

SELECT BOARD MEETING AGENDA

DATE: Tuesday, September 12, 2023

TIME: 4:30 P.M.

PLACE: Select Board Meeting Room, 10 Iredale Street, Bridgton
Please join the meeting from your computer, tablet, or smartphone.

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1. Call to Order
2. Pledge of Allegiance
3. 4:30 P.M. Executive Session Per 1 MRS § 405.6(A) for Personnel Matters
4. Action Items Following Executive Session (if applicable)
5. Approval of Minutes: August 22, 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. Request from Justin McIver to Extend Approval for Music on Main Events Through 2024
 - b. Pleasant Mountain Race: Permission to Use Section of Mountain Road on October 7, 2023
 - c. Comprehensive Plan Update
 - d. Lakes Environmental Association Concern of Shoreland Zoning Violation
9. 5:30 P.M. Public Hearing
 - a. To Accept Written and Oral Comments on a Special Amusement Permit to Breakroom 248 for Live Music and Entertainment
10. Action Items Following Public Hearing
 - a. Special Amusement Permit to Breakroom 248 for Live Music and Entertainment
11. New Business
 - a. Awards and Other Administrative Recommendations
 1. NIMS Certification Training Timeframe, EMA Director Todd Perreault
 2. Discussion of Port-A-Potties
 - b. Permits/Documents Requiring Board Approval
 1. Donation of \$500 from Jeffrey Frey and Anne Butter to Before and After School Enrichment Program
 2. Senior Tax Assistance Payments

3. Victualer's Licenses to Nouria 443 Portland Road (443 Portland Road); Great Scott MacWagon (Mobile); Maine Street Creamery (Mobile); Mister Twister -The Pretzel Guy (Mobile); Mows Munchies (Mobile); Binny's Catering Cart (Mobile); Happy Valley Popcorn (Mobile)
 4. Phosphorus Mitigation Policy
 - c. Select Board Comments
 - d. Town Manager's Report/Deputy Town Manager's Report
12. Old Business (Select Board Discussion Only)
 - a. Project Status Updates
 13. Treasurer's Warrants
 14. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
 15. Dates for the Next Select Board Meetings
September 26, 2023
October 5, 2023 at 5PM (Transfer Station Workshop)
October 10, 2023
October 24, 2023
 16. Adjourn

**Town Manager's Notes
Board of Selectmen's Meeting
September 12, 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. A. Personnel Matters.

Motion: Move to come out of Executive Session.

5. Approval of Minutes:

a. August 22, 2023

Suggested Motion: Move to approve the August 22, 2023, Selectboard Minutes.

7. Committee/Liaison Reports

8. Correspondence, Presentations and Other Pertinent Information

- a. Justin McIver is requesting that the Board extend their approval for Music on Main through December 31, 2024.

Suggested motion: Move to approve the event known as Music on Main to December 31, 2024.

- b. Scott Eugley and his partner Addie are seeking permission to use a section of Mountain Road between Eastern Lodge and Bald Peak Trailhead (.25± miles) on October 7th for a road race benefitting Loon Echo Land Trust. Please see their request and a memo from the Chief in your binder.

Suggested motion: Move to approve the requested section of Mountain Road for a road race on October 7, 2023.

- c. The Community Development Director will be providing the Board an update on the Comprehensive Plan work schedule. Please refer to the schedule and Berry Dunn Project Work Plan in your binder.

- d. Lakes Environmental Association (LEA) is requesting the Board to enter into a Consent Agreement with James Cyr assessing a fine for a Shoreland Zoning Violation. The correspondence from LEA is in your binder. The CEO has provided the Board with a memo, timeframe, actions taken by MDEP and recommending a \$1,000 fine.

Suggested motion: Move to enter into a Consent Agreement with James Cyr which includes a fine in the amount of \$1,000.

9. Public Hearing (5:30PM)

(Note: 1) Open Public Hearing- a) Anyone to speak in favor; b) in opposition; c) offer comments neither for nor against; 2) close Public Hearing)

- a. To accept written and oral comments on a Special Amusement Permit from Breakroom 248 for live music and entertainment.

10. Action Items Following Public Hearing

- a. **Suggested Motion:** Move to approve Special Amusement Permit for Breakroom 248.

11. New Business

- a. Awards and Other Administrative Recommendations

1. EMA Director, Todd Perrault, will be asking for a date for the NIMS Certification Training required for NIMS certification.
2. There have been continuing issues with the cleanliness of the Town's rented porta potties, particularly at Sabatis Island. The Town has reached out to other suppliers as evidenced by the email in your binder.

b. Permits/Documents Requiring Board Approval

1. Jeffrey Frey and Anne Butter are donating \$500 to be used for the Before and After School Enrichment Program. Please see the provided information in your binder.

Suggested motion: Move accept a \$500 donation by Jeffrey Frey and Anne Butter towards the Before and After School Enrichment Program.

2. Pursuant to §1.6. A. **Senior Property Tax Assistance Ordinance** (included in your binder), please see the list of qualified applicants and assistance amounts for your approval in your binder.

Suggested motion: Move to approve the qualified applicants and assistance amounts for Senior Property Tax Assistance.

3. ***Suggested motion:*** Move to approve a Victualer's License to Nouria; Great Scott MacWagon; Maine Street Creamery; Mister Twister-The Pretzel Guy; Mows Munchies; Binny's Catering Cart; and Happy Valley Popcorn.

4. In your binder, please find the proposed Phosphorus Mitigation Policy for your consideration for approval. Code Enforcement Officer Brenda Day will be present to discuss the policy and answer questions.

Suggested motion: Move to approve the Phosphorous Mitigation Policy effective September 12, 2023.

12. **Old Business**

a. Projects Update

Select Board Meeting Minutes

August 22, 2023; 5:00 P.M.

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

Department Heads Present: Town Manager Robert Peabody, Jr.; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Police Chief Phil Jones; Recreation Director Gary Colello; Finance Director Holly Heymann.

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."

Chair Lone noted that with the Boards permission, a permit to the Lakes Region ATV Club for a game of chance, will be considered at this meeting.

Chair Lone reported that the Bridgton Hospital presentation by Interim President Stephany Jacques has been moved to a future agenda.

Chair Lone noted that public comments will be allowed under the agenda item "Recommendation From Planning Board Concerning Overnight Living/Lodging on Bridgton Lakes."

3. Approval of Minutes: August 8, 2023

Motion was made by Vice-Chair McHatton for approval of August 8, 2023 Select Board Meeting Minutes as amended (to correct a typographical error and a correction to the vote under 8a); second from Member Tworog. 5 approve/0 oppose

4. Public Comments on Non-Agenda Items

Planning Board Chair Deb Brusini reported that workshops on LD2003 are ongoing. The Planning Board will be making changes through a series of hearings and workshops over the next few years.

Lakes Region ATV Club President Ronny Gerard requested approval of a permit for a game of chance at Five Field Farms on Sunday, September 24, 2023. This event is held annually and the State requires consent of approval by the Municipality. **Motion** was made by Member Tworog to approve the game of chance permit to Lakes Region ATV Club; second from Vice-Chair McHatton. 5 approve/0 oppose

5. Committee/Liaison Reports

Motion was made by Vice-Chair McHatton to accept the resignation of Gregory Bullard from the Community Development Advisory Committee; second from Member Murphy. 5 approve/0 oppose

6. Correspondence, Presentations and Other Pertinent Information

a. Bridgton Hospital Presentation by Interim President Stephany Jacques

This item was removed from the agenda and will be added to a future agenda.

7. New Business

a. Awards and Other Administrative Recommendations

1. Recommendation From Planning Board Concerning Overnight Living/Lodging on Bridgton Lakes

Planning Board Chair Deb Brusini submitted and reviewed the following recommendation. The Planning Board recommends prohibiting or regulating overnight stays, lodging, or living on our lakes. The primary reason for this is protection of the lakes and its recreational activities and insuring lakefront homeowner value, privacy, and peace. A converted pontoon boat acting as a type of “houseboat” has been launching on Highland lake as a short-term rental. It is reported the owner has stated there is no sanitation on-board. Additionally, there have been concerns voiced to LEA and the Planning Board. LEA proposed adopting an ordinance to prohibit houseboats and has provided an example (see attachments). Prohibiting houseboats per se may not be legal. However, the Belgrade ordinance does not specifically prohibit houseboats, but prohibits the overnight mooring, tethering, anchoring, or docking of vessels with certain characteristics. The Belgrade ordinance has been approved by that Town’s legal counsel. Note that State law prohibits operating a rented or leased personal watercraft in Bridgton without an identification decal identifying the “rental agency”. Main concerns are Sanitation/Wastewater treatment and dumping. Boats used for temporary or permanent overnighing are typically designed with holding tanks that require pumping and others contain marine sanitation devices (MSDs). For those with holding tanks, Bridgton has no pumping station. For those with MSD devices, these “treat” sewage with chlorine before dumping but do not treat pollutants like phosphorus. It is illegal in Maine to dump wastewater into inland waters but most MSDs are designed to do exactly that. Chlorine is not safe for lakes. Additionally, many primitive “houseboats” use composting toilets or simple 5-gallon buckets, and it is far too easy to dump waste in the cover of darkness - either in the water or at the shoreline. The Town would not permit a house without a bathroom or any septic/wastewater system; boats with sleeping quarters and/or a galley and/or a head, regardless of type, would not be able to conform to this residential standard in Bridgton. Greywater dumping. Cooking sinks, hand washing, cleaning water are often drained straight into the water on marine vessels. This is not healthy for our lakes. Maine statute prohibits discharges from watercraft, including sewage, septic fluids, garbage, or other pollutants from watercraft. (Title 38, section 423). Potential Reduction in assessed value for shorefront property. Overnight mooring in front of properties where owners have made significant financial investments and paid a premium in property taxes would detract from their enjoyment of those investments (for instance, obstructing their view, noise, privacy, light pollution), and potentially reduce the assessed value of their shorefront property. Mooring in front of waterfront homes has become an issue in several towns. Fairness. Overnight lodging or living in a floating structure on our lakes represents a tax-free business or residence on the lake. Noise. Noise carries very well across the water, and routine overnighing can disturb others but also may disrupt wildlife, particularly areas close to shore like loon nesting sites. Light pollution. Our lakes are generally dark and not lit up. Potential for obstructing boat traffic. Since we do not have a mooring ordinance, we cannot monitor this, and, we cannot assure that state law is being adhered to. Availability of Emergency Services. This needs to be better understood if overnight stays became more prolific on our lakes. The airboat may be deployed for emergencies or sporadically s but is not suitable as a routine enforcement watercraft, per the Fire Chief. Enforcement. Enforcement is a sticking point, as we do not have a harbormaster or a mooring ordinance. We recommend evaluating if regulating or prohibiting overnight stays / living / lodging could be accomplished without a harbormaster, given the sporadic use of “houseboats” today in Bridgton. Would simple signage at the launch areas be a start, with someone present to advise boaters? As with Belgrade, we are not suggesting to restrict all types of overnight mooring, but overnight living, whether temporary or permanent. Could the EMA drone be deployed in some fashion? Could the airboat be used on a case-by-case basis to approach a “houseboat” and educate the occupants on the regulations? If a mooring ordinance and/or harbormaster is legally required, we suggest doing this as simply as possible. Belgrade uses their CEO as the harbormaster, however - the CEO must be trained and certified to the State harbormaster standards. Towns that prohibit or restrict overnight lodging / stays / living on floating structures in their waters (not an exhaustive list): 1. Ellsworth 2. Boothbay Harbor 3. Rangeley - restricted through their Land Use Code, not in their mooring ordinance. 4. York 5. Belgrade 6. Palermo - modeled after Belgrade ordinance 7. Edgcomb - restricted through their Land Use Code, not in their mooring ordinance. 8. Harrison Towns Working on

