

SELECT BOARD MEETING AGENDA

DATE: Tuesday, May 9, 2023

TIME: 5:00 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. Approval of Minutes:
 - a. April 25, 2023
4. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
5. Committee/Liaison Reports
 - a. Resignation of Margaret Lindsay Sanborn from Community Development Advisory Committee
6. Correspondence, Presentations and Other Pertinent Information
 - a. Request from Rachel Sylvester for Equity, ~~Adversity~~ Diversity, and Inclusion Statement on Website
 - b. Request from Rachel Sylvester to Fly Progress Flag at Town Office During the Month of June
7. New Business
 - a. Awards and Other Administrative Recommendations
 1. Amendments to Salmon Point Rules and Regulations
 2. 2023/2024 Salmon Point Budget
 3. Alternate Work Schedule
 - b. Permits/Documents Requiring Board Approval
 1. 2023 Annual Town Meeting Warrant
 2. Outdoor Festival Permit to Greater Bridgton Chamber of Commerce for Brewfest on September 30, 2023
 - a. Bureau of Alcoholic Beverages Application for a License to an Incorporated Civic Organization
 - b. Request for Waiver of Victualer's Licensing Fees and Building Permit Fees for Event
 3. Use of Depot Street Parking Lot for a Dog Event on August 19, 2023
 4. Application for Adult Use Marijuana Products Manufacturing Facility from Canuvo Located at 152 Portland Road
 5. Victualer's License Application to Elevation Sushi & Tacos LLC Located at 237 Main Street (renewal)
 6. New Street Name Request: Fitch Hill Located on Map 1, Lot 43
 7. Biological Control for the Emerald Ash Borer in Pondicherry Park

- c. Select Board Concerns
- d. Town Manager's Report/Deputy Town Manager's Report
- 8. Old Business (*Board of Selectmen Discussion Only*)
 - a. Wastewater Status Update
- 9. Treasurer's Warrants
- 10. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
- 11. Dates for the Next Board of Selectmen's Meetings
 - May 23, 2023 (Regular Meeting)
 - June 13, 2023 (Regular Meeting and Annual Town Election)
- 12. Adjourn

Town Manager's Notes
Board of Selectmen's Meeting
May 9, 2023

3. Approval of Minutes:

- a. April 25, 2023

Suggested Motion: Move to approve the April 25, 2023, Selectboard Minutes.

5. Committee/Liaison Reports

- a. Margaret Lindsay Sanborn has submitted her resignation from the CDAC effective June 1. Her letter of resignation is in your binder.

Suggested motion: Move to accept with regret, Margaret Sanborn's resignation from the Community Development Advisory Committee effective June 1, 2023.

6. Correspondence, Presentations and Other Pertinent Information

- a. In your binder, please find an email and correspondence from Rachel Sylvester requesting that the Town fly the progress flag during the month of June.

Suggested motion: Move to approve the request to fly the progress flag during the month of June.

- b. In your binder, please find an email and correspondence from Rachel Sylvester requesting that the Town draft a DEI (Diversity/Equity/Inclusion)/ EDI(Equity/Diversity/Inclusion) statement to be posted on the Town's website, social media page(s), and job listings.

c. **Suggested motion:** Move to approve requesting that the Town draft a DEI (Diversity/Equity/Inclusion)/ EDI(Equity/Diversity/Inclusion) statement to be posted on the Town's website, social media page(s), and job listings.

7. New Business

- a. Awards and Other Administrative Recommendations

1. In your binder, please find the revised Salmon Point Rules and Regulations. The edits are in red.

Suggested motion: Move approve the Salmon Point Rules and Regulations as revised effective June 9, 2023.

2. In your binders, please find the proposed Salmon Point Campground 2023-2024 Appropriations Budget, proposed lease schedule and profit/loss summary.

Suggested motion: Move to approve the 2023-2024 Salmon Point Campground Appropriations Budget and Lease Schedule.

3. I am proposing the Town adopt a 4-day workweek for full-time non-union employees. Staff will work Monday-Thursday 7:30am to 5:30pm (40-hour workweek) with Friday off. The Town Office hours will be from 7:30am to 5:00pm (currently 8:00am-4:00pm) Monday-Thursday. The public will be able to conduct town business an additional half-hour in the morning and 1 hour in the late afternoon. Please see the materials provided in your binder.

Suggested motion: Move to adopt a 4-day schedule for the Town Office and full-time non-union employees effective July 1, 2023.

- b. Permits/Documents Requiring Board Approval

1. In your binder, please find the June 13,14, 2023, Annual Town Meeting Warrant.

Suggested motion: Move to approve June 13,14, 2023, Town Meeting Warrant.

2. In your binder, please find a memo from the Town Clerk regarding the Brewfest 2023 outdoor festival application (please note requested waivers), Liquor License Application, and waiver request from the Chamber of Commerce.

Suggested motion: Move to waive requirements #1,2,3,4,5, and 7 of the Outdoor Festival Ordinance and approve the permit.

a. **Suggest motion:** Move to approve Greater Bridgton Chamber of Commerce Bureau of Alcoholic Beverages Application.

b. **Suggest motion:** Move to approve the request for waiver of Victualer's Licensing Fee and Building Permit Fees for the 2023 Brewfest

3. Nate Sunday has applied to hold an event on the grounds of the Bridgton Community Center. Dog Days would be held August 19th from 1-4pm. Neighboring businesses have been surveyed and no issues raised. Please refer to the application and emails in your binder.

Suggested motion: Move to approve Dog Days on August 19th from 1-4pm.

4. Canuvo has applied for an Adult Use Marijuana Products Manufacturing Facility. Please refer to memo in your binder.

Suggested motion: Move to approve an Adult Use Marijuana Products Manufacturing Facility license for Canuvo.

5. Victualer's License to Elevation Sushi & Tacos LLC.

Suggested motion: Move to approve a Victualer's License to Elevation Sushi & Tacos LLC.

6. Elizabeth Knortz/Stanislaw Bielen are requesting naming their private road Fitch Hill. The Cumberland County E911 and our Addressing Officer approve. Please see the paperwork in your binder.

Suggested motion: Move to approve Fitch Hill for the private road sited on Map 1 Lot 43.

7. The State of Maine Forest Service is requesting permission to undertake a biological control project to combat Emerald Ash Borer in Pondicherry Park. Please see the USDA Information Sheet and additional information regarding the request. Loon Echo Land Trust is in favor of the project.

Suggested motion: Move to permit the State of Maine Forest Service release of biological control to combat the Emerald Ash Borer in Pondicherry Park.

8. Old Business

- a. Wastewater Update

Select Board Meeting Minutes
April 25, 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; Executive Assistant Nikki Hodgkins; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie L. Chadbourne; Police Chief Philip Jones; Public Services Director David Madsen; Fire Chief Glen Garland.

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:

a. April 11, 2023

Motion was made by Vice-Chair McHatton for approval of the minutes from the April 11, 2023 Board Meeting; second from Select Board Member Murphy. 5 approve/0 oppose

4. Public Comments on Non-Agenda Items

Chief Jones introduced Kortnie Sanchez, Bridgton Police Liaison. Ms. Sanchez provided a brief overview of her role and the Board welcomed her to Bridgton.

Town Manager Peabody suggested that the Select Board meet for discussion of the trees in Pondicherry Park. The Select Board set a workshop meeting for Monday, May 1st at 5:00 P.M.

Rachel Sylvester suggested that the Town place an "Equity, Adversity and Inclusion Statement" on the website to which the Select Board requested that Ms. Sylvester submit a proposal to include language for their review and consideration at the next meeting.

Rachel Sylvester asked if the Select Board would fly the progress flag at the Town Office during the month of June to which the Select Board requested that Ms. Sylvester submit a request for Select Board review and consideration at their next meeting.

5. Committee/Liaison Reports

There were no committee/liaison reports.

6. Correspondence, Presentations and Other Pertinent Information

a. Road Damage on Holden Hills (Private Way)

Libby Graffam requested that the Town repair the damage caused by a plow truck on the road in front of her home in Holden Hills. She also voiced concerns that her road is no longer being plowed. Public Services Director David Madsen responded that the damage caused by the Town will be repaired and confirmed that the private section of Holden Hills will not be plowed. Ms. Graffam added that none of Holden Hills is public and the Town should not be plowing there at all to which Director Madsen cited the March 1974 Town Meeting records where the Town voted to accept 650 feet into Holden Development.

7. 5:30 P.M. Public Hearings

- a. Special Amusement Permit Application from Stella's on the Square located at 6 North High Street for Live Music and Shows

Chair Lone opened the public hearing to accept written and oral comments on a special amusement permit application from Stella's on the Square located at 6 North High Street at 5:30 P.M. There were no comments. Chair Lone closed the hearing at 5:31 P.M.

8. Action Items Following Public Hearing

- a. Special Amusement Permit Application from Stella's on the Square located at 6 North High Street for Live Music and Shows (renewal)

Motion was made by Select Board Member Tworog to approve a Special Amusement Permit to Stella's on the Square; second from Select Board Member Murphy. 5 approve/0 oppose

9. New Business

- a. Awards and Other Administrative Recommendations

1. Disposal of Property on Sleigh Bell Lane (Map 9 **49**, Lot 3, and Lot 4)

The Board reviewed the proposed information packet for placing Map 49, Lots 3 and 4 out to bid. Discussion ensued regarding allowing time for the open space and comprehensive plan to review the properties versus the sale of property to generate revenue through taxes. **Motion** was made by Vice-Chair McHatton to place both Map 49, Lot 3 and Map 49, Lot 4 out to bid; second from Selectman Murphy. 2 approve/3 oppose (Lone, Tworog, and Castleman-Ross were opposed)

2. Open-Ended or Capped Warrant Articles for Budget Items

Vice-Chair McHatton suggested that the warrant articles be open to attract more voters to the meeting. **Motion** was made by Vice-Chair McHatton to designate "open" warrant articles for appropriations; second from Castleman-Ross. 2 approve/3 oppose (Lone, Tworog, and Murphy were opposed)

Motion was made by Select Board Member Tworog to designate "capped" warrant articles for appropriations; second from Select Board Member Murphy. 4 approve/1 oppose (McHatton was opposed)

- b. Permits/Documents Requiring Board Approval

1. Application to Register Beano/Bingo from St. Joseph's Men & Women's Club

Motion was made by Select Board Member Tworog to approve the Application to Register Beano/Bingo from St. Joseph's Men & Women's Club; second from Vice-Chair McHatton. 5 approve/0 oppose

2. Lake Level Policy Amendments

Public Services Director David Madsen provided a summary of the proposed changes. **Motion** was made by Vice-Chair McHatton to approve the revised Lake Levels Policy and Procedures Policy; second from Select Board Member Murphy. 5 approve/0 oppose

3. Business Licenses

- a. Victualer's License to Stella's on the Square located at 6 North High Street (renewal)

- b. Victualer's License to Ruby Food located at 160 Main Street (renewal)

Motion was made by Select Board Member Tworog to approve the Victualer's License to Stella's on the Square and Ruby Food; second from Vice-Chair McHatton. 5 approve/0 oppose

- c. Medical Marijuana Caregiver Retail Store License to Maine Only Cannabis located at 316 Portland Road (renewal)

Motion was made by Select Board Member Tworog to approve the Medical Marijuana Caregiver Retail Store License to Maine Only Cannabis; second from Vice-Chair McHatton. 5 approve/0 oppose

4. Certificate of Commitment of Sewer User Rates Commitment #274

Motion was made by Vice-Chair McHatton to commit the January 1, 2023 to March 31, 2023 Sewer User Rate Commitment #274 comprising three pages totaling \$2,727.75 to the Treasurer for collection.
5 approve/0 oppose

c. Select Board Concerns

- **Select Board Member Murphy** had no concerns.
- **Select Board Member Castleman-Ross** asked why haunted investigations is on the map off Cody's Way to which Select Board Member Tworog responded that there is a business by that name located there.
- **Select Board Member Tworog** questioned the streetscape and lower main project deficit fund balance as he was expecting to receive additional information to which Town Manager Peabody responded that the Finance Officer is working with the auditors and will report back to the Board.
- **Select Board Member Tworog** asked if Town Manager Peabody has any revenue concerns for the year to date begin at a benchmark of 47% to which Town Manager Peabody will review.
- **Vice-Chair McHatton** had no concerns.
- **Chair Lone** had no concerns.

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

Deputy Town Manager Fleck read the following into the record:

Town Clerks Office: Nomination papers were returned for the following offices: Select Board/ Assessor/Overseer of the Poor - Carrye L. Castleman-Ross; Daniel J. Harden; James W. Kidder and Paul A. Tworog (2 seats are open) Planning Board Member – Angela L. Cook; Charles Kenneth Gibbs (1 Seat is open) Planning Board Alternate – No Candidates (1 seat is open) MSAD 61 Director; Richard T. Meek (2 seats are open) Water District Trustee; Barry N. Gilman (1 seat is open).

General: Night work will be conducted by Sargent Corporation, at various points across North High Street beginning at 6:00p.m. and ending at 6:00a.m. starting Wednesday, April 26, 2023. Night work is expected to be completed in approximately 2.5 weeks. Traffic is expected to be limited to one lane and flaggers will be present for traffic control purposes.

Second Saturday Artwalk begins May 13th with sidewalk artists, special exhibits and gallery openings.

Bridgton Recreation : Town Hall Gym will be closed on May 22-24 (MSAD 61 Budget validation) May 25–June 2 (Gym Floor Annual Maintenance) June 12–June 16 (Bridgton Town Meeting and Election) and June 19-August 25 (Bridgton Rec Summer Enrichment Program).

The Town of Bridgton's recreation is a vibrant and active department with activities for all ages. Please refer to our website for a listing of all events and sign-up information.

Community Development: The CDAC is hosting *Viewshed*, the consulting team drafting Bridgton's Open Space Plan, tomorrow morning, April 26th at 9AM. This will be the team's final presentation to the CDAC before bringing the plan to the Selectboard. Anyone is welcome to join in person (in this room) or online by clicking the zoom link attached to the CDAC agenda on the town website.

The Revenue and Expenditure Report for the month of March 31, 2023, shows a benchmark of 75% with revenues at 47.2% and expenditures at 73.9%.

Bridgton Police Department: BPD is currently hiring for immediate patrol openings, please call or stop in if interested.

Please refer to our website www.bridgtonmaine.org for more information on events, etc. and to subscribe for alerts.

Public Services Director David Madsen reported that the night road work on North High Street and South High Street is now scheduled for next Monday, Tuesday and Wednesday.

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 Tworog for approval of Treasurer's Warrants numbered 1100-1104, all inclusive; second from Vice-Chair McHatton. 5 approve/0 oppose

12. Public Comments on Non-Agenda Items

See below after agenda item 13.

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

May 1st (Tree Workshop); May 9, 2023 (Regular Meeting); May 23, 2023 (Regular Meeting); June 13, 2023 (Regular Meeting and Annual Town Election)

12. Public Comments on Non-Agenda Items (continued)

Kevin Raday stated that the Highland Road sidewalks look wonderful noting that the support of the Community Development Advisory Committee and block grant worked out very well.

Kevin Raday reported that there will be an open space presentation tomorrow and the Select Board will receive a final report in May or June.

Kevin Raday commended the Select Board for getting along so well, even during disagreements.

14. Adjourn

Motion was made by Vice-Chair McHatton to adjourn the meeting at 6:40 P.M.; second from Select Board Member Murphy. 5 approve/0 oppose

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Margaret Lindsey Sanborn April 26, 2023

Dear Kevin,

This note affirms that my 7-yr.
tenure with the CBAC will end on June 1,
2023.

It has been a wonderful experience
and the committee has strengthened during
that time. Now it is time for me to
move on.

I remain a supporter - The Comp plan
is in good hands! - and you can find me
on the hiking & ski trails!

All best, Margaret

Robert "Bob" Peabody, Jr.

From: Racheal Sylvester <rlsylvester@uncg.edu>
Sent: Wednesday, May 3, 2023 5:11 PM
To: Robert "Bob" Peabody, Jr.
Subject: EDI/DEI statement and progress flag proposal
Attachments: Equity, Diversity, and Inclusion statement May 3rd for selectboard.pdf

You don't often get email from rlsylvester@uncg.edu. [Learn why this is important](#)

Hello Robert Peabody Town Manager of Bridgton, ME,

My name is Racheal Sylvester and I am sending along a proposal for the select board to review at their next meeting. If you need anything else from me or have any questions please let me know. Thank you for your time and I hope this message finds you well,

-Sincerely,

Racheal Sylvester



Equity, Diversity, and Inclusion Statements

I am formally requesting that the town of Bridgton begin to draft a townwide DEI/EDI statement that will be published on the website and be easily searchable for the community. As well as allowing the progress flag, the design of which is shown above, to be flown on the town office's flag pole for the month of June. This will be in a show of support during PRIDE month that the town of Bridgton is a welcoming and supportive place for people of all identities.

What are these statements?

According to the Center for Creative Leadership, an equity, diversity, and inclusion statement outlines an organization's perspective on social justice issues *and* the action steps being taken to create a more equitable, diverse, and inclusive culture.

Just as a mission statement helps an organization to be clear about its goals and how it will accomplish them, an EDI statement operates similarly as an outline for an organization to have goals and standards towards having a more equitably, diverse, and inclusive place. These statements help communicate an organization's values and commitments to the public.

What impact do they have?

Bridgton already identifies as an 'Equal Opportunity Employer' meaning that the town will not discriminate against employees based on race, color, religion, sex, national origin, age, disability, or genetic information. However, these are not the only categories that people can be discriminated against. This is where an EDI/DEI statement comes in. It is further proof to future residents, visitors, and members of the workforce that they will not be discriminated against for their gender identity or sexual orientation. It acts as proof that we will be dedicated to ensuring everyone will be welcomed and protected in the community.

Is there specific language that should be used?

There is some specific language that should be included when writing an EDI/DEI statement. Included in a statement should be what equity, diversity, and inclusion mean to the town while being sure to include all identities of people. The statement should have realistic ways that the town is able to work towards goals of including and protecting people in the community and how they envision future commitments to improvement once current goals have been met. Using culturally sensitive and inclusive language, such as not just binary genders, correct phrasing with talking about people with disabilities, and using the correct name for people's identities instead of nicknames or slurs. Examples of EDI/DEI statements are included at the end for more examples and ideas on inclusive languages.

