

SELECT BOARD MEETING AGENDA

DATE: Tuesday, July 11, 2023

TIME: 4:30 P.M.

PLACE: Select Board Meeting Room, 10 Iredale Street, Bridgton

Please join the meeting from your computer, tablet, or smartphone.

<https://www.gotomeet.me/BridgtonMaine/bos>

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1. Call to Order
2. Pledge of Allegiance
3. 4:30P.M. Executive Session per MRS Title 1, Section 405.6.E. for Discussion of Legal Matters
4. Action Items Following Executive Session (if applicable)
5. Approval of Minutes: June 27, 2023
6. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
7. Committee/Liaison Reports
8. Correspondence, Presentations and Other Pertinent Information
 - a. Lakes Region Recovery Center Request for Use of Town Owned Property for the "Recovery Remembrance Rally" on **Saturday, September 9th**
9. New Business
 - a. Awards and Other Administrative Recommendations
 1. Community Development Advisory Committee
 - a. Resignation from Angie Cook
 - b. Application for Membership from Mary Tworog
 - c. Application for Membership from James Kidder
 - b. Permits/Documents Requiring Board Approval
 1. 2023 Municipal Tax Rate Calculation
 2. Wastewater Budget and Rate Approval
 3. Business Licenses
 - a. Renewal Victualer License to Macks Place, Inc. (Pizza Truck)
 - b. New Victualer License to Lakeside Pines Campground at 54 Lakeside Pines Road
 - c. Renewal Adult Use Marijuana Store to Canuvo at 152 Portland Road
 - d. Renewal Adult Use Marijuana Cultivation Facility to Canuvo at 152 Portland Road
 - e. Renewal Medical Marijuana Registered Dispensary to Canuvo at 152 Portland Road
 4. Vote to Authorize Lease Purchase of 2023 John Deere 75G Excavator and Related Accessories in Principal Amount of up to \$155,000.00
 5. Increase Recreation Department Reserve Account

- c. Select Board Comments
- d. Town Manager's Report/Deputy Town Manager's Report
- 10. Old Business (Board of Selectmen Discussion Only)
 - a. Wastewater Status Update
- 11. Treasurer's Warrants
- 12. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
- 13. Dates for the Next Board of Selectmen's Meetings
 - July 25, 2023
 - August 8, 2023
 - August 22, 2023
 - October 5, 2023 at 5PM (Transfer Station Workshop)
- 14. Adjourn

**Town Manager's Notes
Board of Selectmen's Meeting
July 11, 2023**

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Executive Session**

Motion: Move to go into Executive Session pursuant to MRS 1 §405.6. E. Legal Matters.

Motion: Move to come out of Executive Session.

5. **Approval of Minutes:**

a. June 27, 2023

Suggested Motion: Move to approve the June 27, 2023, Selectboard Minutes.

7. **Committee/Liaison Reports**

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

- a. Lakes Region Recovery Center is requesting the use of town property (approximately half of parking lot behind Bridgton Books and others) on Saturday, September 9th-at 11am for their Recovery Remembrance Rally.

Suggested motion: Move to approve the use of a portion of the parking lot for the Recovery Remembrance Rally event on Saturday, September 9th from 11:00am to

9. **New Business**

a. Awards and Other Administrative Recommendations

1. Community Development Advisory Committee- Please see materials in your binder.

1. **Suggested motion:** Move to accept, with regret, the resignation of Angie Cook.

2. **Suggested motion:** Move to approve the appointment of Mary Tworog.

3. **Suggested motion:** Move to approve the appointment of James Kidder.

b. Permits/Documents Requiring Board Approval

1. In your binder you will find Tax Calculation Worksheets prepared by the Assessors Agent for the Municipal Tax Assessment Warrant. Included also is a tax rate calculation comparison with last year. The current tax rate is \$15.20. There are two proposed rates: \$17.20 or \$17.25. The Assessor's Agent will be attending the meeting to discuss the increase in valuation and the calculation of the rate.

Suggested Motion: Move to sign, as the Bridgton Board of Assessors, the Assessors' Certification of Assessment, Municipal Tax Assessment Warrant and Certificate of Commitment with a Tax Rate of _____.

2. A copy of the proposed Water Reclamation Budget and rate are in your binder. Public Services Director David Madsen will be present to discuss the budget and answer questions.

Suggested motion: Move to approve the 2023-24 Water Reclamation Budget and rate as presented.

3. Business Licenses-- Please see memo in your binder.

1. **Suggested motion:** Move to approve a Victualer's License Renewal to Mack's Place, Inc.

2. **Suggested motion:** Move to approve a Victualer's License to Lakeside Pines Campground.

3. **Suggested motion:** Move to approve a Renewal Adult Use Marijuana Store to Canuvo.

4. *Suggested motion: Move to approve a Renewal Adult Use Cultivation Facility to Canuvo.*

5. *Suggested motion: Move to approve a Renewal Medical Marijuana Registered Dispensary to Canuvo.*

4. In your binder, please find Vote to Authorize Lease Purchase of 2023 John Deere 75G Excavator as approved at Town Meeting.

Motion: Move to Vote to Authorize Lease Purchase of 2023 John Deere 75G Excavator.

5. In your binder, please find a memo from the Finance Director explaining the need to increase the Reserve limit. Additionally, the limit was determined prior to the acceptance of the Ham Complex. The other change allows for bringing in Carry Forward funds should the Board approve.

Suggested motion: Move to approve the revisions to the Recreation Department Reserve.

10. Old Business

- a. Projects Update

Select Board Meeting Minutes

June 27, 2023; 5:00 P.M.

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

Department Heads Present: Town Manager Robert A. Peabody, Jr; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie L. Chadbourne; Recreation Director Gary Colello; Community Development Director Victoria Hill; Public Services Director David Madsen.

1. Call to Order

Town Manager Peabody called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Organizational Matters

a. Election of Chair and Vice-Chair

Motion was made by Member Castleman-Ross to nominate Carmen Lone as chair; second from Member McHatton. **Motion** was made by Member McHatton to close nominations; second from Member Murphy. 5 approve/0 oppose Vote on original motion (Member Lone as chair) 5 approve/0 oppose

Motion was made by Member Murphy to nominate Robert J. McHatton, Sr. as Vice-Chair; second from Member Castleman-Ross. **Motion** was made by Member McHatton to close nominations; second from Member Murphy. 5 approve/0 oppose Vote on original motion (Member McHatton as Vice-Chair) 5 approve/0 oppose

b. Meeting Schedule Dates and Times

Motion was made by Vice-Chair McHatton to continue to meet on the 2nd and 4th Tuesday of each month at 5:00 P.M.; second from Member Murphy. 5 approve/0 oppose

c. Schedule for Review of Treasurer's Warrants

[July-September 2023; October-December 2023; January-March 2024; April -June 2024]

- Vice-Chair McHatton will review Treasurer's Warrants from July through September 2023.
- Member Castleman-Ross will review Treasurer's Warrants from October through September 2023.
- Member Murphy will review Treasurer's Warrants from January through March 2024.
- Member Tworog will review Treasurer's Warrants from April through June 2024.

d. Committee Liaisons

- Vice-Chair McHatton will continue to serve as liaison on the Community Development Advisory Committee.
- Member Tworog and Member Murphy will continue to serve as liaison on the Comprehensive Plan Update Task Force.
- Member Tworog will continue to serve as liaison on the Pondicherry Park Committee.
- Member Castleman-Ross will continue to serve as liaison on the Recycling Committee.
- Vice-Chair McHatton will continue to serve as liaison on the Investment Committee.
- Chair Lone will continue to serve as liaison on the Ordinance Review Committee.
- Chair Lone will serve on the Fryeburg Airport Authority.
- Member Tworog will continue to serve on the Cumberland County Finance Committee.
- Member Castleman-Ross will serve on the Eco Maine Board of Directors.
- Chair Lone will continue to serve on the Greater Portland Council of Governments.