Restrictions (not an exhaustive list): 1. Naples - in progress. The Naples intent would be to restrict "houseboats" to be moored at a marina. Houseboat rentals are allowed in Naples. 2. Winthrop - in progress; using the Belgrade ordinance as a model and consulting the State attorney general and the Department of Inland Fisheries and Wildlife. Parting thoughts, Bridgton's lakes are not of the size (as is Sebago, Moosehead lake, ocean harbors and bays, etc.) that would support overnight stays, either as rentals or longer-term residential living for reasons of environmental concerns, safety and protecting shorefront property values. We recommend initiating staff research to determine if/how Bridgton could prohibit or regulate overnight stays / living / lodging on our lakes. The Town Manager of Winthrop (formerly Town Manager of Belgrade) has offered to discuss their work and findings in this area with our Town Manager. The Naples and Harrison Harbor Masters, as well as the Warden service, and our legislators may also be helpful. Assuming this could be done, the Board would recommend putting a warrant question and associated ordinances on the June or November 2024 ballot.

Member Tworog suggested that we work to get an ordinance before the voters in June, 2024 to which Ms. Brusini responded that more time may be needed to prepare.

Bruce Taylor from Sweden has had experience with water contamination and noted the numerous problems with gray water, coliform, pet waste, chemicals, and medications. Not only can you have problems with ingestion but staph infection is also a serious concern.

Susan Hatch has noticed some blatant disrespect for boats on the dock and being proactive is key. She encouraged the Board to act sooner than later.

On behalf of Moose Pond Association, Bill Dexter applauded Ms. Brusini who wrote a wonderful summary. He thanked the Board for moving forward with regulation in prohibiting overnight parking on the lakes and noted that boating has become more popular but behaviors don't always conform to regulations and sometimes create unsafe situations. He supports the hiring of a Harbor Master to regulate and enforce the laws.

Director of Lakes Environmental Association Colin Holme reiterated that the issues are ongoing with the biggest concern being sanitation. State law prohibits refuse and gray water dumping yet there is no pumping station in Bridgton. He added the Bridgton is overdue for a Harbor Master as there are ten lakes in Bridgton.

Will Libby thanked Ms. Brusini and Mr. Holme for organizing this meeting. He voiced concerns about the sanitation around a houseboat about thirty feet off shore which the Warden Service had referred his concerns to the Department of Environmental Protection and they requested proof.

Brook Sulloway noted the points have been well made. He stated that Bridgton needs both a mooring ordinance and houseboat restrictions. He added that the person that moors their boat in front of his property seems to be acting with malice.

Donna Joss thanked the Planning Board hoping that Bridgton does not get the reputation that mooring is allowed and encouraged addressing the issues soon. She also has hygiene concerns.

Planning Board Chair Brusini said that she has had informal conversations with Naples and Harrison regarding a Harbor Master and found these discussions highly valuable. She added that it is best to get ahead of the issue and the Planning Board will do whatever they can.

On behalf of the Board, Chair Lone expressed appreciation to the Planning Boards and public for all their input. Consensus of the Board is to move forward with drafting language to address overnight living/lodging on Bridgton Lakes.

b. Permits/Documents Requiring Board Approval

1. Resignation of Gregory Bullard from the Community Development Advisory Committee
This item was addressed earlier in the meeting under Committee Reports.

2. Abatements and Supplementals

Motion was made by Member Tworog to approve the recommended August 22, 2023 tax abatements totaling \$19,838.51 and supplementals totaling \$20,919.45 and \$228.00; second from Member Castleman-Ross. 5 approve/0 oppose

3. Victualer's License to Hannaford Located at 109 Portland Road

4. Victualer's License to Standard Gastropub Located at 233 Main Street

5. Victualer's License to Parmala, LLC Doing Business As A La Mexicana Located at 243 Portland Road

Motion was made by Member Murphy to approve the Victualer's License renewals to Hannaford, Standard Gastropub and Parmala, LLC DBA A La Mexicana; second from Member Tworog. 5 approve/0 oppose

6. New Road Name Camp Loop Road

Motion was made by Member Tworog to approve Camp Loop Road for the private road sited on Map 6 Lot 40; second from Vice-Chair McHatton. 5 approve/0 oppose

7. Halloween Palooza

Recreation Director Gary Colello was seeking approval to hold a Halloween parade on Depot Street on October 28 at 6:00 P.M. **Motion** was made by Chair Lone to approve a Halloween parade on Depot Street on October 28th commencing at 6:00 P.M.; second from Member Murphy 5 approve/0 oppose

8. Certificate of Commitment of Sewer User Rates #278

Motion was made by Vice-Chair McHatton to commit the May 1, 2023, to July 31, 2023, Sewer User Rate Commitment #278 comprising 3 pages totaling \$9,609.18 to the Treasurer for collection; second from Member Castleman-Ross. 5 approve/0 oppose

9. Revisions to Personnel Policy

Town Manager Peabody provided revisions to the Town of Bridgton personnel Rules and Regulations regarding Earned Paid Leave (EPL) (26 MRS §637). The revisions clarify that it is applicable to part-time employees and does not create additional benefits for any other employee. Additionally, the language found in Addendum #1 has been edited to bring it into conformance with the statute. The revisions have been reviewed and approved by legal counsel. Finance Director Holly Heymann provided a thorough explanation of the proposed amendments and the Board thanked her. **Motion** was made by Vice-Chair McHatton to approve the revisions to the Town of Bridgton Personnel Rules and Regulations effective August 22, 2023; second from Member Murphy. 5 approve/0 oppose

c. Select Board Comments

- **Vice-Chair McHatton** reported that Gerry Walraven had presented information on an energy audit at the last meeting and asked how the Board would like to proceed. Mr. Walraven suggested an energy audit on all public buildings through a grant opportunity. The Board directed Town Manager Peabody to review the grant with Mr. Walraven and bring their recommendations back to the Board at the second meeting in September.
- **Vice-Chair McHatton** asked if Mr. Tucker has been evicted from the property to which Town Manager Peabody confirmed that he has. Vice-Chair McHatton asked if the property has been brought up to code to which Town Manager Peabody responded that he will be working with the Public Services Director to determine how to clean the property. He added that Mr. Tucker's former stepson owns five of the vehicles

and will be removing them soon. Vice-Chair McHatton asked if Mr. Tucker will have the opportunity for repurchase to which Town Manager Peabody responded that the law mandates that specific steps are followed; he will review and report his findings back to the Board.

- **Member Tworog** had no concerns.
- **Member Castleman-Ross** thanked Nate and Carol Sunday for their Dog Days Event. She noted that it was well attended and they do a lot to raise money for shelters and other pet related organizations.
- **Member Castleman-Ross** thanked Colin and Lakes Environmental Association for all their hard work and encouraged memberships and donations to LEA. She added that they work to keep the lakes pristine which helps in keeping the property values high.
- **Member Murphy** requested that Town Manager Peabody conduct a regional meeting with other Town Managers and interested parties that share the lakes with Bridgton to find out their long-term plan.
- **Chair Lone** had no concerns.

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

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

"General

Bridgton is hosting the 19th annual Maine Lakes Brewfest on Saturday, September 30th beginning at 12PM until 4PM; at Ham Complex, 40 Brag Way, Bridgton. This is a rain or shine event. If you have any questions, please contact the Greater Bridgton Lakes Region Chamber of Commerce at 207-647-3472 or www.gblrcc.org.

Bridgton Recreation

Registration is currently open for the Before and After School Enrichment Program. 6AM to 8:30AM and 3PM to 6PM. Open most school vacation days, half days and most snow days 6AM-6PM. \$115 Monthly. Town Hall programs return August 28; First day of Enrichment Program August 28th; Lights on After School Open House October 20th and Fryeburg Fair Adults trip October 3. We are in need of volunteers for athletics, town events and programs. For more information contact the Recreation Department or refer to our website.

Police Department

Bridgton PD is currently hiring Patrol Officers and Park Rangers, please call or stop in if interested. On Monday, August 14, Public Safety Administrative Assistant, Grace Gendron, was sworn in as a reserve police officer. Officer Gendron will continue to manage the duties of the office and the PD lobby but now has the authority to swear to court documents, take minor reports of crime at the PD window, hold and manage the checks of prisoners in the cell block, and many other minor administrative law enforcement duties. To complete her reserve certification status, Officer Gendron will train a minimum of 80 hours while supervised by a Field Training Officer learning the daily duties of a Bridgton Patrol Officer. We are extremely proud of Grace and all that she has accomplished. On Wednesday August 16th Officer McKenzie Lee was sworn in as a full-time patrol officer. He has begun his nine to twelve weeks of field training time and will likely attend the next police academy in January. Prior to this Officer McKenzie served our country in the United States Marine Corps. Officer Jake Hammond has begun his 18 weeks of training at the Maine Criminal Justice Academy. He will graduate in November. Officer Charles (Charlie) Deshensky has begun his training as a reserve officer. Prior to joining the BPD, Charles was a certified officer in NY where he served as a firearms, taser and police bicycle operations instructor. You will likely see him on the BPD bike patrol at events like Music on Main.

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

Chief Jones reported that there are still two full time openings in the Police Department.

8. Old Business

a. Project Status Updates

Town Manager Peabody provided brief project status updates.

9. Treasurer's Warrants

Motion was made by Vice-Chair McHatton for approval of Treasurer's Warrants numbered 212, 213, and 214; second from Member Tworog. 5 approve/0 oppose

10. Public Comments on Non-Agenda Items

Recreation Director Gary Colello acknowledged and thanked Edward Frank for all his Halloween donations of decoration.

