Development Block Grant Public Services Application  
2023-2024*

**E. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input checked="" type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>	Bridgton Food Pantry		
<b>Program Name</b>	Bridgton Food Pantry		
<b>Funds Requested</b>	\$15000		
<b>Program Summary</b>			
The Bridgton Food Pantry will continue to provide emergency food resources to food insecure resident of Bridgton (and the greater Bridgton area) this is accomplished through its existing location at 214 Main Street on a weekly basis.			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input checked="" type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area:		
	Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input checked="" type="checkbox"/> Creating Suitable Living Environment		
	<input type="checkbox"/> Providing Decent Housing		
	<input type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description	Low to moderate income, Residents with food Insecurity who need access to free food.		
Number of Clients Served	450		
Number of LMI Bridgtoners	425		
LMI Bridgton Percentage	100%		
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service	The Food Pantry provides 100 lbs. of food		
Number of Units Provided	. average about 2,000 lbs. weekly		
Cost per Unit of Service	\$. varies between .08lb and .16lb from Good Shepherd Food Bank		\$
<b>Outcomes - Refer to Section II.B.6</b>			
The Pantry currently has 450 clients signed up to utilize the pantry, of which 425 live in Bridgton			
<b>Budget - Refer to Section II.D Budget</b>			
\$15000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$48400	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
30.9%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds - Refer to Section II.D Budget -- all columns must be complete, enter a 'zero' if needed.</b>			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

SEP 20 2019

BRIDGTON FOOD PANTRY  
15 DEPOT STREET  
BRIDGTON, ME 04009-0000

Employer Identification Number:  
84-2851490  
DLN:  
26053655001059  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
July 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required: ☒ Yes  
Effective Date of Exemption:  
July 31, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



-2-

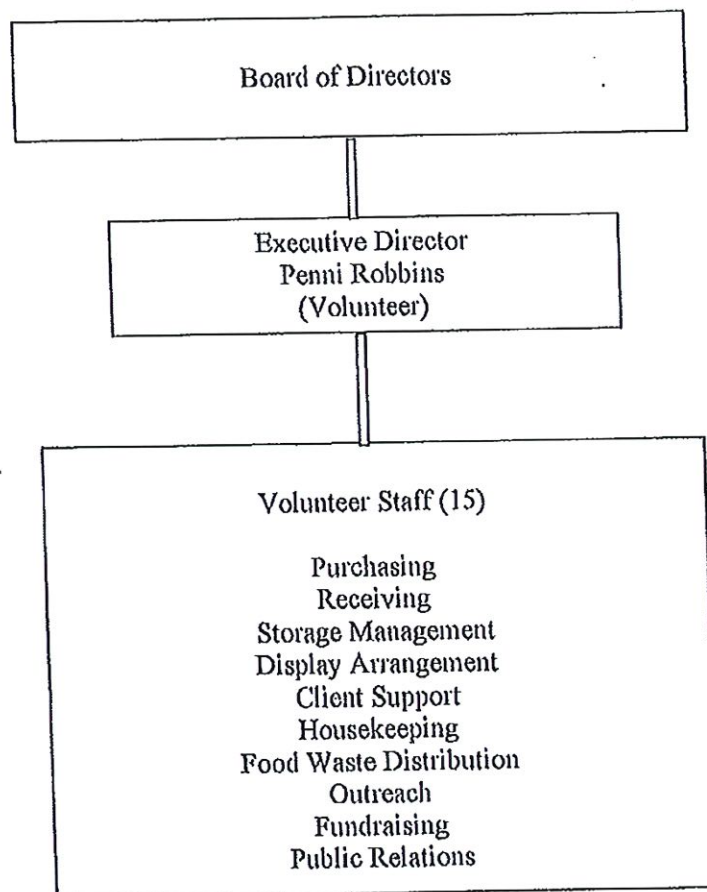
BRIDGTON FOOD PANTRY

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

## The Bridgton Food Pantry Organizational Chart





12:01 PM  
08/25/22  
Cash Basis

**Bridgton Food Pantry**  
**Profit & Loss Budget Overview**  
July 2022 through June 2023

	Jul '22 - Jun 23
Income	
43300 • Direct Public Grants	
4330 • Direct Public Grants - Other	50.00
43340 • Nonprofit Organization Grants	5,000.00
Total 43300 • Direct Public Grants	5,050.00
43400 • Direct Public Support	
434000 • Direct Public Support - Other	36,259.80
43410 • Corporate Contributions	957.00
43450 • Individ, Business Contributions	1,650.00
Total 43400 • Direct Public Support	38,866.80
43401 • Stuff the Truck	1,309.00
43402 • Annual Appeal	41,354.50
43403 • Redemption Bin	1,193.90
44800 • Indirect Public Support	15.00
46400 • Other Types of Income	
46430 • Miscellaneous Revenue	890.00
Total 46400 • Other Types of Income	890.00
Total Income	88,679.20
Expense	
60900 • Business Expense	
60940 • Taxes - Not UBIT	35.00
Total 60900 • Business Expense	35.00
62100 • Contract Services	
62130 • Fundraising Fees	4,292.61
62150 • Outside Contract Services	2,077.53
Total 62100 • Contract Services	6,370.14
62151 • Rock Mountain Farm	5,000.00
62152 • Blackles	300.00
62153 • Good Shepherd Food Bank	17,000.00
62800 • Facilities and Equipment	
628000 • Facilities and Equipment - Other	2,980.00
62840 • Equip Rental and Maintenance	1,451.04
62850 • Janitorial Services	443.80
62870 • Property Insurance	949.00
Total 62800 • Facilities and Equipment	5,823.64
62891 • Central Maine Power	8,400.00
62892 • Dead River Oil Company	6,417.00
62893 • Bridgton Water District	368.71
65000 • Operations	
650000 • Operations - Other	38.49
65020 • Postage, Mailing Service	530.00
65030 • Printing and Copying	131.97
65040 • Supplies	421.64
65050 • Telephone, Telecommunications	35.44
Total 65000 • Operations	1,157.54
65041 • Office Supplies	747.51
65051 • Consolidated Communications	509.75
65100 • Other Types of Expenses	
651000 • Other Types of Expenses- Other	1,557.99
65120 • Insurance - Liability, D and O	575.00
65160 • Other Costs	110.41
Total 65100 • Other Types of Expenses	2,243.40

12:01 PM  
09/26/22  
Cash Basis

**Bridgton Food Pantry**  
**Profit & Loss Budget Overview**  
July 2022 through June 2023

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	Jul '22 - Jun 23
66111 • Pantry Expenses	900.00
66900 • Reconciliation Discrepancies	-4.86
68300 • Travel and Meetings	
683000 • Travel and Meetings - Other	40.00
68320 • Travel	1,600.00
Total 68300 • Travel and Meetings	1,640.00
Total Expense	56,807.83
Net Income	31,871.37



Form **990-EZ**Department of the Treasury  
Internal Revenue Service**Short Form**  
**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except private foundations)

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

OMB No. 1545-0047

**2021**Open to Public  
Inspection

<b>A</b> For the 2021 calendar year, or tax year beginning <u>7/01</u> , 2021, and ending <u>6/30</u> , 2022	
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> BRIDGTON FOOD PANTRY PO BOX 207 BRIDGTON, ME 04009
<b>D</b> Employer identification number <u>84-2851490</u>	<b>E</b> Telephone number <u>207-647-4476</u>
<b>F</b> Group Exemption Number	
<b>G</b> Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) ▶	
<b>H</b> Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990).	
<b>I</b> Website: ▶ <u>N/A</u>	
<b>J</b> Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
<b>K</b> Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other	
<b>L</b> Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ <u>85,670.</u>	

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I. ☒

<b>Revenue</b>	<b>1</b> Contributions, gifts, grants, and similar amounts received	<b>1</b>	<u>85,670.</u>
	<b>2</b> Program service revenue including government fees and contracts	<b>2</b>	
	<b>3</b> Membership dues and assessments	<b>3</b>	
	<b>4</b> Investment income	<b>4</b>	
	<b>5a</b> Gross amount from sale of assets other than inventory	<b>5a</b>	
	<b>b</b> Less: cost or other basis and sales expenses	<b>5b</b>	
	<b>c</b> Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	<b>5c</b>	
	<b>6</b> Gaming and fundraising events:		
	<b>a</b> Gross income from gaming (attach Schedule G if greater than \$15,000)	<b>6a</b>	
<b>b</b> Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	<b>6b</b>		
<b>c</b> Less: direct expenses from gaming and fundraising events	<b>6c</b>		
<b>d</b> Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	<b>6d</b>		
<b>7a</b> Gross sales of inventory, less returns and allowances	<b>7a</b>		
<b>b</b> Less: cost of goods sold	<b>7b</b>		
<b>c</b> Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	<b>7c</b>		
<b>8</b> Other revenue (describe in Schedule O)	<b>8</b>		
<b>9</b> Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8.	<b>9</b>	<u>85,670.</u>	
<b>Expenses</b>	<b>10</b> Grants and similar amounts paid (list in Schedule O)	<b>10</b>	
	<b>11</b> Benefits paid to or for members	<b>11</b>	
	<b>12</b> Salaries, other compensation, and employee benefits	<b>12</b>	
	<b>13</b> Professional fees and other payments to independent contractors	<b>13</b>	
	<b>14</b> Occupancy, rent, utilities, and maintenance	<b>14</b>	
	<b>15</b> Printing, publications, postage, and shipping	<b>15</b>	<u>662.</u>
	<b>16</b> Other expenses (describe in Schedule O) See Schedule O	<b>16</b>	<u>46,645.</u>
	<b>17</b> Total expenses. Add lines 10 through 16.	<b>17</b>	<u>47,307.</u>
<b>18</b> Excess or (deficit) for the year (subtract line 17 from line 9)	<b>18</b>	<u>38,363.</u>	
<b>Net Assets</b>	<b>19</b> Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	<b>19</b>	<u>71,105.</u>
	<b>20</b> Other changes in net assets or fund balances (explain in Schedule O) See Schedule O	<b>20</b>	<u>7,653.</u>
	<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20.	<b>21</b>	<u>117,121.</u>

BAA For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2021)







**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐ See Sch O

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O. ....		X
34 Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions. ....		X
35 a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? .....		X
b If 'Yes' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O. ....		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III. ....		X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N. ....		X
37 a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37 a 0.		
b Did the organization file Form 1120-POL for this year? .....		X
38 a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? .....		X
b If 'Yes,' complete Schedule L, Part II, and enter the total amount involved. .... 38 b 0.		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9. .... 39 a 0.		
b Gross receipts, included on line 9, for public use of club facilities. .... 39 b 0.		
40 a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ 0.; section 4912 ▶ 0.; section 4955 ▶ 0.		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I. ....		X
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958. .... ▶ 0.		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization. .... ▶ 0.		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T. ....		X
41 List the states with which a copy of this return is filed ▶ None		

42 a The organization's books are in care of ▶ PENNI ROBBINS Telephone no. ▶ (207) 423-6732  
 Located at ▶ 260 POND ROAD BRIDGTON ME ZIP + 4 ▶ 04009

	Yes	No
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? .....		X
If 'Yes,' enter the name of the foreign country ▶		

See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).

c At any time during the calendar year, did the organization maintain an office outside the United States? .....

	Yes	No
42 c		X
If 'Yes,' enter the name of the foreign country ▶		

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here. .... ☐ N/A  
 and enter the amount of tax-exempt interest received or accrued during the tax year. .... ▶ 43 N/A

	Yes	No
44 a Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ. ....		X
b Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ. ....		X
c Did the organization receive any payments for indoor tanning services during the year? .....		X
d If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O. ....		
45 a Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions. ....		X



46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.....

	Yes	No
46		X

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI..... ☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.....

	Yes	No
47		X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.....

48		X
----	--	---

49a Did the organization make any transfers to an exempt non-charitable related organization?.....

49a		X
-----	--	---

b If 'Yes,' was the related organization a section 527 organization?.....

49b		
-----	--	--

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000.....

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000.....

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A.....