4. Approval of Minutes: June 13, 2023

Motion was made by Member Murphy to approve the June 13, 2023 Select Board Meeting Minutes; second from Member Castleman-Ross. 5 approve/0 oppose

5. Public Comments on Non-Agenda Items

Justin O'Connor, owner of Queen's Head, requested amendment to the time range on his special amusement permit to begin earlier and end earlier. **Motion** was made by Vice-Chair McHatton to amend the hours of special amusement for Queen's Head to 6:00 P.M. until 11:00 P.M.; second from Member Tworog. 5 approve/0 oppose

Planning Board Chair Deb Brusini requested that the Select Board appoint Ken Gibbs to fill the alternate position on the Planning Board. **Motion** was made by Member Tworog to add this to the agenda for consideration; second from Member Murphy. 5 approve/0 oppose **Motion** was made by Vice-Chair McHatton to appoint Ken Gibbs as an Alternate Planning Board Member; second from Member Murphy. 5 approve/0 oppose

Deb Brusini requested that the area on Route 302 near the monument be re-striped as well as the area where Route 93 breaks off Route 302 to which Public Services Director Madsen will put arrows by monument and contact MDOT to request road striping.

Member Tworog reported that the crosswalk on Route 117 is half black to which Public Services Director Madsen responded that completion is weather dependent.

6. Committee/Liaison Reports

On behalf of the Community Development Advisory Committee, Vice-Chair McHatton commended the Arts & Culture Subcommittee for doing a great job on the mural at Food City. CDAC/Arts & Culture Subcommittee Member Greg Buller requested that the Board support his donation of funding to the Arts & Culture Subcommittee to the offset the cost of printing. **Motion** was made by Member Tworog to accept donations from Greg Bullard to be used by the Arts & Culture Subcommittee; second from Chair Lone. 5 approve/0 oppose

7. Correspondence, Presentations and Other Pertinent Information

There were no correspondence, presentations, and other pertinent information.

8. Public Hearing at 5:30 P.M.

a. To Accept Oral and Written Comments on a Special Amusement Permit Application from ITN Mountain Range LLC (146 Harrison Road) for Acoustic Music

Chair Lone opened the public hearing at 5:30 P.M. to accept oral and written comments on a Special Amusement Permit application from ITN Mountain Range LLC located at 146 Harrison Road for acoustic music. Owner Ingrid Viventi stated that her intention was to have live music on the deck before the fireworks on July 3rd and would like to keep the options open for other events. There were no public comments and Chair Lone closed the hearing at 5:31 P.M.

9. Action Items Following Public Hearing

a. Special Amusement Permit Application from ITN Mountain Range LLC (146 Harrison Road)

Motion was made by Member Tworog to approve a Special Amusement Permit to ITN Mountain Range LLC; second from Member Murphy. 5 approve/0 oppose

10. New Business

a. Awards and Other Administrative Recommendations

1. Carry Forward Requests FY 2023/24

Town Manager Peabody provided a brief explanation of the carry forward requests and responded to several questions asked by Board Members. **Motion** was made by Vice-Chair McHatton to approve the 2023-24 Carry Forward requests as submitted; second from Member Murphy. 5 approve/0 oppose

2. Discharge of Judgement Lien, Donald and Lizzie Harrington Property

Motion was made by Member Tworog to release the lien against the Donald and Lizzie Harrington property situated at 245 Pond Road; second from Member Murphy. 5 approve/0 oppose **Motion** was made by Member Tworog to authorize and direct the Town Attorney to record the discharge releasing the lien on the Town's behalf; second from Member Murphy. 5 approve/0 oppose

b. Permits/Documents Requiring Board Approval

1. New Victualer's License to Smokin J's Wicked BBQ, LLC (Food Truck)

(Approved by CEO for Food Truck Park on Portland Road)

Motion was made by Member Tworog to approve a Victualer's License to Smokin' J's Wicked BBQ, LLC; second from Member Murphy. 5 approve/0 oppose

2. New Victualer's License to Beacon Bar & Bistro (Food Truck)

(July 3rd as Approved by Event Coordinators at Skillins Circle)

Motion was made by Vice-Chair McHatton to approve a Victualer's License to Beacon Bar & Bistro; second from Member Castleman-Ross. 5 approve/0 oppose

3. Certificate of Commitment of Sewer User Rates Commitment #276

Motion was made by Vice-Chair McHatton for approval of the Certificate of Sewer User Rates Commitment #276 comprising of three pages totaling \$16,136.74 to the Treasurer for collection; second from Member Murphy. 5 approve/0 oppose

c. Select Board Comments

- Vice-Chair McHatton clarified that the fireworks are scheduled for July 3rd and the parade is scheduled for July 4th.
- Vice-Chair McHatton asked why employees at the Transfer Station are not helping citizens and seniors with their trash disposal. Public Services Director responded that during the workers compensation reviews and inspections, it was advised that staff not assist due to potential injury and liability for unintentional disposal of personal items.
- Vice-Chair McHatton suggested that the new Transfer Station hours begin after the 4th of July holiday weekend by postponing the new schedule for one week. He added that this is the biggest summer holiday and being open on Sunday would greatly benefit the tourists.
- Member Tworog provided an example of small items being shipped in large boxes and reiterated the importance of recycling.
- Member Castleman-Ross wished everyone a safe and happy Fourth of July.
- Member Murphy thanked Robert McHatton for his 50 years as chairman of the Fourth of July parade. Mr. McHatton received a round of applause.
- Chair Lone had no comments.

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

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

General

Douglas A. Taft Sr. passed away on June 18th. Doug was a Police Officer and Sergeant at the Bridgton Police Department for 30 years and then a Select Board member for 5 years. Visitation will be held Sunday July 9th 6-8:00PM at Chandler Funeral Home, 8 Elm Street, Bridgton; memorial service with public Masonic service will be held at the Oriental Lodge on Harrison Road in Bridgton on Tuesday, July 11th at 6:00PM; interment to follow at North Bridgton Cemetery. Our sincere Condolences go out to the family.