11. Dates for the Next Select Board Meetings

September 12, 2023, September 26, 2023, October 5, 2023 at 5PM (Transfer Station Workshop)

12. Adjourn

Motion was made by Vice-Chair McHatton to adjourn the meeting at 6:45 P.M.; second from Member Murphy. 5 approve/ 0 oppose

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Laurie Chadbourne

From: justin mainecohomes.com <justin@mainecohomes.com>
Sent: Wednesday, August 30, 2023 2:55 PM
To: Laurie Chadbourne
Subject: Music on Main Event Request

Hi Laurie,

We would like to request to be on the Sept. 12th Select Board agenda. Our year approval is up and we would like to request to continue having Music on Main events for the community at the same location and are requesting continued use of the town owned property through 2024. We are again asking to waive the outdoor festival permit, waive the vehicular licenses for the vendors and close Park St. which is the same as we have done last year. Please let me know if you have any questions or need any further information.

Thank you,
Justin

Justin McIver
Owner
Main Eco Homes
[175 Portland Rd.](#) Suite 2
[Bridgton, ME 04009](#)
O: [207-647-3883](tel:207-647-3883)
C: [207-441-8544](tel:207-441-8544)
E: justin@mainecohomes.com



Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Wednesday, August 23, 2023 2:50 PM
To: Carmen E. Lone; Carrye Castleman-Ross; Kenneth "Ken" Murphy; Paul Tworog; Robert McHatton Sr
Cc: Chief Phillip Jones; scott.eugley@gmail.com; Laurie Chadbourne
Subject: FW: Pleasant Mountain Race

Folks-

Place this item on the September 12 Agenda?

Bob

Robert A. Peabody, Jr.
Bridgton Town Manager
3 Chase Street, Suite 1
Bridgton, Maine 04009
rpeabody@bridgtonmaine.org
207.647.8786 Office
207.256.7211 Cell

From: Scott E <scott.eugley@gmail.com>
Sent: Wednesday, August 23, 2023 1:44 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Cc: Matt Markot <matt@lelt.org>; Adeline Casali <adeline.casali@maine.edu>
Subject: Pleasant Mountain Race

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

Hello Mr. Peabody,

On Saturday October 7th, my partner, Addie, and I are planning to host a trail race on Pleasant Mountain. We're partnering with the Loon Echo Land Trust to bring recreation to the mountain, as well as to bring awareness to trail stewardship and leave no trace principles. All proceeds from the race are benefiting Loon Echo.

The race course starts at the Pleasant Mountain East Ski Lodge, goes down Mountain Road, up Bald Peak, down Firewarden's, connects to Southwest Ridge Trailhead via Warren and Denmark rd, goes up Southwest Ridge, to the summit, across the Northern Ridge, down Sue's Way/ Bald Peak, back on Mountain Road to the start/finish. More details can be found on the race website: <https://www.lelt.org/news-and-events/pleasant-mountain-race>

My primary reason for reaching out to you, is regarding permission to use the ~0.25 mile section of Mountain Road, between the Eastern Lodge and Bald Peak Trailhead. We could have up to about 50-60 people in this 20k race. There will be a small segment of time, right at the beginning of the race (8:00am), where the runners will be all bunched together, going down Mountain Road to Bald Peak Trailhead. We don't foresee there being any other times where runners would interfere with traffic, because runners will spread out over the course of the race.

It is our plan to have volunteers stationed at the Eastern Lodge turn on Mountain Road and at the Bald Peak Trailhead turn on Mountain Road. We will indicate to runners that they should stay on the lodge side of the road entirely, and

avoid crossing the road in any way. We also plan on having roadside picket signage to inform drivers that a race is currently in progress.

As members of the local community (Harrison), we're very excited to be able to bring something like this to the area. The running community has also responded with a lot of enthusiasm. It is our aim to maintain this as a grassroots event that supports the local economy and the Loon Echo Land Trust, who maintains the beautiful trails on Pleasant Mountain.

If there are any further questions or concerns I'd be happy to address anything that comes to mind.

Thank you for time and consideration,
Scott




Phillip A. Jones
Chief of Police

BRIDGTON POLICE DEPARTMENT



8 Iredale Street
Bridgton, Maine 04009
207.647.8814

To: Robert A. Peabody, Jr.
From: Chief Phillip A. Jones 
Date: September 5, 2023
Subject: Pleasant Mountain Race

I have reviewed the email dated 8/23/23 regarding a morning 20k race being held at Pleasant Mountain. The correspondence stated that there will be a .25-mile section of Mountain Rd used for part of the race and it may become congested for a short time. The stated plan for signage and volunteer support appears to be more than sufficient and I foresee no issues. I am in full support of this planned event.

Town of Bridgton Comprehensive Plan Task Force Schedule*

Wednesdays 5:00pm



October 4th – Elections & review workplan

November 1st – Project Kick-Off Event!

December 6th – BerryDunn presents the Inventory & Analysis

Tuesday December 12th BerryDunn presents Inventory & Analysis to Selectboard

January 3rd – Review public survey & distribution methods

February 7th – Discuss & strategize remote engagement efforts

March 6th - Discuss & strategize remote engagement efforts

April 10th – BerryDunn facilitates review of the Engagement Summary

Tuesday April 23rd BerryDunn presents Inventory & Analysis to Selectboard

May 1st – Reserved for public workshops

June 5th – Reserved for public workshops

July 17th - BerryDunn facilitates review of Policies & Strategies + Future Land Use

Tuesday July 23rd BerryDunn presents Policies & Strategies + Future Land Use to Selectboard

August 21st – BerryDunn will facilitate a review of the Implementation Plan

Tuesday August 27th BerryDunn presents the Implementation Plan to Selectboard

September 18th – Any additional feedback before final Task Force meeting

October 16th – BerryDunn facilitates work session to review implementation strategies

Tuesday October 22nd BerryDunn Presents Comprehensive Plan to Selectboard

***Tuesday December 10th Present Final Comprehensive Plan to Selectboard
(public hearing)***

*Subject to change



Bridgton Comprehensive Plan Update

Project Work Plan

Deliverable Version 2



Submitted by:

BerryDunn
2211 Congress Street
Portland, ME 04102-1955
207.541.2200

Kevin Price, Principal

kprice@berrydunn.com

Keri Ouellette, Project Manager

kouellette@berrydunn.com

Submitted on:

August 29, 2023

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Table i: Version History of the Plan

Version	Delivered Date	Update Reason
Draft 1	August 17, 2023	Draft 1 delivered to the Town of Bridgton project manager for review
Draft 2	August 29, 2023	Draft 2 delivered to the Town of Bridgton project manager for review

1.0 Introduction

This section provides a high-level background of the project as well as key terms and their definitions.

1.1 Project Background

The Town of Bridgton, ME (Town) has retained Berry Dunn McNeil & Parker, LLC (BerryDunn) to provide a Comprehensive Plan Update. The project has five phases:

- **Phase 0. Project Management.** BerryDunn will conduct a project planning session as well as a kickoff meeting. Drawing from the goals and objectives gathered during these meetings, BerryDunn will develop a Project Work Plan and Schedule. Biweekly meetings will be held to provide status updates throughout the project.
- **Phase 1. Inventory and Analysis.** BerryDunn will request and review existing data and documentation. BerryDunn will create a project website and engagement portal after meeting with the Town of Bridgton Comprehensive Plan Task Force (Task Force) to determine which tools would most benefit the Town. BerryDunn will then conduct inventory site visits and meetings to deepen its understanding of existing conditions. Once these steps are completed, BerryDunn will collect, analyze, and document the information gathered and produce an inventory and analysis document.
- **Phase 2. Community Engagement.** BerryDunn will conduct meetings with the relevant boards, committees, commissions, and community groups as well as develop a community survey to understand the Town's values and priorities for the future. BerryDunn will develop meeting materials, conduct a kickoff meeting, and lead in-person and remote engagement activities. Using information gathered, BerryDunn will create a summary of community engagement activities and stakeholder feedback, which will inform the policies and strategies developed in Phase 3.
- **Phase 3. Policy and Strategy Recommendations.** BerryDunn will review information gathered during Phases 1 and 2, as well as preliminary information provided, to develop a policies and strategies document. BerryDunn will also lead engagement activities to solicit feedback on policy and strategy recommendations.
- **Phase 4. Implementation Plan.** Building upon previous phases, BerryDunn will create an implementation plan document. Once the Town has provided feedback on the plan, BerryDunn will incorporate those changes and present the plan to the Task Force.
- **Phase 5. Final Plan Development.** BerryDunn will develop supporting materials—including graphics, maps, photos, charts, and graphs—to support the draft Comprehensive Plan. Once the draft is complete, BerryDunn will present the plan to the Task Force and Town leadership, incorporating feedback. Once these steps are

complete, BerryDunn will support the Town in submitting the Comprehensive Plan to the Maine Department of Agriculture, Conservation, and Forestry (DACF).

1.2 Definitions and Terms

For purposes of clarity when discussing this project, the following terms and related definitions in Table 1 will be utilized. When appropriate, definitions for project management terms were adopted from the Project Management Body of Knowledge® (PMBOK®) from the Project Management Institute® (PMI®).

Table 1: Project Terms and Definitions

Refer to this list for terms and acronyms that will be used in the course of the project.

Term	Definition
BerryDunn	Berry Dunn McNeil & Parker, LLC
DACF	Department of Agriculture, Conservation, and Forestry
Issue	A point or matter in question or in dispute, a point or matter that is not settled and is under discussion, or a point or matter over which there are opposing views or disagreements
PM	Project Manager
PMBOK®	Project Management Body of Knowledge®
PMI®	Project Management Institute®
PMT	The Town's Project Management Team
RFP	Request for Proposal
Risk	An uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives
Scope	The sum of the products, services, or results to be provided by the project
SME	Subject Matter Expert
SOW	Statement of Work
Task Force	Bridgton Comprehensive Plan Task Force
Town	Town of Bridgton, ME

2.0 Scope of Work

This section defines the scope of the project, summarizes the list of contract deliverables within each phase of the project, provides their estimated delivery date, and offers a high-level description of project activities.

2.1 Project Deliverables

This project consists of seven project deliverables. The table below lists each deliverable and its estimated delivery date.

Table 2: Project Deliverables

Refer to this list for identification of each project deliverable and the estimated delivery date.