☒ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <u>Norman W. Huntress</u>	Date <u>1/4/2023</u>			
	Type or print name and title <u>PETER DUBRULE</u> <u>Treasurer</u>				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> If self-employed	PTIN
	<u>NORMAN HUNTRESS</u>	<u>NORMAN HUNTRESS</u>			<u>P00542949</u>
	Firm's name ▶ <u>Huntress &amp; Associates</u>	Firm's EIN ▶ <u>46-1951941</u>			
	Firm's address ▶ <u>PO Box 384</u> <u>Bridgton, ME 04009</u>	Phone no. <u>207-739-7000</u>			

May the IRS discuss this return with the preparer shown above? See instructions..... ☒ Yes ☐ No

BAA

Form 990-EZ (2021)



The Bridgton Food Pantry Board of Directors

Rick Brackett  
8 E. Street  
Bridgton, Me 04009  
Email: [aussie-rick@maine.rr.com](mailto:aussie-rick@maine.rr.com)

Peter DuBrule (Treasurer)  
P O Box 545  
Bridgton, Me. 04009  
Email: [pdubrule@gmail.com](mailto:pdubrule@gmail.com)

Karen Hawkins  
963 South High Street  
Bridgton, Me 04009  
Email: [barefoot@offthewallemposium.com](mailto:barefoot@offthewallemposium.com)

Carmen Lone (President)  
114 North High Street  
Bridgton, Me 04009  
Email: [celone280@gmail.com](mailto:celone280@gmail.com)

Tris Tirol  
23 Moran Road  
Bridgton Me. 04009  
Email: [ttirol@gmail.com](mailto:ttirol@gmail.com)

Roxie Ward (Secretary)  
57 Heathersfield Dr.  
Bridgton, Me. 04009  
Email: [roxie17ward@gmail.com](mailto:roxie17ward@gmail.com)

Midge (Silvo) Williamson  
P O Box 68  
Stoneham, Me. 04231  
Email: [stoneham514103@gmail.com](mailto:stoneham514103@gmail.com)

# RFA# 202208126

## 2022 Grants for Stream Crossing Infrastructure Improvements

### APPLICATION COVER PAGE

#### **Handwritten Applications Will Not Be Accepted**

Applicant Information			
Applicant Organization Name Town of Bridgton			
Applicant Mailing Address 3 Chase Street, Suite 1	City Bridgton	State ME	Zip 04009
Applicant Contact ( <i>future contract signatory</i> ) Robert A. Peabody, Jr.	Applicant Contact Phone # 207-647-8786	Contact Email Address	
Agent/Consultant/Engineer Information <input type="checkbox"/> Check if not applicable			
Agent is: <input type="checkbox"/> Agent for Application only <input checked="" type="checkbox"/> Project Engineer only <input type="checkbox"/> Agent and Project Engineer			
Agent Name Brent Bridges - Woodard&Curran			
Agent Mailing Address 41 Hutchins Drive	City Portland	State ME	Zip 04102
Agent Phone # 207-774-2772	Agent Email Address bbridges@woodardcurran.com		

- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
- The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

Name (Print): Robert A. Peabody, Jr.	Title: Town Manager
Authorized Signature:	Date: .



# RFA# 202208126

## 2022 Grants for Stream Crossing Infrastructure Improvements

### APPLICATION

Please complete all fields in this application to the best of your ability and include all applicable supplemental attachments listed (see "Key Process Events" Part D) with the proposal package.

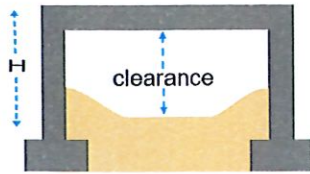
For additional information and resources for your application, please see "Stream Crossing Resources" on Page 8 of this RFA and utilize resources from the [Department's Stream Crossing Resources Page](#) and [2022 Scoring Guidance Document](#).

I. Project Identification		
<b>Name of Proposed Project</b> (Town Name- Road Name)	Town of Bridgton - Wildwood Road	
II. Applicability		
Please indicate the ability to demonstrate the following:		
<input checked="" type="checkbox"/> The proposed structure to be upgraded is located on a municipal road, is not owned by a private or state entity, and is not located on a road segment classified as a "State-Aid" road.		
<input checked="" type="checkbox"/> The proposed project includes matching funds from local or other sources.		
<input checked="" type="checkbox"/> The proposed project is for the upgrade of a culvert, not currently a bridge as defined by the RFA. See "Definitions"		
III. Stream Crossing Location		
<b>1. Municipality or Unorganized Territory where project will take place:</b>	Bridgton	
<b>2. GPS Location of crossing</b> - Decimal degrees preferred. <i>Available on Google Maps by clicking the location on the map</i>	North 44.04207	West - 70.73497
<b>3. Culvert/crossing location</b> Name of the road on which the culvert/crossing is located and the nearest intersection.	Crosses at the north end of Wildwood Road. The nearest intersection is Swamp Road.	
<b>4. Stream name at project location:</b>	MDOT Bridgton Name: Wildwood Road Bridge Bridge # 6689 Town of Bridgton: "Sucker Brook"	
<b>5. "Project Stream" drains to (stream/river name):</b>	Woods Pond	

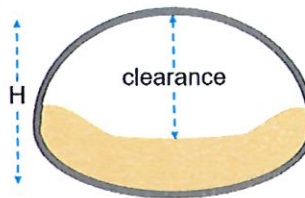
## IV. Existing Culvert Crossing Information

### Structure Dimensions as Intended by MSCG Application:

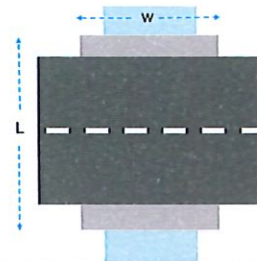
Open Bottom Structures



Closed Bottom Structures



"Plan" View



Culvert/Crossing Shape	Culvert Material	Stream Bed Material in Culvert
<input type="checkbox"/> Closed bottom Box <input type="checkbox"/> Open bottom box <input checked="" type="checkbox"/> Circular <input type="checkbox"/> Open bottom arch <input type="checkbox"/> Closed bottom arch (pipe arch) <input type="checkbox"/> Oval <input type="checkbox"/> Bridge or span	<input type="checkbox"/> Corrugated Metal Pipe <input type="checkbox"/> Smooth Metal Pipe <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Plastic <input type="checkbox"/> Stone <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> none <input type="checkbox"/> Partial <input type="checkbox"/> Continuous

**How many culverts are there at this crossing?** If more than 3, list 3 primary structures below

Culvert	Crossing Width ("W") diameter if round	Culvert Clearance (from stream bed/pipe bottom to highest inside point)	Culvert Length ("L") under Road	Approximate Culvert Age
#1	6'	6'	25'	60-Years
(#2)				
(#3)				

**Explain any other important information reviewers should know about the existing culvert crossing**

The current culvert is undersized in both width and the ability to pass water. There is significant constriction of the stream. The culvert is currently perched at 0.42 feet above the stream bottom on the downstream side and is a partial barrier prohibiting efficient passage of wildlife within these waters. Sucker Brook is a considerable source of erosion at an erosion rate of 4.26 tons per year into Woods Pond and was determined to be a problematic erosion site in the 2013 Woods Pond Watershed Survey. With adequate water flow, reduction of pooling, and improved conditions at the crossing site, Sucker Brook crossing would no longer be at significant risk of failure and the downstream habitat would be considerably improved thus reducing sedimentation into Woods Pond in the future.



## V. Stream Measurements and Field Work

For fieldwork techniques, see: [Stream Smart Field Work Video](#)  
and [Maine Stream Smart Road Crossing Pocket Guide](#)

Proper field work and measurements are crucial to project success and must be completed prior to construction.  
Projects that have completed the fieldwork prior to applying will score higher in several areas.

<b>1. Measured Bankfull Width</b> <ul style="list-style-type: none"> <li>Field-measured beyond culvert's influence</li> <li>Minimum of 3 upstream and downstream measurements</li> </ul>	Upstream Widths (US)	1. 15	2. 10	3. 15	4.	5.	Average US 13	Average of US & DS 14
	Downstream Widths (DS)	1. 20	2. 10	3. 15	4.	5.	Average DS 15	
<b>2. Estimated/Modelled Bankfull width</b> <ul style="list-style-type: none"> <li>Measured average bankfull width values are the most accurate method and will be required absent approved reasoning for alternate method</li> </ul>	Maine Stream Habitat Viewer <a href="http://webapps2.cqis-solutions.com/MaineStreamViewer/">http://webapps2.cqis-solutions.com/MaineStreamViewer/</a>						10.70	
	StreamStats <a href="https://streamstats.usgs.gov/ss/">https://streamstats.usgs.gov/ss/</a>						10.50	
	Other Hydraulic & Hydrologic Analysis (if performed)						N/A	
<b>3. Bankfull width used for preliminary structure sizing</b>								14
<b>4. Preliminary crossing width</b>								17
<b>5. If Bankfull width measurements have not yet been completed, when will they be completed? Explain:</b> <div style="text-align: center;">N/A</div>								
<b>6. Does this structure experience any tidal effects? Is it expected to experience tidal action in the future? Explain.</b> <div style="text-align: center;">N/A</div>								
<b>7. Based on stream longitudinal profile survey, what is the stream's slope (%)?</b>								1%

## VI. Proposed/Preliminary Crossing Structure Design

NOTE: Be sure to watch the 2022 Stream Crossing Grant Workshop Videos and other resources found in Section II:B

Intended Culvert/Crossing Shape		Intended Culvert Material	
<input checked="" type="checkbox"/> Closed bottom Box <input type="checkbox"/> Open bottom Box <input type="checkbox"/> Circular <input type="checkbox"/> Oval <input type="checkbox"/> Other (describe: _____)	<input type="checkbox"/> Open bottom arch <input type="checkbox"/> Pipe arch (closed bottom arch) <input type="checkbox"/> Bridge or span	<input type="checkbox"/> Corrugated Metal Pipe <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Stone <input type="checkbox"/> Other (describe: _____)	<input type="checkbox"/> Smooth Metal Pipe <input type="checkbox"/> Plastic
Proposed Crossing Width "W"	Proposed Crossing Clearance	Crossing Length "L" under Road (account for skew and larger size)	If proposing a bridge/span, what is the Clear Span (measured abutment to abutment)? <input checked="" type="checkbox"/> N/A
17'	5'	25'	



## VII. Performance Criteria & Commitments (REQUIRED)

The applicant commits to the following performance standards and actions related to the proposed project's design and installation (check all that apply, failing to complete this section will result in decreased scores):

### A. Commitments: Field Work and Design

☒ Completion of a longitudinal profile survey of the stream channel to determine the stream and structure's slope. Distance should be 20-30 times the bankfull width up- and downstream of the crossing

☐ Longitudinal profile is complete and attached with application (*preferred*)

☒ Longitudinal profile will be completed prior to design (*required for grant payments*)

[US Forest Service Stream Simulation Manual Chapter 6](#)

☒ Structure size will be determined by field-measured average bankfull width of the stream channel based on three or more representative measurements outside the influence of the existing culvert crossing

☐ Structure size will be determined by another method due to site factors (*not preferred*)

☒ The crossing will be aligned (skewed) to match the stream channel (*preferred*)

☐ Other, describe:

The crossing structure will have:

☐ Open bottom with natural stream bed

☒ Embedded, closed bottom with backfill

**For open bottom structures:**

☒ Not Applicable, structure will have closed bottom

☐ Structure will have properly-designed and engineered footings placed at an elevation below the potential scour (VAT, *see definitions*) based on recommended longitudinal profile survey

☐ Stream bed slope will match the stream slope as determined by recommended longitudinal profile survey

☐ Other, describe:

**For closed bottom structures:**

☐ Not Applicable, structure will have open bottom

☒ Structure invert will be placed at an elevation below the potential scour (VAT) as determined by recommended longitudinal profile survey (*preferred*)

☒ Structure will match the stream slope as determined by recommended longitudinal profile survey (*required*)

☐ Other, describe:



## B. Commitments: Engineering

NOTE: Pursuant to 32 MRSA §1254, a licensed professional engineer is required when the completed project cost estimates exceed \$100,000 and does not create an undue risk to public safety or welfare.