Beginning Saturday, July 1, 2023, Town Office hours will be Monday-Thursday 7:30AM to 5:00PM CLOSED on Fridays. On line services are available for various services, just follow the QR Codes or visit us on line at bridgtonmaine.org

Beginning Saturday, July 1, 2023, Transfer Station hours will be Tuesday, Thursday, Friday and Saturday 7:00AM to 5:00PM CLOSED Sunday, Monday and Wednesday. Bridgton residents can purchase an annual transfer station sticker at the Town Office or Transfer Station for \$10.00 per household which are valid for one year beginning July 1.

Bridgton Recreation

Summer Rec and Swim Lessons began on Monday the 26th with 250 sign-ups for swim lessons and 179 participants in summer camp over 8 weeks. July 3rd fireworks at dusk and craft and vendor fair from 8-3 outside of the school. July 4th Parade begins at noon. Mets vs. Red Sox Adult Trip July 23rd. ESPN Sunday night baseball game \$100 per ticket. Only a few tickets left so sign up now.

Bridgton has received the privilege of being awarded the bid to host the 2023 Babe Ruth State Softball Tournament. There will be a total of 19 teams in Bridgton the weekend of July 14-16 with 32 games. The games will take place at the Ham Complex and Harmon Field beginning at 4PM on Friday going non-stop until Sunday around 7:30PM. A gate fee for entry Friday and Saturday with a weekend band costing \$7 for anyone 15 and older. It is estimated around 2,000 people will attend at least one, if not more, of the games within the 3-day period. A snack shack will be open at both Harmon Field and Ham Complex. HELP is needed for this event for snack shack, scorekeepers, umpires, field prep crew, ticket booth, appeals committee and clean-up crew when the trash gets full.

Bridgton Police Department

Bridgton PD is currently hiring Patrol Officers and Park Rangers, please call or stop in if interested. COP on TOP was a huge success raising \$6,497 with all the money raised going toward the year-round operating costs of Special Olympics. Wednesday will be Sgt. Reese's last day. After 15 years of service to the town of Bridgton, he has decided to retire and move on to other ventures. We wish him all the best. We would like to welcome aboard Officer Jacob Hammond. He has begun his 9-12 weeks of field training after which he will be assigned a patrol shift as he awaits the next opening at the Police Academy.

The Revenue and Expenditure Report for the month of May 31, 2023, shows a benchmark of 92.0% with revenues at 60.6% and expenditures at 87.3%.

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

11. Old Business

a. Wastewater Status Update

Town Manager Peabody provided a brief update on construction and wastewater. He also thanked Director Madsen and the Public Services Department for all their assistance in preparing for the Four on the Fourth Road Race.

12. Treasurer's Warrants

Motion was made by Member Tworog for approval of Treasurer's Warrants numbered 1121, 1122, and 1123; second from Member Murphy. 5 approve/0 oppose

13. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

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

- July 11, 2023 (Member Castleman-Ross will be absent from this meeting.)
- July 25, 2023
- October 5, 2023 at 5PM (Transfer Station Workshop)

15. Adjourn

Motion was made by Vice-Chair McHatton to adjourn the meeting at 6:16 P.M.; second from Member Castleman-Ross. 5 approve/0 oppose

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Laurie Chadbourne

From: Laurie Chadbourne
Sent: Thursday, June 22, 2023 3:37 PM
To: Tracey Martin
Subject: RE: Recovery Event

Thank you, Tracey. I'll forward the agenda to you on the Friday prior to the July 11th meeting.

From: Tracey Martin <tracey.martinlrrc@gmail.com>
Sent: Thursday, June 22, 2023 3:34 PM
To: Laurie Chadbourne <lchadbourne@bridgtonmaine.org>
Subject: Recovery Event

 You don't often get email from tracey.martinlrrc@gmail.com. [Learn why this is important](#)

Thank you for touching base with me today regarding our request. Attached is a detailed explanation of what we would be using the space for and a picture of the space and what we would like to use. Please let me know if you have any questions or need any additional information. Thank you again for your time.

Tracey

We are asking for permission from the town of Bridgton to use the space that has been designated for music on main events at 144 Main Street, Bridgton. We would like to have this years "Recovery Remembrance" event in this new location. It is a beautiful space that is right next to the Lakes Region Recovery Centers new space. In the past we have held our recovery event on the Bridgton Hospital Campus. Being in town now, we think this free family community event would bring more people to celebrate recovery and what that means to our community. We are asking for you to approve us to use the stage area and half of the parking lot. We have gone to the neighbors and MEH and have been given the thumbs up from them.

We will have tables set up, those tables will include – facepainting, balloon animals, tie dying table, REIKI Vendors- We have asked Fred's Fried Dough & Links (the new vendor in the parking lot of Food City).

We will have a bounce house-DJ for Music, Dippin Dots Ice cream.

While we want to have it in that space, it will be on a much smaller scale. This is a chem free event. We are celebrating Recovery Month!

Our event is also a "Remembrance" for Dr, Peter Leighton, who was a champion in the recovery community. His wife and children volunteer for this event each year and our speakers talk about how Dr. Leighton, The Recovery Center and this community saved their lives. It is a way to remember him and all the work he did for our people.

I ask that you please consider our request and join us for a fun day of celebration!

Thank you for your consideration.

Lakes Region Recovery Center Staff

LEAD is asking to use
this space

\$

space

this
space

Parking

LEAD is asking to use this space

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: Lakes Region Recovery Center Tel # 207 803 8767 e-mail _____

Applicant's Mailing Address: 2 Elm St. Bridgton ME 04009

Local Contact Name: Tracey Martin Tel # 207 313 4322 e-mail Tracey.martinrec@gmail.com

Local Contact Mailing Address: Same as above

Other Contact Information: _____

INFORMATION ABOUT PROPOSED EVENT

Place of Event: Music on the Main Date of Event: _____ Hours of Event: _____

Type of Event: Recovery Remembrance Rally Number of Participants: Est - 120

Structures (tents, chairs, etc.) small tents to protect from sun

Food and Beverages to be served: Hot dogs, Hamburgers, fried dough, water, soda

Entertainment: 80's theme DJ

Signage 2 small Banners

Provisions for Cleanup/Litter: Staff & volunteers will clean area & trash

will be removed

Provisions for Parking: _____

ADDITIONAL INFORMATION REQUIRED

Certificate of Liability Insurance: _____

Insurance Agent/Company State Farm

Additional Information to Applicant _____

* We have spoken to Pam @ Bridgton Books & she has supported the event. We have spoken to Donna Derspiew @ the antique shop & she is also supportive. We met w Steve from Maine Eco Homes & he & they are supportive as long as the others are.

Important Notice: *To the best of my knowledge, all of the information submitted with this application is correct. I have very carefully read the attached rules and regulations and hereby agree to accept and abide by all the rules and regulations governing the rental and/or use of Town Owned Parks and/or Properties.*

Applicant/User Signature Stacey [Signature] Date: 6-20-2023


Returned with this Application:

1. Copy of Certificate of Liability Insurance _____
2. Check for Rental Fee(s), if applicable, in the amount of \$ N/A
3. Check for Damage/Security Deposit (refundable) in the amount of \$ N/A

PERMISSION IS GRANTED FOR THE ABOVE NAMED APPLICANT TO HOLD THE ABOVE NAMED EVENT AT THE SPECIFIED PLACE ON THE ABOVE NAMED DATE.