Groups of people to include in the statement

- People of color
- People with disabilities
- People who are part of the LGBTQIA+ community
- People of all religions
- People who have intersectional identities

Potential goals to include in the statement

- Events that support marginalized identities
 - Cultural festivals
 - PRIDE celebrations
 - Awareness Months
- Having inclusive promotional materials
- Having policies that protect people with natural hair in the workplace
- Having people of different religions get holidays outside of the federally mandated ones
- Having accommodations for people who are neurodiverse
- Non-gendered restrooms
- Quiet spaces for people who want to breastfeed or pray during the workday.

Where can this be shared?

A statement such as this can be and should be shared and available everywhere. Having a link available on job listings, searchable on the town website. Once it has been completed and is available on the town website it can also be shared on social media to help spread awareness and celebrate its completion.

Examples of EDI/DEI Statements

- Maine Audubon
 - [Equity, Diversity, and Inclusion - Maine Audubon](#)
 - [EDI | Audubon](#)
- Maine.gov
 - [Diversity, Equity, and Inclusion | Department of Education \(maine.gov\)](#)

SALMON POINT CAMPGROUND
BRIDGTON, MAINE
207-647-8786

RULES AND REGULATIONS

Welcome to Salmon Point Campground. This facility is owned and operated by the Town of Bridgton. We hope your vacation here is safe and enjoyable. Please abide by the following Rules. They exist to make everyone's life more enjoyable when living in such close quarters.

FAMILY CAMPING is defined as a group of up to two adults and parents, grandparents, children, grandchildren or son or daughter-in-law either natural or in the legal custody of the adults up to a maximum of 6 persons per site. This defines the relationship and number of people allowed to inhabit a site at no cost above the site fee (see GUESTS). Parties other than those listed **must** register with the Manager(s).

SITES accommodate only one camper trailer ~~or tent~~. A small tent for use by children is allowed at the discretion of the Campground Manager(s). Size and placement of camper trailers require prior approval of Campground Manager(s). Effective 2017, all camper trailers will be placed with the tongue facing the road. Camper trailers sited prior to 2017 shall be grandfathered until the unit is replaced. Within 100' of the lakefront and lagoon, limited amounts of loam or other substances may be used with permission from the Town of Bridgton Code Enforcement Officer (CEO) (excluding fertilizers containing phosphorous). End sites will be marked to define these sites from public areas. All sites must be kept neat and orderly. Failure to do so will be deemed a rule violation and an approved storage structure may be required. No utility trailers, boats (excepting canoes or kayaks), boat trailers or tents except as noted above will be allowed on the site. Lessee shall have 30 days to place a unit on site, exceptions maybe granted by Campground Manager on request.

STORAGE PUBLIC AREAS may not be used for storage of boat trailers, personal equipment, etc. For storage of boat trailers contact the Campground Manager(s).

ACCESSORY STRUCTURES Construction and/or placement of any accessory structure including, but not limited to, docks, storage sheds, fences, etc., must gain approval of Town's Code Enforcement Officer. ~~Only temporary structures as defined by the Shoreland Zoning Ordinance will be approvable.~~

Effective August 9, 2016 no dock shall exceed 40 feet in length as measured from the high water mark. No dock shall be constructed in a configuration other than a straight line. Docks Existing prior to August 9, 2016 that do not meet the size requirement are considered non-conforming and therefore if there is a change in size, construction or location of the dock or ownership of the lot changes the new dock must comply with

this regulation. No more than one (1) dock is allowed per site. Personal watercraft cradles/docking stations are considered a dock.

~~Such structures must be removed annually either at the end of the camping season (the second week in October) or when the lessee decides to no longer return for the balance of camping season, whichever occurs first.~~ Upon the expiration and non-renewal of a lease, the Lessee is solely responsible for the removal of all structures within the same time frames as above.

Existing accessory structures, except docks, that have been in place as of May 1, 2012 at the Campground are grandfathered from the seasonal removal process. However, Docks must be removed by the end of the camping season.

Failure to remove the structures will cause the Town to complete the removal and the Lessee agrees to fully reimburse the Town for all costs associated with the removal and disposal of said structures including any and all legal fees incurred in enforcing this provision. The transfer of structures to another site must first be approved by the Code Enforcement Officer.

VALUATION OF ACCESSORY STRUCTURES Annually the Town shall invoice each lessee for the value of any and all accessory structures on the leased site using the current tax rate. The amount due will appear on the invoice for the renewal of the Lease Agreement.

GUESTS are welcome on a limited basis. State Law **requires** all visitors to register with the Manager(s) at their site by the parking lot. Campers are responsible for their visitors. **Visitors must be informed of the rules and campers must ensure that they are followed.** Daytime guests are covered under the Lessee's annual visitor fee payment (\$35.00 annually per site). Guests staying past 10:00pm (age 6 and older) will be covered under the Lessee's Overnight Guest Fee of \$20.00 annually per site with said Overnight Stays by any individual NOT exceeding three nights during the term of the lease. Overnight guests are not allowed to pitch tents on the site. Campers are responsible for visitors' registration and payment. Failure to register visitors will result in a \$25.00 penalty fee. Campers must inform their **GUESTS THAT THEY MAY NOT BRING PETS** into the campground.

CHILDREN under 18 cannot be left to occupy the campsite overnight without adult supervision.

BICYCLES may not be ridden after dark. At all times bicycles must be ridden at a reasonable and safe speed as determined by the Campground Management. All riders must obey posted traffic signs. Maine State Law requires all children under the age of 16 must wear a safety helmet.

QUIET TIME is strictly enforced from 11:00 P.M. to 7:00 A.M.

VANDALISM, including but not limited to cutting, mutilating or breaking trees or bushes, is forbidden. Please consult the manager(s) before removing any vegetation.

SANITATION is rigidly controlled by state regulations.

Septic - No sewage or dishwater (or any gray water) may be discharged on the ground or into any body of water. All seasonal sites are on the campground sewer system. PVC hard connections from the camper to the receiver are required by State Law.

Washroom - Absolutely no bathing with soap or shampoo is allowed in the lake or lagoon. Children 10 and under are not permitted in washrooms or showers without supervision. Please keep bathrooms clean and turn out lights when not in use. ~~Shower restrooms will be closed from 11:00 A.M. to 12:00 P.M. for cleaning.~~

Trash - All trash must be placed in the dumpster. ~~on the exit road.~~ Single Sort Recycling is practiced by the Town of Bridgton. All recyclables must be placed in plastic garbage bags while garbage shall be in separate bags and placed in the appropriate dumpster. **ONLY TRASH GENERATED WITHIN THE CAMPGROUND MAY BE PLACED IN THE CAMPGROUND DUMPSTER(S). VIOLATIONS ARE SUBJECT TO A MINIMUM \$20.00 PENALTY.** To avoid overflowing the campground receptacle(s) at the end of weekends and holiday Mondays (when the Transfer Station is closed) please place garbage in dumpster(s) daily.

SITE CLEANUP Some tools and a wheelbarrow are available at the Manager(s)' site for work on your site. Please report equipment damage upon return to the Manager(s). These may be borrowed if promptly returned when you are finished with them. Seasonal campers are responsible for the care and maintenance of their own campsites.

CARS A maximum of two vehicles only may be parked ON YOUR OWN CAMPSITE. Two motorcycles will be considered as one vehicle. All other or guest vehicles must be parked in the parking lots. Cars or boat trailers MAY NOT be parked on other sites. Vehicles **MUST BE** parked off the roadways. No boat trailers are allowed on site, in parking lots or in public areas. See manager(s) for storage options. No golf carts, ATVs, 4-wheelers or other motorized vehicles are allowed in the Campground.

FIREWORKS are not permitted.

PRIVACY Walking through other campsites without express consent of lessee is prohibited. Children and visitors must be informed of this rule. There are paths to beaches and other sites as well as to the shower house and parking lots.

BEACHES There are two public beaches at Salmon Point. They close promptly at dusk ~~10:00 P.M.~~ per order of the Board of Selectmen and re-open at 6:00 A.M. SWIM AT YOUR

OWN RISK. There are no lifeguards. No watercraft are allowed within the marked swim areas. No dogs, alcohol, glass or smoking are allowed at either beach area. Please refer to the posted signs for additional rules and regulations. Please do not leave canoes/kayaks at the launch and landing area at the side of the small beach for extended periods of time.

DRINKING WATER is spring water, tested at a state-certified lab. Tap water is from the spring.

FIRES are allowed ONLY in existing fireplaces. Fires may not be left unattended. State regulations require a specific cleared area around fireplaces. These are inspected by the state. Fires must be completely out by 11:00 p.m. Use water if necessary. Burn wood only, no trash.

PETS MUST BE KEPT UNDER STRICT CONTROL ON A **LEASH OR LEAD**, WHILE AT YOUR SITE OR THROUGHOUT THE CAMPGROUND. Dogs may not wander at any time. No pets are allowed on the beach area or in the water. No fecal matter may be left on any campsite or road. You MUST pick up after your pet. Dogs left on a campsite alone are the responsibility of the owner. Barking dogs will not be tolerated. Failure to fully comply may lead to the banning of your pet from the Campground or the loss of your lease. **VISITORS MAY NOT BRING PETS** to the campground. No more than two dogs, owned by the Lessee, are allowed at a campsite. Campers who were in the campground prior to May 1st, 2009 and have more than the maximum number of dogs are grandfathered. Existing dogs may not be replaced beyond the two-dog limit. Lessees are required to submit as an attachment to the LEASE a list with the name of the dog, proof of ownership and proof of current rabies inoculation. Failure to submit or update the list may result in punitive action as put forth in COMPLAINTS AND RULE VIOLATION PROCEDURES section.

TELEPHONE if you expect vitally important calls or need an emergency number, give the Manager's number - (207) 647-5229, or EMERGENCY ONLY ~~(207) 647-8814 — police~~ dispatch 911.

MAIL Incoming mail marked Salmon Point Campground goes to the mailbox on the Kansas Road. **The address is 102 Salmon Point Rd.** Outgoing mail may be mailed at the Post Office at 6 Elm Street in Bridgton.

PICNIC TABLES One table per site is provided. We have no problem if neighbors wish to join tables for a get together, but do not exchange tables with other sites or remove tables from other sites without consulting with Manager(s).

LOST ARTICLES generally get turned in at the manager's site near the shower house.

ELECTRICITY 20 Amp and 30 Amp service is provided at seasonal sites. 50 Amp service may be provided upon request, there will be a \$1,250 initial, non-refundable hookup fee

and additional annual fee. All outside lights, including bug lights, must be turned out at 11:00 P.M. Other arrangements may be made with the Manager(s) when someone is returning late and needs a light for safety purposes.

ALCOHOLIC BEVERAGES Drinking is restricted to your campsite or one you are visiting. All alcoholic beverages are required to be inside your trailer when not in use. State law prohibits alcoholic beverages in the beach area or consumption by anyone under age 21.

SEASONAL CAMPERS Fees are **due** and **payable in full** no later than May 1 with a \$15.00 late fee or denial of a site at the sole discretion of the Town. A non-refundable deposit of \$250.00 plus tax for the following season is due October 15. If you do not intend to return next season, you must vacate your site by October 16. Failure to remove all structures and debris will cause the Town to complete the removal and the Lessee agrees to fully reimburse the Town for all costs associated with the removal and disposal of said structures including any and all legal fees incurred in enforcing this provision. An over-winter agreement must be signed by October 15 if you are returning and wish to store your camper on site.

WAITING LISTS exist for sites in the campground. For entering the Campground, a written, signed and dated request to be on the waiting list must be submitted to the Deputy Finance Director to the Manager(s) or Town Manager, along with a \$100.00 earnest fee which will applied to the deposit when you take a site. Refusal of an offered site or request to be removed from the waiting list will result in an administrative fee being applied before any refund. Waiting lists exist for Bridgton Taxpayers as well as non-residents. Selection for open sites will alternate between both lists. Refusal of two offered campsites will result in removal from the waitlist and forfeiture of the deposit in full.

Only current campers at Salmon Point may get on a waiting list for future site selection. Such a request requires a written, signed and dated form be submitted to the Deputy Finance Director Town Manager via the drop box at the front of the Municipal Complex or mailed to 3 Chase St., Ste. 1: Bridgton, ME 04009 ATTN: Deputy Finance Director.

If Lessee does not return to their site the next season, the site goes to the first name on the existing waiting lists. SITES MAY NOT BE ASSIGNED OR INHERITED BY OTHER FAMILY MEMBERS excepting when the Lessee passes during the term of the Lease. Should the Lessee pass, his/her spouse or domestic partner may remain for the term of the Lease and may be able to exercise rights and privileges accorded the original Lessee regarding leasing the next year at the sole discretion of the Town of Bridgton.

COMPLAINTS AND RULE VIOLATION PROCEDURES All complaints from campers must be submitted to the Campground Manager(s) in writing, signed and dated or they will not be considered. All complaints concerning the Campground Manager(s) must be submitted in writing, signed and dated to the Town Manager at Three Chase Street, Suite 1, Bridgton, ME 04009.

All violations by campers will be documented with copies going to the camper, Campground Manager(s), Town Manager and Board of Selectmen. Subsequently a meeting with the Campground Manager(s) and the campers in question will be held to assure everyone understands the situation and will pursue an effective remedy. Following this meeting campers may be expelled from the campground (all fees forfeited), if the infraction is of a serious nature. Three incidents of a less serious nature may constitute grounds for expulsion or non-renewal of the lease. All expulsions or non-renewal of leases will come from the Board of Selectmen. There will be NO hearings before this body. **ALL DECISIONS OF THE BOARD OF SELECTMEN ARE FINAL.**

ADDITIONAL FEES

Docked or moored Motorized Boats owned by the Lessee or guests shall pay a fee of \$250.00 per season.

Personal Watercraft will pay a \$125.00 per PWC for the season.

All Motorized Boats, PWC and boat trailers are required to visibly display a current Bridgton sticker. Non-compliance may result in removal at the Lessee's expense.

A boat or personal watercraft is considered docked if it remains at the Campground longer than one **day**.

50 Amp Service \$1,250.00 Initial Hookup Fee
| \$75.00 ~~50.00~~ Annual Surcharge, applies to all sites with 50 Amp electrical service

Please do not hesitate to consult with the Manager(s) concerning any questions. We do need your support to provide peace and quiet for everyone. If you have any further questions, feel free to call the Town Manager, Robert Peabody, at (207) 647-8786 after first consulting the Manager(s).

The Town of Bridgton and Salmon Point Campground assume no responsibility for the use of its grounds or facilities. Use is entirely at the user's risk. Users also assume full responsibility for injury or illness occurring to them or to family members or guests. Salmon Point Campground and the Town of Bridgton assume no responsibility for lost, damaged or stolen property occurring to anyone while on its grounds or in its facilities. Salmon Point Campground reserves the right to evict any and all violators of these Rules and Regulations without refunds and to remove persons or animals which are considered detrimental to the health, safety and welfare of others using the campground or its facilities.

Campsite Limitations Policy:

Purpose and Intent: To provide guidance to the campers regarding the amount and types of structures permitted on any site at Salmon Point.

Elements: The following elements of this policy shall be applied to any campsite at the Salmon Point campground.

- Every site Lessee shall coordinate with the Campground Manager and provide the size of their camping unit they intend on siting on the leased lot.

- The Lessee shall also seek approval from the Town Code Enforcement Officer after consultation with the Manager if they intend on adding any structures, appurtenances whether attached or detached, out buildings, platforms, deck, docks, shelters or tents. Every site shall be limited to a maximum of three (3) of the following structures in addition to the camping unit:

 - A-One (1) camping unit except any Park Models that do not have self-contained waste collection tanks or water saving plumbing devices.

 - B-One (1) deck that may be constructed to a maximum length no greater than the length of the camping unit (excluding the towing tongue extension) and no wider than 8 feet.

 - C- When the site is in the within the first 100 feet from the lake or water body, no deck is—permitted but constructed stairs no greater than 48" ~~the -in~~ width of the camper entrance may be installed for access and egress to the camping unit. This shall not count towards the maximum number of structures on the site.

 - D- A screened-in area may be installed which shall be an after- market manufactured unit restricted to the height of the camping unit roof line but no greater, set back beyond the first 100' from the lake or water body.

 - E-One (1) small utility shed or equivalent with a foot print no greater than 8' x 8' and a roof ridge line no greater than 12' set on removable blocks not a poured footing or foundation, set back beyond the first 100' from the lake or water body.

At no time shall approval be given for items B, D and E above other than the camping unit, if the site is within the first 100' from the lake or water body. This would also apply to firewood storage or stacking platforms.

Implementation: Effective January 1, 2014, any site that is leased shall comply with this policy EXCEPT, those sites that exceed the number of additional structures shall be "grandfathered" until the end of the 2014 lease period or if they vacate the site

sooner. If a site is vacated, the new lessee shall comply with this policy. A further exception shall remain for those sites that have constructed structures that violate the shoreland zone ordinance or the dimension restrictions of this policy and must be brought into compliance if the structures are destroyed, deemed unsafe or the lease is not renewed. **Detached structures** of every type as indicated above **shall be removed at the end of the 2014 lease period** to the extent necessary to allow the site to be brought into compliance with this policy, A-~~EF~~ above. Failure to remove structures in violation shall be cause for the administration to withhold a lease for the ensuing lease period and proceed to remove the violating structures after written notification to the Lessee providing for one (1) two-week period for the Lessee to remedy the violation. All costs incurred by the administration shall be reimbursed by the Lessee. Failure to reimburse the expenses shall be cause to deny any future leases to that person or their family and the site shall be re-assigned.

Docks must be annually removed from the water and may be stored on the site for the winter season only. Docks may not be stored throughout the summer on a campsite and are subject to the same violation and penalties to the Lessee as stated above if stored during the summer on the campsite.