- ☒ Project will meet Maine DOT 100-year flood criteria (100-year flood [DOT worksheet](#))
- ☒ An engineer has been retained to assist with the project's design? *(not required for application)*  
If yes, identify who has been retained to complete engineering plans. **Brent Bridges - Woodard&Curran**
  - ☐ There are existing plans for the project *(do not include plans, not required for application)*  
If yes, identify who designed the plans, and when the plans were completed
- ☒ Final plans will be stamped by a Maine Licensed Engineer prior to construction *(NOTE: final plans are required for grant payments)*

## C. Commitments: Natural Bottom & Stream Banks

- ☒ New crossing will contain stream material within structure closely matching native stream bed
- ☐ A ["pebble count" streambed substrate analysis](#) will be performed to determine bed material *(preferred)*
- ☒ Streambed substrate will be determined using another method  
Describe how the stream bed material will be determined:  
**Existing stream substrate material will be excavated and stored during demolition of the existing culvert.**
- ☐ New crossing will include constructed stream banks through the structure connecting to natural stream banks for terrestrial wildlife passage

## D. Commitments: Span the stream

- ☒ Structure will be sized at least 1.2 times bankfull width of the stream as determined by recommended field measurements *(preferred)*
- ☐ Structure will be sized at least 1.2 times bankfull width of the stream as determined by another method *(not preferred)*  
Explain rationale:
- ☐ Structure will not be sized to meet 1.2 times bankfull width *(not preferred)*  
Explain rationale:

### E. Commitments: Permitting - Federal

This project will likely require a permit from the Army Corps of Engineers.

- ☒ The Army Corps of Engineers Maine Project Office has been contacted regarding this project  
(recommended, see Guidance Video #3)
- ☐ An application has been submitted to the Army Corps of Engineers for this project
- ☐ A permit from the Army Corps of Engineers for this project is in-hand
- ☐ Army Corps of Engineers Maine Project Office will be contacted regarding this project by \_\_\_\_\_(date)

### F. Commitments: Permitting – State

This project will likely be exempt from DEP Natural Resources Protection Act permitting provided it meets the following:

- ☒ Erosion control measures will be taken to prevent sedimentation of the water; and
- ☒ The crossing will not block passage for fish in the protected natural resource area; and
- ☒ For replacement crossings of a river, stream or brook:
  - ☒ The replacement crossing is designed, installed and maintained to match the natural stream grade to avoid drops or perching; and
  - ☒ As site conditions allow, crossing structures that are not open bottomed are embedded in the stream bottom a minimum of one foot or at least 25% of the culvert or other structure's diameter, whichever is greater, except that a crossing structure does not have to be embedded more than 2 feet.



## G. Commitments: Maine Department of Transportation Notification & Inspections

### For Crossings with a clear span 10 feet or greater

☐ *This section is not applicable the proposed structure is less than 10 feet in width measured along the road centerline between both abutment faces underneath, or spring lines of arches, or has an opening of less than 80 square feet in area. (NOTE: Maine DOT defines culverts and bridges differently than in the context of this RFA.)*

Maine DOT is responsible for the inspection of structures 10 feet and greater in width on public roads in the State of Maine. Informing MaineDOT Bridge Maintenance Division of the intention to replace a crossing 10 feet and greater on a public road is important to ensuring structure can be properly added to the bridge inventories and is safe for the travelling public.

*\*Received email from Quentin Redd with DOT bridge name & number*

☒ We emailed Maine DOT's Bridge Maintenance Division ([ben.foster@maine.gov](mailto:ben.foster@maine.gov) or [john.buxton@maine.gov](mailto:john.buxton@maine.gov)) regarding this project to inform them of the town's intention to replace the crossing with a span 10 feet or greater on 08/10/2022 (date) (preferred)

*\* Spoke to Ben Foster (8/8/22)*

☒ We called Maine DOT's Bridge Maintenance Division (207-624-3580) regarding this project to inform them of the town's intention to replace the crossing with a span 10 feet or greater on 08/08/2022 \* (date)

☐ We intend to contact Maine DOT's Bridge Maintenance Division, but have not yet done so (not preferred)

### For Crossings with a clear span 20 feet or greater

☒ *This section is not applicable, the proposed structure is not more than 20 feet in width, measured between both abutment faces underneath, or spring lines of arches or the extreme ends of openings for multiple boxes. (NOTE: Maine DOT defines culverts and bridges differently than in the context of this RFA.)*

Maine DOT is responsible for the inspection and maintenance of most structures 20 feet and greater in width on public roads in the State of Maine. Informing MaineDOT Bridge Maintenance Division of the intention to replace a crossing 20 feet and greater on a public road is important to ensuring structure can be properly added to the bridge inventories and is safe for the travelling public.

*Examples of design elements not recommended by MaineDOT are **aluminum box culverts, precast block abutments, metal bin abutments, bridge foundations that are scour critical, bridges that do not have designed or crash tested bridge rail.** See [MaineDOT's Bridge Upgrade Fact Sheet](#) for more information.*

*MaineDOT recommends that bridge designs be completed by design firms found on MaineDOT's prequalification website: [Consultant Prequalification | MaineDOT](#)*

☐ We emailed Maine DOT's Bridge Maintenance Division ([ben.foster@maine.gov](mailto:ben.foster@maine.gov) or [john.buxton@maine.gov](mailto:john.buxton@maine.gov)) regarding this project to inform them of the town's intention to replace the crossing with a span 20 feet or greater on \_\_\_\_\_ (date) (preferred)

☐ We called Maine DOT's Bridge Maintenance Division (207-624-3580) regarding this project to inform them of the town's intention to replace the crossing with a span 20 feet or greater on \_\_\_\_\_ (date)

☐ We intend to contact Maine DOT's Bridge Maintenance Division, but have not yet done so (not preferred)

☐ The project design has already been reviewed by MaineDOT's Bridge Maintenance Division

**Important Note:** For all crossings proposed to be 20 feet or greater, please refer to [Maine DOT's Bridge Design Guide](#) and contact **MaineDOT Bridge Division** for requirements and limitations.



VIII. Failure Risk, Location, and Reduction in Flooding						
1. Has the crossing caused flooding or overtopping of the road in the last 10 years?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, How many times? (indicate if approximate)		Residents report that the crossing has flooded twice in the last 10-years. Specific dates are unclear but are noted to have been during the spring season on both occasions.				
2. Does this crossing regularly become obstructed by debris or require cleaning?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How often?		Debris is cleared from the crossing on a bi-monthly basis during the summer months. Additional clearing is conducted during heavy rain events.				
3. Has the crossing been damaged by flooding in the last 10 years?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you have any photos of the flooding or damage? Please provide if available.					<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Has the crossing ever partially or fully washed-out or become unsafe for traffic in the last 10 years?					<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. Is the current crossing undersized?					<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how was this determined and what was the metric used?			The current crossing does not meet stream smart design criteria as the clear span is less than 1.2x bankfull width and a scour pool is observed on the upstream side.			
7. List any dates and describe the severity of flooding/damage associated with the crossing. Include the duration of any full or partial road closures.			Specific dates are unknown and flood photographs cannot be located. Residents and staff report shoulder washout on the upstream side and road deterioration on the downstream side. There was no need for a full or partial road closure during those times.			
8. Describe any other problems or issues with the current condition of the crossing. Include photos if available.			This site has been identified as an erosion source in past watershed surveys. Using formulas developed by the U.S. Forest Service, we calculated an erosion rate of 4.26 tons per year that drain into Woods Pond.			
9. In how many years from now do you estimate the culvert/crossing would have a complete failure, a complete collapse, or total washout?		<1 year	1-3 years	3-5 years	5-10 years	10+ years
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. How was the estimated time to failure determined?						
The culvert is at risk of deteriorating under heavy vehicle load. The culvert is undersized, rebar is exposed and there is considerable concrete thinning. Water has been found to be washing out the culvert backfill which compromises the integrity of the road. The tarred road above the culvert, especially on the downstream side is crumbling at its edges which is narrowing the road. The granite slabs and boulders that support the road and culvert are washing away under the road which poses considerable risk to residents north of the crossing and our staff who maintain the road during winter months.						
11. Discuss any future flooding concerns regarding the existing culvert/crossing						
There is a meadow at the north side of the culvert that suffers from inundation when Sucker Brook overflows it's boundaries during heavy rain events and during spring run off season. This location has overflowed and resulted in tree loss and blockages due to debris. The increased water flow and elevated water levels into the meadow along with increased back-water create concerns for future flooding events.						



## IIX. Safety & Impact to Community

**1. Would any homes, businesses, or critical infrastructure be completely cut-off from access if the crossing were to completely fail?**

☒ Yes   ☐ No

**2. If the culvert/crossing fails, how many businesses, or other critical infrastructure would be completely cut off or require a detour?**

*(Note: see definition of "cut off" in this RFA)*

Homes		Businesses		Critical Infrastructure*	
Detour	Cut-off	Detour	Cut-off	Detour	Cut-off
0	8	0	1	0	1

**3. Using the space below, discuss what impacts would occur if the culvert/crossing were to fail. For instance, are there critical public services (fire or police station, hospital, school, public works facility) or \*details on critical infrastructure noted above that would be cutoff or required to detour?**

If this stream crossing were to fail access to the area north of the crossing would be in isolation with complete cut-off. Home and business owners would not have access to their dwellings, nor would there be an access point for public or emergency services. Camp Wildwood, a sleep away camp for kids, serving over 200 children per summer is located north of the crossing and would be at significant risk for flooding in the event of a failure with no alternative routes available for safe exit from the area.

Additionally, a DEP Wastewater Treatment Facility for the business which is accessed daily, would no longer have a safe access point. Another likely impact would be siltation entering into Woods Pond as the area has been determined to be a source of erosion in past watershed surveys. Using the U.S. Forest Service Formulas recent calculations have shown an approximate erosion rate of 4.26 tons per year that could flow into Woods Pond.

**4. Approximately how many vehicles per day travel this road (if known)?** [Maine DOT Public Map Viewer](#) (see "Factored AADT" by clicking on road segment)

260

**5. If an alternate route exists, what is the minimum distance to travel from one side of the crossing along a detour to access the other side of the crossing?**

No alternate route exists

**6. Are there any other safety concerns or community impacts regarding the existing culvert crossing?**

This culvert is in need of replacement for safety reasons. The undersized culvert has resulted in flooding during past significant storm events and will not be adequate to handle increased intensity of storms and precipitation events resulting from current and future climate change.

The tarred road above the culvert is crumbling at it's edges creating considerable narrowing of the crossing which poses inherit risk to our residents and our town crews who maintain the road. The road deterioration also creates a direct path for eroding material to wash into the brook.

The slab and boulder supports for the road and culvert are washing away creating further deterioration of the crossing. Water flow can be visualized coming around the culvert crossing causing erosion and washout at the culvert's entrance and outlet as well as deterioration of the road embankments around the culvert causing crossing instability.

The current crossing does not have any guardrail protection for travelers and given the narrowing of the road and steep drop-off's on each side to the Sucker Brook there is considerable risk to residents and road crews who need and rely upon this access point north of the crossing.

A risk of crossing failure is great due to the current condition of the crossing and culvert. The culvert has also reached the end of it's life span having been installed in 1961.



## IX. Improvement to Fish & Wildlife Habitat

[2022 Municipal Stream Crossing Grants Guidance Video #2: Stream Smart Basics & Project Design](#)

NOTE: For information and potential guidance on local fisheries information, it is highly recommended that you contact your regional [Inland Fisheries and Wildlife Office](#) Fisheries Biologist, and [Department of Marine Resources](#).

**1. Has this crossing been surveyed and identified on the Maine Stream Habitat Viewer?**

If "No" see "Alternate Maine Stream Habitat Viewer Information" worksheet at the end of application

☒ Yes ☐ No

**2. What is the Maine Stream Habitat Viewer ID#?**

8571

**3. Have you contacted MDMR regarding this stream and crossing?**

☒ Yes ☐ No

If yes, please include any relevant information they provided or attach letter of support.

Spoke with Casey Clark on the phone about the crossing. No documentation has been provided back to the Town as of the time of this application.

**4. Have you contacted MDIFW regarding this stream and crossing?**

☒ Yes ☐ No

If yes, please include any relevant information they provided or attach letter of support.

Spoke with Rebecca Settele, Wildlife Biologist for MDIFW. Applicable documentation is attached to this application.