Town Clerk Signature: _____ Date: _____

Contact Person: Laurie L. Chadbourne, Town Clerk, Town of Bridgton, 3 Chase Street, Suite 1, Bridgton, ME 04009
Tel. 207-647-8786 Fax 207-647-8789 e-mail townclerk@bridgtonmaine.org



LAKES REGION
RECOVERY CENTER
HUMBLY REQUESTS
THE HONOR OF
YOUR PRESENCE

RECOVERY REMEMBRANCE RALLY

SATURDAY, SEPTEMBER 9TH
STARTING AT 11 A.M.
144 MAIN STREET,
BRIDGTON, ME. 04009



2 ELM STREET
BRIDGTON, ME 04009
207-803-8707

80's Theme

Town of Bridgton
CDCA Committee

June 30, 2023

Dear Kevin,

This letter is to inform you of my resignation from the Community Development Advisory Committee effective immediately, due to my election to the town Planning Board.

Thank you,
Angie Cook
207-229-6543

Laurie Chadbourne

From: Kevin Raday <kraday@icloud.com>
Sent: Friday, June 30, 2023 4:55 PM
To: Laurie Chadbourne
Subject: CDAC Applications

[You don't often get email from kraday@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Laurie,

I strongly support both applicants to fill the two vacancies on the CDAC *.

Mary Tworog and I have worked together for over 3 years on the ORC where she has shown sound judgement, a commitment to the committee's work, and a devotion to the best interests of Bridgton. She is an independent thinker and her own person.

I have known Jim Kidder even longer. Jim is knowledgeable about the workings of Bridgton Town government over the years from small details to the bigger issues. Jim has been expressing an interest in giving back to the community by sharing his experience (see recent run for office); this is a perfect forum to do so.

Both candidates would be positive additions to the CDAC.

Kevin Raday
Chair, CDAC

* Margaret Lindsey Sanborn resigned on 06/01/21
Angie Cook has resigned after being elected to the Planning Board Sent from my iPad

TOWN OF BRIDGTON COMMITTEE APPLICATION

3 Chase Street, Suite 1

Bridgton, Maine 04009

207-647-8786

www.bridgtonmaine.org

Interested in participating on the Community Development Advisory Committee.

Applicant's Name: Mary Tworog

Address: 4 Hillcrest Ave. Bridgton

Phone (Day): (207) 595-7977 (Evening) (207) 595-7977

E-mail address: mac2rog@gmail.com

Personal background information (education, related experience, etc.) Member of
the Ordinance Review Committee, Member of the Comprehensive Task Force

Occupation: Retired Educator; Volunteer for the BCC Senior Lunch
Program, Volunteer with the AARP Tax Program

What goal and objectives do you have for this Committee? Our community is facing
some major challenges. I feel I will be a valuable asset to the CDAC
as they help guide Bridgton into a vibrant future.

Other Information: _____

Availability for Meetings:

☒ Late Afternoons

☒ Evenings

☒ Weekdays

Mary Tworog
Applicant's Signature

6 / 16 / 2023
Date

TOWN OF BRIDGTON COMMITTEE APPLICATION

3 Chase Street, Suite 1
Bridgton, Maine 04009
207-647-8786

www.bridgtonmaine.org

Interested in participating on the CDAC Committee.

Applicant's Name: JAMES KIDDER

Address: 63 MAIN STREET

Phone (Day): 207-595-3442 (Evening) SAME

E-mail address: JKidder3@icloud.com

Personal background information (education, related experience, etc.) former Town
Employee - Public Works, know a lot about the town -

Occupation: Retired - also consultant for Town of Westernford
Public Works

What goal and objectives do you have for this Committee? Just to help
in any way I can

Other Information: _____

Availability for Meetings: ☐ Late Afternoons ☐ Evenings ☒ Weekdays

James Kidder
Applicant's Signature

6 / 20 / 2023
Date

2023 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Bridgton

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable value of real estate	1	\$1,069,036,560 <small>(from page 1, line 6)</small>
2. Total taxable value of personal property	2	\$15,413,121 <small>(from page 1, line 10)</small>
3. Total taxable value of real estate and personal property (Line 1 plus line 2)	3	\$1,084,449,681 <small>(from page 1, line 11)</small>
4. a. Total exempt value for all homestead exemptions granted	4a.	\$22,170,070 <small>(from Page 1, line 14f)</small>
b. Homestead exemption reimbursement value	4b.	\$16,849,253
5. a. Total exempt value of all BETE qualified property	5a.	\$2,614,760 <small>(from page 2, line 15c)</small>
b. BETE exemption reimbursement value	5b.	\$1,307,380
6. Total valuation base (Line 3 + line 4b + line 5b)	6	\$1,102,606,314

ASSESSMENTS

7. County tax	7	\$935,949.00
8. Municipal appropriation	8	\$10,723,158.00
9. TIF financial plan amount	9	\$556,398 <small>(must match page 2, line 16c + 16d)</small>
10. Local education appropriation	10	\$10,662,464.00
11. Total appropriations (Add lines 7 through 10)	11	\$22,877,969.02

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$632,164.00
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	\$3,332,742.00
14. Total deductions (Line 12 plus line 13)	14	\$3,964,906.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$18,913,063.02

16.	A	B	C	
	\$18,913,063.02 <small>(Amount from line 15)</small>	x 1.05	= \$19,858,716.17	Maximum Allowable Tax
17.	\$18,913,063.02 <small>(Amount from line 15)</small>	÷ \$1,102,606,314 <small>(Amount from line 6)</small>	= 0.01715	Minimum Tax Rate
18.	\$19,858,716.17 <small>(Amount from line 16)</small>	÷ \$1,102,606,314 <small>(Amount from line 6)</small>	= 0.01801	Maximum Tax Rate
19.	\$1,084,449,681.00 <small>(Amount from line 3)</small>	x 0.01720 <small>(Selected Rate)</small>	= \$18,652,534.51 <small>(Enter on page 1, line 13)</small>	Tax for Commitment
20.	\$18,913,063.02 <small>(Amount from line 15)</small>	x 0.05	= \$945,653.15	Maximum Overlay
21.	\$16,849,253 <small>(Amount from line 4b.)</small>	x 0.01720 <small>(Selected Rate)</small>	= \$289,807.16 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	\$1,307,380 <small>(Amount from line 5b.)</small>	x 0.01720 <small>(Selected Rate)</small>	= \$22,486.94 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	\$18,964,828.60 <small>(Line 19 plus lines 21 and 22)</small>	- \$18,913,063.02 <small>(Amount from line 15)</small>	= \$51,765.58 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