Deliverable	Estimated Delivery Date
Phase 0: Project Management	
D1: Project Work Plan and Schedule	August 25, 2023
D2: Biweekly Project Status Updates	Ongoing
Phase 1: Inventory and Analysis	
D3: Inventory and Analysis	December 2024
Phase 2: Community Engagement	
D4: Engagement Summary	April 2024
Phase 3: Policy and Strategy Recommendations	
D5: Policies and Strategies Document	July 2024
Phase 4: Implementation Plan	
D6: Implementation Plan	August 2024
Phase 5: Final Plan Development	
D7: Comprehensive Plan	December 2024

2.2 Project Work Plan Narrative

Our team developed the following Project Work Plan to describe how the objectives set forth in the Town's Scope of Services (scope) will be met.

2.2.1 Phase 0: Project Management

2.2.1.1 Conduct project planning and kickoff.

BerryDunn will conduct an initial project planning call with the Town's project manager (PM). During this call, BerryDunn will confirm project goals, objectives, and expectations. BerryDunn will discuss methods of facilitating effective communication between BerryDunn and Town staff, such as ongoing teleconferences, email check-ins, and status reports.

2.2.1.2 Develop a project work plan, schedule, and engagement plan.

Following the project planning and kickoff meeting, BerryDunn will develop a Project Work Plan and Schedule, which will outline BerryDunn's communication, scope, risk, and resource management approaches; include a timeline of project meetings; and identify key participants. BerryDunn will facilitate a work session to review the Project Work Plan and Schedule with the Town Project Management Team (PMT) and incorporate feedback before finalizing.

Deliverable 1 – Project Work Plan and Schedule

2.2.1.3 Develop biweekly project status updates.

Throughout the comprehensive planning process, BerryDunn's PM, Keri Ouellette, will provide Biweekly Project Status Updates. BerryDunn will deliver these updates via videoconference. Regular check-in videoconferences will support the BerryDunn team's communication of project progress, discussion of questions, continuous awareness of next steps, and connectivity of the group.

Continued involvement of the Task Force through initial planning meetings—as well as update meetings—is encouraged and supported.

Deliverable 2 – Biweekly Project Status Updates

2.2.2 Phase 1. Inventory and Analysis

2.2.2.1 Request and review existing data and documentation.

Recognizing the many factors and considerations that impact the Town's current environment when developing recommendations for its future, BerryDunn will conduct an inventory and analysis. The goal is to prepare chapters as noted in the Revised Maine Statutes. BerryDunn will begin by requesting, collecting, and reviewing existing data and documentation, including the following:

- Economic and demographic data

- Historic and archeological resources
- Natural resources—water, agricultural, and forest
- Residential housing stock
- Existing recreation, park, and open spaces
- Transportation systems
- Capital facilities and public services
- Fiscal and capital investments
- Existing and future land use
- Regional coordination

2.2.2.2 Review information provided by the Town and related planning documents.

BerryDunn’s team will thoroughly review the inventory and analysis information provided by the Town as well as other relevant documents, such as the Open Space Plan, the Bridgton Economic and Market Analysis, past comprehensive plans, and regional planning documents. BerryDunn will work closely with Community Heart & Soul to review information resulting from Vision Bridgton as it is made available.

BerryDunn’s initial review will include an assessment of the Town’s demographics and land use. BerryDunn will consider landmass acreage, natural resources, utility serviceability, and zoning to identify growth areas, challenges, and constraints to development.

2.2.2.3 Develop a project website and engagement portal.

In recognition of the Town’s desire to develop a public-driven Comprehensive Plan, BerryDunn will lead a dynamic and participatory community engagement process that meets stakeholders where they are. As part of this effort, BerryDunn will work with the Town’s project team to create an accessible project website using the customizable collaboration platform Social Pinpoint. This online community engagement hub will keep community members informed of project progress and provide a means to share valuable input remotely—wherever and whenever is most convenient. The goal will be to gather feedback from a diverse participant group to inform better planning outcomes.

In partnership with the Task Force, BerryDunn will determine which Social Pinpoint tools will best serve the desired outreach outcomes.

2.2.2.4 Conduct inventory site visits and meetings.

To deepen BerryDunn’s understanding of existing conditions, BerryDunn will spend two days conducting site visits and meetings with Town staff. BerryDunn will explore areas that will be

featured in chapters of the Comprehensive Plan to gain firsthand insights and clarification as to the status of these areas.

2.2.2.5 Collect, analyze, and document information gathered.

BerryDunn will synthesize information gathered through data and documentation review, Social Pinpoint, site visits, and meetings to develop an inventory and analysis document. BerryDunn will prepare visually compelling, accessible maps, charts, and graphics to convey the data; present this information to the Task Force; and incorporate feedback and suggested revisions before finalizing the inventory and analysis, which BerryDunn will use to inform engagement activities in Phase 2.

Deliverable 3 – Inventory and analysis

2.2.3 Phase 2. Community Engagement

2.2.3.1 Develop an engagement plan.

BerryDunn will develop an engagement plan, which will outline the strategies and tools proposed for community outreach, identify key stakeholder groups to be engaged, provide a timeline for outreach activities, and describe roles and responsibilities.

2.2.3.2 Develop materials for public meetings and engagement activities.

BerryDunn will develop presentations, flyers, and other outreach materials to facilitate public meetings and to be shared during community events and activities. This will include visually compelling print and digital materials that introduce the project and process and provide varied options for participants to share their thoughts and feedback—such as maps where attendees can highlight areas of importance and virtual idea walls. BerryDunn’s team plans to conduct a series of in-person and virtual engagement activities and prepare the Task Force to use these public meeting and workshop materials on their own should they desire to facilitate additional engagement activities.

2.2.3.3 Conduct a kickoff meeting.

BerryDunn will conduct a public in-person kickoff meeting with Town officials and staff, the Task Force, the Planning Board, the Select Board, and other stakeholders. This will serve as an opportunity to introduce the project, discuss goals, review the schedule of key project dates, and solicit feedback from community members on the draft vision statement.

2.2.3.4 Conduct meetings with relevant boards, committees, commissions, and community groups.

BerryDunn will conduct meetings with or outreach to specific groups, such as those listed below, to understand existing challenges and opportunities:

- Select Board
- Comprehensive Plan Task Force

- Planning Board
- School Board
- Community Development Advisory Committee
- Pondicherry Park Committee
- Greater Bridgton Chamber of Commerce

With these groups, BerryDunn will solicit input and have focused discussions surrounding the community's goals and values as it relates to their specialization. These meetings will be guided by the inventory and analysis, leverage predeveloped questions, and employ various facilitation methodologies to create a safe space to share insights, perspectives, and opinions, as well as achieve consensus and a shared vision for Bridgton's future.

2.2.3.5 Develop a community survey and review the results.

BerryDunn will develop an online community survey to promote accessibility and participation in the planning process. This survey will be embedded in the Town's Social Pinpoint site, if desired, or in the Town's preferred survey platform. Once live, BerryDunn will review survey results and analyze them throughout the process to inform comprehensive planning efforts.

2.2.3.6 Lead and support in-person engagement activities.

BerryDunn's team will attend in-person pop-up and community events (up to three days) intended to gather input from a diverse cross-section of stakeholders. BerryDunn will work with the Town to determine the most appropriate events, dates, and locations. Additionally, BerryDunn will provide the Town with materials and guidance should it wish for Town staff to attend and facilitate additional in-person events.

2.2.3.7 Facilitate remote community engagement activities.

BerryDunn will conduct virtual community engagement activities through the project website, social media, and virtual meetings. This format will allow BerryDunn to gather broad input related to the Town's vision, goals, and values. Guided by the inventory and analysis and predeveloped questions, BerryDunn will direct discussions and leverage various facilitation methodologies to create a safe space where community members can share insights, perspectives, and opinions, and engage in a dialogue around Town priorities. BerryDunn will work with the Town PMT to develop unique tools and activities to gain feedback from a broad cross-section of community members.

2.2.3.8 Develop a summary of community engagement activities and stakeholder feedback.

Using Vision Bridgton as a starting point, BerryDunn will incorporate additional community input and summarize feedback from all outreach activities. This information will reflect the shared voices of the Town and inform the policies and strategies developed in Phase 3. BerryDunn will

present the Engagement Summary the Task Force and incorporate feedback and suggested revisions.

Deliverable 4 – Engagement summary

2.2.4 Phase 3: Policy and Strategy Recommendations

2.2.4.1 Draft policies and strategies.

Building upon the Town's vision statement, BerryDunn will formalize recommendations for growth and development in a future land use map, which will guide the development of initial policy and strategy recommendations. The future land use map and policy recommendations will be informed by trends identified in the inventory and analysis, feedback from community engagement, and input and expertise from Town staff and other subject matter experts (SMEs) to help guide the Town through the next decade.

2.2.4.2 Facilitate community workshops to refine recommendations.

BerryDunn will facilitate in-person and virtual workshops with Town stakeholders, including relevant staff; representatives from boards, committees, commissions, community organizations; and members of the community. These workshops will be used to discuss specific policy areas and solicit feedback on the draft policy and strategy recommendations. This feedback will inform subsequent activities.

2.2.4.3 Revise recommendations and land use map.

Following the public input on the draft policy and strategy recommendations, as well as the future land use map, BerryDunn will incorporate suggested revisions and develop a policies and strategies document.

2.2.4.4 Prepare and present policy and strategy recommendations.

BerryDunn will review the updated policy and strategy recommendations, including the future land use map, with the Task Force and will incorporate Task Force feedback. Our team will then present policy and strategy recommendations to the Select Board to promote buy-in and consensus for the process and its outcomes thus far. BerryDunn will incorporate any feedback, as appropriate.

Deliverable 5 – Policies and strategies document

2.2.5 Phase 4: Implementation Plan

2.2.5.1 Develop an implementation plan.

BerryDunn will consider all community feedback, visioning work, and additional research to develop an implementation plan that will guide staff and other stakeholders in executing the Comprehensive Plan. The implementation plan will establish a framework for how to achieve the Comprehensive Plan's goals. This will include action steps, estimated timelines, identification of responsible parties, and potential funding sources.

2.2.5.2 Solicit implementation plan feedback.

BerryDunn will meet virtually with Town staff, boards, committees, and other responsible agencies to review the implementation plan, help ensure it is realistic, and help generate support and enthusiasm. BerryDunn will incorporate feedback and suggested revisions before presenting the Implementation Plan to the Task Force.

2.2.5.3 Facilitate work sessions to review implementation strategies.

BerryDunn will facilitate in-person and virtual work sessions with Town stakeholders, including relevant staff; representatives from boards, committees, commissions, community organizations; and members of the community. These sessions will serve as a way to discuss proposed implementation strategies and solicit feedback on the implementation plan. BerryDunn will look to engage all Town staff and community members who will be involved with implementing the plan in these discussions.

2.2.5.4 Present the implementation plan.

BerryDunn will present the Implementation Plan to the Task Force and other attendees as appropriate. This will serve as an opportunity to review next steps, ask any final questions, and build consensus. BerryDunn will then present the implementation plan to the Select Board and incorporate any feedback as appropriate.