**5. Describe any reasons the crossing or the waterbody should be considered a priority for restoration, including any input from Maine DMR or Maine IF&W Biologists:**

Replacing the culvert will open 5.66 miles according to the USGS Stream stats exploration tool. According to the Maine Stream Habitat Viewer a new culvert would open 2.14 miles of upstream habitat both of which would create a considerable increase in the habitat areas available for Wild Brook Trout as identified by the Maine Stream Habitat Viewer and Cumberland County Brook Trout Study. In addition to the benefits to wildlife, the safety risks noted in items three (3) and six (6) in section IIX. Safety & Impact to Community makes the replacement of this crossing imperative for the safety of our residents and town road crews.

**6. Are fish present in the stream?**

☒ Yes ☐ No

**7. Have any of the following species been identified within this stream by MDMR, MDIFW, USFWS, NOAA, or another reputable resource? (Presence, not modelled habitat)**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Wild brook trout  | <input type="checkbox"/> Alewives (sea run)    | <input type="checkbox"/> other diadromous (sea-run) species |
| <input type="checkbox"/> Sea-run brook trout          | <input type="checkbox"/> Blueback herring      | (list):   |
| <input type="checkbox"/> Atlantic salmon (sea-run)    | <input type="checkbox"/> American eels         |   |
| <input type="checkbox"/> Atlantic salmon (landlocked) | <input type="checkbox"/> Sea-run rainbow smelt |   |

**8. List the source(s) of above fish information:**

Information was sourced from the Maine Stream Habitat Viewer documentation and the Department of Conservations Cumberland County Brook Trout Study.



<b>9. Select any habitats below that have been identified by MDIFW, MDMR, <a href="#">Maine Stream Habitat Viewer</a>, <a href="#">Beginning with Habitat Map Viewer</a>, or other resources near or at the crossing location.</b>			
<input type="checkbox"/> Atlantic Salmon Critical Habitat <input type="checkbox"/> Atlantic Salmon DPS <input type="checkbox"/> Atlantic salmon modelled habitat Type: _____ # units: _____ <input checked="" type="checkbox"/> Brook trout habitat <input type="checkbox"/> Within the drainage of a state "heritage" water <input type="checkbox"/> Within the drainage of an alewife pond <input type="checkbox"/> Significant Vernal pools within 1 mile <input type="checkbox"/> Other Significant Wildlife Habitats (Tidal/Inland waterfowl, etc.) List:	<input type="checkbox"/> State Endangered, Threatened, or Special Concern species (aquatic or terrestrial) within 1 mile. List:  <input type="checkbox"/> Federal Endangered, Threatened species (aquatic or terrestrial) within 1 mile. List:  <input type="checkbox"/> Other priority habitats such as spawning areas, etc., List:		
<b>10. Is the crossing located on a stream or reach where other culvert/crossing upgrades have been performed within the last 5 years leading to improved fish passage?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, describe any additional biological, ecological, or cost-saving benefits that could result from the current project:		N/A	
<b>11. Provide other information about the design or importance of the proposed project that benefits fish and/or wildlife</b>			
The reconstructed crossing will allow Brook Trout to move upstream to cooler water temperatures, a refuge from the warmer water temperatures in Woods Pond during the summer which is imperative to this cold-water species. Habitats currently unavailable will become accessible which will aid in their survival as well as for reproduction. The updated crossing will allow for ease of passage through the stream and will create access to many stream branches that open up additional miles of habitat for these fish and other wildlife migrating through the stream.			
<b>Water Quality Improvements (Questions #12-18)</b>			
<b>12. Describe any sources of sediment or soil erosion draining to the crossing location that can be corrected as part of the project.</b>		The berm that has developed at the crossing site will be removed and storm water runoff will be redirected into the forest buffer. A larger culvert will be added and a rip-rap over the extension will be used to catch sediment before it enters the brook.	
<b>13. Is the project part of Watershed Management Plan or other water quality planning or implementation project? Describe.</b>		Not at this time.	
<b>14. Is the crossing outlet hanging or perched above the downstream stream bed? How much?</b>		Yes, 0.42 feet	
<b>15. Size of DS scour pool</b> <input type="checkbox"/> N/A, No scour pool present	Width 20'	Length 27'	Max Depth 4'
<b>16. Is the crossing back-watered or impounding water upstream?</b>		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>17. Is another downstream crossing potentially causing impounded water to occur at this crossing location?</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>18. Is the upstream or downstream habitat degraded due to this crossing's orientation, slope, or sizing that will be corrected by the new crossing? (e.g. large scour pool, instability or stream bank erosion, backwatered/impounded, significant downstream sedimentation, etc.)</b>		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Explain:	Yes, the undersized culvert will be replaced with one that is adequately sized and no longer perched. With adequate water flow, reduction in pooling, and improved conditions at the crossing site, Sucker Brook crossing would no longer be at significant risk of failure and the downstream habitat would be considerably improved which will also reduce the sedimentation into Woods Pond in the future.		



## X. Project Efficiency and Avoided Costs

<b>1. How much money has been spent on physical repairs within the last 10 years on this culvert crossing?</b>	\$6,500.00	
<b>2. How much money has been spent on road closures or other costs associated with the culvert crossing?</b>	There have been no complete road closures at this crossing within recent history.	
<b>3. Describe the types of expenditures made on repairs or other costs listed above.</b>		
Expenditures are in relation to labor (man hours and equipment) as well as materials (i.e gravel and stone) to repair seasonal washout damages.		
<b>4. What is the anticipated construction duration?</b>	3 Months (Late Summer 2023-Early Fall 2023)	
<b>5. If awarded, when is construction anticipated to begin (month/year)?</b> <i>(Keep in mind that the typical window for in-water work is July 15-October 1)</i>	<b>Start Date:</b>	<b>Completion Date:</b>
	07/2023	10/2023
<b>6. Provide any additional information regarding the efficiency and cost-effectiveness of the project:</b>		
The proposed crossing will be a multi-team effort between the Town of Bridgton, Woodard & Curran, and the Maine DOT to develop a replacement crossing design that will integrate best practices and elements of the Stream Smart Design. As part of the design, Woodard & Curran will evaluate different types of structures and guide the Town in selection of an option that is cost effective, can be installed quickly, and will provide a safe crossing to maintain access to homes, businesses, as well as protect adjacent natural resources.		
<b>7. Provide any additional information as to why this project should be funded by a public infrastructure grant:</b>		
<p>The new culvert crossing will provide sufficient capacity to pass at least a 100-year storm event. This will significantly reduce the risk of washouts and flooding associated with the existing undersized culvert. A failed culvert at this location would create a safety hazard for those residents and businesses north of the crossing as they would be completely isolated in the event of a failure. Public and emergency services would not have access to the north side of the crossing and the Wastewater Treatment Facility would be inaccessible.</p> <p>In the event this critical piece of infrastructure becomes inaccessible, we run the considerable risk of Wastewater contamination flowing downstream into the receiving waters that will make up the primary source of drinking water for Camp Wildwood via Woods Pond. Ultimately, this contamination path will continue on to flow into the water supply for the Portland Water Districts via Sebago Lake.</p> <p>Additionally, the new culvert will help promote an active Brook Trout habitat allowing for easy migration between habitats that are important to their survival and reproductive needs. The current crossing is perched at 0.42 feet above the stream's bottom which creates barriers to fish passage, especially at lower flows. Not only would the new culvert allow for ease of passage for wildlife but it will also reduce the amount of sedimentation flowing into Woods Pond due to stream bank erosion.</p>		



## XI. Alternate Maine Stream Habitat Viewer Information

Complete this section if the crossing location for this proposal is not mapped on the Maine Stream Habitat Viewer

☒ *This section is not applicable (the Maine Stream Habitat Viewer ID for this site is available and listed in Application Section VI)*

If the existing culvert/crossing is NOT surveyed on <a href="#">Maine Stream Habitat Viewer</a> , what is the closest Crossing ID# to the structure on this stream (same stream preferred, or stream system if not available)			
Describe the proximity of this reference crossing to the proposal location?			
If they exist, what is the Maine Stream Habitat Viewer Crossing ID# for the crossings upstream and downstream of the proposed upgrade?	Upstream Crossing ID# <input type="checkbox"/> N/A	Downstream Crossing ID# <input type="checkbox"/> N/A	
Are these considered to be a barrier to fish passage?	<input type="checkbox"/> Barrier <input type="checkbox"/> Partial/Potential Barrier <input type="checkbox"/> Not a Barrier	<input type="checkbox"/> Barrier <input type="checkbox"/> Partial/Potential Barrier <input type="checkbox"/> Not a Barrier	
Approximate distance to the next barrier identified by the Maine Stream Habitat Viewer? (in miles, along stream) Use a map measure tool to approximate the distance along the stream to the next crossing on a road.	Upstream	Downstream	
Does this crossing appear to be able to pass fish in its current state?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe		
Has this crossing been confirmed by a fisheries biologist or DEP staff as a barrier to fish passage? Explain.			
Explain reasoning for fish passage assessment (be sure to include good photos with the application)			

From the stream viewer map of the area:

- Use the layers to determine if the area falls within a mapped habitat. List any habitat indicated in the Fish & Wildlife Section of the Application:
- Use the Beginning with Habitat Maps to determine if there are any nearby endangered species or other habitats
- Barrier status: Discuss the project with a fisheries biologist or with DEP staff to see if the crossing would likely impede fish passage. Look for clear features such as outlet drops or perched culverts and other features that would prevent a fish from moving through the culvert. List any indications or additional information about the culvert's ability to allow fish movement. Take good photos of the crossing for your application, be sure to clearly show the inlet and outlet and inside the structure.
- Make sure to contact fisheries agencies to find out what information they might have about the resource, fisheries, and habitats.



# RFA# 202208126

## 2022 Grants for Stream Crossing Infrastructure Improvements

### COST & BUDGET INFORMATION

<b>Applicant Organization's Name:</b>	Town of Bridgton
---------------------------------------	------------------

The requested funds may not exceed \$150,000. The Department cannot fund 100% of any project; local matching funds must be included

<b>Total Amount of Funds being Requested</b>	<b>\$ 150,000.00</b>
<b>Total Matching Funds Committed to Project</b>	<b>\$ 105,000.00</b>
<b>Source of Project Cost Estimate</b>	The crossing has been evaluated by engineers from Woodard&Curran. The project cost estimate was generated based on the needs of the crossing site to create a stream crossing that will provide the capacity to meet a 100-year storm event.
<b>Source(s) and types of Local Matching Funds proposed</b>	Matching funds will be sourced directly from the Town of Bridgton's Capital Projects Reserve Fund.
<b>What is the status of any proposed matching funds (e.g. approved, planned, committed, uncertain, etc.)</b>	If the project is awarded the matching funds from the Capital Projects Reserve Fund are ready and available for use.  The request to utilize those funds would go to the Town of Bridgton Select Board for final approval.