2023 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Bridgton

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

- | | | | |
|--|-----|-----------------|-------------------------|
| 1. Total taxable value of real estate | 1 | \$1,069,036,560 | (from page 1, line 6) |
| 2. Total taxable value of personal property | 2 | \$15,413,121 | (from page 1, line 10) |
| 3. Total taxable value of real estate and personal property (Line 1 plus line 2) | 3 | \$1,084,449,681 | (from page 1, line 11) |
| 4. a. Total exempt value for all homestead exemptions granted | 4a. | \$22,170,070 | (from Page 1, line 14f) |
| b. Homestead exemption reimbursement value | 4b. | \$16,849,253 | |
| 5. a. Total exempt value of all BETE qualified property | 5a. | \$2,614,760 | (from page 2, line 15c) |
| b. BETE exemption reimbursement value | 5b. | \$1,307,380 | |
| 6. Total valuation base (Line 3 + line 4b + line 5b) | 6 | \$1,102,606,314 | |

ASSESSMENTS

- | | | |
|---|----|-------------------------------------|
| 7. County tax | 7 | \$935,949.00 |
| 8. Municipal appropriation | 8 | \$10,723,158.00 |
| 9. TIF financial plan amount | 9 | \$556,398 |
| | | (must match page 2, line 16c + 16d) |
| 10. Local education appropriation | 10 | \$10,662,464.00 |
| 11. Total appropriations (Add lines 7 through 10) | 11 | \$22,877,969.02 |

ALLOWABLE DEDUCTIONS

- | | | |
|--|----|-----------------|
| 12. Anticipated state municipal revenue sharing | 12 | \$632,164.00 |
| 13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)) | 13 | \$3,332,742.00 |
| 14. Total deductions (Line 12 plus line 13) | 14 | \$3,964,906.00 |
| 15. Net to be raised by local property tax rate (Line 11 minus line 14) | 15 | \$18,913,063.02 |

- | | | | | | |
|--------------------------------|---|-----------------------|---|---------------------------------------|-------------------------|
| 16. $\frac{A}{B}$ | | | | | |
| \$18,913,063.02 | x | 1.05 | = | \$19,858,716.17 | Maximum Allowable Tax |
| (Amount from line 15) | | | | | |
| 17. $\frac{A}{C}$ | | | | | |
| \$18,913,063.02 | ÷ | \$1,102,606,314 | = | 0.01715 | Minimum Tax Rate |
| (Amount from line 15) | | (Amount from line 6) | | | |
| 18. $\frac{B}{C}$ | | | | | |
| \$19,858,716.17 | ÷ | \$1,102,606,314 | = | 0.01801 | Maximum Tax Rate |
| (Amount from line 16) | | (Amount from line 6) | | | |
| 19. $A \times D$ | | | | | |
| \$1,084,449,681.00 | x | 0.01725 | = | \$18,706,757.00 | Tax for Commitment |
| (Amount from line 3) | | (Selected Rate) | | (Enter on page 1, line 13) | |
| 20. $A \times E$ | | | | | |
| \$18,913,063.02 | x | 0.05 | = | \$945,653.15 | Maximum Overlay |
| (Amount from line 15) | | | | | |
| 21. $F \times D$ | | | | | |
| \$16,849,253 | x | 0.01725 | = | \$290,649.62 | Homestead Reimbursement |
| (Amount from line 4b.) | | (Selected Rate) | | (Enter on line 8, Assessment Warrant) | |
| 22. $G \times D$ | | | | | |
| \$1,307,380 | x | 0.01725 | = | \$22,552.31 | BETE Reimbursement |
| (Amount from line 5b.) | | (Selected Rate) | | (Enter on line 9, Assessment Warrant) | |
| 23. $A - H$ | | | | | |
| \$19,019,958.92 | - | \$18,913,063.02 | = | \$106,895.90 | Overlay |
| (Line 19 plus lines 21 and 22) | | (Amount from line 15) | | (Enter on line 5, Assessment Warrant) | |

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

PROPOSED BUDGET 2023-24

RATE					
EDU	\$	154,504	264	\$	585.24
Reserve	\$	-	264	\$	-
Debt	\$	13,791	264	\$	52.24
Flow	\$	13,383	5520	\$	2.42
Quarterly	\$	159.37	Annual	\$	637.48
Avg Flow				\$	118.31
4880cf/100					
Est Bill					
EDUs		264.		\$	755.79
RATE '22-'23					
RATE					
EDU	118,639	264	\$	449.39	
Reserve	10,000	264	\$	37.88	
Debt	13,791	264	\$	52.24	
Flow	17,194	5520	\$	3.11	
EDU	4260 License Fee				
Quarterly	\$	134.88	Annual	\$	539.51
Avg Flow				\$	152.00
4880cf/100					
Est Bill					
EDUs		264		\$	691.51
RATE '21-'22					
EDU	109,015	264	\$	412.93	
Reserve	10,000	264	\$	37.88	
Debt	13,791	264	\$	52.24	
Flow	16,450	5,520	\$	2.98	
EDU	8080 Liens				
Quarterly	125.76	Annual	\$	503.05	
Avg Flow			\$	145.43	
4880cf/100					
Est Bill					
EDUs		264		\$	648.48

Budget Worksheet

July 1, 2023 - June 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 as of 03/31/23	Supervisor Request	Town Manager Request	BOS Approval
Dept: 850 Water Reclamation							
Payroll Expense							
1-1010 Salary	21,423	0	28,676	0	0	0	0
<i>PW Director Salary Included in Transfer Out Line item. Cannot be budgeted here.</i>							
1-1020 Hourly	34,687	66,834	43,485	52,182	53,623	53,623	0
<i>Full-time Foreman @ \$25.78 per hour (Includes 4% COLA) Admin Assistant 50% included in Transfers Out. Previous year budgeted 33% of foreman & 50% Admin here.</i>							
1-1030 Overtime	250	6,508	505	384	400	400	0
<i>\$38.63 @ 10 hours (2 hours minimum for Callback per Personnel Policy)</i>							
1-1090 Stipends	0	0	0	0	0	0	0
<i>no longer paying</i>							
Total Payroll Expense	56,360	73,342	72,666	52,566	54,023	54,023	0
Employee Benefits							
2-1900 FICA	2,446	5,177	5,597	4,009	4,133	4,133	0
<i>7.65% of total payroll plus clothing allowance (taxable fringe benefit)</i>							
2-2100 Clothing Allowance	475	475	500	0	500	500	0
<i>1 employee @ \$500 per contract</i>							
2-2999 Other Benefits	0	0	121	0	0	0	0
Total Employee Benefits	2,921	5,652	6,097	4,009	4,633	4,633	0
Supplies							
3-3010 Office Supplies	181	190	500	422	500	500	0
<i>Various office supplies throughout the year - sharing with Public Works budget. Can be less now due to new BEU contract for toner & maintenance.</i>							
3-3080 Postage	901	394	700	329	700	700	0
<i>78 Accts x 4 bills annually; miscellaneous correspondence; certified mail for delinquent accounts</i>							
3-3090 Tools	166	0	0	172	0	0	0
<i>Hand tools</i>							
3-3400 Testing/Ops	0	0	200	1,577	200	200	0
<i>Charts; pH/buffering solutions; annual calibration; lab supplies</i>							