Robert A. Peabody, Jr.
Cushing
Town Manager

Scott

Campground Manager

Salmon Point Campground

Adopted 8/27/91

Revised 07/08/14, 08/09/2016, 09/27/16, 09/12/17, 05/01/2020, 4/13/2021

BUDGET WORKSHEET
JULY 1, 2023 - JUNE 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 YTD as of 03/31/2023	Town Manager Request	BOS Approval
Dept: 860 Salmon Point						
1 Payroll Expense	17,597	24,915	26,821	17,935	29,416	29,416
1-1010 Salary	14,861	18,765	18,235	14,962	20,483	20,483
<i>07/01-10/16 (16 weeks), 05/01-06/30 (9 weeks) @ \$758.58/week; last 2 weeks in April (4% increase)</i>						
1-1030 Part Time	2,736	6,150	8,586	2,973	8,933	8,933
<i>20 hrs/wk @ \$16.54/hr x 23 wks = \$7,609; 40 hrs/wk @ \$16.54/hr x 2 wks = \$1,324 (4% increase)</i>						
2 Employee Benefits	1,309	1,933	2,052	1,423	2,250	2,250
2-2010 FICA	1,309	1,933	2,052	1,423	2,250	2,250
7.65%						
3 Supplies	1,806	2,906	2,550	5,126	3,350	3,350
3-3010 Office Supplies	0	0	0	0	0	0
<i>Cash register supplies, office supplies</i>						
3-3050 Small Equipment Purchase	201	0	500	3,453	500	500
<i>Miscellaneous</i>						
3-3080 Postage	30	2	50	5	50	50
<i>Notices, etc.</i>						
3-3280 Unleaded Gas	71.00	406	100	463	500	500
3-3310 Heating Fuel / Propane	354	1,418	1,100	769	1,500	1,500
<i>Showers and washer/dryer, current price \$???/gal</i>						
3-3999 Other Supplies	1,150	1,080	800	436	800	800
<i>Cleaning supplies, bathroom supplies, paint, protective gear</i>						
4 Professional & Technical	7,750	15,860	9,266	19,032	11,750	11,750
4-4090 Legal Serv	-364	0	1,000	0	1,000	1,000
<i>Legal counsel</i>						
4-4210 MedTst/PhyE	315	0	0	0	0	0
4-4240 Lab Analysis	175	970	500	140	500	500
<i>State testing required for public water system. Minimum of three tests per season.</i>						
4-4260 License/Permits	517	294	266	92	250	250
<i>State Drinking Water license</i>						

BUDGET WORKSHEET
JULY 1, 2023 - JUNE 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 YTD as of 03/31/2023	Town Manager Request	BOS Approval
Dept: 860 Salmon Point						
4-4280 Contracted Services	7,107	14,596	7,500	18,800	10,000	10,000
Tree removal, septic pumping						
5 Property Services	40,381	29,634	28,454	23,401	29,274	29,274
5-5010 Equipment Repairs	2,259	5,248	2,000	1,225	2,000	2,000
water system- 2 new pumps; washer, dryer hook-ups						
5-5050 Building Repairs	1,000	204	500	4,038	1,000	1,000
paint shed						
5-5060 Grounds Maintenance	22,983	5,447	7,000	1,764	7,000	7,000
Electrical upgrades several waterfront sites-panels/breakers (estimate: \$4,527.25); other unanticipated						
5-5110 Electricity	11,753	14,276	14,300	13,143	14,300	14,300
<i>Included in rental fee</i>						
5-5140 Internet	0	619	654	400	774	774
6 months of Spectrum at \$99.00 per month <i>Offset by Revenue</i>						
5-5150 Telephone	947	1,049	960	787	960	960
Landline and internet @ \$80/mo.						
5-5160 Cell Phone	279	209	240	180	240	240
cell phone stipend 8/mo @\$30/mo SP Mgr						
5-5200 Contracted Trash	2,160	2,582	2,800	1,864	3,000	3,000
<i>Casella</i>						
6 Other Service	117	121	0	0	0	0
6-6160 Advertising	117	117	0	0	0	0
6-6190 Mileage	0	4	0	0	0	0
7 Property & Capital	0	5,376	0	0	0	0
7-7998 Depreciation	0	5,376				

BUDGET WORKSHEET
JULY 1, 2023 - JUNE 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 YTD as of 03/31/2023	Town Manager Request	BOS Approval
Dept: 860 Salmon Point						
9 Other Items	63,796	75,589	80,120	0	82,334	82,334
9-9800 Dep to Reserves	0	0	0	0	0	0
9-9900 Transfers Out	63,796	75,589	80,120	0	82,334	82,334
Town Manager			18,750	15%	\$ 19,586	\$ 19,586
Public Services Director			14,339	15%	\$ 14,911	\$ 14,911
Finance Director			3,763	5%	\$ 3,914	\$ 3,914
Deputy Finance Director			8,268	15%	\$ 8,923	\$ 8,923
					\$ 47,334	\$ 47,334
			35,000		35,000	35,000
Recreation Funding						
Recreation funding (\$35,000)-approved at Town Meeting as in-coming revenue						
TOTALS	132,756	156,335	149,263	66,917	158,374	158,374

Revenue Budget Worksheet July 1, 2023 - June 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 YTD as of 3/31/2023	Town Manager Request	BOS Approval
860 - Salmon Point Fees						
8600 Salmon Point Seasonal Rental	163,954	169,082	175,165	105,990	183,985	0
8601 Salmon Point Waiting List <i>Non-refundable</i>	400	700	500	800	500	0
8602 Salmon Point Visitor Fee	3,245	3,135	2,500	1,760	3,000	0
7200 Salmon Point Short Term Rent	0			0	0	0
8603 Salmon Point Boat Fee	7,875	8,550	8,500	5,300	8,500	0
8604 Jet Ski Fee	250	250	0	125	0	0
8605 Salmon Point Electrical Surcharge	7,056	2,100	0	3,450	0	0
8606 Salmon Point Accessory Structure	996	1,135	1,100	658	1,100	0
8607 Salmon Point Water Bill	200	160	300	160	200	0
8608 Salmon Point Misc/Wash ETC	796	514.9	700	760	700	0
8609 Misc. Rev.	0	0	0	0	0	0
8610 Internet Revenue	0	0	654	500	654	0
Final Totals	184,772	185,626	189,419	119,503	198,639	0
				Non-Lease	14,654	

Revised 4/25/2023

Site Lease Fees 2024															
	FY 2018	% Inc	FY 2019	% Inc	FY 2020	% Inc	FY 2021	% Inc	FY 2022	% Inc	FY 2023	% Inc	FY 2024	Revenues	
Backsites	25	2,127	3%	2,190	4%	2,280	3%	2,350	3%	2,420	5%	2,540	5%	2,670	66,750.00
Lagoon	20	2,499	3%	2,574	4%	2,680	5%	2,810	3%	2,890	5%	3,030	5%	3,180	63,600.00
Water	14	3,039	6%	3,221	4%	3,350	3%	3,450	4%	3,590	5%	3,770	5%	3,960	55,440.00
Special	1	1,557	3%	1,604	4%	1,670	3%	1,720	3%	1,770	5%	1,860	5%	1,950	1,950.00
60															187,740
															Vac 2%
															3,755
															183,985

Vac 2%

Salmon Point Rev/Exp Summary 2023-2024

Projected Rev

Site Rental	183,985
Other	<u>14,654</u>
	198,639

Projected Exp

Operations	<u>158,374</u>
	158,374

Profit/Loss	<table border="1"><tr><td>40,265</td></tr></table>	40,265
40,265		

Memo

To: Robert Peabody, Town Manager
From: Jenna Domer, Deputy Finance Director
cc: Georgiann Fleck, Scott Cushing
Date: April 24, 2023
Re: Salmon Point Campground Waste Removal FY24

The RFP was sent out for FY24 Salmon Point Campground Waste Removal. It yielded two bids for the season.

I am recommending the lowest bid from Casella Waste at \$2,800.00 plus services fees at 15-20% totaling approximately \$3,000.00 for the season.

The traditional 5-day work week has been the standard for decades, but as our understanding of productivity and employee well-being evolves, so should our approach to work schedules. Many organizations across the country have successfully implemented 4-day work weeks and have seen notable improvements in performance, employee satisfaction, and employee retention. Several Maine municipalities have also taken this initiative with good outcomes.

Numerous studies have demonstrated that a 4-day work week can lead to increased productivity due to higher levels of focus, motivation, and engagement. Employees with more time for rest and personal pursuits tend to be more energetic and committed during their working hours, resulting in more efficient work processes and greater productivity.

A 4-day work week also provides employees with more time to rest, spend time with their families, engage in their hobbies or any other self-care activity without missing time from work. This increases the overall work-life balance and can lead to reduced amounts of stress, better mental health, and a greater job satisfaction. Happier, healthier employees are more likely to stay in their positions which result in lower turnover rates and a considerable reduction in costs associated with hiring and training new employees.

Reducing the work week by just one day can also lead to significant savings in operational costs, such as energy consumption, office supplies, and general maintenance expenses. All of these savings add up and can be reinvested into Bridgton.

Our proposal which was widely accepted by employees was a Monday – Thursday work week with a 7:30 a.m. to 5:30 p.m. schedule (10-hour workday). The office would be open from 7:30 a.m. to 5:00 p.m. (Currently we open at 8:00 a.m. and close at 4:00 p.m.) This will give our tax-payers additional time in the morning and in the evenings to conduct necessary business before and after work.

By adopting a 4-day work week, our Town can demonstrate its commitment to employee well-being and still be available to the public to conduct all of their town business needs.

4-Day Work Week Notes (40-Hour Work Week)

- Office will be open 4-days per week (Office open 38-hours per week, staff on site for 40-hours per week) with Friday's OFF. Customers will be educated on how to best utilize our online services to conduct necessary business when the office is closed.
- Employees will be scheduled for a 4-day work week (40-hours per week).
- This proposal will grant employees a paid half hour lunch break.
- Employees will have access to a flex day hours for approved work needing completion. Requests for use of flex day hours to be submitted to the immediate supervisor and approved by the Town Manager.
 - *Flex Day hours shall not be granted at an overtime rate unless the employee has already completed a 40-hour work week.*

Department Variations

- The Recreation Department will remain open 5-days per week.
- The Recreation Department's permanent part-time staff and seasonal staff will resume with current scheduling to continue to meet all childcare needs.
- The Recreation Department will have staggered shifts to cover necessary tasks and oversight during the week.
 - The Recreation Director will work a 4-day work week with Friday's OFF.
 - The Deputy Recreation Director will work a 4-day work week with Monday's OFF.
 - *In the event of a Holiday, this employee may be granted a different day off as a substitution with approval from the Supervisor and Town Manager.*
- The Public Services Director will continue to follow the Public Works Schedule with reduced daily hours for the Winter scheduled of 7.5 hours per day and following a 5-day work week and summer schedule to transition to a 4-day work week at 9.5 hours per day with Friday's OFF.

General Information

Departments Affected: Town Clerks Office, Community Development, Finance, Code Enforcement, Management, Public Works (Admin Only) & Police Department (Chief & Admin Only), Recreation (Director & Deputy Director Only), Fire Department (Chief Only)

Salaried Employees Affected: Laurie Chadbourne, Victoria Hill, Holly Heymann, Phil Jones, Glen Garland, Gary Colello, Leslie Hayes, Georgiann Fleck, Bob Peabody **(10)**

Hourly Employees Affected: Ashley Albrecht, Sean Day, Jamie-Lee Ferguson, Keri Montague, Brenda Day, Lorelee Phillips, Diane Kiraji, Jenna Domer, Nikki Hodgkins, Grace Pelletier **(10)**

Office Open 4 Days

(38 Hrs / 4 Days)	Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Office Hours	(9.5 hrs)	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	CLOSED	38
Department Heads	(10 hrs)	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	OFF	40
Administrative Staff (Clerks Office & Dept. Admins)	(10 hrs)	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	OFF	40
Police Chief	(10 hrs)	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	OFF	40
Fire Chief	(10 hrs)	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	OFF	40
Notes							

All Office Staff:	Lunch Break: Paid 0.5 hrs
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Various Maine Town Schedules

Town	Weekly Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Notes
Corinth	34 Hours	CLOSED	8:00 AM - 6:00 PM 9:00 AM - 1:30 PM 4:00 PM - 7:00 PM	8:00 AM - 6:00 PM 9:00 AM - 1:30 PM	8:00 AM - 6:00 PM 9:00 AM - 1:30 PM	8:00 AM - 4:00 PM 9:00 AM - 1:30 PM	Closes Daily for Lunch 12-1 PM
Charleston	21 Hours	CLOSED	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM *(6:30 PM - 8:00 PM)	8:00 AM - 5:00 PM	Closes Daily for Lunch 12-1 PM * 1st & 3rd Thursday Evening Hours : 6:30 PM - 8:00 PM
Orland	32 Hours 1st & 3rd Week (33.5 Hours)	CLOSED	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	
Portage	31.5 Hours	CLOSED	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 2:00 PM	
Raymond	33 Hours	CLOSED	8:30 AM - 7:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	
Sebago	36 Hours	CLOSED	10:00 AM - 7:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	Closes Daily for Lunch 12-12:30 PM
Waterford	37 Hours	CLOSED	7:30 AM - 4:30 PM	7:30 AM - 5:00 PM	7:30 AM - 4:30 PM	7:30 AM - 5:00 PM	
Belfast	44 Hours	7:00 AM - 6:00 PM	7:00 AM - 6:00 PM	7:00 AM - 6:00 PM	7:00 AM - 6:00 PM	CLOSED	
Berwick	37 Hours	8:00 AM - 5:30 PM	8:00 AM - 5:00 PM	8:00 AM - 5:30 PM	8:00 AM - 5:00 PM	CLOSED	
Biddeford	35 Hours	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	CLOSED	
Bucksport	40 Hours	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	7:30 AM - 5:30 PM	CLOSED	
Cumberland	37 Hours	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 6:00 PM	CLOSED	
Fryeburg	36 Hours	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	9:30 AM - 6:30 PM	CLOSED	
Hampden	42 Hours	7:30 AM - 6:00 PM	7:30 AM - 6:00 PM	7:30 AM - 6:00 PM	7:30 AM - 6:00 PM	CLOSED	
Kittery	32 Hours	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	8:30 AM - 6:00 PM	CLOSED	
Naples	35.5 Hours	7:00 AM - 3:30 PM	7:30 AM - 4:00 PM	7:30 AM - 4:00 PM	9:00 AM - 7:00 PM	CLOSED	Open 1st & Last Saturday (Until Columbus Day) 9:00 AM - 12:00 PM
New Gloucester	36 Hours	10:00 AM - 7:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	7:00 AM - 4:00 PM	CLOSED	
North Berwick	37 Hours	8:00 AM - 5:30 PM	8:00 AM - 5:00 PM	8:00 AM - 5:30 PM	8:00 AM - 5:00 PM	CLOSED	
Pownal	34 Hours	8:30 AM - 6:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	CLOSED	
Richmond	40 Hours	7:00 AM - 5:00 PM	7:00 AM - 5:00 PM	7:00 AM - 5:00 PM	7:00 AM - 5:00 PM	CLOSED	
South Berwick	Admin + Clerk 25 Hours CEO + Planning: 36 Hours	CLOSED	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 6:00 PM	CLOSED	Code Enforcement + Planning Open M-TH 8:00 AM - 4:00 PM
Standish	36 Hours	7:30 AM - 4:30 PM	7:30 AM - 4:30 PM	7:30 AM - 4:30 PM	7:30 AM - 4:30 PM	CLOSED	
Stockton Springs	36 Hours	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	CLOSED	
Waldoboro	34 Hours	9:00 AM - 5:00 PM	9:00 AM - 7:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	CLOSED	
Windham	40 Hours	7:00 AM - 5:00 PM	7:00 AM - 6:00 PM	7:00 AM - 5:00 PM	7:00 AM - 4:00 PM	CLOSED	
Winslow	40 Hours	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	CLOSED	Staff paid 10 full hours for all Holidays
Winterport	42.50 Hours	7:00 AM - 5:30 PM	7:00 AM - 5:30 PM	7:00 AM - 6:00 PM	7:00 AM - 5:30 PM	CLOSED	
Wiscasset	40 Hours	7:00 AM - 5:00 PM	7:00 AM - 5:00 PM	7:00 AM - 5:00 PM	7:00 AM - 5:00 PM	CLOSED	
Livermore	34 Hours	8:30 AM - 6:00 PM	8:30 AM - 4:00 PM	CLOSED	8:30 AM - 6:00 PM	8:30 AM - 4:00 PM	
Durham	26.5 Hours	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	CLOSED	10:30 AM - 6:00 PM	8:30 AM - 12:30 PM	
Weston	32 Hours	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	CLOSED	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	
Gardiner	34 Hours	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	12:00 PM - 6:00 PM	8:00 AM - 4:00 PM	8:00 AM - 12:00 PM	
North Port	36 Hours	CLOSED	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	Saturdays: 8:00 AM - 12:00 PM
Yarmouth	32 Hours	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 12:00 PM	Closes Daily for Lunch 12-1 PM
Paris	40 Hours	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	Closes Daily for Lunch 12:30 - 1 PM Considering Reduction to 4-Day Work Week as Well
Lewiston	37.5 Hours	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM	Considering Reduction to a 4-Day Work Week as Well
Yarmouth	32 Hours	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 12:00 PM	Closes Daily for Lunch 12-1 PM

Addressing Municipal Workforce Shortages

By Janine Pineo

Flexible schedules, training, and employee support systems are key elements of a successful recruitment and retention strategy.

The fraught months before the November 2022 election took a toll on Exeter's new town manager.

"I was a one-man show for about seven weeks," said Dawn LePage. "Many, many tears were shed during that time."

In the normal course of things, the Penobscot County town would have a clerk in addition to the manager. But the clerk left in late July because of the election, LePage said, and the new hire did not work out and was let go after Labor Day.

"From the beginning of September until October 27th, I was doing it all alone while trying to learn elections as well," she said, adding that office hours were not shortened during that time.

Across Maine, help wanted signs have become a ubiquitous symbol of the state's employment situation. The trends that have hit Maine's private sector hard since the start of the pandemic in early 2020 have not left unscathed its municipalities, which are now scrambling to find ways to compete with rising hourly pay under budgets dictated by taxes levied on residents, even as officials try to maintain services needed and expected in their communities.

"We've been so complacent on wages and benefits," said Jim Gardner, Easton town manager and past president of the Maine Municipal Association Executive Committee. "To compete with the outside, we're just not doing it."

Biddeford City Manager Jim Bennett said municipalities can't compete with the private sector from a financial standpoint by throwing money at the problem because officials can't raise taxes high enough to cover the cost of increased wages.

"We're going to do everything we can to be competitive," he said, adding that a municipality cannot be highest at everything in the marketplace. "Cash is a temporary motivator."

Even before 2020, municipalities were facing empty positions across departments, from code enforcement to assessing to seasonal workers and beyond. Regionalization was a common buzzword as municipalities explored ways to band together to provide services – such as transfer stations – and share not only costs but also

employees.

With Maine continuing to hold its spot as the oldest in the country, the state's aging population is a contributing factor in the entire workforce but is magnified in the public sector. Data from the U.S. Census Bureau show that jobs held in Maine state and local government reflects the aging of the baby boomer generation. In 2021, 36 percent of the jobs in state and local government were held by people 55 and older: 26 percent ages 55 to 64 and 10 percent 65 and older. The percentage in the private sector was markedly lower at 26 percent.