<b>Estimated Select Budget Items</b>	
<b>Total Engineering &amp; Survey Costs</b>	<b>\$30,000.00</b>
<b>Permitting and Bidding</b>	<b>\$15,000.00</b>
<b>Construction: (Materials, mobilization, installation)</b>	<b>\$30,000.00</b>
<b>Construction: Erosion &amp; sediment controls (including de-watering, stream bypass, cofferdams, temporary and permanent stabilization measures)</b>	<b>\$180,000.00</b>



# RFA# 202208126

## 2022 Grants for Stream Crossing Infrastructure Improvements

### DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

<b>Applicant's Organization Name:</b>	Town of Bridgton
---------------------------------------	------------------

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant's application, at the discretion of the Department.**

<b>Name (Print):</b> Robert A. Peabody, Jr.	<b>Title:</b> Town Manager
<b>Authorized Signature:</b>	<b>Date:</b>



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

March 1, 2023

Robert A Peabody, Jr.  
Town of Bridgton  
3 Chase Street, Suite 1  
Bridgton, ME 04009

**SUBJECT: Notice of Conditional Contract Awards under RFA # 202208126,  
2022 Stream Crossing Public Infrastructure Improvement Projects**

Dear Robert:

This letter is in regard to the subject Request for Applications (RFA) #202208126, issued by the State of Maine Department of Environmental Protection for 2022 Stream Crossing Public Infrastructure Improvement Projects. Although this round initially had available funding for \$3 Million in grants, returned funds from withdrawn projects were added to increase the number of awards. The Department received 46 proposals and has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract awards to the following bidders:

Awardee	Road	Award Amount
Oxford County (Albany Twp)	Patte Brook Road	\$150,000.00
Bath	Anchor Road	\$150,000.00
Bridgton	Wildwood Road	\$150,000.00
Brooklin	Hales Hill Road	\$150,000.00
Brownville	Spencer Road	\$150,000.00
Cumberland	Greely Road # 1 (Maxfield Brook)	\$150,000.00
Cumberland	Greely Road # 2 (Windle Brook)	\$150,000.00
Durham	Swamp Road	\$150,000.00
Eastbrook	Macomber Mill Road	\$115,000.00
Fairfield	Green Road	\$150,000.00
Georgetown	Robinhood Road	\$150,000.00
Greene	Main Street	\$150,000.00
Hartland	Morrill Pond Road	\$150,000.00
Knox	Shibles Road	\$150,000.00
Levant	Horseback Road	\$150,000.00
Lincolntonville	Townhouse Road	\$150,000.00

Awardee	Road	Award Amount
Manchester	Prescott Road	\$150,000.00
Mercer	Pond Road	\$150,000.00
Mexico	Thompson Hill Road	\$150,000.00
Monmouth	Wilson Pond Road	\$150,000.00
Nobleboro	Bayview Road	\$150,000.00
Peru	Dickvale Road	\$150,000.00
Richmond	Brown Road	\$150,000.00
Richmond	Lincoln Street	\$150,000.00
Rockland	Bog Road (Dunbar Rd)	\$150,000.00
Rumford	Isthmus Road	\$150,000.00
Waldoboro	Elm Street	\$150,000.00
Wales	East Road	\$150,000.00
Wells	Newhall Road	\$150,000.00
Wells	Cole Road	\$150,000.00
Whitefield	South Hunts Meadows Road	\$146,000.00
Woolwich	George Wright Road	\$150,000.00

AUGUSTA  
17 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0017  
(207) 287-7688 FAX: (207) 287-7826

BANGOR  
106 HOGAN ROAD, SUITE 6  
BANGOR, MAINE 04401  
(207) 941-4570 FAX: (207) 941-4584

PORTLAND  
312 CANCO ROAD  
PORTLAND, MAINE 04103  
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE  
1235 CENTRAL DRIVE, SKYWAY PARK  
PRESQUE ISLE, MAINE 04769  
(207) 764-0477 FAX: (207) 760-3143



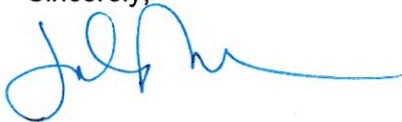
The bidders listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned bidders soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice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

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

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in enhancing the stream crossings in your community.

Sincerely,



John MacLaine  
Innovation and Assistance  
Department of Environmental Protection  
17 State House Station  
Augusta, Maine 04333-0017  
207-615-3279 (direct)  
207-287-2814 (fax)  
[john.maclaine@maine.gov](mailto:john.maclaine@maine.gov)

#### **STATEMENT OF APPEAL RIGHTS**

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

## RESERVE ACCOUNT BALANCES AS OF 1/30/2023

5. Capital Projects Reserve -		Fund #54	Fund Limit: \$750,000
Beginning Fund Balance as of 6/30/2019			22,927.00
FY2020 Funding			
FY2020 Revenues	478,650.25		
FY2020 Expenses		1,535.98	
FY2021 Funding	0.00		
FY2021 Revenues	0.00		
FY2021 Expenses		61,322.47	
FY 2022 Revenues			
FY 2022 Expenses		4,682.50	
FY2023 Revenues			
FY2023 Expenses		24,500.00	
<b>New Fund Balance</b>			<b>409,536.30</b>

**FY 2023 Expenses: Finline Pavement Stripping for Crosswalk Repairs**



# RFA# 202208126

## 2022 Grants for Stream Crossing Infrastructure Improvements

### COST & BUDGET INFORMATION

<b>Applicant Organization's Name:</b>	Town of Bridgton
---------------------------------------	------------------

The requested funds may not exceed \$150,000. The Department cannot fund 100% of any project; local matching funds must be included

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<b>Source(s) and types of Local Matching Funds proposed</b>	Matching funds will be sourced directly from the Town of Bridgton's Capital Projects Reserve Fund.
<b>What is the status of any proposed matching funds (e.g. approved, planned, committed, uncertain, etc.)</b>	If the project is awarded the matching funds from the Capital Projects Reserve Fund are ready and available for use.  The request to utilize those funds would go to the Town of Bridgton Select Board for final approval.

<b>Estimated Select Budget Items</b>	
<b>Total Engineering &amp; Survey Costs</b>	\$30,000.00
<b>Permitting and Bidding</b>	\$15,000.00
<b>Construction: (Materials, mobilization, installation)</b>	\$180,000.00
<b>Construction: Erosion &amp; sediment controls (including de-watering, stream bypass, cofferdams, temporary and permanent stabilization measures)</b>	\$30,000.00

**Town of Bridgton**  
**Policy on Donated Park Benches**

From time to time the Town expects to receive offers to donate benches in Bridgton. Such donations will usually be in memory of a loved one. In order to ensure a consistent policy with regard to such donations and in order to advise potential donors of that policy, the Board of Selectmen hereby adopts the following Policy governing the donation, acceptance, installation and maintenance of benches in Bridgton.

**Section 1.**

The donation must be adequate to cover the cost of the bench, the initial commemorative plaque (if any), and the cost of the concrete strips, bolts and the labor to mount the bench. The offer of donation must be in writing.

**Section 2.**

All benches and monuments shall be of such quality and design that they blend in with the surrounding area. Where possible, the bench should consist of cast iron or aluminum support brackets with wood, cement or other durable materials to withstand the four seasons of weather. All support materials must be finished either with a clear or protective seal coat and that all painted surfaces must be of rust resistant paint/epoxy.

**Section 3.**

Donated benches and monuments may have commemorative plaques on them. The cost of the plaque shall be part of the donation and not at the expense of the Town. The size of the plaque or engraved area shall be proportional to the host bench or monument and subject to the approval of the Board of Selectmen. Plaques shall be of a uniform design and shall be made out of plastic or comparable non tarnishing material.

**Section 4.**

The location of any donated bench or monument shall be determined by the Board of Selectmen upon recommendation of the Public Works Director who shall give maximum consideration to the wishes of the donor(s).

**Section 5.**

The Parks Division of Public Works shall be responsible for the basic maintenance of all benches and monuments in Town in



accordance with the Town of Bridgton's Monument Guidelines and Agreement. The Public Works Director shall maintain a permanent record of each bench or monument donated and its location and inscription to aid in the future location, maintenance or replacement requirements.

Section 6.

The Town reserves the right to relocate benches and monuments as public need dictates. However, it will make every reasonable effort to accommodate the wishes of the donors both in the initial location and in any subsequent relocation providing it is possible to contact the donor(s).

Section 7.

The Monument Guidelines and Agreement shall cover benches and monuments donated and accepted by the Town of Bridgton. From time to time the Board of Selectmen may amend the Policy and Agreement to meet the ongoing needs of the community. Executing the Agreement with the donor does not constitute a formal contract for goods or services nor does it imply any obligations upon or by the Town other than what the Agreement stipulates between the parties. In all cases where the Agreement does not resolve a dispute, the decision shall rest solely with the Board of Selectmen.

Adopted: December 26, 1995  
Revised: September 14, 2010

## **Town of Bridgton Monument Guidelines and Agreement**

### **Section I. Purpose:**

From time to time, the Town of Bridgton will receive a request from a citizen to place a monument in one of the Town parks to commemorate or memorialize the memory of someone. At the time of writing this agreement, the Town has a policy adopted in 1995 that pertains to wood and cast iron park benches. This agreement would permit the use of stone as an acceptable alternative within the policy. Installation would be allowed only after discussions with the appropriate staff and Board members, including any regulatory approvals needed such as for lake-shoreline areas. This agreement also places the burden of acquisition, installation and capital repairs with the donating entity and not the Town of Bridgton.

The Town does not want to "inherit" the implied maintenance, repair or replacement costs of such a monument and therefore the following guidelines and agreement addresses some of those issues.

### **Section II. Locating the Monument:**

A selected location for a monument may be approved by the Select Board upon discussion with the Town Manager, Public Works Director, Code Enforcement Officer as well as gaining approvals from the Planning Board (if needed).

Final decision shall rest solely with the Select Board who reviews such requests on a case by case basis.

### **Section III. Style of Monument:**

Generally, the style of the monument should blend in with the surrounding area so as not to be excessive in height, width, length, type of construction material and color or mass. The Select Board retains the final approving authority.

### **Section IV. Initial Cost and Installation:**

The donating party must provide the Town with the name and contact number of the parties through which the monument is being purchased, shipped, delivered and installed. All installation specifications shall follow the standards used in the Cemetery Monument Industry for the North East. All costs associated with the monument shall be borne solely by the donating party.

### **Section V. Maintenance, Repair and Replacement:**

The Town of Bridgton represents to the signed party below that it will do simple routine maintenance around the monument that is limited to weed and grass cutting and removal of litter. Any other maintenance, repair or replacement of the monument shall be solely at the donating party's expense, unless caused by the Town's routine maintenance activities. This also means the Town will not provide maintenance, repair or replacement of the monument due to the elements, an act of God, common enemy, thieves, vandals, malicious mischief makers, explosions, accidents, riots or damage caused by any military or civil authority. The Town does not represent nor does it offer to notify the donating party of the status of the monument.



The donating party agrees for itself and its heirs that it will continue to provide maintenance, repair and replacement of the monument without any charge to the Town of Bridgton, regardless of the cause.

Further, the parties to this Agreement recognize that from time to time the Town may become aware of a problem and it may notify the donating party. If a safety issue is involved and the donating party has been notified by electronic mail or other electronic communication and it fails to remedy the safety issue within 96 hours of said notification, the Town may exercise its right to complete the remedy and charge the donating party, who agrees to make full payment to the Town within ten (10) calendar days of the date of the invoice. Failure by the donating party to either remedy the problem or make payment to the Town of Bridgton shall be defined as a breach of this Agreement and automatically permit the Town, at its discretion, to remove the monument and store said monument at a daily storage fee of \$15 per day for up to one (1) calendar year. Any storage lasting longer than one (1) year shall be deemed as abandonment of the monument and the Town will exercise its authority to sell the monument and apply any proceeds to the outstanding invoice(s). The donating party to this Agreement has indicated they will provide the Town with their preferred contact method which will remain on file until they notify the Town of any revised contact method.

#### Section VI. Liability:

In giving its approval for the placement of a monument, the Town of Bridgton takes no responsibility for the monument and that the donating party fully understands and accepts that position by the Town. Should a claim be made against the Town related to the existence of the monument bench, any expenses and costs related to the claim that are not covered nor reimbursed by the Town's insurer shall be reimbursed by the donating party up to the then Town's deductible limits.

#### Section VII. Removal of the Monument:

Upon notice to the donating party in writing at least thirty (30) days in advance of the removal date, the monument shall be removed by the donating party with all expenses paid for by the donating party. If it becomes necessary for the Town to remove the monument then all expenses incurred shall be invoiced to the donating party per section V. above including any storage and transportation related costs. Further, should the donating party or its heirs become unwilling or unable to fulfill its obligations under this Agreement, upon thirty (30) days notice in writing to the Town, the donating party or its heirs may remove the monument and restore the site to its pre-donation condition.

#### Section VIII. No Encumbrance of Land; Privilege:

The parties to this Agreement do not intend to transfer, convey or adverse possess the land upon which the Monument is located nor does the existence of the monument nor the approval for such monument confer any special or legal rights to the donating party from the Town of Bridgton other than the privilege to locate the monument on the land of the Town.

Section IX. Official Notification Addresses:

The parties hereby stipulate the official address for which any notifications shall be made:

Town of Bridgton  
3 Chase Street, Suite #1  
Bridgton, Maine 04009  
Townmgr@bridgtonmaine.org

Donating Party- Name  
Street Address  
Town, State, Zip  
Contact email

Section X. Good Faith:

The parties to this Agreement enter it in good faith knowing that circumstances may arise that are out of the control of either party. In such cases the parties agree to proceed with a level of reasonableness and good faith to minimize the future problems that may occur.