Budget Worksheet

July 1, 2023 - June 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 as of 03/31/23	Supervisor Request	Town Manager Request	BOS Approval
3-3999 Oth Supplies	113	8	200	215	200	200	0
<i>Unanticipated or non-recurring</i>							
Total Supplies	1,361	592	1,600	2,715	1,600	1,600	0
Prof & Tech							
4-4030 Memberships	250	453	550	250	550	550	0
<i>Maine Wastewater Association; JETCC; NEIWPCC</i>							
4-4060 Training/Schools	100	550	500	670	500	500	0
<i>Continuing ed classes/exam fees for certifications</i>							
4-4070 Meetings & Seminars	39	691	400	502	400	400	0
<i>Maine Wastewater Assoc. Annual Conference</i>							
4-4090 Legal Serv	276	393	500	0	500	500	0
<i>General legal</i>							
4-4220 Drug & Alcohol Testing	0	0	0	89	89	89	0
<i>Testing</i>							
4-4250 Engineering Srv	13,200	14,390	12,000	3,360	12,000	12,000	0
<i>Contract with Woodard & Curran</i>							
4-4260 Lic/Permits	503	905	700	950	700	700	0
<i>Annual Discharge License (Maine Department of Environmental Protection)</i>							
4-4280 Contracted Svc	450	5,219	0	0	0	0	0
4-4999 Oth Prof Svc	0	0	0	0	0	0	0
Total Prof & Tech	14,818	22,600	14,650	5,821	14,739	14,739	0
Property Svc							
5-5010 Equip Repairs	2,378	0	2,500	600	1,500	1,500	0
<i>In-house repairs, Septic Pumping; combined Equip Contract amount as it is not contracted items</i>							
5-5020 Equip Contract	0	0	0	28	0	0	0
5-5060 Grnds Main	0	0	0	0	0	0	0

Budget Worksheet

July 1, 2023 - June 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 as of 03/31/23	Supervisor Request	Town Manager Request	BOS Approval
5-5110 Electricity	5,704	4,327	9,000	2,834	6,000	6,000	0
<i>Pumping stations and both septic fields</i>							
5-5150 Telephone	1,686	1,589	1,400	697	1,400	1,400	0
<i>Land line \$80/month</i>							
5-5160 Cell Phone	307	406	504	373	504	504	0
<i>Using town cell phone now @ \$42 per month</i>							
Total Property Svc	10,075	6,322	13,404	4,532	9,404	9,404	0
Other Service							
6-6150 Bank Svc Chg	0	0	0	0	0	0	0
6-6160 Advertising	0	0	0	0	0	0	0
6-6190 Mileage	0	0	0	0	0	0	0
<i>Use of personal vehicle</i>							
6-6200 Meals / Incidentals	0	0	200	34	100	100	0
Total Other Service	0	0	200	34	100	100	0
Prop & Captl							
7-7300 Vehicles	0	0	0	0	0	0	0
7-7998 Depreciation	0	30,029	0	0	0	0	0
Total Prop & Captl	0	30,029	0	0	0	0	0
Fixed Expend							
8-8040 - Debt Service	13,791	13,791	13,791	13,791	13,791	13,791	0
<i>2018 Cat Backhoe - Final Payment FY2024</i>							
8-8080 Tax Lien Fee	1,140	494	1,140	133	1,140	1,140	0

July 1, 2023 - June 30, 2024

[illegible]

NOTES: PW Admin Assistant beginning FY24 will NOT have her timesheet split between Dept #051 & #850 as it is included in the TRANSFER OUT for Revenue.

FY 2023 Expenses for Foreman only based on 33% of pay but 100% is charged here.

Budget Worksheet
July 1, 2023 - June 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 YTD as of 03/31/23	Town Manager Request	BOS Approval
850 - Sewer Enterprise						
8500 User Fees	130,016	110,719	159,824	79,498	181,678	0
8501 Connection Costs	2,400	600	0	0	0	0
8502 Sewer Lien Cost	2,095	1,323	0	193	0	0
8503 Sewer Interest on User Fees	1,581	377	0	144	0	0
8507 Fines	0	0	0	100	0	0
8515 Interest Income	273	0	0	0	0	0
8520 Use of Fund Balance **	13	13	0	511	0	0
4109 Sewer Administration Fees	0	0	0	0	0	0
4140 Sewer Allocation Purchase	0	0	0	0	0	0
Final Totals	136,378	113,032	159,824	80,446	181,678	0

Budget Worksheet
July 1, 2023 - June 30, 2024

	2021 Actual	2022 Actual	2023 Budget	2023 YTD as of 03/31/23	Town Manager Request	BOS Approval
850 - Sewer Enterprise						
8500 User Fees	130,016	110,719	159,824	79,498	181,678	0
8501 Connection Costs	2,400	600	0	0	0	0
8502 Sewer Lien Cost	2,095	1,323	0	193	0	0
8503 Sewer Interest on User Fees	1,581	377	0	144	0	0
8507 Fines	0	0	0	100	0	0
8515 Interest Income	273	0	0	0	0	0
8520 Use of Fund Balance **	13	13	0	511	0	0
4109 Sewer Administration Fees	0	0	0	0	0	0
4140 Sewer Allocation Purchase	0	0	0	0	0	0
Final Totals	136,378	113,032	159,824	80,446	181,678	0

TOWN OF BRIDGTON

MEMO

TO: Select Board
FROM: Laurie L. Chadbourne, Town Clerk
RE: Business Licenses
DATE: July 5, 2023

July 11, 2023 Select Board Meeting

9. New Business

b. Permits/Documents Requiring Board Approval

3. Business Licenses

a. Renewal Victualer License to Macks Place, Inc. (Pizza Truck)

☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk

b. New Victualer License to Lakeside Pines Campground at 54 Lakeside Pines Road

☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk

c. Renewal Adult Use Marijuana Store to Canuvo at 152 Portland Road

☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk

d. Renewal Adult Use Marijuana Cultivation Facility to Canuvo at 152 Portland Road

☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk

e. Renewal Medical Marijuana Registered Dispensary to Canuvo 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.