Deliverable 6 – Implementation plan

2.2.6 Phase 5: Final Plan Development

2.2.6.1 Prepare supporting materials.

BerryDunn will develop visually compelling graphics, maps, photos, charts, and graphs to support the Town's Comprehensive Plan. BerryDunn will review these with the Task Force and update as needed.

2.2.6.2 Develop a draft Comprehensive Plan.

BerryDunn will then draft a Comprehensive Plan in accordance with the Maine DACF self-assessment and review criteria. The document will be creative, engaging, and user-friendly, and it will contain messaging and themes that the average reader can understand. The draft will include an executive summary as well as a future land use map. BerryDunn will review this draft with the Task Force and incorporate any revisions as necessary.

2.2.6.3 Facilitate work sessions to review the draft Comprehensive Plan.

BerryDunn will facilitate a work session with the Task Force to discuss the draft plan and incorporate any final feedback.

2.2.6.4 Present the draft Comprehensive Plan.

BerryDunn will present the final Comprehensive Plan to the Select Board for initial review and discussion. BerryDunn will outline key findings, recommendations, and implementation steps. This presentation will give Town leaders the opportunity to ask questions and request final changes.

2.2.6.5 Make revisions and develop a final Comprehensive Plan.

BerryDunn will incorporate feedback from the Task Force, Select Board, and community and will develop a final version of the Comprehensive Plan.

2.2.6.6 Present the final Comprehensive Plan to the Select Board.

BerryDunn will present the final Comprehensive Plan to the Select Board and other attendees as appropriate. This will serve as an opportunity to review next steps and share the final document with the public.

2.2.6.7 Support the Town in submitting the Comprehensive Plan.

BerryDunn will support Town staff in submitting the final Comprehensive Plan to the DACF and make any revisions to the document as required to comply with DACF review criteria.

Deliverable 7 – Comprehensive Plan

2.3 Project Schedule

The detailed Project Schedule is managed utilizing Microsoft Project and is provided as a separate Adobe PDF document.

3.0 Project Roles and Responsibilities

This section outlines the roles and responsibilities for the different project participant groups.

3.1 BerryDunn Project Team

The following table identifies key BerryDunn roles within the project and their related descriptions. In some cases, these roles are filled by single individuals, and in others, they are filled by groups of individuals. This approach to the project team organization allows the benefit of a single consistent resource in some roles and, in others, the benefit of being able to draw on the expertise of many.

Table 3: BerryDunn Project Team Organization

Refer to this list for identification of BerryDunn and Woodard & Curran project team members and their roles.

Name/Role	Role Description
Project Principal Kevin Price, MPP, PMP®, PROSCI® CCP	As principal, Kevin will oversee the work and services provided by the BerryDunn project team and help ensure BerryDunn's services meet the Town's needs.
PM Keri Ouellette, AICP, MCRP	As PM, Keri will act as primary liaison with the Town and be responsible for maintaining a constructive and clear line of communication between Town staff and the BerryDunn/Woodard & Curran team. In addition, she will monitor the progress of the project, track the initiation and completion of tasks and milestones, facilitate our meetings and information-gathering activities, and lead the development of project deliverables.
SMEs Khara Dodds, AICP, MCRP Jesse Myott, MA Kara Utter, MS Daniel Windsor (Woodard & Curran) Eric Petersson (Woodard & Curran)	The project team includes SMEs from BerryDunn's Local Government Practice Group and Woodard & Curran. Team members have expertise in demographics and land use planning, community engagement and facilitation, stormwater planning, water resources, urban design, public finance, open space planning, and GIS. SMEs will provide technical support in developing recommendations based on their specific area of expertise, creating deliverables, and facilitating community engagement activities.
Business Analysts Alison Tobey, MA, LSSGB	As business analysts, Alison, Ian, and Sachin will work closely with the BerryDunn/Woodard & Curran team to support

Name/Role	Role Description
Ian Biggers, PMP®, Prosci® CCP Sachin Goradia, CAPM®, LSSGB	engagement efforts, background research, and deliverable development.
Additional BerryDunn Resources	BerryDunn's Government Consulting Group includes more than 200 consultants who can help the project team with efforts related to fact-finding, research, and deliverable development as needed.

3.2 Town Project Team

Table 4 identifies the roles within the Town project team and their related descriptions.

Table 4: Town Project Team Organization

Refer to this list for identification of the Town project team members and their roles.

Name/Role	Role Description
Project Sponsor Town Select Board Comprehensive Plan Task Force	<ul style="list-style-type: none"> - Provide executive support and sponsorship for the project - Provide overall direction and tactical vision for the project - Commit resources to the project - Participate in project kickoff meeting and stress goals and objectives for the project to Town staff - Provide executive-level decision-making when needed
Town PM Victoria Hill	<ul style="list-style-type: none"> - Have overall responsibility for the project - Act as main point of contact between BerryDunn and the Town - Assist in collecting background documentation and coordinating meeting rooms and Town staff for fact-finding and deliverable review work sessions - Circulate deliverables for review and collect feedback - Provide signoff on deliverables - Participate in relevant fact-finding meetings
Town Project Team Victoria Hill Haley Richardson	<ul style="list-style-type: none"> - Identify SMEs within the Town - Assist in the review of project deliverables when requested - Have the ability to commit SMEs within the Town to work on the project - Participate in relevant fact-finding meetings
SMEs TBD	<ul style="list-style-type: none"> - Are representatives from Town departments and divisions and community groups - Participate in fact-finding meeting(s), provide background documentation, participate in community engagement activities, and provide feedback on deliverables.

4.0 Project Management Processes

This section describes the processes that will be used to manage the overall project.

BerryDunn employs project management best practices from the PMI®, following Version 6 guidelines of the PMBOK®. BerryDunn's approach to project management will incorporate proven process methodologies and people management, good judgment, and interpersonal skills of the PMT. BerryDunn's project management methodology provides the framework, processes, guidelines, and techniques to greatly increase the odds of being successful and, therefore, provides value to the project.

The Project Work Plan and Schedule provides guidance on the specific services and deliverables BerryDunn will provide. BerryDunn will plan project meetings to meet specified objectives and make best use of attendees' time and expertise. BerryDunn's project team includes experienced group facilitators who have the skills necessary to develop buy-in and reach consensus in diverse groups of project participants, including management, staff, business leaders, residents, and government leaders.

The following subsections outline the specific project management processes for this engagement.

4.1 Scope Management

Section 2.0 (Scope of Work) describes the tasks, deliverables, and milestones that will be developed during the course of the project. It is important to establish and maintain an effective and collaborative working relationship. Changes within the overall scope of the project should be identified and made based on mutual agreement between contracted entities and the Town's project team. Regular communications should facilitate this. Changes that amend the scope of work should be handled through the formal change provisions described in the applicable contract.

It is expected that changes in project scope or deliverable descriptions should be approved, in writing, by the Town project team prior to implementation. Changes resulting in an adjustment to the contract agreement amount or substantive change to work should be submitted in accordance with contract language defining change management procedures involving amendments to the contract.

4.2 Schedule Management

BerryDunn assigned initial duration estimates for each high-level deliverable based upon expert judgment combined with analogous project experience; we have defined these estimates in the Project Schedule and summarized them in the Project Work Plan. However, as plans are refined, BerryDunn will use a bottom-up approach to refine estimated durations. The amount of

reserve time built into each estimate is a function of the risk associated with the deliverable. The Project Schedule is dependency driven, with minimal reliance on date constraints for ease of maintenance and support of quality assurance objectives.

4.3 Communication Management

BerryDunn will communicate project status updates to the Town on an ongoing basis and as requested. Frequent communication and updates between BerryDunn and the Town will be essential to helping ensure that all project objectives are achieved. BerryDunn expects to communicate regularly with the Town project team and to keep the Town and BerryDunn staff up to date on project progress. Project documents are available to authorized BerryDunn and Town project team members via the BerryDunn KnowledgeLink site. The Town project team will coordinate with the BerryDunn PM to identify designated Town personnel who should be given access to BerryDunn KnowledgeLink.

4.4 Risk Management

Risks are defined as known internal and external factors that might cause the project to be delayed, over budget, and/or not meet its objectives. Project risk analysis is intended to establish a risk level and to determine any possible future actions that are needed. Risk statements are often associated with unrealistic or excessive constraints, invalid assumptions, or unresolved issues.

Risks related to the project will be brought to the attention of the Town project team as required. The BerryDunn project team will develop risk mitigation plans as appropriate.

4.5 Quality Management

BerryDunn employs a three-step process of quality management. This subsection describes each step that BerryDunn will take to help ensure we provide high-quality deliverables to the Town.

4.5.1 Quality Planning

BerryDunn and the Town will collaboratively define project quality standards and related metrics. Once the Project Work Plan is approved by both parties, any changes to the quality standards and/or metrics should go through the change control process.

4.5.2 Quality Assurance

BerryDunn will submit deliverables electronically to the Town project team by close of business on the dates specified in the approved Project Schedule.

By submitting a deliverable, BerryDunn represents that to the best of our knowledge, the BerryDunn project team members have performed the associated tasks in a manner that should, in concert with other tasks, meet stated objectives.

When the Town has accepted and approved a deliverable, the Town will formally communicate this acceptance in writing to BerryDunn.

4.5.3 Quality Control

All deliverables provided by BerryDunn will undergo a review by the staff who developed the document, as well as by the project team. Deliverables will also be reviewed during a formalized administrative proofing.

By accepting a deliverable, the Town project team represents that the deliverable has been reviewed, and that no errors or omissions were detected of sufficient gravity to substantially threaten the attainment of those objectives and to warrant the withholding or denial of payment for the work completed.

5.0 Review and Approval Parties

This section contains the review and approval parties for each project deliverable.

BerryDunn will submit the required deliverables specified in the scope of work (Section 2 of this document) to the designated parties for review and acceptance. The table below identifies the review and approval parties for each project deliverable.

Table 5: Review and Approval Parties by Deliverable

Refer to this table to identify who is responsible for approval of BerryDunn deliverables.

Deliverable	Review/Approval Party
D1: Project Work Plan and Schedule	Town PM
D2: Biweekly Project Status Updates	Town PM
D3: Inventory and Analysis	Town PM
D4: Engagement Summary	Town PM
D5: Policies and Strategies Document	Town PM
D6: Implementation Plan	Town PM
D7: Comprehensive Plan	Town PM

The Town PM will notify BerryDunn, in writing, of the acceptance or rejection of said deliverables, using the acceptance criteria specified in this Project Work Plan. The Town will then sign a form indicating acceptance; this form is included in a template format in Appendix A. BerryDunn will acknowledge receipt of acceptance forms in writing. Any rejection will include a written description of the defects of the deliverable. BerryDunn will, upon receipt of such rejection, act diligently to correct the specified defects and deliver an updated version of the deliverable to the Town. The Town will then notify BerryDunn, in writing, of the acceptance or rejection of the updated deliverable. Any such rejections will include a description of the way in which the updated deliverable fails to correct the previously reported deficiency.