Section XI. Execution:

On this day, the \_\_\_\_ of \_\_\_\_\_, the parties have executed this Agreement.  
Each party represents their authority to enter into this Agreement.

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Donating Party

Date \_\_\_\_\_

Date \_\_\_\_\_

Witness:

\_\_\_\_\_

\_\_\_\_\_



**Board of Selectmen's Meeting Minutes**  
**September 14, 2010; 6:00 P.M.**

**4. Presentations and Discussions (continued)**

**b. Proposed Park Bench Donation and Town Policy**

The Town has been working with the Parrish family who has proposed the installation of a granite park bench near the Highland Lake Boat Ramp. In December of 1995, the Town adopted a policy related to "donated park benches." Since that time the standards have improved with the use of granite and masonry materials. Town Manager Berkowitz proposed amending the current policy to include these newer materials as well as to require the "agreement" be executed for each donation. **Motion** was made by Selectman Woodward to amend the policy as recommended by the Town Manager; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

**c. Proposal for Equipment at Salmon Point**

**Motion** was made by Selectman Cash to authorize the Town Manager to begin the search for an all purpose utilitarian piece of equipment for Salmon Point and the Cemeteries, the Town Manager will keep the Board informed on the efforts and progress; 2<sup>nd</sup> from Selectman Taft. 5 approve/0 oppose

**d. Ambulance Service Contract for FY 2011**

**Motion** was made by Selectman Hoyt to authorize the Town Manager to contact United Ambulance and discuss contract revisions; 2<sup>nd</sup> from Vice-Chairman Cash. 5 approve/0 oppose

**e. Presentation of Work to be Done at Pondicherry Square and Park**

*This item was taken up earlier in the meeting under public participation.*

**5. Approval of Minutes; August 10, 2010**

**Motion** was made by Selectman Woodward for approval of the minutes of the August 10, 2010; 2<sup>nd</sup> from Selectman Taft. 5 approve/0 oppose

**6. Correspondence and Other Pertinent Information**

**a. Highland Lake Swim Lessons Appreciation**

The Board received a thank you letter from the families that participated in the summer recreation programs (more specifically, swim lessons). The Board thanked the families for taking the time to provide positive feedback.

**b. Ferraro Email Re: Shoreland Zone Issue**

**Motion** was made by Vice-Chairman Cash for approval of the consent agreement to include a \$1,500 violation fine; 2<sup>nd</sup> from Selectman Hoyt. 5 approve/0 oppose

**c. Report to Investment Committee; Trust Fund Balances**

Town Manager Berkowitz provided a report on the balances and transactions in the checking accounts at Norway Savings Bank that are connected with each trust fund.



## Town of Bridgton

Bridgton offers several commemorative services to families who have lost a loved one and would like to memorialize them in the Town of Bridgton. Memorial options available are described below.

Please complete the form on the reverse side to order your memorial.

Donations should be made payable to: TOWN OF BRIDGTON and mailed with this form to Town of Bridgton, 3 Chase Street, Suite 1, Bridgton, ME -04009. Donations can also be made online at [www.bridgtonmaine.org](http://www.bridgtonmaine.org).

For more information please contact the Town Clerk's Department at 207-647-8786

Donation	Options
Memorial Bench	Memorial benches are composed of synthetic wood with concrete bases. Each bench features a bronze plaque recessed into the bench featuring your inscription (limit 25 characters per line. Maximum: 3 lines). The purchase of your bench includes 10 years maintenance. The Town will maintain memorial benches but is not responsible for damage to benches caused by storms. Bench locations can be requested but are not guaranteed indefinitely. Bench locations are limited.
Plant a Tree	Trees are placed on areas maintained by the Town of Bridgton, including public land, parks, roadside, or public areas so that the Town of Bridgton may preserve the rights to maintain the memorial tree throughout its life. A variety of tree species are available to choose from; the Bridgton Public Services Department reserves the right to make the final tree selection considering factors like the desired location and future maintenance but will work with the interested parties in the tree selection process. The price for a memorial tree and installation varies based on tree species selected. Species and prices may vary based on market value and availability. Also included with your donation is a brass leaf on the memorial plaque at the Bridgton Park that will feature your name and the coordinates to locate your designated tree.
Park Donation	Specify Amount



## Town of Bridgton Memorials and Special Gift Donations

Many people who live or visit Bridgton wish to make a donation to contribute to a variety of ongoing improvements and beautification projects currently underway.

Donations can consist of a memorial bench with an inscribed plaque, a memorial paver around the flag pole, a memorial tree to be planted in town and/or funding for park improvements.



Donation	Amount	Options		
Memorial Bench	\$1500	Inscription: limit 24 characters per line. Maximum 3 lines.		
Plant a Tree	\$300-400 based on species	<input type="checkbox"/> maple \$350	<input type="checkbox"/> crab \$325	<input type="checkbox"/> Fir \$400
Park Donation	Specify Amount \$ _____	Describe:		

Donations should be made payable to: Town of Bridgton, and mailed with this form to Town of Bridgton, 3 Chase Street, Suite 1, Bridgton, ME 04009. Donations can also be made on-line at [www.bridgtonmaine.org](http://www.bridgtonmaine.org)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Office Use Only:

Received payment: Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Installed: \_\_\_\_\_

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

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

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

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

IV. Prevailing Statutes and Decisions:

Title 36 M.R.S. §§ 942 and 943

Court Decisions:

Jones v. Flowers 2006

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

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

Campbell Cary v. Town of Harrington December 9, 1987

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



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

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

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

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

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

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

### **III. Review of Tax-Acquired Properties:**

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

- a. to sell the property with or without any conditions, or
- b. to retain the property for a specific purpose, or



c. to retain the property on an interim basis if it is a single-family residence occupied by the taxpayer and if the sale of the property would result in the taxpayer requesting general assistance. In such a case, the Select Board must determine if a payment plan shall be developed for which the taxpayer makes full payment of all taxes, interest and fees due allowing for the property to be quit claim deeded to the original property owner. A payment plan approach is not encouraged as a matter of practice and by the Maine Municipal Association.

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

#### IV. Disposition of Tax-Acquired Property:

4.1 The Board reserves the right to return the property to its owners when there are extenuating circumstances subject to the following procedure and requirements:

- a. A written request from the former owner to redeem the property is received within 12 months of the date of automatic foreclosure.
- b. Included with the request is a bank check in the amount of all back taxes, interest and fees; current year's taxes; and outstanding wastewater fees.
- c. Prior to Board action on the request, there will be a meeting of the Code Enforcement Officer, Police Chief and Fire Chief to identify any health or safety violations needing to be cured prior to redemption of the property.

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

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

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

b. Should the successful bidder default and forfeit their bid bond or payment, the property will then be offered to the next highest bidder at the bid price. If there is no second highest bidder, or the second highest bidder is not able to meet the high bid, the Town may solely



at its discretion re-advertise the property for sale or negotiate a satisfactory price with any potential buyer, as the Board of Selectmen deems necessary.

c. The Board of Selectmen will consider all bids received at a public meeting duly noticed.

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

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

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

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

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

**CERTIFICATION OF PROPOSED ORDINANCE ENTITLED  
“AMENDMENTS TO TOWN OF BRIDGTON FIRE PROTECTION AND LIFE SAFETY  
ORDINANCE” AND ORDER**

The municipal officers of the Town of Bridgton hereby **CERTIFY** to the municipal clerk of the Town of Bridgton, pursuant to 30-A M.R.S. § 3002, that attached hereto is a true copy of the proposed ordinance entitled “Amendments to Town of Bridgton Fire Protection and Life Safety Ordinance” to be voted on at a referendum election of the Town of Bridgton on June 13, 2023, under the following secret ballot question:

Question \_\_\_\_\_. Shall an ordinance entitled “Amendments to Town of Bridgton Fire Protection and Life Safety Ordinance” be enacted?

*(Note: Copies of the text of the ordinance are available from the Town Clerk.)*

**BE IT FURTHER ORDERED**, pursuant to 30-A M.R.S. § 3002(1), that the municipal clerk shall keep this certified copy as a public record and shall make copies of said proposed ordinance available for distribution to the voters of the Town of Bridgton from the time of this certification. Copies of said proposed ordinance shall also be attested by the municipal clerk and posted in the same manner as the warrant calling the referendum election on June 13, 2023 and shall be made available to the voters at the referendum election on June 13, 2023.

Dated: \_\_\_\_\_, 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
A majority of the municipal officers  
of the Town of Bridgton

A true copy of the proposed ordinance entitled “Town of Bridgton Fire Protection and Life Safety Ordinance” is attached hereto.

Attest: \_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton



RETURN

Cumberland County, ss.

State of Maine

I certify that I have posted an attested copy of the proposed ordinance entitled "Amendments to Town of Bridgton Fire Protection and Life Safety Ordinance" at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being conspicuous public places within the Town of Bridgton on \_\_\_\_\_, 2023, which is at least seven (7) days next prior to the date of the June 13, 2023 referendum election.

\_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

AMENDMENTS TO THE TOWN OF BRIDGTON  
FIRE PROTECTION AND LIFE SAFETY  
ORDINANCE

PREPARED FOR TOWN REFERENDUM TO BE HELD ON  
June 13, 2023

*The Town of Bridgton Fire Protection and Life Safety Ordinance is proposed to be amended by adding the words shown in underline (underline) and by removing the words shown in strikethrough (~~strikethrough~~), as follows:*



# Town of Bridgton

## FIRE PROTECTION AND LIFE SAFETY ORDINANCE



Enacted 11/06/2018

Amended 6/13/23

**TOWN OF BRIDGTON FIRE  
PROTECTION AND LIFE  
SAFETY ORDINANCE**

**ARTICLE I. PURPOSE**

To protect health, safety and general welfare of the residents and visitors of the Town of Bridgton by establishing fire protection measures; to ensure for the reasonable protection and safety of firefighters against building collapse and other effects of fires; to better facilitate the needs of the fire department; to ensure sound engineering practices are utilized when installing fire protection systems.

**ARTICLE II. AUTHORITY AND ADMINISTRATION**

**Section 1. Authority**

1. This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII Part Second, Section 1 of the Maine Constitution and Title 30-A M.R.S., Section 3001.

2. This Ordinance shall be known as the "Fire Protection and Life Safety Ordinance" of the Town of Bridgton, Maine.

**ARTICLE II. AUTHORITY AND ADMINISTRATION**

**Section 2. Administration**

1. This Ordinance shall be administered by the Planning Board, the Bridgton Fire Chief or the Fire Chief's designee, or the Code Enforcement Officer of the Town of Bridgton, as appropriate.

0. The Town's reviewing authority under Paragraph 1 may waive any of the application requirements or performance standards when it determines that because of the special circumstances of the site such application requirements or standards would not be applicable or would be an unnecessary burden upon the applicant and that the waiver would not adversely affect abutting landowners or the general health, safety and welfare of the Town.

**ARTICLE III. REFERENCES AND DEFINITIONS**

In general, words and terms used in this ordinance shall have their customary dictionary meanings. More specifically, certain words and terms used herein are defined as follows. References are incorporated only to the extent cited herein.

**Cistern** - An underground storage reservoir with an approved dry hydrant.



**Dry Hydrant** - An arrangement of pipe permanently connected to a water source other than a piped, pressurized water supply system that provides a ready means of water supply for fire-fighting purposes and that utilizes the drafting (suction) capability of a fire department pump.

**Fire Pond** - A fire pond is an area of water which is kept so it can be used if there is a fire

**Fire Protection System** - The water source, storage means, piping and hydrants, sprinkler systems, access roads and associated infrastructure provided for fire protection.

**ISO PPC Class 8** - A Public Protection Classification ("PPC") established by Insurance Services Office, Inc. ("ISO"), a subsidiary of Verisk Analytics headquartered in Jersey City, New Jersey, in its Fire Suppression Rating Schedule ("FSRS") 2013 Revised Edition.

**Fire Department Operations Area** - A cut-out on the side of a road for a fire department vehicle access.

**Rapid Entry Secure Box Program** - A program administered by the Bridgton Fire Department to provide for secure boxes for keys to buildings and building systems to allow Fire Department and emergency personnel to enter buildings without the need to damage property.