Maine Town & City spoke with a number of municipal officials about approaches they are taking to address wages, benefits and retaining the employees they already have as they navigate the challenging employment landscape.

Four-day weeks

The four-day workweek is now a reality for a number of employees in both Biddeford and Orono.

"We were pretty wedded to the five-day workweek prior to the pandemic," said Sophie Wilson, Orono town manager. For a time, the office was shut down entirely to the public before moving to appointment only. When that ended in May 2021, the town adopted the four-day week.

The move "increased staff morale quite a bit," she said. "It was a no-brainer for the council."

It also has affected recruiting and retention, Wilson said, because people want to work that sort of schedule. She has seen the candidate pool improve, with applicants willing to travel farther for a four-day schedule. The expansion in recruiting was an unexpected effect, she said.

"We don't pay the most," she said, so the town has to try to balance that reality with other things to appeal to prospective employees.

Biddeford has found it, too, has much more interest in its open positions since it began a four-day week for City Hall staff. City Manager Bennett said previously the city would receive 40 to 50 applicants for an open front-counter position. The last job opening attracted 350 applicants.

Bennett said they narrowed it down to 40 well-qualified individuals to consider before hiring a person who would not have taken the job but for the four-day work-week.

Biddeford, which started its new hours in June after the council endorsed the plan in May, is now ironing out details with its Public Works department for a four-day week. The biggest issue, he said, is how to provide service, such as trash.

"Morale is high. Productivity is up," Bennett said. "We've had virtually no pushback from the public."

It is a balancing act, however, because a change in one place can disrupt routines elsewhere. He pointed to childcare as an example, saying, "We don't want the schedule issue to drive people away."

Neither has Orono seen much blowback from residents on the change. "Ultimately, our job is to serve the community," Wilson said, and that means if the need is there to change the hours to something else, they will.

'Floating clerks'

One idea sent up by two clerks in Oxford and Somerset counties addressed the quandary faced in small towns when they lose an employee, be it the town clerk or a deputy.

"I have always thought it would be a great resource if there were a 'floating clerk' service where towns who need temporary office coverage could contact a trained clerk to work as a subcontractor," said Denise Stetkis, Canaan town clerk and vice president of the Somerset County Clerks Association.

"We are a town of about 2,300 people," she said. "Currently we have two full-time office employees and one part-time deputy."

The situation Stetkis outlines is one mirrored across municipalities of all sizes: part-time hours, lack of benefits and flexibility over availability.

"It has always been a struggle to find a part-time deputy who will work the hours we require," she said, "16 hours plus coverage for vacation and sick time. Our selectmen do not agree on having a third full-time employee, and we struggle to convince them to offer at least 20 hours for a part-time position. We usually end up with a less than ideal individual because we have a small pool of applicants that apply due to the lack of hours and no health benefits."

Canaan has had three deputy clerks since 2019, one departing for a job in another municipality offering full-time hours and benefits. "It would be great if there was a resource of part-time counter workers that would like more hours in another town," Stetkis said. "The issue

About the Author: Janine Pineo is a freelance writer from Hudson and regular contributor to Maine Town & City, jepineo@gmail.com.



that may happen with that is sharing a deputy with another town, you run the risk of losing them to that town."

Lianne Bedard, Hartford town clerk, straight up said she was available to be on call for towns with a staff shortage. Her office is open three and a half days each week, giving her the flexibility to fill in where there's a need.

"The last couple of years have been hard on town clerks," Bedard said. She said there might be some hurdles to address, such as being an agent for a different town with motor vehicle registrations. But she has helped out neighboring towns with motor vehicle registration, and Hartford has an agreement in place since June 2021 with Sumner to share motor vehicle registration services.

Stetkis also said training new hires is a challenge, particularly motor vehicles because the Bureau of Motor Vehicles training doesn't include the TRIO/Harris electronic process.

The part-time dilemma

In Scarborough, one of the longtime trouble spots is part-time employees. Community Services Director Todd Souza describes his department as a "catch-all" that includes not only before- and after- school programs, but also parks and grounds, the town's cable station and U.S. passports.

Souza says while his full-time staff can handle the pressure and is willing to flex when there is a need, it is difficult to cover odd shifts, such as the two to three hours after school daily. There is a definite need for the childcare, he said. "We turn away 100 people a year, easy. We don't have the space and the staff."

Even before 2020, part time was struggling, Souza said. "We found we could not hire part-time, seasonal staff." The same applied to the after-school program. "Part time is still sketchy."

Souza said the town has had to adjust in different ways, such as in hiring 15- to 18-year-olds for summer camp. It also has added incentives, including adding bonuses to the childcare program for number of shifts worked.

Schedule flexibility has had to be adjusted, too, on commitment to number of days and hours. It means you need more employees to cover, Souza said. "It actually costs more."

Bath Parks and Recreation Director Steve Balboni also can't find enough people to staff maintenance for the Parks and Cemeteries division. "We still get the job done, but there is certainly a longer time that it takes," he said.

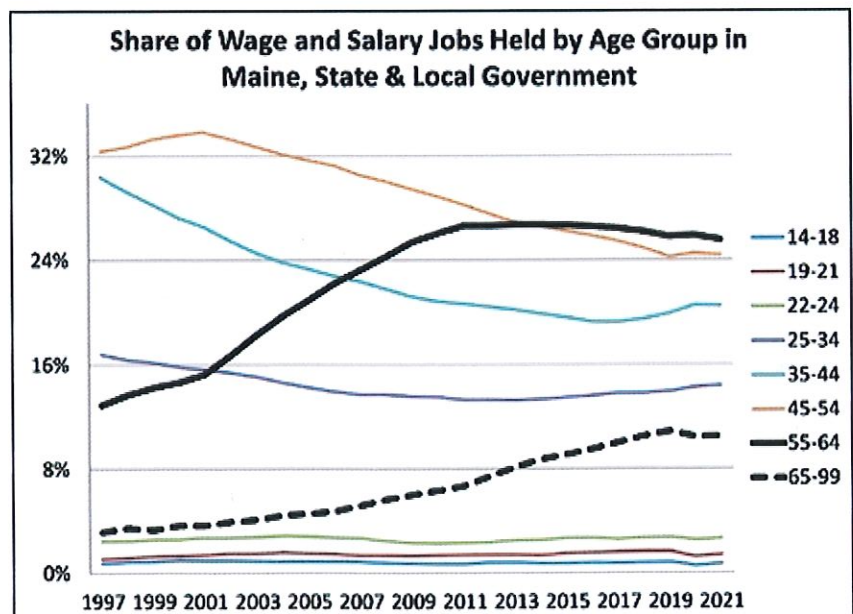
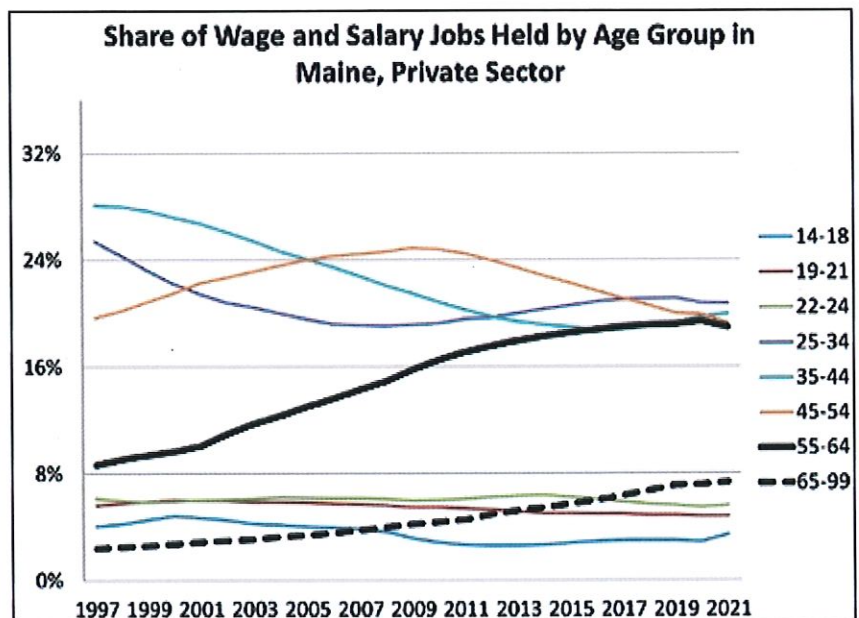
"What I find in the parks and recreation field is that we all do everything we can to keep providing services to our citizens," Balboni said. "Here in Bath, it means current staff take on more than what is in their job description. For example, as we went over a year without an arborist, I had to respond to citizen requests and subcontract out the work that normally would be done in house."

The education pipeline

Finding trained, qualified individuals for critical roles has plagued Lincoln for at least a couple of years, said Town Manager Rick Bronson.

"Like many, our police department remains almost eternally short on staff," he said. "We have not been able to meet what we call full staff for more than two years. Currently we would, if we could, hire as many as six more immediately."

Bronson points to a bottleneck at the Maine Criminal Justice Academy, saying that until it runs at a sufficient scale, "we will never get back to full staff." And he asks these questions: "... Is it too difficult for putting simple primary responders on the street? Are the citizens better off to get a potentially lesser responder but at least



get some response or better off to wait, sometimes for extended periods to get a more trained officer, if in fact any?"

Lincoln also is struggling to have a full staff of EMS professionals. Bronson again points to the need for more schools across the state, as well as whether standards are set too high, which hobbles the ability to have enough staff to make timely responses.

Easton Town Manager Gardner weighed in on education, saying that the University of Maine's Master of Public Administration program was a pipeline. The program was eliminated from the school's offerings in June 2012 due to low enrollment.

The path to municipal employment needs to be in some type of curriculum, Gardner said. "We've got to start branching out."

Included in that discussion must be benefits and not just health insurance. "Try to find the thing that matters to the younger generation," he said.

Attention to retention

"What is meaningful? Is it just the pay?" asked Gardner.

"Employees, they want to feel like they're making a difference," Biddeford's Bennett said. "Rethink the relationship with our employees. It's a different relationship than throwing a bonus at somebody."

He added, "This issue is not going to go away."

Biddeford has focused on mental health, for example, and providing services to all employees, including an app the city pays for that gets an employee a virtual appointment with a specialist in three days or less. "Just recognize that those issues are so much more important," he said.

The city also gave surprise bonuses to non-union employees in December and raises of three percent, although five percent was budgeted. However, Bennett said, he reserved the right to increase wages at a later date if necessary. "Nobody complained," he said.

Orono's Wilson said that staff is dealing with much more now, specifically the way socially acceptable behavior has changed, putting employees in front of aggressive residents.

It takes a toll, she said. "It's changed the dynamic."

When staff asks to change from a less public-facing role, she said that has to be a factor.

It's about "caring about employees," Bennett said, "making an investment in employees." ▲

Meeting Municipal Training & Education Needs – A Series.



RECRUITING



TRAINING



RESEARCH

The future of Maine's municipal workforce represents a set of multi-faceted challenges that command multi-faceted solutions. Maine's towns and cities are collectively grappling with the ongoing pandemic, effects of inflation, and demographic changes in the state, which present questions around recruiting and retaining employees; educating and training their incumbent workforce for the changing nature of municipal government; and staying up-to-date on emerging educational needs.

However, there is a silver lining. Through it all, MMA members are exploring and embracing innovative strategies and resources for workforce development. In 2023, the Association will be highlighting these efforts, as well as new initiatives in development and currently in use by members, partners, and MMA to meet workforce development needs through the publication of six articles throughout the year.

The first installment of the "Meeting Municipal Training & Education Needs" series will be published in the March edition of the magazine and focus on the resources and funds available to support workforce development and training.

PAYCHEX Study

Does a 4-Day Workweek Increase Productivity?

Employees have repeatedly confirmed that having [flexible schedules](#) is of significant importance, but can increased schedule flexibility really translate to increased productivity? Early research seems to affirm there is a positive correlation between short workweeks and improved worker productivity.

In its whitepaper on the 4-day workweek, the [Henley Business School](#) reported numerous positive benefits, including:

- 64% of businesses saw increases in employee productivity and overall job satisfaction
- 70% of employees felt less stressed while on the job
- 62% of employees took fewer days off

Combined, these benefits ultimately lead to healthier, more productive employees for businesses that adopted this schedule.

Microsoft also experimented with a compressed workweek in its Japan offices and reported a [40% increase in employee productivity](#). In addition, those offices saw a 23% decrease in electricity costs and 60% fewer printed pages over the same time frame.

Benefits of a 4-Day Workweek

Implementing a 4-day workweek policy can offer numerous benefits to both employers and employees.

Increased Productivity

While the exact percentage of productivity improvement may vary from business to business, implementing a 4-day workweek has consistently shown to increase productivity for employees.

Reduced Business Expenses

When employees are only in the office four days per week instead of five, expenses such as electricity, water, and printing costs can be reduced. Furthermore, employees are putting less wear-and-tear on office equipment and furniture, leading to additional reductions of business expenses over time.

Decreased Employee Expenses

Implementing a 4-day workweek can also save on costs for your employees. One fewer commute per week can save on gas and auto expenses, but employees can also save over the long-term on costs such as childcare, office attire dry cleaning, or eating out during office lunch breaks.

Better Work/Life Balance

With an additional weekday off work, employees have more flexibility to spend time with family, invest in personal priorities, and accomplish errands that can be difficult to schedule outside normal working hours. This added flexibility can improve an employee's sense of fulfillment and provide greater overall [work/life balance](#).

November 2022

Employee Satisfaction Survey

This is a completely anonymous survey that is intended to give the management team guidance for potential improvements upon our benefit packages, workplace environment, and overall employee satisfaction. The more feedback we get the better off we will be when it's time to request any changes. Please drop your completed form in the drop box available here today or it can be returned to the office and put in Nikki's box.

Part Time Employees - Please skip any item that is not applicable to you.

* Required

1. Employee Compensation *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

2. Provided Health Benefits Package *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

3. Cost of Health Insurance *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

4. Health Reimbursement Account Program (HRA) *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

5. Provided Dental Benefits Package *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

6. Cost of Dental Insurance *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

7. Vacation Time *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

8. Sick Time *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

9. Retirement Package *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

10. Income Protection Plan *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

11. Employee Assistance Program *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

12. Remote Work Flexibility *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

13. Hybrid Work Schedule *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

14. Standard Work Schedule Adjustments (i.e. 4 - 10 hour days, evening hours, early morning hours) *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

15. Work Life Balance *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

16. Employee Recognition Programs *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

17. Continuing Education and Professional Development Incentives *

On a scale of 1-star to 5-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

18. Tuition Reimbursement Program *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

19. Health and Wellness Incentive Program *

On a scale of 1-star to 3-stars please rate each topic based on it's priority for improvement.

Low Priority    High Priority

20. Overall Work Environment *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

21. Does your job title accurately reflect your duties? *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

22. How is the workload for your position? (Too much Work, Too Little Work, Just Right?) *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

23. Work Place Accommodations, Equipment, and Furniture, etc. *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

24. Employee Morale *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

25. Onboarding Training *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

26. Additional Job Training Opportunities *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

27. Opportunities for Advancement *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

28. Job Security *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

29. Employee Recognition - from Supervisors *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

30. Employee Recognition - from Management *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

31. Employee Recognition - from Board of Selectmen *

On a scale of 1-star to 3-stars please rate each topic based on your level of satisfaction.

Needs Work    Satisfied

32. Additional Comments *

What can we make better, how can we make it better, what would you like to see change, what would you like to see added? What do we do well, what do we do poorly?

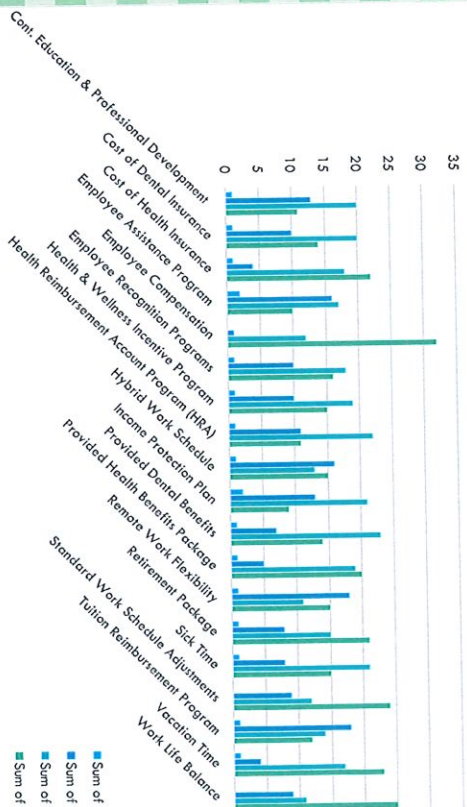
33. Are there any additional types of questions you may like to see on future Employee Surveys? *

What questions can we add to future surveys that would capture information that we have not requested in recent surveys?