Our team understands that some deliverables may remain in a draft state until completion of the final deliverable and will work with the Town to make any remaining modifications to deliverables prior to project completion, as needed. The Town's acceptance of a deliverable, as acknowledged by the Deliverable Acceptance Form, is understood to indicate the Town's general acceptance of the structure and overall content and agreement that the deliverable is complete to the extent that the project can continue to move forward to the next task or phase. The BerryDunn team understands that minor modifications may be necessary based on community feedback or input from the Town PMT or other stakeholders and will complete edits to the deliverable, as needed, prior to project completion.

Appendix A: Deliverable Acceptance Form

This appendix contains a sample Deliverable Acceptance Form that the Town will use to formally accept all BerryDunn deliverables.

Town of Bridgton, ME Comprehensive Plan Update Deliverable Acceptance Form

Deliverable:

Deliverable Description:

Date Submitted:

To Be Completed by the Town:

Reviewed By	Date Reviewed	Recommendation

Deliverable:

☐ Accepted "as-is" ☐ Rejected "pending attached revisions"

☐ Accepted "pending attached revisions" ☐ Additional review time requested ____ days

Signature

Date

Signature

Date

Appendix B: Project Schedule

This appendix references the Project Schedule, which is provided as a separate Adobe PDF document.

Please refer to the PDF file titled "Bridgton Project Schedule_v2".

TOWN OF BRIDGTON

MEMO

TO: Robert Peobody, Jr. Town Manager
CC: Board of Selectmen
FROM: Brenda Day, Code Enforcement Officer
RE: 300 North Bridgton Rd.
DATE: September 5, 2023

- Lea contacted me and DEP on May 16, 2022, regarding new construction at 300 North Bridgton Rd. The property owner James Cyr, Mr. Cyr had cut some trees and placed fill within 75 feet of Smith Brook.
- On May 16, 2022, a violation was sent to Mr. Cyr.
- On May 18, 2022, I reached out to DEP representative Chris Dixon to discuss the violation.
- On May 18, 2022, DEP and I went to 300 North Bridgton Rd. to do a site visit. DEP gave Mr. Cyr instructions as how he wanted the violation corrected. This is what was required:
 1. Silk Fence to be fixed or replaced with a berm-Completed
 2. Erosion control bark mulch with the 75 feet of the stream-Completed.
 3. Replant for the vegetation that was removed-Completed (Planted 13 Pine Trees.
 4. An after the fact Permit by Rule-completed May 25, 2022.DEP stated that the removal of the fill would be more disturbance to the property and stream and felt that this did not need to be done.
- My recommendation at this time, is that Mr. Cyr, Sign a Consent Agreement and pay \$1000.00 fine for this violation.

Thank you,

Brenda Day
Code Enforcement Officer



August 9th, 2023

Bridgton Select Board
Bridgton Town Office
3 Chase Street, Suite 1
Bridgton, ME 04009

Dear Bridgton Select Board,

This letter is in reference to fill placed in the stream buffer of the shoreland zone at 300 North Bridgton Road (map 21, Lot 34A)

In 2022, a large amount of fill was placed in the stream buffer zone of Smith Brook in North Bridgton. The fill extended to within 25 feet of the brook, a violation of both Bridgton Shoreland Zoning and Maine Department of Environmental Protection, Natural Resources Protection Act Standards.

Brenda Day has informed me that the owner was cited for a Shoreland Zoning Violation in 2022.

I am writing today to ask the Bridgton Select Board to require that the fill be removed from the buffer and the area be restored with native plantings and natural mulch. The Select Board should also consider a fine for the violation.

This fill is in the flood zone of Smith Brook and the adjacent road crossing overflowed during heavy rains this spring. The fill in this area is negatively impacting the flood zone of Smith Brook and the level area created by the fill could easily be used in the future for additional parking or storage.

Lastly, our office has received a number of calls about this site, some of them by local excavation contractors who have asked how this could be allowed to occur and remain. This site is very visible from North Bridgton Road and leaving the fill in this area sets a bad example for others to follow.

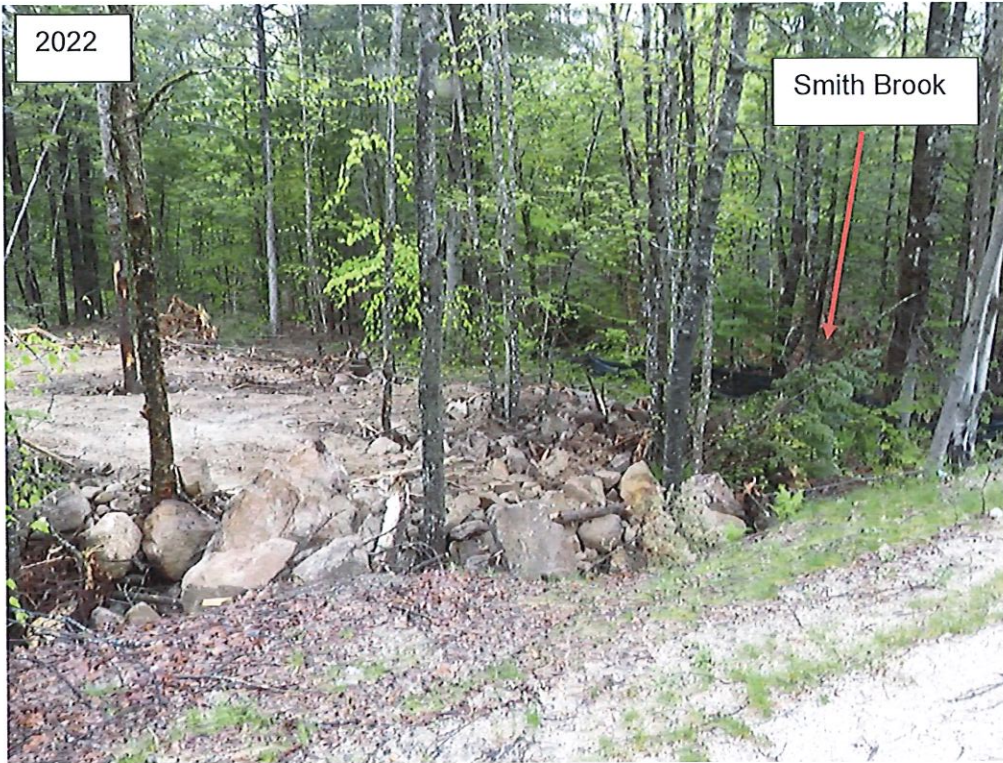
If you have not already, I hope the board will act to ensure this shoreland zoning violation is properly mitigated.

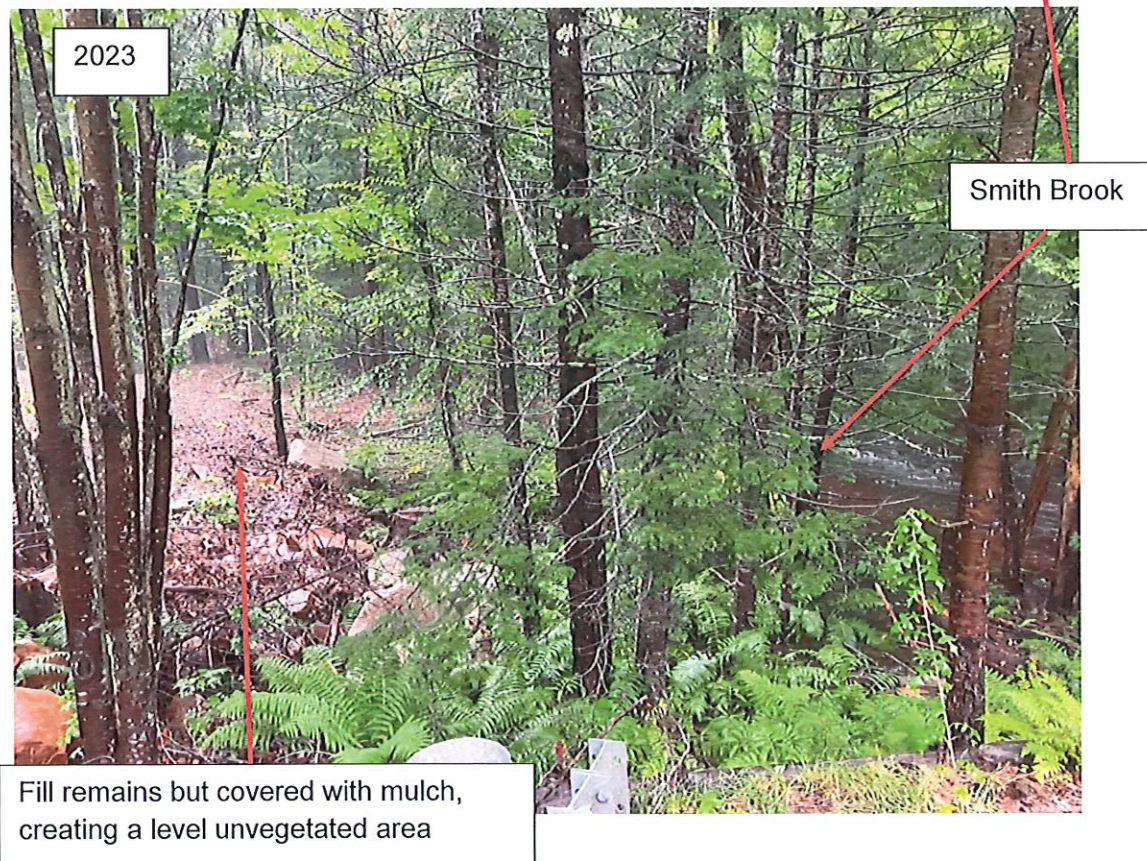
Thank you for reading this letter and for your service to the town of Bridgton.

A handwritten signature in blue ink that reads "Colin Holme". The signature is fluid and cursive, with the first name "Colin" and last name "Holme" clearly distinguishable.

Colin Holme
Executive Director
Lakes Environmental Association
colin@mainelakes.org

cc: Brenda Day, Bridgton Code Enforcement Officer,
Anna Smith, MDEP





Laurie Chadbourne

From: Laurie Chadbourne
Sent: Monday, August 28, 2023 4:15 PM
To: ads@bridgton.com; Bridgton News; ad@bridgton.com
Subject: Public Hearing Notice

**Town of Bridgton
NOTICE OF PUBLIC HEARING**

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 5:30 P.M. on Tuesday, September 12, 2023 to accept oral and written comments on a special amusement permit application from Breakroom 248 (248 Main Street) for live music and entertainment.