#### **ARTICLE IV. APPLICABILITY**

This Ordinance shall apply to all occupancies in the Town of Bridgton, Maine subject to regulation under the National Fire Protection Association (NFPA) codes, and regulations of the Office of the State Fire Marshall, incorporated herein by reference, including, without limitation, assembly, educational, day care, health care, ambulatory health care, detention and correctional, residential, one and two family dwelling units, lodging or rooming house, hotel, dormitory, apartment building, residential board and care, mercantile, business, industrial, and storage occupancies. In addition, Article VIII applies to new residential construction in new subdivisions as defined in Subdivision Regulations of the Town of Bridgton. Prospective Applicants may contact the Bridgton Fire Chief at the Bridgton Town Office for more detailed information regarding applicability.

#### **ARTICLE V. FIRE PREVENTION CODE**

Section 1. The Town of Bridgton adopts by reference the National Fire Protection Association ("NFPA") #1, Uniform Fire Code, ~~2006~~ 2018 Edition, as adopted by the Maine Department of Public Safety, Office of the State Fire Marshall, by rule as Chapter 3, Fire Prevention Code, pursuant to 25 M.R.S.A §§2452 and 2464.

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Section 2. NFPA #1, Uniform Fire Code, ~~2006~~ 2018 Edition as adopted in Section 1 is subject to the exclusions and modifications included in the rule adopted by the Maine Department of Public Safety, Office of the State Fire Marshall, as Chapter 3, Fire Prevention Code, pursuant to 25 M.R.S. §§2452 and 2465.

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Section 3. At least one copy of Chapter 3, Fire Prevention Code of the rules of the Maine Department of Public Safety, Office of State Fire Marshall and at least one copy of NFPA #1, Uniform Fire Code, ~~2006~~ 2018 Edition have been filed in the office of the Bridgton Town Clerk for 30 days prior to adoption of this Ordinance and have been, and shall be, kept there available for public use, inspection and examination as required by 30-A M.R.S. §3003(2)(A).

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#### ARTICLE VI. LIFE SAFETY CODE

Section 1. The Town of Bridgton adopts by reference the National Fire Protection Association ("NFPA") Standard #101, Life Safety Code, ~~2009~~ 2018 Edition; NFPA #80, Standard for Fire Doors and other Opening Protections, ~~2010~~ 2019 Edition; and NFPA #220, Standard on Types of Building Construction, ~~2006~~ 2018 Edition as adopted by the Maine Department of Public Safety, Office of the State Fire Marshall, by rule as Chapter 20, Fire Safety in Buildings and Structures, pursuant to 25 M.R.S. §2452 and 8 M.R.S. §236.

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Section 2. NFPA #101, Life Safety Code, ~~2009~~ 2018 Edition; NFPA #80, Standard for Fire Doors and other Openings Protections, ~~2010~~ 2019 Edition; and NFPA 220, Standard on Types of Building Construction, ~~2006~~ 2018 Edition as adopted in Section 1 are subject to the exclusions and modifications set forth in the rule adopted by the Maine Department of Public Safety, Office of the State Fire Marshall as Chapter 20, Fire Safety in Buildings and Structures pursuant to 25 M.R.S. §2452 and 8 M.R.S. §236.

Section 3. At least one copy of Chapter 20, Fire Safety in Buildings and Structures of the rules of the Maine Department of Public Safety, Office of the Sate Fire Marshall and at least one copy of NFPA #101, Life Safety Code, ~~2009~~ 2018 Edition; NFPA #80, Standard for Fire Doors and Other Opening Protections, ~~2010~~ 2019 Edition; and NFPA #220, Standard on Types of Building Construction, ~~2006~~ 2018 Edition have been filed in the office of the Bridgton Town Clerk for 30 days prior to adoption of this

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ordinance, and have been and shall be available for public use, inspection, and examination pursuant to 30-A M.R.S. §3003(2)(A).

#### **ARTICLE VII. CARBON MONOXIDE ALARMS**

Section 1. The Town of Bridgton adopts by reference Chapter 9, Single-and Multiple-Station Alarms and Household Carbon Monoxide Detection Systems of the National Fire Protection Association Standard #720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment, 2009 Edition, as adopted by the Maine Department of Public Safety, Office of the State Fire Marshall, by rule as Chapter 18, Carbon Monoxide Alarms, pursuant to 25 M.R.S. § 2468 with the exclusions in Section 2.

Section 2. Exclusions: The following subsections of Chapter 9, Single-and Multiple-Section Alarms and Household Carbon Monoxide Detection Systems of the National Fire Protection Association Standard #720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment, 2009 Edition, are not adopted:

- A. Subsection 9.1.3;
- B. Subsection 9.4.1.1, numbers 2 and 3;
- C. Subsection 9.5.3, Primary Power Supply---Monitored Battery;
- D. Subsection 9.6.1.2.

Section 3. At least one copy of Chapter 18, Carbon Monoxide Alarms, of the rules of the Maine Department of Public Safety, Office of the State Fire Marshall, and at least one copy of NFPA Standard #720, Chapter 9, 2009 Edition, have been filed in the office of the Bridgton Town Clerk for 30 days prior to adoption of this Ordinance and have been, and shall be, kept there available for public use, inspection and examination as required by 30-A M.R.S. §3003(2)(A).

#### **ARTICLE VIII. FIRE PROTECTION IN NEW SUBDIVISIONS**

Section 1. The Town of Bridgton adopts by reference the following standards applicable from the date of adoption of this Ordinance to all new residential construction in new subdivisions, as defined in the Subdivision Regulations of the Town of Bridgton:

- (a) NFPA #1, Uniform Fire Code, ~~2006~~-2018 Edition;
- (b) NFPA Standard 1142, Standard on Water Supplies for Suburban and Rural Firefighting, 2017 Edition, Chapter

8, Sections 8.7.1 and 8.7.6.; and

- (c) If sprinkler systems are installed in new residential construction in new subdivisions, the sprinkler systems shall comply with NFPA Standard 13D, Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Manufactured Homes, 2016 Edition.

Section 2. At least one copy of NFPA #1, Uniform Fire Code, ~~2006~~ 2018 Edition; NFPA Standard 1142, Standard on Water Supplies for Subdivision and Rural Firefighting, 2017 Edition, Chapter 8, Sections 8.7.1 and 8.7.6; and NFPA Standard 13D, Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Manufactured Homes, 2016 Edition; and have been filed in the office of the Bridgton Town Clerk for 30 days prior to adoption of this Ordinance and have been, and shall be, kept there available for public use, inspection and examination as required by 30-A M.R.S. §3003(2) (A).

Section 3 - Water Supply. In any new subdivision, there shall be provided a reliable water supply for firefighting. The water supply must be of suitable capacity to provide a sufficient fire flow for the largest proposed structure within the development. If public fire hydrants and/or approved dry hydrants are not available within 1000 feet of each lot, the subdivider shall be responsible for providing adequate fire protection water supply. Subdivisions shall provide adequate fire protection water supply in accordance with PPC Class 8, of the ISO Fire Suppression Rating System, 2013 Revised Edition, which is hereby incorporated by reference. At least one copy of the ISO Fire Suppression Rating System, 2013 Revised Edition, as incorporated by reference in this section, has been filed in the office of the Bridgton Town Clerk for 30 days prior to the adoption of this Ordinance, and has been and shall be available for public use, inspection and examination pursuant to 30-A MRS § 3003(2) (A).

Acceptable methods include, but are not limited to, natural perennial or man-made fire ponds with an approved dry hydrant, underground storage reservoirs (cisterns) with an approved dry hydrant, approved pumping relay station, or approved residential sprinkler systems in dwelling units. If water storage means are provided, such means shall be located not further than 1000 feet from any dwelling. A combination of methods may be used to satisfy this requirement.

Section 4 - Pumping Relay Stations. If a tanker shuttle service is provided, the following requirements shall be met:



a. The center of the relay station shall be within 1-1/2 miles on public and/or year-round roads of an ISO PPC Class 8 water source. The Bridgton Fire Department shall be responsible for maintenance of a list of such water sources.

b. The center of the relay station shall be no further than 1,000 feet as measured along the roadway that can be traversed by fire apparatus from any dwelling structure in the subdivision.

. The relay station lot shall be a minimum of 45 feet deep by 75 feet along the access road, to accommodate pumper engine, tanker engine(s), and tank. The relay station lot shall be constructed and maintained for all-season availability, and shall be constructed to the road standards of the Subdivision Regulations. The developer or the homeowners' association shall be responsible for clearance of snow, parked vehicles, or other obstructions.

Section 5 - Design and Approval. Where fire ponds are proposed for water storage, the capacity of the pond shall be calculated based on the lowest projected water level, less an equivalent of three feet of ice. A detailed plan of the required pond, dry hydrant, piping, and/or access road, bearing the stamp of a registered Professional Engineer, shall be submitted as part of the application. The Code Enforcement Officer and Fire Chief shall approve the design of all water storage arrangements for fire ponds, cisterns and pumping relay stations. Water storage arrangements shall be made available as soon as combustible materials accumulate.

Section 6 - Sprinkler Systems. If sprinkler systems are installed in any construction of one and two family dwellings or manufactured Homes, subject to this Article, the sprinkler systems shall comply with NFPA Standard 13D, Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Manufactured Homes, 2016 Edition.

Section 7 - Maintenance of Water Storage Means. Water storage means and dry hydrants associated with water storage arrangements shall be maintained as required by NFPA 1142, Chapter 8, 2017 Edition, Sections 8.7.1 and 8.7.6. The developer or homeowners association shall be responsible for the maintenance of the fire protection system, if common storage means are used. Required maintenance shall include snow removal and the cutting of brush and grass so that the water source is readily visible and accessible at all

times. If the water source includes tanks, the property owner shall be responsible for the initial filling of any tanks that may be used, for the maintenance of the tanks and for maintaining the required water level in the tanks. In the event that the Fire Department utilizes the tanks, it will be responsible for refilling them after each use.

Section 8 - Maintenance of Sprinkler Systems. Maintenance of individual sprinkler systems shall be the responsibility of the individual owner.

Section 9 - Road and Relay Station Maintenance. All roads and relay stations approved as part of a subdivision shall be maintained for Bridgton Fire Department access in perpetuity, including tree and brush trimming, snow removal, and removal of other obstructions such as gates or signs. The developer or homeowners association shall be responsible for the maintenance of the roads and relay stations. This provision shall not prohibit a seasonal road from being maintained seasonally.

Section 10 - Inspection of Fire Protection Systems. Fire protection systems other than sprinkler systems shall be subject to annual inspection by the Bridgton Fire Department. Deficiencies shall be remedied by the developer or homeowners association as appropriate.

Section 11 - Easement Deed. When water storage means are to be used, the developer or property owner installing a water supply facility located on privately owned property to satisfy the water supply requirement set forth in this Article must provide the Town with an easement for access to and use of the water source. The easement shall be subject to the review and approval of the Town attorney. The easement must provide acceptable access over all private property between the closest Town road and the water source providing the Town of Bridgton with the right to enter onto the property in order to use, train with, or check the functionality of the storage means.

Section 12 - Access for Firefighting. All proposed roads subject to this code shall meet requirements set forth in the Town of Bridgton Subdivision Regulations. All road plans shall meet fire department approval for Fire Department equipment operations. If any waiver from road grade requirements is granted, as allowed in the Subdivision Regulations, water supply distance requirements shall be



measured from each end of the waived grade(s). All properties shall have access for firefighting in accordance with NFPA 1, Uniform Fire Code, 2006-2018 Edition. The owner of any property subject to this Ordinance protected by any locked gate, fence or chain shall provide the Fire Department access to same as approved by the Fire Chief or designee.

Section 13 - Waiver. In the event that sprinklers are provided in all dwellings within a subdivision, the provisions of Section 11 may be waived by the Planning Board.

**ARTICLE IX. Establishment of Fire Lanes on Private Property Devoted to Public Use**

1. All applications for commercial subdivision and site plan review submitted to the Planning Board shall show the location of proposed fire lanes. The location of fire lanes shall be subject to the review and approval by the Fire Chief or designee, who may require a different location if the proposed location is determined not to provide suitable access for firefighting equipment.
2. The developer or property owner shall be responsible for keeping all fire lanes clear of snow, ice, and other obstructions. The developer or property owner, shall install and maintain at his/her own expense, permanent signs bearing the words "FIRE LANE - NO PARKING - VEHICLES TO BE TOWED AT OWNER'S EXPENSE." The location of these signs shall be approved by the Fire Chief or designee and shall be shown on the approved subdivision or site plan and their continued maintenance shall be enforceable as a condition of the plan.
3. Failure to maintain a fire lane in accordance with this section is a violation subject to the enforcement provisions of this Ordinance.
4. No person shall park or leave standing for any period of time a motor vehicle in a fire lane designated under this Ordinance. Any law enforcement officer empowered to act in the Town of Bridgton shall have the authority to enforce parking restrictions in any designated fire lane.