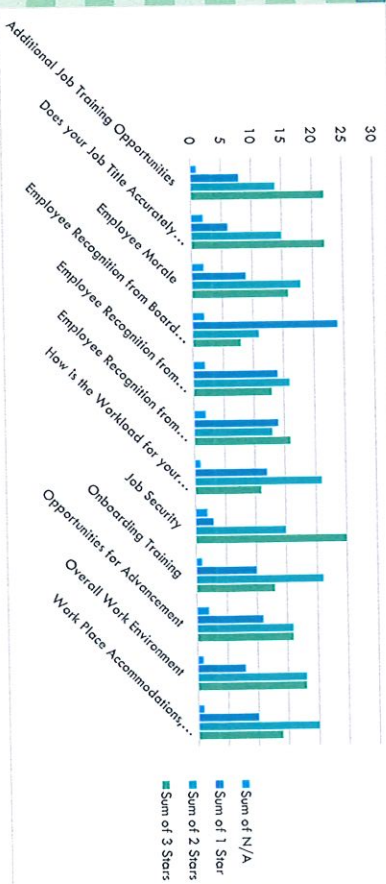
Employee Satisfaction Survey Results (2022)

Question	Category	N/A	1 Star	2 Stars	3 Stars	Average/Rating
Employee Compensation	Improvement Priority	0	1	12	32	2.69 Stars
Provided Health Benefits Package	Improvement Priority	1	5	19	20	2.34 Stars
Cost of Health Insurance	Improvement Priority	1	4	18	22	2.41 Stars
Health Reimbursement Account Program (HRA)	Improvement Priority	1	11	22	11	2.00 Stars
Provided Dental Benefits	Improvement Priority	1	7	23	14	2.16 Stars
Cost of Dental Insurance	Improvement Priority	1	10	20	14	2.10 Stars
Vacation Time	Improvement Priority	1	4	17	23	2.43 Stars
Sick Time	Improvement Priority	1	8	21	15	2.16 Stars
Retirement Package	Improvement Priority	1	8	15	21	2.30 Stars
Income Protection Plan	Improvement Priority	2	13	21	9	1.91 Stars
Employee Assistance Program	Improvement Priority	2	16	17	10	1.86 Stars
Remote Work Flexibility	Improvement Priority	1	18	11	15	1.93 Stars
Hybrid Work Schedule	Improvement Priority	1	16	13	15	1.98 Stars
Standard Work Schedule Adjustments	Improvement Priority	0	9	12	24	2.33 Stars
Work Life Balance	Improvement Priority	0	9	11	25	2.36 Stars
Employee Recognition Programs	Improvement Priority	1	10	18	16	2.14 Stars
Continuing Education & Professional Development Incentives	Improvement Priority	1	13	20	11	1.95 Stars
Tuition Reimbursement Program	Improvement Priority	1	18	14	12	1.86 Stars
Health & Wellness Incentive Program	Improvement Priority	1	10	19	15	2.11 Stars
Overall Work Environment	Satisfaction Level	1	8	18	18	2.23 Stars
Does your Job Title Accurately Reflect your Duties	Satisfaction Level	2	6	15	22	2.37 Stars
How is the Workload for your Position	Satisfaction Level	1	12	21	11	1.98 Stars
Work Place Accommodations, Equipment, Furniture	Satisfaction Level	1	10	20	14	2.09 Stars
Employee Morale	Satisfaction Level	2	9	18	16	2.16 Stars
Onboarding Training	Satisfaction Level	1	10	21	13	2.07 Stars
Additional Job Training Opportunities	Satisfaction Level	1	8	14	22	2.32 Stars
Opportunities for Advancement	Satisfaction Level	2	11	16	16	2.12 Stars
Job Security	Satisfaction Level	2	3	15	25	2.51 Stars
Employee Recognition from Supervisors	Satisfaction Level	2	14	13	16	2.05 Stars
Employee Recognition from Management	Satisfaction Level	2	14	16	13	1.98 Stars
Employee Recognition from Board of Selectmen	Satisfaction Level	2	24	11	8	1.63 Stars

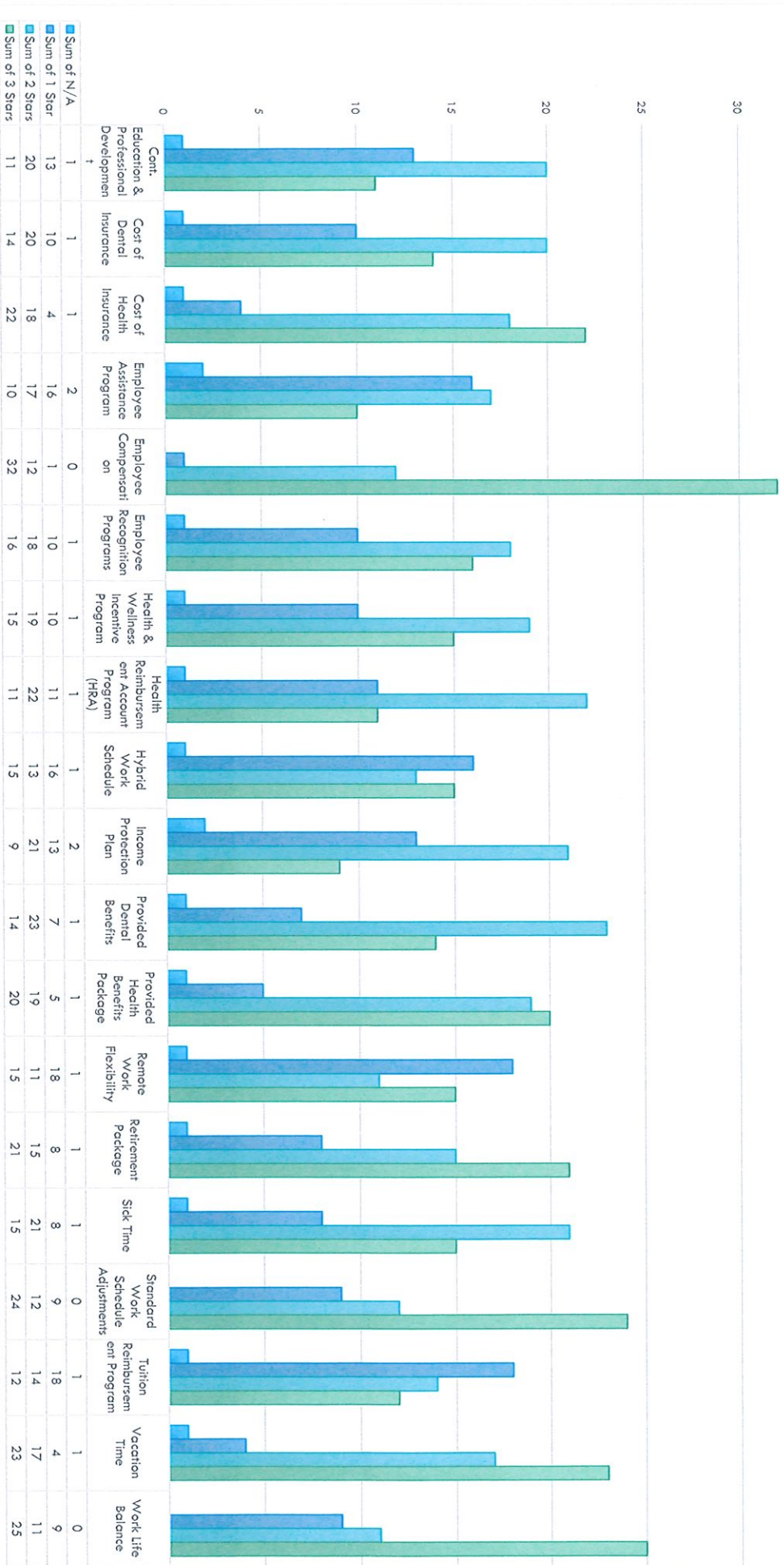
Improvement Priority	N/A	1 Star	2 Stars	3 Stars
Employee Compensation	0	1	12	32
Provided Health Benefits Package	1	5	19	20
Cost of Health Insurance	1	4	18	22
Health Reimbursement Account Program (HRA)	1	11	22	11
Provided Dental Benefits	1	7	23	14
Cost of Dental Insurance	1	10	20	14
Vacation Time	1	4	17	23
Sick Time	1	8	21	15
Retirement Package	1	8	15	21
Income Protection Plan	2	13	21	9
Employee Assistance Program	2	16	17	10
Remote Work Flexibility	1	18	11	15
Hybrid Work Schedule	1	16	13	15
Standard Work Schedule Adjustments	0	9	12	24
Work Life Balance	0	9	11	25
Employee Recognition Programs	1	10	18	16
Cont. Education & Professional Development	1	13	20	11
Tuition Reimbursement Program	1	18	14	12
Health & Wellness Incentive Program	1	10	19	15



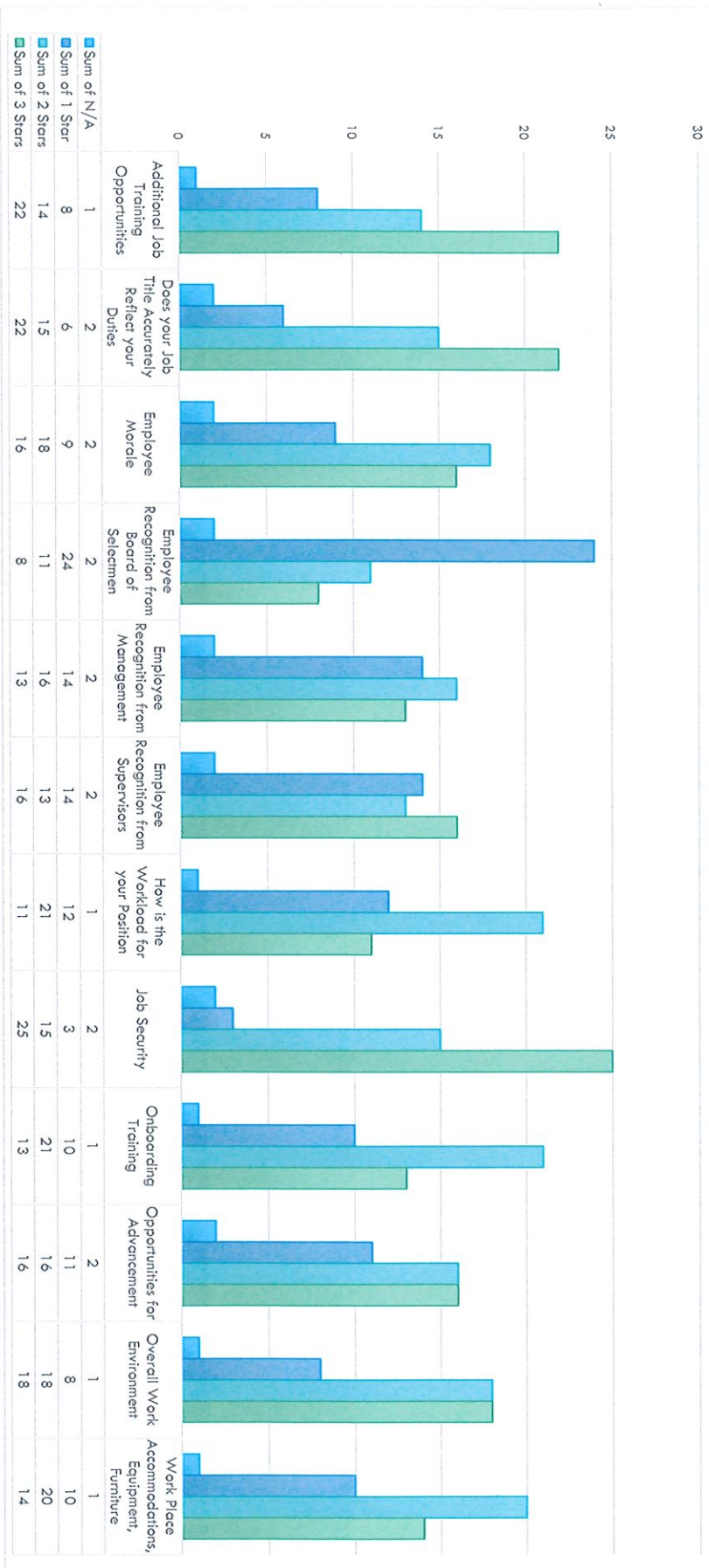
Satisfaction Level	N/A	1 Star	2 Stars	3 Stars
Overall Work Environment	1	8	18	18
Does your Job Title Accurately Reflect your Duties	2	6	15	22
How is the Workload for your Position	1	12	21	11
Work Place Accommodations, Equipment, Furniture	1	10	20	14
Employee Morale	2	9	18	16
Onboarding Training	1	10	21	13
Additional Job Training Opportunities	1	8	14	22
Opportunities for Advancement	2	11	16	16
Job Security	2	3	15	25
Employee Recognition from Supervisors	2	14	13	16
Employee Recognition from Management	2	14	16	13
Employee Recognition from Board of Selectmen	2	24	11	8



Priority Improvements



Satisfaction Ratings



Town of Bridgton
ANNUAL TOWN MEETING

Tuesday, June 13, 2023 and Wednesday, June 14, 2023

State of Maine

County of Cumberland, ss

TO: Phillip A. Jones, a resident of the Town of Bridgton.

Greetings: In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Bridgton in said County and State, qualified by law to vote in town affairs to meet at the Town Hall located at 26 North High Street in said Town on Tuesday, the 13th day of June at 8:00 o'clock in the forenoon to 8:00 o'clock in the evening to vote on Article 1 through Article 5 [A person who is not registered as a voter may not vote at the Town Election. The Registrar of Voters will hold office hours while the polls are open].

AND to notify and warn said voters to meet at the Town Hall located at 26 North High Street in said Town on Wednesday the 14th day of June at 7:00 P.M. in the afternoon, then and there to act on Article 6 through Article 30 as set below. [A person who is not registered as a voter may not vote at the Town Election or Town Meeting.]

Article 1. To elect a Moderator to preside at said meeting and to vote by written ballot.

Article 2. To elect the following Town Officers by secret ballot as required by 30-A MRS §2528:

- (2) Select Board Member/Assessor/Overseer of the Poor; 3-year term
- (1) Planning Board Regular Member; 3-year term
- (1) Planning Board Alternate Member; 3-year term
- (2) MSAD #61 Director; 3-year term
- (1) Water District Trustee; 3-year term

Article 3. To vote by secret ballot on the following "Question 1. 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.)

Select Board recommends a YES vote.

Article 4. To vote by secret ballot on the following “Question 2. “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.)

Select Board recommends a YES vote.

Article 5. To vote by secret ballot on the following “Question 3. 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.)

Select Board recommends a YES vote.

Article 6. To see if the Town will vote to appropriate the sum of up to \$0 from the Unassigned Fund balance to fund the Town of Bridgton Senior Property Tax/Rental Assistance Program.

Approved 2022/2023 \$100,000

Select Board Recommends \$0

Article 7. To see if the Town will vote to appropriate the sum of \$4,277,761 from Anticipated Revenues, the Unassigned Fund Balance, Bridgton Trust Fund and Moose Pond Trust Fund to reduce property taxes for the 2023/2024 fiscal year.

	Approved 2022/2023	Select Board Recommends
General Government	\$3,789,222	\$3,634,037
Public Works	\$264,728	\$285,192
Recreation	\$139,500	\$193,950
Salmon Point Campground	\$80,120	\$82,334
Wastewater	<u>\$79,007</u>	<u>\$82,248</u>
	\$4,352,577	\$4,277,761

Approved 2022/2023 \$4,352,577

Select Board Recommends \$4,277,761

Article 8. To see if the Town will vote to raise and appropriate the sum of \$4,633,593 for the cost of General Government to include Contingency, Long-Term Debt, and deposit to Reserve Account.

	Approved 2022/2023	Select Board Recommends
Administration	\$407,630	\$443,170
Assessing	\$58,000	\$58,000
BOS/PB (excluding stipends)	\$5,064	\$3,064
Code Enforcement	\$152,292	\$169,199
Community Development	\$194,775	\$188,190
Contingency	\$30,000	\$30,000
Deposit to Reserve Account	\$0	\$70,000
Employee Benefits	\$973,342	\$954,804
Finance	\$170,467	\$180,543
General Assistance	\$21,484	\$21,484
Insurance	\$189,603	\$257,649
Legal	\$15,000	\$15,000
Long Term Debt	\$1,095,774	\$1,120,312
Municipal Complex (3 Chase St)	\$115,838	\$128,023
Recreation	\$506,023	\$733,343
Town Clerk	<u>\$247,259</u>	<u>\$260,812</u>
	\$4,182,551	\$4,633,593

Approved 2022/2023 \$4,182,551

Select Board Recommends \$4,633,593

Article 9. To see if the Town will vote to raise and appropriate the sum of \$2,011,269 for the cost of Public Safety.

	Approved 2022/2023	Select Board Recommends
Ambulance	\$54,400	\$56,100
Animal Control	\$24,327	\$25,195
Civil Emergency	\$31,392	\$28,279
Fire Department	\$342,111	\$414,845
Health Officer	\$4,114	\$3,430
Hydrants	\$257,371	\$244,501
Police Department	\$981,583	\$1,195,596
Streetlights	<u>\$34,973</u>	<u>\$43,323</u>
	\$1,730,271	\$2,011,269

Approved 2022/2023 \$1,730,271

Select Board Recommends \$2,011,269

Article 10. To see if the Town will vote to raise and appropriate the sum of \$3,623,732 for Public Works and Capital Expenditures/Other Services.

	Approved 2022/2023	Select Board Recommends
Town Garage	\$30,562	\$27,104
Capital Expenditures	\$625,000	\$880,000
Cemeteries	\$58,192	\$114,174
HAM Complex	\$89,691	\$97,048
Parks Department	\$222,780	\$209,884
Pondicherry Park	\$5,400	\$5,800
Public Works Department	\$812,170	\$865,127
Septic Disposal	\$750	\$750
Town Hall (26 N. High St.)	\$28,475	\$29,876
Transfer Station	\$667,072	\$915,566
Vehicle Maintenance	<u>\$378,487</u>	<u>\$478,403</u>
	\$2,918,579	\$3,623,732

Approved 2022/2023 \$2,918,579

Select Board Recommends \$3,623,732

Article 11. To see if the Town will vote to raise and appropriate the sum of \$16,500 for the cost of annual stipends for the Select Board and Planning Board.

Approved 2022/2023 \$16,500

Select Board Recommends \$16,500

Article 12. To see if the Town will vote to raise and appropriate the sum of \$55,330 for Outside Agencies.

	Approved 2022/2023	Select Board Recommends
Bridgton Community Band	\$2,415	\$2,125
LEA Milfoil	\$1,500	\$1,500
LEA Boat Inspection	\$2,900	\$2,900
LR Chamber	\$4,800	\$4,800
LEA Subsidy	\$1,950	\$1,950
Lake Region Bus	\$8,500	\$10,000
Regional Transport	\$1,500	\$1,500
Opportunity Alliance	\$2,000	\$2,000
Tri-County Mental Health	\$1,000	\$1,000
Southern Maine Area on Aging	\$2,500	\$2,500
Through the Doors	\$2,000	\$4,000
Bridgton Historical Society	\$6,000	\$10,000
Lake Region Senior Service (HAP)	\$3,000	\$2,700
Sexual Assault Prevention	\$750	\$0
Lifelight	\$1,303	\$1,355
Easy Riders	\$3,000	\$3,000
Rufus Porter Museum	<u>\$0.00</u>	<u>\$4,000</u>
	\$45,118	\$55,330

Approved 2022/2023 \$45,118

Select Board Recommends \$55,330

Article 13. To see if the Town will vote to raise and appropriate the sum of \$234,179 for Outside Services.

	Approved 2022/2023	Select Board Recommends
Bridgton Community Center	\$97,429	\$104,679
Bridgton Public Library	\$90,000	\$94,500
Lakes Region TV Franchise	<u>\$35,000</u>	<u>\$35,000</u>
	\$222,429	\$234,179

Approved 2022/2023 \$222,429

Select Board Recommends \$234,179

Article 14. To see if the Town will vote to raise and appropriate the sum of \$1,068,799 for County Fees and Taxes.