Date: July 11, 2023

VOTE TO AUTHORIZE LEASE PURCHASE OF 2023 JOHN DEERE 75G EXCAVATOR
AND RELATED ACCESSORIES IN PRINCIPAL AMOUNT OF UP TO \$155,000.00

Under and pursuant to the provisions of Title 30-A M.R.S., Sections 5721, 5722, and 5728, approval of the voters of the Town of Bridgton (the "Town") at a Town Meeting duly called and held on June 14, 2023 and all other applicable law, the Select Board of the Town hereby VOTES as follows:

1. That the Town Manager of the Town (the "Town Manager") is authorized to solicit proposals from lease purchase companies and to execute and deliver a lease purchase agreement in the name and on behalf of the Town to provide financing for a 2023 John Deere 75G Excavator and related accessories (the "Equipment") in a principal amount not to exceed \$155,000 (the "Maximum Principal Amount") in such form and on such terms not inconsistent with said Town Meeting approval and this Vote, as the Town Manager may approve (the "Lease");
2. That, to the extent not inconsistent with said Town Meeting approval and this Vote, the Town Manager is authorized to select such date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s), and other details of the Lease as the Town Manager may approve, said approval to be conclusively evidenced by the execution and delivery thereof;
3. That the Town Manager is authorized to execute and deliver on behalf of the Town such tax compliance certificates and arbitrage and use of proceeds certificates as may, in the Town Manager's judgment, be necessary or convenient to effect the transactions authorized by this Vote;
4. That the Town Manager is authorized to covenant on behalf of the Town that (i) no part of the proceeds of the Lease shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Lease to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and (ii) the proceeds of the Lease and the Equipment financed by the Lease shall not be used in a manner that would cause the Lease to be a "private activity bond" within the meaning of Section 141 of the Code;
5. That the Town Manager is authorized to covenant on behalf of the Town to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease, and to take all other lawful actions necessary to ensure the interest portion of the rental payments under and pursuant to the Lease will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof;
6. That the Town Manager may, as applicable, designate the Lease as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Code;
7. That the Town hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the Town reasonably expects to use the proceeds of the Lease to reimburse certain original expenditures from the Town's general or other fund, paid not earlier than 60 days prior to adoption of this Vote or to be paid, which original expenditures have been or will be incurred in connection with costs of the Equipment; and that the Town reasonably expects that the maximum principal amount that the Town will issue to finance the Equipment is the Maximum Principal Amount, as stated hereinabove, and further that an attested copy of this declaration of official intent be kept in the permanent records of the Town;

8. That the appropriate officials of the Town, acting singly, are authorized to execute and deliver on behalf of the Town such other documents and certificates as may be required in connection with the Lease;
9. That if the Town Manager or any other officer or official of the Town is for any reason unavailable to, as applicable, approve, execute, or attest the Lease or any related financing documents, the person acting in any such capacity, whether as a successor, assistant, deputy, or otherwise, is authorized to act for such officer or official with the same force and effect as if such officer or official had performed such act; and
10. That an attested copy of this Vote is to be filed with the minutes of this meeting.

A true copy, attest:

Town Clerk
Town of Bridgton



**Town of Bridgton
Finance Office**

3 Chase Street, Suite 1, Bridgton, ME 04009
Direct Tel. (207) 803-9957 * Fax (207) 647-8789
Email: hhey mann@bridgtonmaine.org

MEMORANDUM

Date: July 6, 2023

To: Robert Peabody, Town Manager
Georgiann Fleck, Deputy Town Manager

From: Holly Heymann, Finance Director

Re: Recreation Department Reserve Account Limit Increase

The donations we received from the Greater Bridgton Chamber of Commerce of \$1,440.00 on 11/18/2022 and \$20,000.00 on 1/31/2023 earmarked for the Snack Shack improvements at the HAM Complex, have been placed into the Recreation Department Reserve Account (Fund #52) increasing the balance to \$61,847.00.

The current limit of \$50,000 needs to be increased to \$100,000.00 to allow for these donations to remain in this fund until the improvements to the Snack Shack are complete.

TOWN OF BRIDGTON RESERVE ACCOUNTS POLICY

Purpose

The purpose of this policy is to provide process and oversight to the establishment and utilization of reserve accounts comprising a reserve fund established by the Town of Bridgton for financing the acquisition or reconstruction of a specific, or a type of, capital improvement; financing the acquisition of a specific item or type of capital equipment; or a sinking fund account for paying a funded debt.

Authorization to establish a reserve fund

Pursuant to 30-A M.R.S.A. § 5801, the Town of Bridgton shall establish a reserve fund. Said reserve fund shall consist of certain designated reserve accounts. The reserve accounts shall be categorized as a capital improvement reserve, capital equipment reserve, or sinking fund account.

Designated reserve accounts

The Town Manager upon consultation with the respective Department Head shall recommend to and the Select Board may approve the establishment of a designated reserve account or the elimination of an established reserve account.

There are hereby established the following designated reserve accounts:

1. Police Cruiser Purchase Reserve
2. Fire Apparatus Reserve
3. Public Works Equipment Reserve
4. Transfer Station Equipment Reserve
5. Capital Projects Reserve
6. Municipal Buildings Reserve
7. Recreation Department Reserve
8. Employees Accrued Benefits Reserve
9. Wastewater Reserve
10. Salmon Point Reserve
11. Revaluation Reserve
12. Pondicherry Park Reserve
13. Sabatis Island Reserve
14. Capital Projects Maintenance Reserve
15. Senior Property Tax Assistance Reserve
16. Communications Equipment Reserve

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;

07/12/22; 03/28/23

Reserve accounts currently existing and not included in the above list shall either continue to be used for their intended purpose until depletion or shall lapse into the Undesignated Fund Balance as of June 30, 2015. Any "carry forwards" currently budgeted and intended to function as a reserve may be used to fund the established appropriate reserve fund.

Funding for reserve accounts

The reserve accounts may be funded by direct annual appropriation by inclusion in the annual budget voted at Town Meeting; unanticipated revenues such as sale of forfeiture property; proceeds from vehicle sales or the sale of goods; or funds from the undesignated fund balance if so approved by the legislative body at an Annual or Special Town Meeting. Donations specific to a particular Town operation may also be credited to a reserve account.

Authority to use and withdraw

The Town Manager must authorize the use and withdrawal of any and all reserve account funds. All expenditures exceeding \$10,000 require a Select Board vote.

Administration responsibilities

The Finance Officer shall be responsible for monitoring the Town's reserve accounts and for insuring that this policy is adhered to. The Finance Officer shall annually, as part of the budget process, submit a report outlining the status of the Town's reserve accounts which shall be included in the proposed budget submitted to the Select Board and Budget Committee. The Finance Officer may also provide partial or complete status reports at other times to the Select Board, Budget Committee, Town Manager, or Department Heads. The Town Manager shall present a five (5) year capital expenditure plan for Reserve Accounts annually in October.

How to establish a Reserve Account

- 1) An account is established during the budget process unless Select Board makes an exception;
- 2) The request is reviewed and approved by the Town Manager;
- 3) The request must contain:
 - a. Statement of purpose
 - b. Source(s) of funding
 - c. Amounts and limits;
 - d. Special considerations if applicable; and
- 4) The establishment of the account must be approved by the Select Board.