**ARTICLE X. Rapid Entry Secure Box Program**

The Town of Bridgton Fire Department shall administer a Rapid

Entry Secure Box program which shall be used to provide access to all new commercial buildings, and to existing commercial buildings on a voluntary basis, for emergency purposes. The Fire Chief or designee shall serve as the administrator for the Rapid Entry Secure Box Program. The number, make, model and location of the secure box(s) shall be determined by the Fire Chief or designee. All keys required to operate a building's life safety signaling and fire suppression systems, electrical rooms and panels, as well as a master building key shall be placed in the Rapid Entry Secure Box.

**ARTICLE XI. Validity, Severability and Conflict with Other Ordinances**

1. Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.

0. Whenever the requirements of this Ordinance are inconsistent with the requirements of any other Ordinance, Code or Statute, the more restrictive requirements shall apply.

1. This Ordinance shall not repeal, annul or otherwise impair or remove the necessity of compliance with any federal, state or other local laws, codes or ordinances. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall prevail.

2. Nothing herein shall exempt any applicant or proposed development or land use from the requirement(s) of complying with other applicable Ordinances and Regulations of the Town of Bridgton.

**ARTICLE XII. Effective Date**

1. The effective date of this Ordinance, as originally enacted, was 30 days after approval by Town Meeting Vote, i.e. June 10, 2014. The effective date of the within amendments shall be 30 days after approval by Town Meeting vote.

**ARTICLE XIII. Review**

1. This Ordinance shall be reviewed by Town of Bridgton Planning Board at least every three (3) years with Fire Department's input.

**ARTICLE XIV. Amendments**

1. This Ordinance may be amended by referendum. Amendments must be submitted to the Municipal Officers by the Planning Board



following the requirements below for publishing and posting a public hearing.

a. A notice must be posted in the municipal office at least thirteen (13) days before the public hearing.

b. The notice must be published at least two (2) times in a newspaper that has a general circulation in the municipality. The date of the first publication must be at least twelve (12) days before the hearing and the date of the second publication must be at least seven (7) days before the hearing. The notice must be written in plain English and understandable by the average citizen.

#### **ARTICLE XV. ENFORCEMENT**

Section 1 - Nuisances. Any violation of this Ordinance shall be deemed to be a nuisance.

Section 2 - Violations. When a violation of any provision of this Ordinance shall be found, the Code Enforcement Officer or the Chief of the Bridgton Fire Department or the Fire Chief's designee shall send a written notice of the violation to the responsible party or parties and shall notify the Board of Selectmen of the violation. If the notice does not result in the correction of the violation, the Board of Selectmen may institute any and all actions and proceedings, either legal or equitable, including seeking injunctive relief, the imposition of fines, removal of the structure, or other action that may be appropriate or necessary to enforce the provisions of this Ordinance. The remedies set forth herein are intended to be cumulative and not exclusive of each other. The Board of Selectmen is authorized to enter into administrative consent orders to eliminate violations with or without court action. Such agreement shall not allow an illegal structure or use to continue.

Section 3 - Penalties. As provided in 30 -A M .R. S . § 44 52, any person, firm corporation, or other legal entity who shall violate any of the provisions of this Ordinance or fail to comply with any of the requirements thereof shall, upon conviction, be punished by a fine of not less than \$100 nor more than \$2,500, and each day on which violations shall continue shall constitute a separate offense.

## **ARTICLE XVI. Appeals**

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer ("CEO") Planning Board, Fire Chief, or Fire Chief's designee, may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

2. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Bridgton Uniform Fee Ordinance.

3. Appeals from decisions of the CEO, the Planning Board, Fire Chief or Fire Chief's designee made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO, Planning Board, Fire Chief, or Fire Chief's designee, for further proceedings.

4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record.



The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.

5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.

6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the Code Enforcement Office, Fire Chief or Fire Chief's designee or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty-five (35) days of the close of the public hearing shall constitute a denial of the appeal.

7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A M.R.S. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.

Enacted: The effective date of this Ordinance, as originally enacted, was 30 days after approval by Town Meeting, i.e June 10, 2014. Per Article XII, the effective date of the within amendments shall be 30 days after approval by Town Meeting, i.e. November 6, 2018.











**CERTIFICATION OF PROPOSED ORDINANCE ENTITLED  
“REPEAL OF ORDINANCE FOR ADOPTION OF THE INTERNATIONAL BUILDING CODE  
FOR ONE AND TWO FAMILY DEWLLINGS” AND ORDER**

The municipal officers of the Town of Bridgton hereby **CERTIFY** to the municipal clerk of the Town of Bridgton, pursuant to 30-A M.R.S. § 3002, that attached hereto is a true copy of the proposed ordinance entitled “Repeal of Ordinance for Adoption of the International Building Code for One and Two Family Dwellings” to be voted on at a referendum election of the Town of Bridgton on June 13, 2023, under the following secret ballot question:

Question \_\_\_\_\_. Shall an ordinance entitled “Repeal of Ordinance for Adoption of the International Building Code for One and Two Family Dwellings” be enacted?

*(Note: A “Yes” vote will enact the ordinance entitled, “Repeal of Ordinance for Adoption of the International Building Code for One and Two Family Dwellings.” The Town of Bridgton will enforce the Maine Uniform Building and Energy Code (MUBEC).10 M.R.S. § 9724 thereafter. Copies of the text of the ordinance are available from the Town Clerk.)*

**BE IT FURTHER ORDERED**, pursuant to 30-A M.R.S. § 3002(1), that the municipal clerk shall keep this certified copy as a public record and shall make copies of said proposed ordinance available for distribution to the voters of the Town of Bridgton from the time of this certification. Copies of said proposed ordinance shall also be attested by the municipal clerk and posted in the same manner as the warrant calling the referendum election on June 13, 2023 and shall be made available to the voters at the referendum election on June 13, 2023.

Dated: \_\_\_\_\_, 2023

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\_\_\_\_\_  
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\_\_\_\_\_  
A majority of the municipal officers  
of the Town of Bridgton

A true copy of the proposed ordinance entitled “Ordinance for Adoption of the International Building Code for One and Two Family Dwellings” is attached hereto.

Attest: \_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

RETURN

Cumberland County, ss.

State of Maine

I certify that I have posted an attested copy of the proposed ordinance entitled "Repeal of Ordinance for Adoption of the International Building Code for One and Two Family Dwellings" at

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\_\_\_\_\_  
\_\_\_\_\_

being conspicuous public places within the Town of Bridgton on \_\_\_\_\_, 2023, which is at least seven (7) days next prior to the date of the June 13, 2023 referendum election.

\_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton



REPEAL OF ORDINANCE FOR ADOPTION OF THE INTERNATIONAL  
BUILDING CODE FOR ONE AND TWO FAMILY DWELLINGS

PREPARED FOR TOWN REFERENDUM TO BE HELD ON  
June 13, 2023

*The Town of Bridgton Ordinance for Adoption of the International Building Code for One and Two Family Dwellings is proposed to be repealed. The Ordinance is as follows:*

**ORDINANCE FOR ADOPTION  
OF THE  
INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO FAMILY DWELLINGS**

An Ordinance of the Town of Bridgton adopting the 2000 edition of the International Residential Code, regulating and controlling the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of one and two family dwellings and townhouses in the Town of Bridgton; providing for the issuance of permits and collection of fees therefor when used with money; repealing Building and Razing Permit Ordinance of the Town of Bridgton and all other Ordinances and parts of the Ordinances in conflict therewith.

The Voters of the Town of Bridgton does ordain as follows:

**Section 1:** That certain documents one (1) copy of which is on file in the office of the Town Clerk and the Town of Bridgton, being marked and designated as International Residential Code, as published by the International Code Council and is hereby adopted as the code of the Town of Bridgton for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of one and two family dwellings and townhouses not more than three stories in height in the Town of Bridgton and providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, conditions and terms of such International Residential Code, 2000 edition, published by the International Code Council on file in the office of the Town of Bridgton are hereby referred to, adopted and made a part hereof as if fully set out in this Ordinance.

**Section 2.** The following sections are hereby revised:

Section R101.1 Insert: Town of Bridgton  
Table R301.2(1) Insert: Permit - TABLE ATTACHED

Section R104-10.1: Deleted  
Section R105.2: Deleted  
Section R105.3.1.1: Deleted  
Section P2501 through P3201 [Plumbing]: Deleted.

Appendices: E, G and J are hereby adopted

**Section 3.** That Ordinance of the Town of Bridgton entitled Building and Razing Permit Ordinance and all other Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**Section 4.** That if any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Voters hereby declare that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.



**Section 5.** That the Town Clerk is hereby ordered and directed to cause this Ordinance to be published in a newspaper in general circulation.

**Section 6.** That this Ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect from and after the date of its final passage and adoption.

REPEALED 6/13/23



**CERTIFICATION OF PROPOSED ORDINANCE ENTITLED  
"REPEAL OF TOWN OF BRIDGTON PHOSPHATE DETERGENT ORDINANCE" AND  
ORDER**

The municipal officers of the Town of Bridgton hereby **CERTIFY** to the municipal clerk of the Town of Bridgton, pursuant to 30-A M.R.S. § 3002, that attached hereto is a true copy of the proposed ordinance entitled "Repeal of Town of Bridgton Phosphate Detergent Ordinance" to be voted on at a referendum election of the Town of Bridgton on June 13, 2023, under the following secret ballot question:

Question \_\_\_\_\_. Shall an ordinance entitled "Repeal of Town of Bridgton Phosphate Detergent Ordinance" be enacted?

*(Note: A "Yes" vote will enact the ordinance entitled, "Repeal of Town of Bridgton Phosphate Detergent Ordinance." The Town of Bridgton will adhere to Maine State regulations on cleaning agents and lawn and turf fertilizer under 38 M.R.S. § 419 thereafter. Copies of the text of the ordinance are available from the Town Clerk.).*

**BE IT FURTHER ORDERED**, pursuant to 30-A M.R.S. § 3002(1), that the municipal clerk shall keep this certified copy as a public record and shall make copies of said proposed ordinance available for distribution to the voters of the Town of Bridgton from the time of this certification. Copies of said proposed ordinance shall also be attested by the municipal clerk and posted in the same manner as the warrant calling the referendum election on June 13, 2023 and shall be made available to the voters at the referendum election on June 13, 2023.

Dated: \_\_\_\_\_, 2023

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A majority of the municipal officers  
of the Town of Bridgton

A true copy of the proposed ordinance entitled "Town of Bridgton Phosphate Detergent Ordinance" is attached hereto.

Attest: \_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton

RETURN

Cumberland County, ss.

State of Maine

I certify that I have posted an attested copy of the proposed ordinance entitled "Repeal of Town of Bridgton Phosphate Detergent Ordinance" at

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\_\_\_\_\_  
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being conspicuous public places within the Town of Bridgton on \_\_\_\_\_, 2023, which is at least seven (7) days next prior to the date of the June 13, 2023 referendum election.

\_\_\_\_\_  
Laurie Chadbourne, Town Clerk  
Town of Bridgton



# REPEAL OF TOWN OF BRIDGTON PHOSPHATE DETERGENT ORDINANCE

PREPARED FOR TOWN REFERENDUM TO BE HELD ON  
June 13, 2023

*The Town of Bridgton Phosphate Detergent Ordinance is proposed to be repealed. The Ordinance is as follows:*

**TOWN OF BRIDGTON  
PHOSPHATE DETERGENT ORDINANCE**

On motion it was voted to pass an Ordinance to "Prohibit the sale and use of laundry detergents containing any phosphates, to be effective June 1, 1971". Violators of the above shall be subject to a fine of fifty dollars per offense.

Passed at Town Meeting March 1, 1971

REPEALED June 13, 2023