Approved 2022/2023 \$938,775

Select Board Recommends \$1,068,799

Article 15. To see if the Town will vote to appropriate the sum of \$190,769 from the Community Development Block Grant for community development projects approved by the Select Board.

Approved 2022/2023 \$198,767

Select Board Recommends \$190,769

Article 16. To see if the Town will vote to appropriate, and authorize the Select Board to expend, up to \$328,671 from the Route 302 Tax Increment Development Program for the purposes of that program.

Approved 2022/2023 \$306,000

Select Board Recommends \$328,671

Article 17. To see if the Town will vote to fix the date when property taxes become due and payable with the first quarter payment being due and payable on August 15, 2023; second payment being due and payable on November 15, 2023; third payment being due and payable on February 15, 2024; fourth payment being due and payable on May 15, 2024 and that an interest rate of 8% per annum be charged on all unpaid taxes after these dates until those taxes are paid in full (36 MRS § 505.4).

Article 18. To see if the Town will vote to set an interest rate of 4% as the rate to be paid to taxpayers who pay amounts in excess of amounts finally assessed and authorize any such interest paid or abatements granted to be charged against the annual overlay (36 MRS § 506).

Article 19. To see if the Town will vote to fix the rate of interest on delinquent wastewater charges at 8% interest per annum.

Article 20. To see if the Town will vote to authorize the Tax Collector to accept pre-payment of taxes not yet due or assessed (36 MRS § 506).

Article 21. To see if the Town will vote to authorize the Select Board to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

Article 22. To see if the Town will vote to authorize the Select Board to waive the foreclosure of a tax lien mortgage pursuant to 36 MRS § 944 upon a finding by the Select Board that ownership of the property subject to the lien would be contrary to the Town's best interest.

Article 23. To see if the Town will vote to authorize the Select Board, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; with property to be disposed of by written policy and on terms the Select Board deem advisable, except that the Select Board shall use the special sale process required by 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Article 24. To see if the Town will vote to authorize the Select Board, on behalf of the Town, to sell and dispose of any real estate acquired by the Town for non-payment of wastewater assessments thereon, on such terms as they deem advisable, and to execute quitclaim deeds for the property; property to be disposed of by written policy and on terms the Select Board deem advisable.

Article 25. To see if the Town will vote to authorize the Select Board to sell Town-owned land that the Select Board has determined to be surplus, other than land acquired for non-payment of taxes or wastewater assessments, and to conduct the sale of such land by sealed bid, public auction or through an agent or multiple listing, whichever the Select Board deems to be in the best interest of the Town; and to deliver a quitclaim deed to the successful purchaser; provided that at least 30 days prior to selling, or obligating the Town to sell, such surplus land, the Town shall mail written notice to the abutters at their addresses on file with the Town, give notice on the Town's website, post at least one notice on a social media platform used by the Town, and publish at least one notice in a newspaper of general circulation in the Town. The net proceeds of any sale shall be deposited into the Town's general fund.

Article 26. To see if the Town will vote to authorize the transfer of all unexpended balances to fund balance, excepting those carried forward funds, and to authorize any overdrafts that may occur in the Town operations in the 2023/2024 fiscal year to be taken from fund balance.

Article 27. To see if the Town will vote to authorize the Select Board to sell or dispose of equipment that is no longer of any use or is unusable.

Article 28. To see if the Town will vote to authorize the Select Board and Treasurer, on behalf of the Town, to accept gifts, real estate, and funds, including trust funds, which may be given or left to the Town.

Article 29. To see if the Town will vote to authorize the Select Board to apply for and accept grants on behalf of the Town, and to expend the proceeds thereof for the purposes for which they are received, provided that the terms of the grants do not require the Town to expend other funds which have not been appropriated by the Town.

Article 30. To see if the Town will vote to participate in the Cumberland County Housing and Community Development Programs of the Federal Department of Housing and Urban Development, including but not limited to the Community Development Block Grant Program (CDBG) and the HOME Program; to designate its population to be included in the calculation of Cumberland County's funds by the U.S. Department of Housing and Urban Development and to authorize the Select Board to execute an agreement with Cumberland County to formalize the same.

Given under our hands on this 9th day of May 2023.

Municipal Officers/Select Board:

_____	/ Carmen E. Lone, Chair
_____	/ Robert J. McHatton, Sr., Vice-Chair
_____	/ Paul A. Tworog
_____	/ Kenneth J. Murphy
_____	/ Carrye Castleman-Ross

A true copy of the warrant,

Attest: _____ / Laurie L. Chadbourne, Town Clerk



TOWN OF BRIDGTON

MEMO

TO: Select Board
FROM: Laurie L. Chadbourne, Town Clerk
RE: Brewfest 2023
DATE: May 2, 2023

The outdoor festival application was approved as submitted with notation (if applicable):

☒ **Code Enforcement Department**

- food trucks must obtain a permit through the CEO

☒ **Fire Department**

- food trucks must be 10 ft from each other any structures, temporary or permanent
- each food truck/vendor shall have available a portable extinguisher

☒ **Police Department**

☒ **Public Services Department**

☒ **Town Clerk's Department**

- food trucks must obtain a Victualer's License

☒ **Town Manager's Department**

Also, the following checklist is part of the outdoor festival ordinance application. We are requesting that the Board waive requirements 1, 2, 3, 4, 5 and 7 for the Brewfest Event scheduled for Saturday, September 30, 2023 at 40 BRAG Way. This ordinance/application is outdated and prohibitive. The Ordinance will be reviewed for future amendment.

❶ Separate male and female sanitary facilities shall be available and connected to a public sewer system or septic tank.

❷ Adequate metal, wood, or plastic containers with a height of at least two feet and diameter of at least two feet shall be spaced in the area to take care of the solid waste and garbage, with at least one container for each reasonably anticipated 100 persons. Within 24 hours after the close of the event such waste material shall be removed to a public solid waste disposal facility.

❸ First Aid facility shall be provided on the grounds with at least one ambulance in attendance and one doctor for each 1,000 persons.

❹ Off the street parking facilities shall be furnished with at least one car space with adequate access ways for each six persons reasonably expected to attend.

❺ A uniformed police officer or constable shall be provided to direct traffic to and from public ways with at least one officer for each reasonably expected 500 persons.

❻ Prior to the issuance of the license and the holding of the event, the applicant shall furnish a corporate surety bond from a company authorized to do business in Maine insuring that forthwith after the event the grounds will be cleaned of waste and damages to public or private property in the area arising out of or in connection with the event will be promptly paid; such bond to be in the amount of \$5,000.00 for each expected 500 persons in attendance.

❼ The applicant shall file with his application adequate proof that he has authority from any landowners to use his property and shall furnish a plan showing the size of the area to be used, with designated locations for drinking, toilet and washing facilities, waste containers, first aid facilities and off the street parking.

OUTDOOR FESTIVAL PERMIT APPLICATION

No person shall exhibit, sponsor, hold, promote or operate any pageant, amusement show, theatrical performance, including a music festival or exhibition where an excess of 500 people are reasonably anticipated to attend and where a substantial portion of the entertainment will be out of doors without first procuring from the Municipal Officers a license therefore at least seven (7) days prior to the event and payment of the sum of \$100.00 to the Town therefore.

No license shall be granted by the Municipal Officers unless the applicant satisfies the Municipal Officers or their designee(s) that the following facilities will be available for such an event in the area to be used and no such person shall hold such an event unless such facilities are available. The applicant must comply with all applicable rules and regulations of the state and the municipality prior to being issued a license. The Town's Code Enforcement Officer shall be the designee responsible for confirming same.

Name of applicant: Greater Bridgton Chamber of Commerce

Address of applicant: 257 Main Street, Suite 1

Telephone # of applicant: 207-647-3472

Location of Event (attach property owner permission) 40 Brag Way, Bridgton

Type of Event: Fundraiser

Hours of Event: 12pm-4pm

- ☒ Separate male and female sanitary facilities shall be available and connected to a public sewer system or septic tank.
- ☒ Adequate metal, wood or plastic containers with a height of at least two feet and diameter of at least two feet shall be spaced in the area to take care of the solid waste and garbage, with at least one container for each reasonably anticipated 100 persons. Within 24 hours after the close of the event such waste material shall be removed to a public solid waste disposal facility.
- ☒ First Aid facility shall be provided on the grounds with at least one ambulance in attendance and one doctor for each 1,000 persons.
- ☒ Off the street parking facilities shall be furnished with at least one car space with adequate access ways for each six persons reasonably expected to attend.
- ☒ A uniformed police officer or constable shall be provided to direct traffic to and from public ways with at least one officer for each reasonably expected 500 persons.
- ☒ Prior to the issuance of the license and the holding of the event, the applicant shall furnish a corporate surety bond from a company authorized to do business in Maine insuring that forthwith after the event the grounds will be cleaned of waste and damages to public or private property in the area arising out of or in connection with the event will be promptly paid; such bond to be in the amount of \$5,000.00 for each expected 500 persons in attendance.
- ☒ The applicant shall file with his application adequate proof that he has authority from any landowners to use his property and shall furnish a plan showing the size of the area to be used, with designated locations for drinking, toilet and washing facilities, waste containers, first aid facilities and off the street parking.

Signature: Chris Cook

Date: 4-18-23

FOR OFFICE USE ONLY:

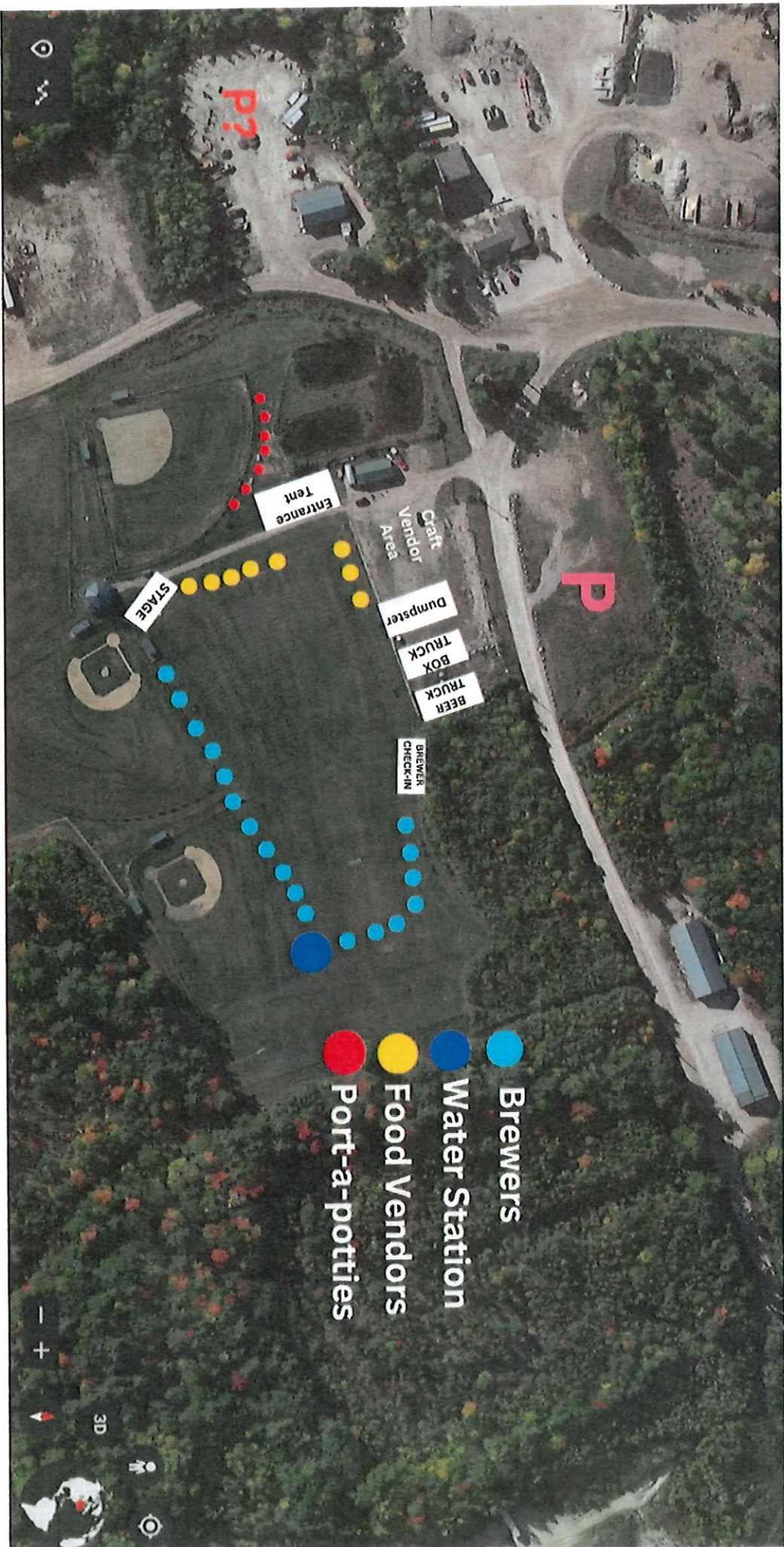
AMOUNT PAID \$100.00
BOARD OF SELECTMEN

DATE SUBMITTED ____/____/20__

RECEIVED BY: _____

DATE OF APPROVAL ____/____/20__

TOWN CLERK'S OFFICE • 3 CHASE STREET, SUITE 1 • BRIDGTON, ME 04009 • (207) 647-8786





STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant:

Greater Bridgton Chamber
of Commerce

2. Contact Name for Applicant:

Angie Cook

3. Mailing Address of Primary Office of Applicant:

257 Main St. Suite 1
Bridgton 04009

4. Contact Name Telephone/Mobile Number:

207-647-3472 / 229-6543

5. Email Address of Contact:

director@glprcc.org

Section B: Event Information:

1. Title Event:

Maine Lakes Brewfest

2. Purpose of Event:

Fundraiser

3. Duration of Event (check one):



One Day



Multiple Days (only 1 permitted per year)

4. Type of Event: (check one)



Indoor



Outdoor

5. Town or City where Event will take place:

Bridgton

6. Complete Physical Address of Event:

Ham Recreation Complex
40 Brag Way, Bridgton

7. Date of Event:

9-30-2023

Time: From

12 pm

To

4 pm

Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.

8.

Number of Persons Attending: 2500-3000

9. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

This is a sampling fundraiser for the
Chamber of Commerce -

See Attached

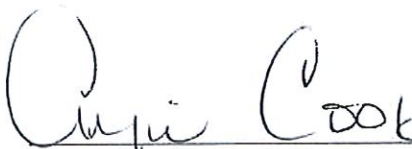
10. Will dancing be part of the event? Yes ☐ No ☒
a. Does the venue have a dance license? Yes ☐ No ☒
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Applicant

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: April 12, 2023



Signature of Duly Authorized Person

Angie Cook

Printed Name of Duly Authorized Person

Section D: For use by Municipal Officers and County Commissioners only
Approval of an Application for a License for an Incorporated Civic Organization

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: 9-30-23.

Check only one: ☐ City ☒ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: Town of Bridgton

Who is approving this application? ☒ Municipal Officers
☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

Section E: Application Fee; Other Information

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

Section F: Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.

For Division Use Only

Date Filed: _____

☐ Approved

☐ Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____

Laurie Chadbourne

From: Angela Cook <director@gblrcc.org>
Sent: Wednesday, May 3, 2023 10:15 AM
To: Laurie Chadbourne
Subject: Brewfest Liquor License Application
Attachments: SKM_C250i23050309050.pdf

Hi Laurie,

I've attached the state application we spoke about earlier. Page 3 is the one that needs to be signed by the select board.

Also, it is my intent to ask the town to waive all building permit and Victualer's License fees as this event is a fundraiser and we are a non-profit. Historically, we have not charged our brewers to come to our event and having to pay a fee for them, could hinder the turnout of breweries at this year's event.

Best,

Angie Cook

Executive Director

257 Main Street, Suite 1

Bridgton ME 04009

Tel: 207.647.3472

Cell: 207.229.6543

director@gblrcc.org

*Our mission is to provide resources and opportunities
for business growth in our communities.*



From: info.lakes.scan@gmail.com <info.lakes.scan@gmail.com>
Sent: Wednesday, May 3, 2023 10:06 AM
To: Angela Cook <director@gblrcc.org>
Subject: Message from KM_C250i

TOWN OF BRIDGTON

MEMO

TO: Board of Selectmen
FROM: Laurie L. Chadbourne, Town Clerk
RE: Dog Days of Bridgton
DATE: May 3, 2023

May 9th Select Board Meeting

Carole and Nate Sunday have applied for use of the Depot Street Parking Lot near the Bridgton Community Center for a Dog Days of Bridgton Event on August 19, 2023 (application attached).

The application was approved as submitted with notation (if applicable):

- ☒ **Code Enforcement Department – food trucks must obtain a permit through the CEO**
- ☒ Fire Department
- ☒ Police Department
- ☒ Public Services Department
- ☒ **Town Clerk's Department – food trucks must obtain a Victualer's License**
- ☒ Town Manager's Department

Bridgton Community Center, Downeast and The Farmers Market all support the event (see attached email communication).

TOWN OF BRIDGTON, MAINE

3 Chase Street, Suite 1, Bridgton, ME 04009

Application/Agreement to Use Bridgton Park and/or Property

Please fill out and return

INFORMATION ABOUT APPLICANT & LOCAL CONTACT PERSON

Applicant's Name: CAROLE & NATE SUNDAY Tel # 577-0782 e-mail nsunday@maine.rr.com
TASTEFUL THINGS 577-0783 msunday@maine.rr.com

Applicant's Mailing Address: 8 DEPOY ST, BRIDGTON ME

Local Contact Name: ABOVE Tel # ABOVE e-mail ABOVE

Local Contact Mailing Address: ABOVE

Other Contact Information: N/A

INFORMATION ABOUT PROPOSED EVENT

Place of Event: Bridgton Comm. Ctr Date of Event: 8/19/23 Hours of Event: 11-2

Type of Event: COFFEE & DOG EVENT Number of Participants: 150-200

Structures (tents, chairs, etc.) TENTS CHAIRS, TABLES

Food and Beverages to be served: BBQ for SALE - FOOD TRUCK? - FOOD TABLES

Entertainment: D.J. ?