Specific reserve account requirements

1. Police Cruiser Purchase Reserve

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;

07/12/22; 03/28/23

- 1) ***Purpose.*** The purpose of the account is to annually fund either partially or completely the purchase of a police cruiser.
- 2) ***Funding.*** The Police Cruiser Purchase Reserve Account may be funded by direct appropriation in the annual budget or by the sale of police cruisers.
- 3) ***Amounts and Limits.*** The Police Cruiser Purchase Reserve Account may not exceed \$30,000 in a given fiscal year. Funding in excess of \$30,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
2. **Fire Apparatus Reserve**
 - 1) ***Purpose.*** The purpose of the account is to fund the purchase of specific fire apparatus designated in the five year capital plan.
 - 2) ***Funding.*** The Fire Apparatus Reserve Account may be funded by direct appropriation in the annual budget and by the sale of apparatus.
 - 3) ***Amounts and Limits.*** The Fire Apparatus Reserve Account shall not exceed \$375,000. Funding in excess of \$375,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
3. **Public Works Equipment Reserve**
 - 1) ***Purpose.*** The purpose of the account is to fund either partially or completely the purchase of Public Works equipment.
 - 2) ***Funding.*** The Public Works Equipment Reserve Account may be funded by direct appropriation in the annual budget and by the sale of equipment.
 - 3) ***Amounts and Limits.*** The Public Works Equipment Reserve Account shall not exceed \$200,000. Funding in excess of \$200,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
4. **Transfer Station Equipment Reserve**
 - 1) ***Purpose.*** The purpose of the account is to fund either partially or completely the purchase of Transfer Station equipment.
 - 2) ***Funding.*** The Transfer Station Equipment Reserve Account may be funded by direct appropriation in the annual budget and by the sale of equipment.
 - 3) ***Amounts and Limits.*** The Transfer Station Equipment Reserve Account shall not exceed \$100,000. Funding in excess of \$100,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
5. **Capital Projects Reserve**
 - 1) ***Purpose.*** The purpose of the account shall be to fund capital improvement projects as identified in the Capital Improvement Plan.
 - 2) ***Funding.*** The Capital Projects Reserve may be funded by direct appropriation in the annual budget or, pursuant to Town Meeting approval, unexpended balances remaining at the end of each fiscal year from the Town's annual appropriations for Capital Expenditures.
 - 3) ***Amounts and Limits.*** The Capital Projects Reserve shall not exceed \$750,000. Funding in excess of \$750,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
6. **Municipal Buildings Reserve**
 - 1) ***Purpose.*** The purpose of the account shall be to fund extraordinary building repair and maintenance expenditures for any municipally owned building. The funds shall be segregated as to intended purpose: Town Office, Town Hall, Fire Department Buildings,

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;

07/12/22; 03/28/23

Public Works Department Buildings, Recreation Department Buildings and Armory. The Board of Selectmen, at their sole discretion, may commingle funds if a specific need, conforming to the intended purpose of the Reserve, arises.

- 2) **Funding.** The Municipal Buildings Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Municipal Buildings Reserve shall not have a fund balance limit.
7. **Recreation Department Reserve**
- 1) **Purpose.** The purpose of the account shall be to fund the cost of capital recreational equipment and facilities such as playground equipment or facility improvements.
 - 2) **Funding.** Recreation Department Reserve may be funded by direct appropriation in the annual budget, unexpended balances remaining at the end of each fiscal year from the Town's annual appropriations, fundraising, and/or donations.
 - 3) **Amounts and Limits.** The Recreational Department Reserve shall not exceed \$50,000 \$100,000.
8. **Employees Accrued Benefits Reserve**
- 1) **Purpose.** The purpose of the account is to pay accrued vacation and sick leave to employees terminating their employment with the Town pursuant to the most current Town of Bridgton Personnel Policy or the most current union contract.
 - 2) **Funding.** The Employee's Accrued Benefits Reserve may be funded by direct appropriation in the annual budget.
 - 3) **Amounts and Limits.** The Employee's Accrued Benefits Reserve shall not exceed the aggregate liability for the current budget year.
9. **Wastewater Reserve**
- 1) **Purpose.** The purpose of the Wastewater Reserve account is to provide funding for capital projects and/or equipment as identified in the Capital Improvement Plan or emergency repairs for the Town's Wastewater system.
 - 2) **Funding.** The Wastewater Reserve may be funded by direct appropriation in the annual budget and excess revenues at the end of the fiscal year.
 - 3) **Amounts and Limits.** The Wastewater Reserve shall not exceed \$200,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
10. **Salmon Point Reserve**
- 1) **Purpose.** The purpose of the Salmon Point Reserve account is to provide funding for capital projects and/or equipment as identified in the Capital Improvement Plan or emergency repairs at Salmon Point.
 - 2) **Funding.** The Salmon Point Reserve may be funded by direct appropriation in the annual budget and excess revenues at the end of the fiscal year.
 - 3) **Amounts and Limits.** The Salmon Point Reserve shall not exceed \$150,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
11. **Revaluation Reserve**
- 1) **Purpose.** The purpose of the Revaluation Reserve account is to provide funding for a real estate and personal property revaluation.

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07/12/22; 03/28/23

- 2) ***Funding.*** The Revaluation Reserve may be funded by direct appropriation in the annual budget.
 - 3) ***Amounts and Limits.*** The Revaluation Reserve shall not exceed the estimated cost of undergoing a revaluation currently estimated at \$200,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
12. **Pondicherry Park Reserve**
- 1) ***Purpose.*** The purpose of the account shall be to fund the cost of capital improvements and emergency repairs.
 - 2) ***Funding.*** Pondicherry Park Reserve may be funded by direct appropriation in the annual budget, fundraising, and/or donations.
 - 3) ***Amounts and Limits.*** The Pondicherry Park Reserve shall not exceed \$250,000.
13. **Sabatis Island Reserve**
- 1) ***Purpose.*** The purpose of the account shall be to fund the cost of capital improvements, maintenance and emergency repairs.
 - 2) ***Funding.*** Sabatis Island Reserve may be funded by direct appropriation in the annual budget, fundraising, donations, fees and timber harvesting.
 - 3) ***Amounts and Limits.*** The Sabatis Island Reserve shall not have a fund balance limit. Upon termination of the lease agreement with State of Maine, any remaining funds will be deposited in the Moose Pond Land Trust Fund.
14. **Capital Projects Maintenance Reserve**
- 1) ***Purpose.*** The purpose of the account shall be to off-set extraordinary maintenance or repair costs for completed capital improvement projects.
 - 2) ***Funding.*** The Capital Projects Maintenance Reserve may be funded by direct appropriation in the annual budget, sale of tax acquired properties or unexpended capital improvement bond proceeds.
 - 3) ***Amounts and Limits.*** The Capital Projects Maintenance Reserve shall not exceed \$200,000. Funding in excess of \$200,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.
15. **Senior Property Tax Assistance Reserve**
- 1) ***Purpose.*** The purpose of the account is to fund the Senior Property Tax Assistance Program in accordance with the Senior Tax Assistance Ordinance approved June 14, 2022.
 - 2) ***Funding.*** The Senior Property Tax Assistance Account will be funded from the Unrestricted Fund Balance by vote at Annual Town Meeting.
 - 3) ***Amounts and Limits.*** The Senior Property Tax Assistance Account does not have a limit.
16. **Communications Equipment Reserve**
- 1) ***Purpose.*** The purpose of the account is to fund the purchase of specific communications equipment identified in the budget process.
 - 2) ***Funding.*** The Communications Equipment Reserve Account is funded by direct appropriation in the annual budget.
 - 3) ***Amounts and Limits.*** The Communications Equipment Reserve Account shall not exceed \$100,000. Funding in excess of \$100,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.

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