Please advertise on August 31, 2023.

Kindly confirm receipt.

Thank you,
Laurie

Laurie L. Chadbourne

Bridgton Town Clerk
Registrar of Voters & General Assistance Administrator
State of Maine – Dedimus Justice & Notary Public

Main 207.647.8786 Direct 207.803.9950

Town of Bridgton
3 Chase Street, Suite 1
Bridgton, ME 04009
www.bridgtonmaine.org

SPECIAL AMUSEMENT PERMIT APPLICATION

As defined in Section 201 of the Town of Bridgton Special Amusement Ordinance, no Licensee for the sale of liquor to be consumed on his licensed premises shall permit, on his licensed premises, any music, except radio or other mechanical device, any dancing or entertainment of any sort unless the licensee shall have first obtained approval from the Board of Selectmen for a Special Amusement Permit.

The application for a Special Amusement Permit should be filed on this form with the Board of Selectmen or its' designated agent (Town Clerk). Payment of a \$25 fee is required at the time the application is filed. A copy of the Special Amusement Permit Ordinance is available upon request from the Bridgton Town Clerk.

The Board of Selectmen shall, prior to granting a permit, hold a public hearing within 30 days of the date you file your completed application at which time testimony will be received from you or your designated agent and/or any interested member of the public. Failure to attend the public hearing may result in a delay in issuing the permit.

Name of applicant: Spyridon Antonarakis
Address of applicant: 256 Main St., BRIDGTON ME 04009
Telephone # of applicant: 929-225-7062

Name of business: BREAK ROOM 248
Address of business: 248 Main St BRIDGTON, ME 04009
Telephone # of business: 207 803-8675

Location of business (if different from address of business): _____

Is business a: ☒ corporation / ☐ partnership / ☐ proprietorship

Type of Entertainment Planned: LIVE MUSIC

Hours of Entertainment Planned: AFTERNOONS NOT PASSED 11pm

Has applicant ever had a license to conduct the business described herein denied or revoked or has the applicant or any partner or corporate officer ever been convicted of a felony? ☐ Yes / ☒ No If yes, please provide full details: _____

Current Liquor License #: CAL-2017-10129 Expiration Date: 9/9/23 ☒ copy attached

Current Dance License #: _____ Expiration Date: _____ ☐ copy attached

Signature: [Signature] Date: 8/28/23

FOR OFFICE USE ONLY:

AMOUNT PAID \$55.00 (\$25.00 PERMIT+ \$30 ADVERTISING)
DATE SUBMITTED 8/28/2023 RECEIVED BY: SLF

BOARD OF SELECTMEN

DATE OF APPROVAL ____/____/20____

TOWN OF BRIDGTON

MEMO

TO: Select Board
FROM: Laurie L. Chadbourne, Town Clerk
RE: Public Hearing
DATE: September 5, 2023

September 12, 2023 Select Board Meeting

9. 5:30 P.M. Public Hearing
 - a. To Accept Written and Oral Comments on a Special Amusement Permit to Breakroom 248 for Live Music and Entertainment
☒ CEO (to include any Planning Board requirements) ☒ Fire ☒ Police ☒ Town Clerk
10. Action Items Following Public Hearing
 - a. Special Amusement Permit to Breakroom 248 for Live Music and Entertainment
☒ 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.

Laurie Chadbourne

From: Todd Perreault
Sent: Thursday, August 31, 2023 1:10 PM
To: Laurie Chadbourne
Subject: Selectboard agenda request

Laurie, could you put me on the agenda for the next available timeframe , I would like to request a date for a training class that the board members need to maintain our NIMS certification.

Thanks for all you do

Todd

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Tuesday, September 5, 2023 4:07 PM
To: Laurie Chadbourne
Subject: FW: Sabatis Island

Robert A. Peabody, Jr.
Bridgton Town Manager
3 Chase Street, Suite 1
Bridgton, Maine 04009
rpeabody@bridgtonmaine.org
207.647.8786 Office
207.256.7211 Cell

From: Gary Colello <gcolello@bridgtonmaine.org>
Sent: Wednesday, August 30, 2023 1:00 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>; David Madsen <DMadsen@bridgtonmaine.org>
Cc: Robert McHatton Sr <selectmanmchatton@bridgtonmaine.org>; Georgiann M Fleck <gmflex@bridgtonmaine.org>
Subject: Re: Sabatis Island

Yes, Like most other vendors they do not have the capacity to take us on as a customer. We need around 10-15 units around town at any given time. Most of them are handicap accessible.

Harmon Field (1), Sabatis (2), In Town Behind Book Store, Town Office (2), Ice Rink (2), Ham (3), SBES (1). Events can vary but we usually at 2-3 of them per event. I do not remember off the top of my head the cost for Blow Bros. but I have an email out to Jenna to clarify.

DK Porta said they do not have enough units to accommodate.

Royal Flush is \$160 for handicap and \$110 for regular, weekly cleanings

Potties R Us they do not have service in Bridgton

Is there any problems with the toilet that I need to call Blow Brothers/Casella? We tried looking at other companies a few years ago besides Blow Bros. nobody could meet our order size.

Gary Colello, CSCS, CPRP
Director of Recreation
Town of Bridgton
Cell – 207-647-1126

From: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>

Date: Wednesday, August 30, 2023 at 8:58 AM

To: Gary Colello <gcolello@bridgtonmaine.org>, David Madsen <DMadsen@bridgtonmaine.org>

Cc: Robert McHatton Sr <selectmanmchatton@bridgtonmaine.org>, Georgiann M Fleck
<gmfleck@bridgtonmaine.org>

Subject: Sabatis Island

Just got a call from Bob. Two things: 1) Gary-Did you reach out to the porta-potty company I gave you the info for?, 2) David-Trash has been strewn around at and near the porta-potties.

Thanks!

Bob

Robert A. Peabody, Jr.
Bridgton Town Manager
3 Chase Street, Suite 1
Bridgton, Maine 04009
rpeabody@bridgtonmaine.org
207.647.8786 Office
207.256.7211 Cell

Laurie Chadbourne

From: Gary Colello
Sent: Tuesday, August 22, 2023 12:13 PM
To: Laurie Chadbourne
Cc: Robert "Bob" Peabody, Jr.
Subject: Re: Donation to After School Program

Jeffrey Frey and Anne Butter for record 😊

Gary Colello, CSCS, CPRP

Director of Recreation
Town of Bridgton
Cell – 207-647-1126

From: Laurie Chadbourne <lchadbourne@bridgtonmaine.org>
Date: Tuesday, August 22, 2023 at 7:42 AM
To: Gary Colello <gcolello@bridgtonmaine.org>
Cc: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Subject: RE: Donation to After School Program

Good morning, Gary,
This will be added to the next agenda scheduled for September 12, 2023.
Thank you,
Laurie

From: Gary Colello <gcolello@bridgtonmaine.org>
Sent: Monday, August 21, 2023 2:52 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Cc: Georgiann M Fleck <gmfleck@bridgtonmaine.org>; Laurie Chadbourne <lchadbourne@bridgtonmaine.org>
Subject: Re: Donation to After School Program

Okay, thank you! Laurie can you add me in where it fits?

Gary Colello, CSCS, CPRP
Town of Bridgton
Recreation Director
207-647-1126
Set From iPhone

From: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Sent: Monday, August 21, 2023 2:37:39 PM
To: Gary Colello <gcolello@bridgtonmaine.org>

Cc: Georgiann M Fleck <gmfleck@bridgtonmaine.org>

Subject: RE: Donation to After School Program

Gary-

It should be accepted by the Board.

Bob

Robert A. Peabody, Jr.
Bridgton Town Manager
3 Chase Street, Suite 1
Bridgton, Maine 04009
rpeabody@bridgtonmaine.org
207.647.8786 Office
207.256.7211 Cell

From: Gary Colello <gcolello@bridgtonmaine.org>
Sent: Monday, August 21, 2023 2:17 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>
Cc: Georgiann M Fleck <gmfleck@bridgtonmaine.org>
Subject: Donation to After School Program

Hello Bob,

Jeff Fry and his wife has given me a check for \$500 as a donation to the Before and After School Enrichment program. Is this a BOS item? I do not know what the threshold is for a donation amount.

Gary Colello, CSCS, CPRP
Director of Recreation
Town of Bridgton
3 Chase St.
Bridgton, ME 04009

Office – 207-647-8786
Cell – 207-647-1126

*****[Register Here For Upcoming Programs](#)*****

[Bridgton Rec Facebook Page](#)

Applicant Name	Qualifying Amount
A&G Triglione	\$349.81
A&S Morrison	\$248.63
A.Gauthier	\$313.32
A.Morriseau	\$128.36
A.Robbins	\$505.54
A.Sindlinger	\$317.78
C. Walker	\$621.43
D.Watkins	\$209.85
D.Woolley	\$113.19
G. Cross, Sr.	\$191.00
G.Murch	Does Not Qualify
I.Gingras	\$461.75
J.Robinson	\$112.42
J.Underwood	\$115.28
K.Hawkins	\$316.35
L.Allen	\$92.36
L.Barker, Jr.	\$307.98
L.Cutler	\$99.22
M.O'Hagan-Buzzell	\$478.48
P&S Field	\$251.81
R&C Brooks	\$346.57
R&P Leavitt	\$119.87
R.Albert	Does Not Qualify
R.Daley	\$464.98
V. Hatch	\$116.62
V.Coady	Does Not Qualify
Total	\$6,282.60

Town of Bridgton

Senior Tax Assistance Ordinance

Senior Property Tax Assistance

1.1 Purpose.

The purpose of this ordinance is to establish a program to provide property tax assistance to persons 70 years of age and over who have resided in the Town of Bridgton for at least twenty (20) continuous years. Under this program, the Town of Bridgton will provide refund payments to those individuals who maintain a homestead in the Town of Bridgton and meet the criteria established by this ordinance.

1.2 Definitions.

As used in this ordinance, the following terms shall have the meanings indicated:

BENEFIT BASE

Property taxes paid by a qualifying applicant during the tax year on the qualifying applicant's homestead or rent constituting property taxes paid by the resident individual during the tax year on a homestead.

HOMESTEAD

For purposes of this ordinance, "homestead" shall have the same meaning as defined in 36 M.R.S.A. § 5219-KK (1)(C). Generally, a homestead is a dwelling owned or rented by the person seeking tax assistance under this ordinance or held in a revocable living trust for the benefit of that person. The dwelling must be occupied by that person and that person's dependents as a home.