Signage SIGNS

Provisions for Cleanup/Litter: HOSTING CO. - DUMPSTER @ BCC

Will have trash cans on site

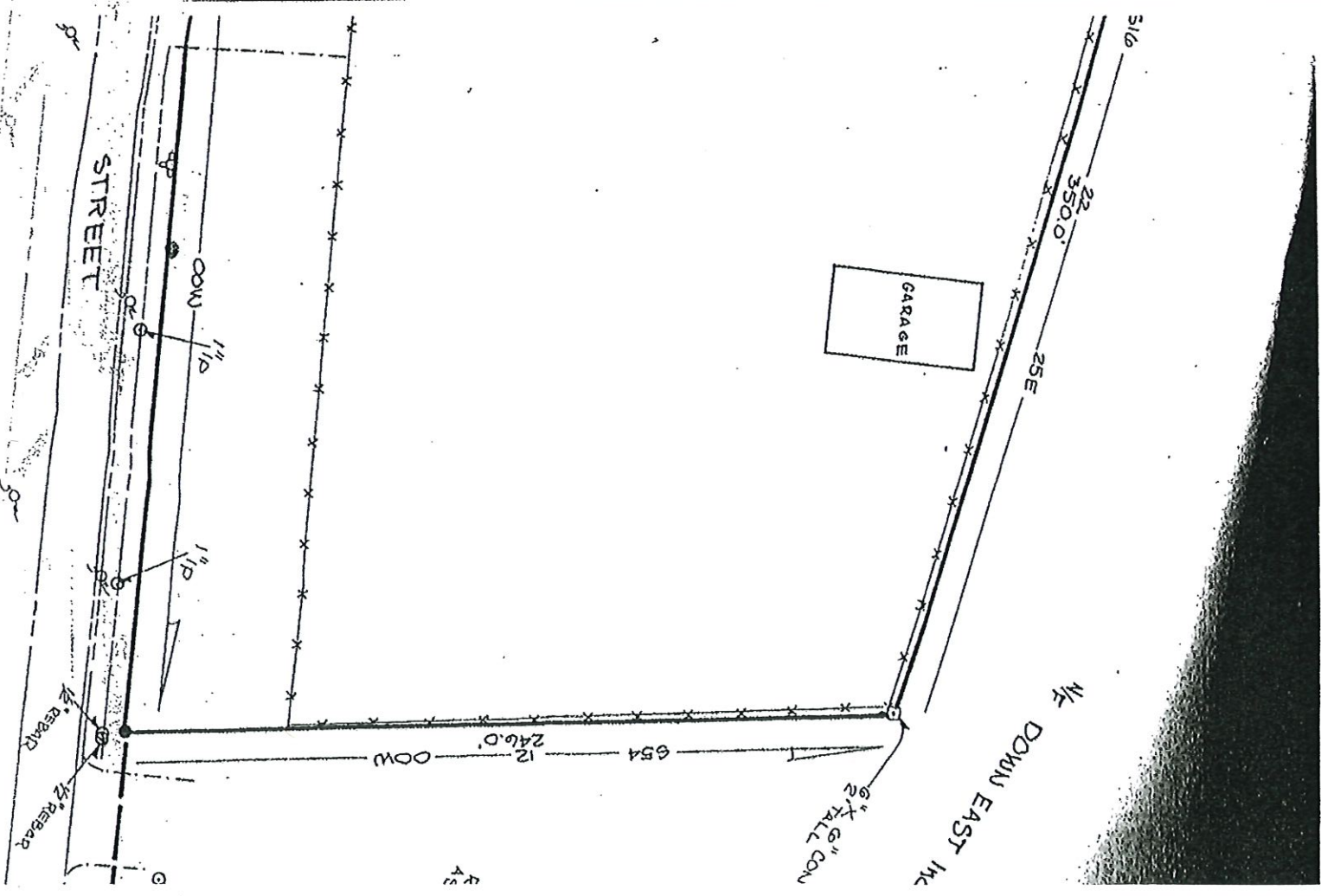
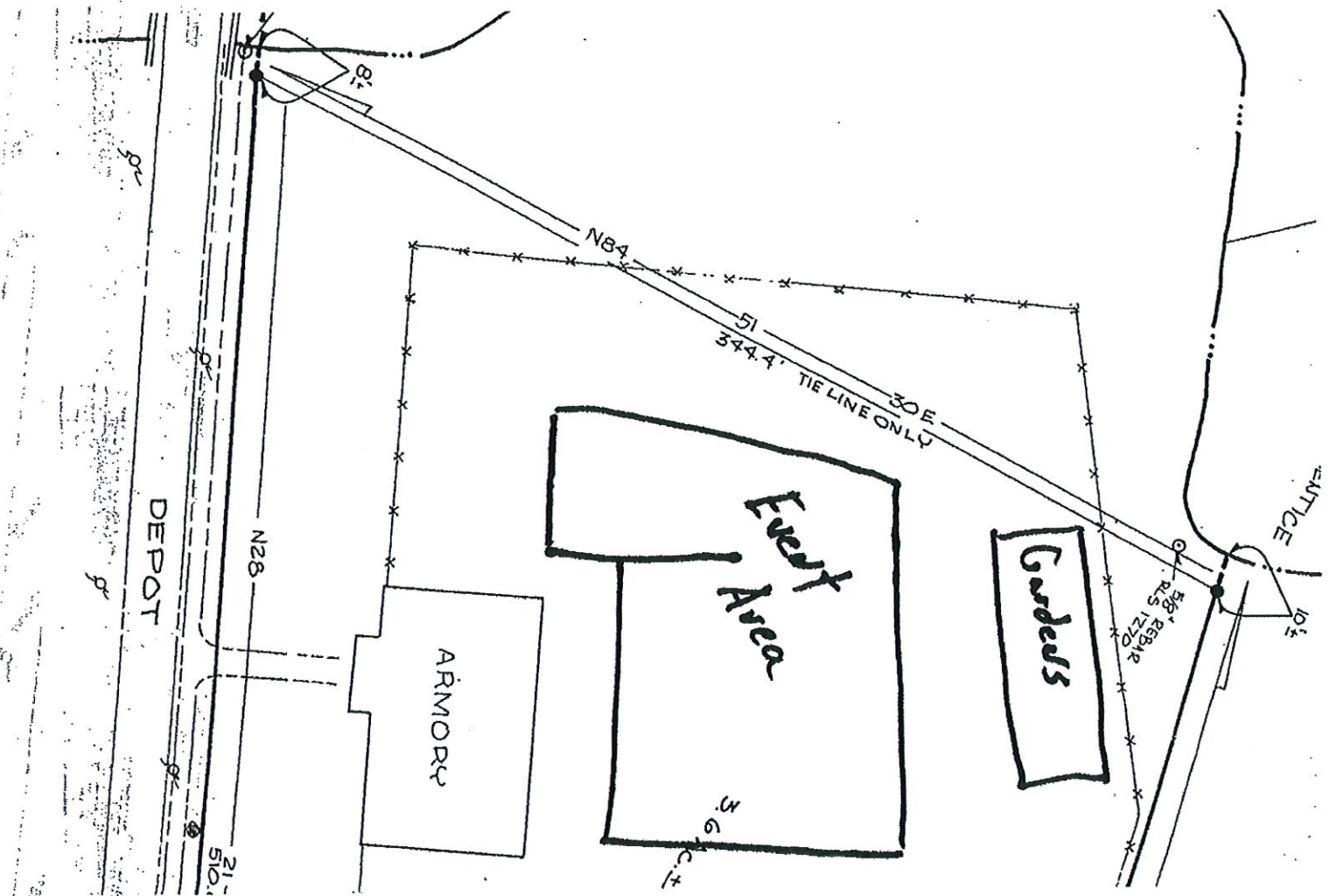
Provisions for Parking: BCC PARKING LOT

ADDITIONAL INFORMATION REQUIRED

Certificate of Liability Insurance: ACQUIRING THROUGH OBERG INSURANCE

Insurance Agent/Company OBERG

Additional Information to Applicant _____



Laurie Chadbourne

From: Darcey Pomerleau <executivedirector@bridgtoncommunitycenter.org>
Sent: Friday, April 28, 2023 10:37 AM
To: Laurie Chadbourne
Subject: Re: Depot Street Parking Lot, Bridgton

Hi Laurie,

I hope this finds you well. Carol has submitted an outline of her plans for the utilization of the outside space. I believe last year they set up on the back lawn and it was held later in the afternoon. The only thing that has changed from last year thus far is the timing of the event as it will piggyback the farmers market, and the possibility of utilizing a couple of porta potties. Currently we are waiting on the insurance certificate which we should receive shortly. As with all events I am sure there will be minor changes as the time nears. I will keep you abreast in the event it morphs significantly.

Best,

Darcey

On Fri, Apr 28, 2023 at 8:31 AM Laurie Chadbourne <lchadbourne@bridgtonmaine.org> wrote:

Good morning, Darcey,

Carole and Nate Sunday from Tasteful Things have submitted an application for use of town owned property on August 19th from 11AM until 2PM for a Dog Event with about 150-200+/- people expected to attend. The request is to use the Depot Street Parking Lot (see diagram below):

Laurie Chadbourne

From: frank howell <frank@downeastinnovation.com>
Sent: Friday, April 28, 2023 8:49 AM
To: Laurie Chadbourne
Subject: RE: Depot Street Parking Lot, Bridgton

I understand that is a Saturday; if so, we have no issues with truck access.

Thanks for checking!

Please ask Bob to call me on my cell, at his convenience (it's good news stuff).

Regards,

f.

Frank Howell

207.647.5443 /
207.557.2526 (cell)

Here Be Dragons, llc
dba/ Down East Innovation

SnapDragon, llc

-sent from my cell-

----- Original message -----

From: Laurie Chadbourne <lchadbourne@bridgtonmaine.org>
Date: 4/28/23 8:29 AM (GMT-05:00)
To: Frank Howell <frank@downeastinnovation.com>
Subject: Depot Street Parking Lot, Bridgton

Good morning, Frank,

Carole and Nate Sunday from Tasteful Things have submitted an application for use of town owned property on August 19th from 11AM until 2PM for a Dog Event with about 150-200+/- people expected to attend. The request is to use the Depot Street Parking Lot (see diagram below):

Laurie Chadbourne

From: Bridgton Market <bridgtonfarmersmarket.me@gmail.com>
Sent: Tuesday, May 2, 2023 6:39 AM
To: Laurie Chadbourne
Subject: Re: Depot Street Parking Lot, Bridgton

Hi Laurie,

It looks like the event will actually take place on the lawn of the BCC? This is a welcome addition to the space on a Saturday, for sure!

We had the partial lot closed last year for a kids event that Pam Ward ran ... sorry I can't recall the name... and it all worked out just fine.

Will they be closing down part of the lot?

Thanks for the e-mail,

-

BrennaMae

On Fri, Apr 28, 2023 at 10:41 AM Laurie Chadbourne <lchadbourne@bridgtonmaine.org> wrote:

Good morning, BrennaMae,

Carole and Nate Sunday from Tasteful Things have submitted an application for use of town owned property on August 19th from 11AM until 2PM for a Dog Event with about 150-200+/- people expected to attend. The request is to use the Depot Street Parking Lot (see diagram below):

TOWN OF BRIDGTON

MEMO

TO: Select Board
FROM: Laurie L. Chadbourne, Town Clerk
RE: Canuvo
DATE: May 3, 2023

May 9, 2023 Select Board Meeting

- 7. New Business
 - b. Permits/Documents Requiring Board Approval
 - 4. Application for Adult Use Marijuana Products Manufacturing Facility from Canuvo Located at 152 Portland Road
- ☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk

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

TOWN OF BRIDGTON

MEMO

TO: Select Board
FROM: Laurie L. Chadbourne, Town Clerk
RE: Elevation Sushi & Tacos LLC
DATE: May 3, 2023

May 9, 2023 Select Board Meeting

- 7. New Business
 - b. Permits/Documents Requiring Board Approval
 - 5. Victualer's License Application to Elevation Sushi & Tacos LLC Located at 237 Main Street (renewal)
☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk

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

20230129



TOWN OF BRIDGTON, MAINE STREET NAME REQUEST FORM

Application fee \$110.00 per sign

Date paid: 4 / 20 / 23

Applicant Information:

Name: Elizabeth Knertz/Stanislaw Bielek Phone #: 215-596-9111(current) Mailing Address: 1025 Carpenter St, Phil., PA 191477Email address: hancockpnd@gmail.comSignature: E.A. KnertzDate: 3 / 30 / 2023Proposed street is a: ☒ Private Way ☐ Subdivision Road/Name of Subdivision: _____New street access off (name of street): Bear Trap Rd and between numbers 142 and 140Tax map and lot numbers(s) of access points: Map #1 Lot 43Length of new street (in feet): 800 (?) Number of lots accessed by new street: 2

Other owners that access their property from this private way:

Name: Phil & Victoria Cavanaugh Map/Block/Lot: Map 1 Lot 043

Name: _____ Map/Block/Lot: _____

Name: _____ Map/Block/Lot: _____

Applicant MUST submit a plan or sketch showing the road to be named, location of all driveway entries and distances from crossroads with application.

Proposed Names of New Street (in order of preference):

1st Choice: Old Bear Trap Road ☐ Accepted ☒ Rejected Reason: Bear trap Rd already exists2nd Choice: Upper Bear Trap Road ☐ Accepted ☒ Rejected Reason: _____3rd Choice: Fitch Hill ☒ Accepted ☐ Rejected Reason: _____

Return this completed form with a plan/sketch showing the road to be named, and payment to:
E-911 Addressing Officer, 3 Chase Street, Suite 1, Bridgton, ME 04009

For office use onlyDate application was received: 4/20/23 ☒ Sketch attachedStreet name recommended by E-911 Addressing Officer: ☐ 1st choice ☒ 2nd choice ☒ 3rd choiceCumberland County Dispatch Center Supports Recommendation ☒ Yes ☐ No

Approved by Board of Selectmen: ____/____/____

☐ Mapping updated
☐ Notifications sent
☐ Complete
Initials: _____



Town of Bridgton

3 Chase Street, Suite 1
Bridgton, ME 04009

Brenda Day
Code Enforcement Officer

MEMORANDUM

To: Bridgton Board of Selectmen
Robert A. Peabody, Jr., Town Manager
David Madsen, Public Services Director

From: Brenda Day, E-911 Addressing Officer

Date: April 24, 2023

Re: Old Bear Trap Rd

The property owner of Map 1 Lot 43 has proposed the following names for the private road:

First Choice: Old Bear Trap Rd
Second Choice: Upper Bear Trap Rd
Third Choice: Fitch Hill

This office recommends approval of Fitch Hill and Cumberland County E911 Dispatch Center supports this recommendation.

Thank you for your consideration.

Attachments: Proposed Street Name Request Application
Location Maps

Brenda Day

From: Deborah Plummer <DPlummer@cumberlandcounty.org>
Sent: Monday, April 24, 2023 10:37 AM
To: Brenda Day
Subject: Re: Road name

Unfortunately, there is a Bear Trap Rd in Bridgton making those a conflict. Fitch Hill would be fine. As always, thanks for checking in with us!

On Mon, Apr 24, 2023 at 8:14 AM Brenda Day <bday@bridgtonmaine.org> wrote:

Deb,

The Town of Bridgton received a request for a new road name:

1st choice: Old Bear Trap Rd.

2nd choice: Upper Bear Trap Rd.

3rd choice: Fitch Hill

It is recommended that we approve the first choice, Old Bear Trap Rd..

Would you support this name or do you anticipate conflict?

Please advise,

Brenda Day

Code Enforcement Officer

bdav@bridgtonmaine.org

207-803-9963

Fax: 207-647-8789

--

Deb Plummer, Deputy Director
Cumberland County Regional Communications Center
22B High Street
Windham, ME 04062

207-892-3245
Cell: 207-756-0263



Notice: Under Maine law, documents - including e-mails - in the possession of public officials or employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

Brenda Day

To: Deborah Plummer
Subject: Road name

Deb,

The Town of Bridgton received a request for a new road name:

1st choice: Old Bear Trap Rd.

2nd choice: Upper Bear Trap Rd.

3rd choice: Fitch Hill

It is recommended that we approve the first choice, Old Bear Trap Rd..

Would you support this name or do you anticipate conflict?