INCOME

Total household income as determined by the total (gross) income reported on the applicant's most recent federal income tax return (line 22 of Form 1040; line 15 of Form 1040A; line four of Form 1040EZ), plus the total (gross) income reported on the most recent federal income tax return of each additional member of the household if filing separately. If the applicant and/or any member of the household do not file a federal income tax return, income shall be the cumulative amount of all income received by the applicant and each additional member of the household from whatever source derived, including, but not limited to, the following items:

- A. Compensation for services, including wages, salaries, tips, fees, commissions, fringe benefits and similar items;
- B. Gross income derived from business;
- C. Gains derived from dealings in property (capital or other);
- D. Interest;

- E. Rents from real estate;
- F. Royalties;
- G. Dividends;
- H. Alimony and separate maintenance payments received;
- I. Annuities;
- J. Pensions;
- K. Income from discharge of indebtedness;
- L. Distributive share of partnership gross income;
- M. Income from an interest in an estate or trust;
- N. IRA distributions;
- O. Unemployment compensation; and
- P. Social security benefits.

QUALIFYING APPLICANT

A person who is determined by the Town Manager or his designee, after review of a complete application under § 1.4 of this ordinance, to be eligible for a refund payment under the terms of this ordinance.

RENT CONSTITUTING PROPERTY TAX

Fifteen percent of the gross rent actually paid in cash or its equivalent during the tax year solely for the right of occupancy of a homestead. For the purposes of this ordinance, "gross rent" means rent paid at arm's length solely for the right of occupancy of a homestead, exclusive of charges for any utilities, services, furniture, furnishings or personal property appliances furnished by the landlord as part of the rental agreement, whether or not expressly set out in the rental agreement.

1.3 Criteria for participation.

In order to participate in the property tax assistance program, an applicant shall demonstrate all of the following:

- A. The applicant shall be 70 years of age or more at the time of application.
- B. The applicant shall have a homestead in the Town of Bridgton at the time of the application and for the entire year prior to the date of application.
- C. The applicant has been a resident of the Town of Bridgton for at least twenty (20) continuous years immediately preceding the date of application for participation in the Program.
- D. The applicant shall meet the application and eligibility criteria set forth in §§1.4 and 1.5 of this ordinance.

1.4 Application and payment procedures.

- A. Persons seeking to participate in the property tax assistance program shall submit an application to the Town Manager no later than August 1 of the year for which the refund is requested. Applications are required for every year the applicant seeks to participate in this program. The application form for the program shall be made available upon request in the Town Manager's office and shall include, at a minimum, the applicant's name, homestead address and contact information. Attached to all applications shall be proof of household income.
- B. Applicants shall also submit proof of property taxes paid or rent constituting property taxes paid during the tax year on the individual's homestead in the Town of Bridgton.
- C. The Town Manager, or his designee, shall review and determine if the application is complete and accurate and if the applicant is otherwise eligible to participate in the program. The Town Manager shall notify an applicant if an application is determined to be incomplete. The Town Manager's decision on eligibility to participate in the program shall be final.

1.5 Determination of eligibility and amount.

- A. Eligibility under this ordinance is designed to provide greater benefits proportionally to applicants with lower income in relation to their benefit base. Applicants with income greater than an amount equal to 80% of the current United States Department of Housing and Urban Development metropolitan area median family income shall not be eligible for benefits under this ordinance. Eligible applicants will receive a benefit totaling the amounts set forth in Subsection A (1) and (2) as follows, provided that the cumulative maximum benefit allowed shall be \$750:
 - (1) The total amount of any increase to the applicant's benefit base from the most recent tax year to the current tax year; and
 - (2) Benefits based on a calculation of the applicant's benefit base as a percentage of their income [(Benefit/Income) x 100 = Benefit base as percent of income.]
 - (a) If the benefit base as a percent of income is greater than 10%, the applicant will receive \$350;
 - (b) If the benefit base as a percent of income is 8% to 10% of income, the applicant will receive \$250;
 - (c) If the benefit base as a percent of income is 6% to 7% of income, the applicant will receive \$150;
 - (d) If the benefit base as a percent of income is 5% or less, the applicant will receive \$50.

1.6 Limitations on payments.

- A. The Town Manager shall report to the Board of Selectmen for its approval at its first meeting in September each year the projected payments and number of eligible applicants requesting assistance from the program fund.
- B. Payments under this ordinance shall be conditioned upon the existence of sufficient monies in the program fund for the year in which participation is sought. If there are not sufficient monies in the program fund to pay all qualifying applicants under this ordinance per the calculations set forth in § 1.5, payments shall be limited to the amounts available in the fund and may be prorated accordingly. In the event that a lack of funding results in no payment or less than the full payment to a qualifying applicant, the request and/or unpaid balance will not carry over to the next year.

1.7 Creation of program fund.

The program fund from which payments shall be made under the terms of this ordinance shall be created as follows:

- A. The Board of Selectmen, pursuant to the Town of Bridgton's Reserve Accounts Policy (approved 04/15/15 as amended), shall establish the Senior Property Tax Assistance Reserve.
- B. An appropriation for funding the program shall appear as a Warrant Ordinance for approval at the Annual Town Meeting.

1.8 Timing of payments.

A person who qualifies for payment under this program shall be mailed a check for the benefit amount for which he/she is eligible under § 1.5 no later than 14 days from the date of Board of Selectmen approval of the applications for the year in which participation is sought.

1.9 One applicant per household.

Only one qualifying applicant per household shall be entitled to payment under this program each year. Eligibility shall be determined based on total household income. The right to file an application under this ordinance is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney in fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager shall be disbursed to another member of the household as determined by the Town Manager. If the applicant was the only member of a household, then no payment shall be made under this ordinance.

TOWN OF BRIDGTON

MEMO

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

September 12, 2023 Select Board Meeting

- b. Permits/Documents Requiring Board Approval
 - 3. Victualer's Licenses to Nouria 443 Portland Road (443 Portland Road); Great Scott MacWagon (Mobile); Maine Street Creamery (Mobile); Mister Twister -The Pretzel Guy (Mobile); Mows Munchies (Mobile); Binny's Catering Cart (Mobile); Happy Valley Popcorn (Mobile)
- ☒ 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: Robert Peabody, Town Manager
FROM: Brenda Day, Code Enforcement Officer
RE: Phosphorus Compensation Policy
DATE: September 5, 2023

Please see the attached proposed Phosphorus Compensation Policy.

I am currently requesting that the Board of Selectmen adopt this policy.

2023 DRAFT
BRIDGTON PHOSPHORUS COMPENSATION POLICY

PROCEDURE FOR EVALUATING PROJECTS REQUIRING PLANNING BOARD APPROVAL REGARDING GENERATION AND EXPORT OF PHOSPHORUS AND STORMWATER TO GREAT PONDS

To facilitate the protection and/or restoration of Bridgton's great ponds, the following has been adopted by the Town of Bridgton Planning Board to allow applicants the option of paying a compensation fee in lieu of phosphorus and stormwater treatment. This policy applies to projects approved by the Bridgton Planning Board requiring phosphorus mitigation but not subject to the Maine Stormwater Management Law. The policy is predicated on standards and procedures outlined in the publication "*Stormwater Management for Maine*," published by the Maine Department of Environmental Protection (DEP) in 2006 as revised.

I. Evaluation of Proposed New or Expanded Development:

The approach for evaluating phosphorus export from new or expanded residential, multi-unit housing, commercial, and industrial development will follow the above-referenced DEP guidelines as revised. In cases where modifications to these guidelines appear warranted, or where interpretation is unclear, DEP concurrence will be requested prior to project approval by the Planning Board.

II. Compensation Fee Program

This section applies exclusively to those projects that do not require phosphorus treatment through the Maine Department of Environmental Protection's Stormwater Management Law; require phosphorus treatment at the municipal level and; require Planning Board approval.

The Town of Bridgton shall collect a Stormwater Compensation fee to provide for off-site treatment of phosphorus and stormwater from development projects where the applicant chooses to treat at least 60% of the phosphorus on site but not 100%. Fees shall be based on those established by the DEP at the time of application. To qualify for this program, the applicant must employ on-site stormwater best management practices (BMPs) to effectively remove at least 60% of the phosphorus generated as a result of project-related construction and activities, as per standard DEP requirements.

Fees shall be collected from the applicant during the Planning Board review process and put into a dedicated fund managed by The Town of Bridgton and used to promote and enhance the protection and improvement of the water quality of the great ponds located partially or wholly within the Town of Bridgton. Use of the dedicated fund shall be determined by the Town Manager, or designee, in consultation with the Code Enforcement Officer and based on the guidance provided herein.

III. GUIDANCE CRITERIA FOR USING PHOSPHORUS AND STORMWATER COMPENSATION FUNDING

Preferred Types of Projects

- Projects that provide treatment of stormwater runoff from a high phosphorus export land use (i.e., roads, parking areas, commercial uses) with BMPs that attenuate much of the phosphorus in the stormwater (buffers, turnouts to buffers, bioretention cells and other under drained soil filters, infiltration systems), with preference given to BMPs that require the least maintenance.
- Projects that prevent flooding and flood damage by upgrading capacity of culverts, stormwater infrastructure or bridges.
- Lasting road infrastructure improvements that are designed to reduce stormwater impacts downstream.
- Long-term programs that actively and regularly reduce phosphorus export from high phosphorus export land use by reducing or preventing the potential contamination of stormwater by phosphorus (Examples: a high efficiency street sweeping program, compliance and/or enforcement work associated with town permitting, or other program efforts that can be demonstrated to have high likelihood of significantly reducing phosphorus export).

Examples of Preferred Projects

- Paving of gravel roads and repair of ditch systems that include ditch turnouts that are designed to need minimum maintenance over the long term and that deliver the road and ditch runoff to effective, protected naturally vegetated buffers.
- Retrofit of a parking lot with bioretention cells that include a long-term maintenance plan.
- Increasing the size of stormwater infrastructure (culvert diameter, bridge capacity, catch basin capacity, stormwater sewer capacity)
- Installation of tree box filters on small parking areas.
- Purchase of a regenerative air street sweeper to provide frequent and effective cleaning of roads and parking areas in high density residential and commercial areas.
- Paving or repaving of parking area with pervious pavement.
- Installation of catch basins (for sediment pretreatment) in combination with other BMPs to treat road runoff.
- Retrofitting phosphorus mitigation BMPs into existing developments that do not have phosphorus or stormwater controls.
- Municipal programs focused on NPS-related field inspections, technical assistance and compliance or enforcement efforts within the shoreland zone.
- Permanent preservation of land within a watershed.