Please advise,

Brenda Day

Code Enforcement Officer

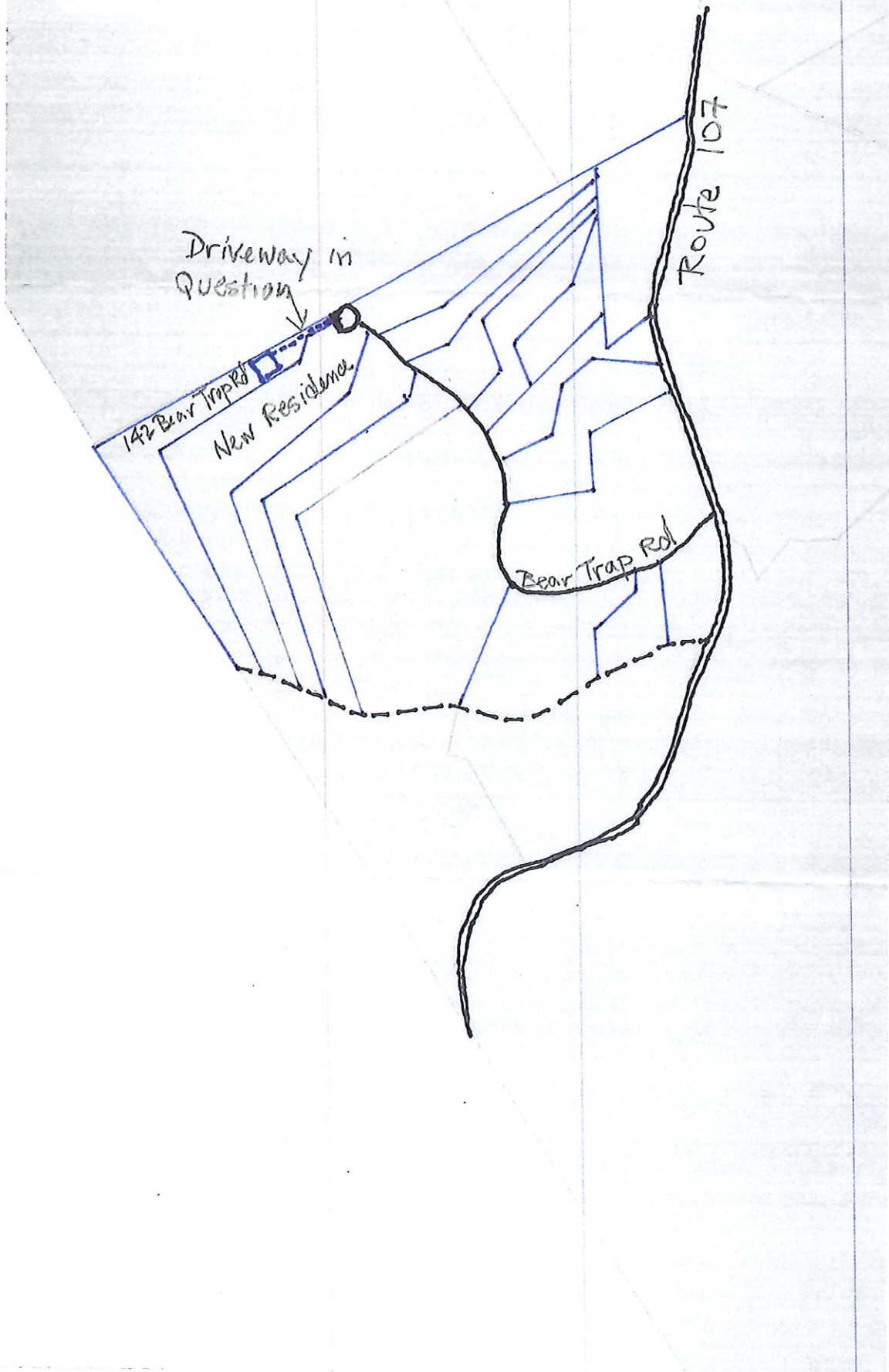
bday@bridgtonmaine.org

207-803-9963

Fax: 207-647-8789



1 of 1

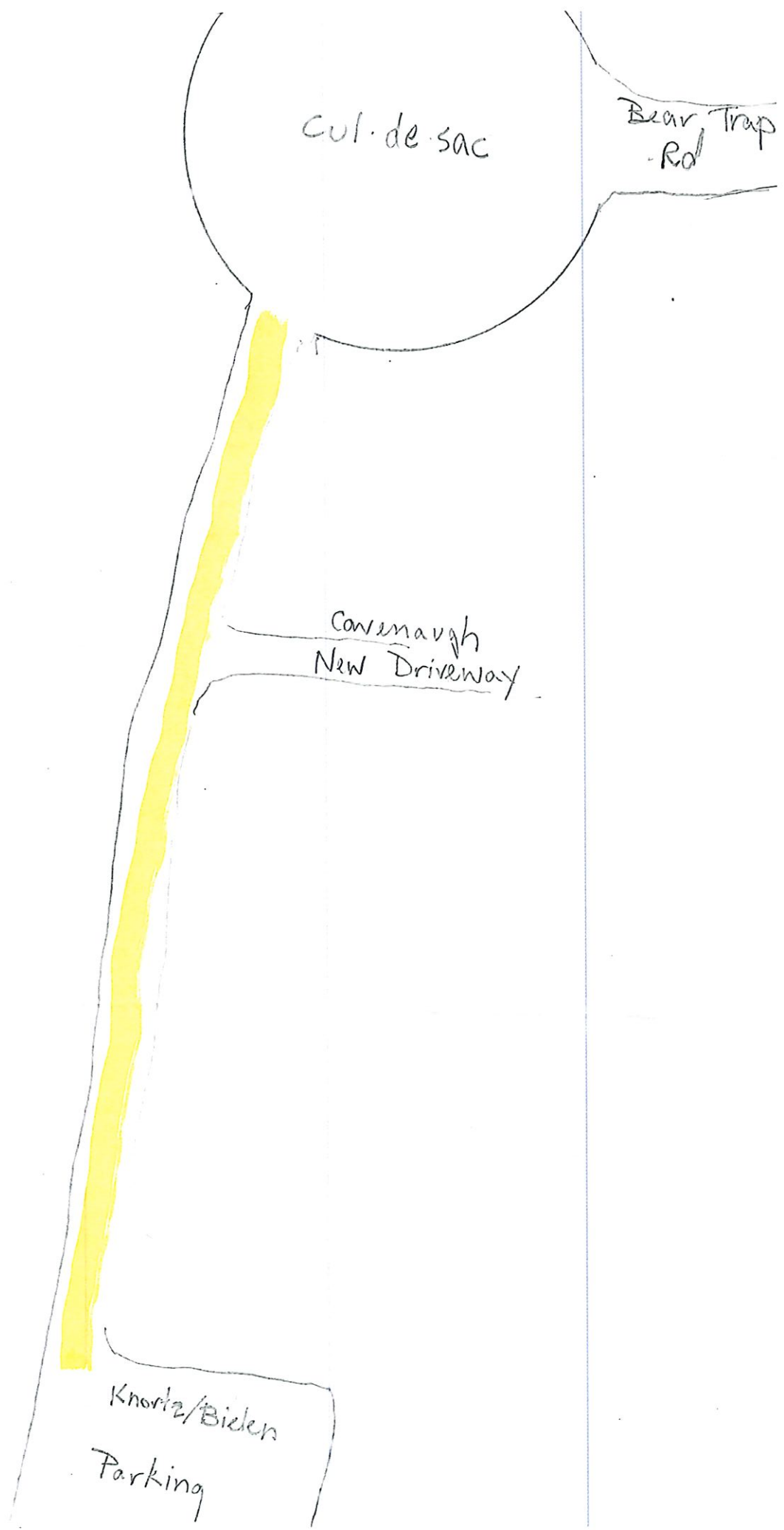


Cul-de-sac

Bear Trap Rd

Cavanaugh
New Driveway

Knortz/Biden
Parking



Georgiann M Fleck

From: Nikki Hodgkins
Sent: Thursday, May 4, 2023 10:33 AM
To: Georgiann M Fleck; Robert "Bob" Peabody, Jr.
Subject: FW: EAB biological control at Pondicherry park

Just FYI

Nikki Hodgkins

Town of Bridgton - Executive Assistant



3 Chase Street, Suite 1 • Bridgton, Maine 04009
 PH. 207.647.8786 • <https://bridgtonmaine.org>



From: Teerling, Colleen <Colleen.Teerling@maine.gov>
Sent: Tuesday, May 2, 2023 6:19 PM
To: Nikki Hodgkins <nhodgkins@bridgtonmaine.org>
Subject: RE: EAB biological control at Pondicherry park

Thank you, Nikki,

I will write up a response covering these questions. In the meantime, here is a FAQ from USDA APHIS about biological control of EAB that will likely answer many of your questions

https://www.aphis.usda.gov/publications/plant_health/faq_eab_biocontrol.pdf

Also, here is a story map with information about where biocontrol has been released in North America

<https://usda-aphis.maps.arcgis.com/apps/MapJournal/index.html?appid=f47720d0a4844ccea2ce82d39bba0ba1>

Thank you for your engagement and willingness to discuss this.
 Colleen

Colleen Teerling
 Entomologist, Maine Forest Service
 Statehouse Station 168
 Augusta, ME, 04333
 Office phone (207) 287-3096
 Mobile phone: (207) 592-2474



Questions and Answers: Biological Control for Emerald Ash Borer

For several years, the U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) has used the emerald ash borer's (EAB) natural enemies—tiny stingless wasps known as parasitoids—as biological control agents to help manage infestations. The goal of APHIS' EAB program is to help maintain ash trees as part of the North American landscape and biological control significantly contributes to this goal.

What is biological control?

Biological control, or biocontrol, uses natural enemies such as parasitoids, predators, pathogens, or antagonists to reduce plant pests or diseases. Biological control can be a practical and an environmentally sound method for pest control. The biological control agents used against EAB include four tiny stingless wasp species—the largest is about the size of a typical mosquito.



SPATHIUS AGRILI



SPATHIUS GALINAE



OOBIOUS AGRILI

Why is biological control used against EAB?

Soon after the EAB was first detected in the United States, APHIS, the Agricultural Research Service, and the U.S. Forest Service began looking for natural enemies to fight the infestation. We conducted research in EAB's native range in China and found three biological control agents—*Spathius agrili*, *Tetrastichus planipennisi*, and *Oobius agrili*. Several years later we also found *Spathius galinae* in Russia. These four wasp species specifically hunt and kill EAB, which helps reduce the number of EAB infesting and killing ash trees. Three species attack EAB larvae and one targets EAB eggs.



SPATHIUS GALINAE



SPATHIUS AGRILI



OOBIOUS AGRILI



TETRASTICHUS PLANIPENNISI

- *Spathius agrili* has a long egg-laying organ or ovipositor that helps it attack EAB larvae in many different sized ash trees. This wasp penetrates through tree bark and lays up to 20 eggs on an EAB larva. The hatching wasp larvae feed and develop on the EAB larva, resulting in its death.
- *Spathius galinae* also attacks EAB larvae like *Spathius agrili* does, but what makes this wasp different is that it can tolerate colder climates, which makes it an optimal biological control agent for releasing in the northern states.
- *Tetrastichus planipennisi* also attacks EAB larvae, but the female lays eggs inside EAB larvae where the wasp larvae grow and eventually kill their host. Because of its shorter ovipositor, *Tetrastichus* targets larvae in ash trees with a diameter of five inches or less.
- *Oobius agrili* is the smallest of the wasps and targets EAB eggs. When this wasp locates an EAB egg in tree bark, it injects an egg inside the host egg, where it will hatch, grow, and kill the EAB egg.

Do the wasps bother people, pets, or other creatures?

The wasps are attracted to EAB, not people or pets. The wasps may incidentally attack other *Agrilus* species that are similar to EAB, but such incidental attacks are very rare and will not disrupt their populations.



When and where have wasps been released in the United States?

APHIS first released wasps in Michigan in 2007. Since then, we have worked with biological control partners to release more than eight million wasps in 30 states and the District of Columbia—and recovered their offspring in 22 states. This means the wasps are establishing, reproducing, and more importantly, attacking and killing EAB. You can see where wasps have been released by visiting www.aphis.usda.gov/plant-health/eab.

How effective are the wasps at killing EAB?

The most recent study that was conducted in Michigan and several northeastern states showed that the wasps are killing 20-80% of EAB in ash trees up to eight inches in diameter. The study documented that more EAB are being attacked by the wasps which is resulting in less EAB attacking ash trees, and that ash trees are regenerating in these areas because wasps are being released. You can read the study online by visiting https://www.fs.fed.us/foresthealth/technology/pdfs/FHAA-ST-2017-02_Biocontrol_role_EAB_regeneration.pdf

Will biological control eventually eradicate EAB?

The wasps alone will not eradicate EAB. They can be used in an integrated pest management plan to help control the pest and benefit our landscapes.

How does APHIS determine where to release wasps?

Each year, APHIS estimates wasp production to determine the number of release sites it can support. Then release sites are selected based on biological control criteria and EAB program priorities outlined in the EAB Biocontrol Release Guidelines. You can read the guidelines online by visiting https://www.aphis.usda.gov/plant_health/plant_pest_info/emerald_ash_b/downloads/EAB-FieldRelease-Guidelines.pdf

How are wasps released?

Once the release areas are identified, APHIS ships the wasps to our biological control partners who release them in the preapproved and selected area(s). Wasps are released according to the Biological Control Release and Recovery Guidelines, see link included above. APHIS begins shipping wasps in the spring and continues until early fall.

Is it safe to release wasps since they are non-native insects?

Before the wasps were released, research in China and in the United States revealed that the wasps prefer EAB over other insects. No adverse effects were found or raised through the environmental assessment process. You can read the documents and public comments by visiting <https://www.regulations.gov/docket?D=APHIS-2014-0094>.

Can native insects be used to fight EAB instead?

While there are EAB parasitoids and predators in the United States, such as the native stingless wasps *Atanycolus* and *Cerceris fumipennis*, and woodpeckers, these native enemies do not attack EAB at levels high enough to make a difference on infestations.

How can I become a biological control partner?

If you are a public landowner or land manager in an area where EAB is infesting ash trees, you can send email containing information about the property where you would like to release wasps. If the property is selected, we will contact you by email. Please send the email to EAB.Biocontrol.Program@USDA.gov and include the following information in the body of the email:

1. Property owner/manager name;
2. Property owner/manager email address;
3. MapBio number issued through www.mapbiocontrol.org;
4. Name of the county where the property is located;
5. And the latitude and longitude of the property.

Can the stingless wasps be purchased?

No. The EAB program is providing stingless wasps to states and selected partners to release in EAB-infested public areas. Additionally, the stingless wasps are difficult to produce which limits their availability.

Where can I find more information on the EAB program and the use of biological control?

More information is available online, please visit www.aphis.usda.gov/plant-health/eab.

Photo Credits: First column left to right: USDA photo by Rhonda Santos, USDA photo by R. Anson Eaglin, USDA photo by Rhonda Santos; Second column left to right: Bugwood photo by David Cappaert, Bugwood photo by Jennifer Ayer, USDA photo by Debbie Miller, Bugwood photo by David Cappaert.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
MAINE FOREST SERVICE
168 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

Proposal for biological control of emerald ash borer in Pondicherry Park in Bridgton

The Problem

Emerald ash borer (EAB) was found last year in Pondicherry Park by volunteers with Loon Echo Land Trust who assisted the state in monitoring efforts. Given what we have seen in other areas of Maine, we suspect that widespread decline and death of ash trees will be seen in Bridgton within five years. Although individual trees can be injected with pesticides every 2-3 years to protect them from EAB, the only real hope for long-term control of EAB in forested areas is biological control.

What is biological control for EAB?

Three tiny parasitoids have been shown to be effective in attacking EAB in Maine's climate and have been approved for release in Maine at both the federal level (USDA APHIS) and state level (ME Inland Fisheries and Wildlife). Many of your questions about these insects are answered in this FAQ: https://www.aphis.usda.gov/publications/plant_health/faq_eab_biocontrol.pdf
All three parasitoids are originally from Asia (where EAB originated) and have been reared in APHIS facilities (in Michigan) since 2002. The parasitoids are:

Tetrastichus planipennisi: a parasitoid of EAB larvae, released throughout the USA since 2009,

Spathius galinae: another larval parasitoid able to protect larger trees, released in the USA since 2015, and

Oobius agrili: a parasitoid of EAB eggs, released in the USA since 2009.

A map of where these have been released in North America can be found in this story map (last 3 slides are about biocontrol) <https://usda-aphis.maps.arcgis.com/apps/MapJournal/index.html?appid=f47720d0a4844ccea2ce82d39bba0ba1>

PATTY CORMIER, DIRECTOR
MAINE FOREST SERVICE
18 ELKINS LANE, HARLOW BUILDING
AUGUSTA, MAINE 04330



PHONE: (207) 287-2791
WWW.MAINEFORESTSERVICE.GOV
TTY USERS CALL MAINE RELAY 711

It is unlikely that biological control alone will protect the mature trees now standing (although at some release sites, trees up to 8" in diameter appear to be protected), but there is evidence from other states that the next generation of trees (the 'aftermath' forest) should be protected.

The Plan for Bridgton

A release site has been selected in a wooded area of the park, away from heavily used paths. If approved, I plan to train volunteers from Loon Echo Land Trust (and others who have expressed interest) on how to release the insects. Insects will be shipped weekly from June-Sept of 2023 and 2024 and will be released upon arrival.

In 2025-26, we will monitor to see how well they have established and if they have spread. We will do this by felling 3-5 small (<4" diameter) trees and peeling the bark to look for parasitoids. We may also set small insect traps.

Roles of various participants

US Dept of Agriculture, Animal and Plant Health Inspection Service Plant Protection and Quarantine (APHIS-PPQ) – provides parasitoids weekly from Jun-Sep, 2023-24. There is no cost associated with this.

Maine Forest Service – 2023-24: chooses sites, trains cooperators to conduct releases, conducts releases if cooperators are unable to during some weeks, maintains records of releases. 2025-26: conducts parasitoid monitoring and recovery efforts including felling and peeling small trees and possibly insect trapping.

Loon Echo Land Trust – 2023-24: as enthusiastic cooperators who have already committed to participation in this project, LELT will receive parasitoid shipments weekly and will release at designated site in park.

Town of Bridgton – we would like the town to provide permission for parasitoids to be released and for follow-up monitoring to be carried out. Whoever manages the forest in the park should commit to not cutting down *all* ash trees in the park. We realize that large dying ash which pose hazards to trail-users will need to be removed, but non-hazard trees should be allowed to remain even as they decline, since they are producing multiple generations of parasitoids every year, as long as they live.

Where else in Maine have these parasitoids been released?

We have released these parasitoids in 10 locations in Maine since 2019: in Madawaska, Frenchville (Aroostook Co), Acton, Alfred, Berwick, Limington, Shapleigh (York Co), and Gorham (Cumberland Co). In 2023 we will be starting releases Fort Kent, Waterville (on the campus of Colby College), Portland (Trolley Park), and hopefully Pondicherry Park.

We want to seed as many sites as possible in Maine with these biocontrol agents in the hope that they will eventually spread throughout at least some of the state to provide control of EAB, and hopefully allow ash to be re-established to some degree in Maine's forests. Pondicherry

Park was chosen because it is on the leading edge of Maine's EAB infestation and still in the early stages of infestation, so biocontrol has a good chance of establishing successfully. It has sufficient ash to allow populations of the parasitoids to grow and spread to other areas.

Benefits to Bridgton

If Pondicherry is used as a biocontrol site, parasitoids should become established and spread from the park to surrounding areas, beginning to provide control for EAB much sooner than if you need to wait for many years for them to spread naturally from other sites (Limington and Gorham are the closest release sites to you). Although mature ash now standing will likely ultimately die if not protected with pesticides, seedlings and saplings (and possibly some slightly older trees) are likely to be protected in the areas near the release site. For landowners who choose to protect ash trees with pesticide injections, they may be able to taper off the treatments once biocontrol becomes well established instead of treating in perpetuity. If managers in the park chose to conduct integrated pest management (pesticide injection in addition to biocontrol) on ash, it is likely that some of the mature ash forest in the park can be saved.

Costs or negative effects for Bridgton

There are absolutely no monetary costs to the town of Bridgton, and no labor or in-kind costs. The parasitoids are very tiny and inconspicuous. Unless there is any publicity, it is unlikely that people will even realize that this is being done. I honestly cannot think of any negative effects from being biocontrol release site.

What do we want from the Select Board / what should you vote on?

We would like permission to release biocontrol in the park for two years (2023-24) and conduct monitoring activities for up to two years (2025-26).

Thank you very much for considering this.

Colleen Teerling

Entomologist with the Maine Forest Service

Phone: 207-592-2474

Email: colleen.teerling@maine.gov