

SELECT BOARD MEETING AGENDA

DATE: Tuesday, October 24, 2023

TIME: 5:00 P.M.

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

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

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes: October 10, 2023
4. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
5. Committee/Liaison Reports
6. Correspondence, Presentations and Other Pertinent Information
7. New Business
 - a. Awards and Other Administrative Recommendations
 1. Halloween Street Closing: Elm Street, Bennett Street, Iredale Street, and Chase Street
 - b. Permits/Documents Requiring Board Approval
 1. Reserve Accounts Policy Revision
 2. Confirmation of Marita Wiser as Warden for the November 7, 2023 Election
 3. Adult Use Marijuana Store License to Puffin Company 3 DBA The Great Atlantic Puffin Company Located at 510 Portland Road
 4. Sewer Billing Change Recommendation
 5. Certificate of Commitment of Sewer User Rates Commitment #280
 - c. Select Board Comments
 - d. Town Manager's Report/Deputy Town Manager's Report
8. Old Business (*Select Board Discussion Only*)
 - a. Project Status Updates
9. Treasurer's Warrants
10. Public Comments on Non-Agenda Items (*Each speaker **may** be limited to 3 minutes.*)
11. Dates for the Next Select Board Meetings

October 26, 2023 @ 6PM-8PM (NIMS Training Certification); November 1, 2023 @ 6PM Comprehensive Plan Meeting at Town Hall; November 8, 2023 @ 5PM (Transfer Station Workshop); November 14, 2023 @ 5PM Regular Meeting; November 15, 2023 @ 5PM (Goal Setting Session)
12. Adjourn

**Deputy Town Manager's Notes
Board of Selectmen's Meeting
October 24, 2023**

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes

a. October 10, 2023

Suggested Motion: Move to approve the October 10, 2023, Select Board Minutes.

5. Committee/Liaison Reports

7. New Business

a. Awards and Other Administrative Recommendations

1. Halloween Street Closing: Annually for Halloween, the Town closes Elm Street, Chase Street, Iredale Street and Bennett Street for Trick or Treating.

Suggested Motion: Move to close Elm Street, Chase Street, Iredale Street, and Bennett Street from 4p.m. to 9p.m. on October 31st for Trick or Treating.

b. Permits/Documents Requiring Board Approval

1. Reserve Accounts Policy Revision

The proposed revision of the Reserve Accounts Policy is for the purpose of adding a Wastewater Connection Assistance Reserve. In your binders, please find the Reserve Accounts Policy which includes the proposed language highlighted in yellow.

Suggested Motion: Move to approve the revised Town of Bridgton Reserve Accounts Policy as proposed.

2. Confirmation of Marita Wiser as Warden for the November 7, 2023 Election

In your binder, please find a Certificate of Appointment for Marita Wiser as Warden for the Town of Bridgton for the November 7, 2023 State of Maine General Election.

Suggested Motion: Move to confirm the Town Clerk's appointment of Marita Wiser as Warden for the Town of Bridgton for the November 7, 2023, State of Maine General Election.

3. Adult Use Marijuana Store License to Puffin Company 3 DBA The Great Atlantic Puffin Company Located at 510 Portland Road.

Puffin Company is requesting approval of an Adult Use Marijuana Permit renewal. The application has been reviewed and approved by the CEO, Fire, Police and Town Clerk.

Suggested Motion: Move to approve an adult use marijuana license to Puffin Company 3 DBA The Great Atlantic Puffin Company located at 510 Portland Road.

4. Sewer Billing Change Recommendation

In your binders, please find a memorandum from Holly Heymann, Finance Director, requesting consideration to change the billing period of Route 1 and Route 2 to be consistent with the billing period of Route 3, so they all comply with the fiscal year. Finance Director Heymann will be present to answer any questions.

Suggested Motion: Move to approve changing the billing period for Route 1 and Route 2 to follow our fiscal year.

5. Certificate of Commitment of Sewer User Rates Commitment #280

Pursuant to 30-A M.R.S §3406, please refer to Certificate of Commitment of Sewer User Rates #280 in your packet for Route 3. Included is a new Sewer User Billing / Review Form and a Billing Edit Report that includes all rates; Flow Rate, EDU and Debt, charged per customer. Finance Director Heymann will be present to speak about the revisions to the Sewer Commitment Billing Edit Report as previously requested by the Select Board.

Suggested Motion: Move to commit the July 1, 2023 to September 30, 2023 Sewer User Rate Commitment #280 comprising of 5 pages totaling \$3,909.61 to the treasurer for collection.

8. Old Business

Project Status Updates

11. Dates for the Next Select Board Meetings

Thursday, October 26, 2023; 6PM-8PM – NIMS Training Certification

Wednesday, November 1, 2023; 6PM – Comprehensive Plan Meeting at Town Hall

Wednesday, November 8, 2023; 5PM – Transfer Station Workshop

Tuesday, November 14, 2023; 5PM – Regular Meeting

Wednesday, November 15, 2023; 5PM – Goal Setting Session

12. Adjourn

Select Board Meeting Minutes

October 10, 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

Staff Members Present: Town Manager Robert Peabody, Jr.; Deputy Town Manager Georgiann Fleck; Town Clerk Laurie Chadbourne; Community Development Director Victoria Hill

1. Call to Order

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

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Approval of Minutes: September 26, 2023

Motion was made by Vice-Chair McHatton to approve the September 26, 2023 Select Board Meeting minutes; second from Member Tworog. 5 approve/0 oppose

4. Public Comments on Non-Agenda Items

There were no comments on non-agenda items.

5. Committee/Liaison Reports

a. Recycling Committee Application from Patricia Bisang

Recycling Committee Liaison Member Castleman-Ross thanked Ms. Bisang for her interest in serving on the Recycling Committee and reported that due to reformation, the Committee is not recommending new membership until their future direction is determined. Member Castleman-Ross also noted that Ms. Bisang has withdrawn application.

b. Pondicherry Park Committee Application from Anne Mann

Ms. Mann was not able to attend the meeting. Member Tworog noted the difficulty in obtaining membership adding that her background proves she would be an asset to the Committee which the other Members agreed. **Motion** was made by Member Tworog to appoint Anne Mann to the Pondicherry Park Committee; second from Vice-Chair McHatton. 5 approve/0 oppose

c. Resignation of Norman Nicholson from the Investment Committee

Motion was made by Vice-Chair McHatton to accept, with regret, Norman Nicholson's resignation of membership from the Investment Committee; second from Member Tworog. 5 approve/0 oppose

6. Correspondence, Presentations and Other Pertinent Information

a. Stephany Jacques, ~~Interim~~ President of Bridgton and Rumford Hospitals

Stephany Jacques, President of Bridgton and Rumford Hospitals, thanked the Board and provided a brief overview of the plans for the hospital. She responded to several questions asked by the Board. Ms. Jacques added that her door is open and she welcomes feedback. The Board welcomed her to Bridgton and she was thanked for her encouraging words.

7. New Business

a. Awards and Other Administrative Recommendations

There were no awards and other administrative recommendations.

b. Permits/Documents Requiring Board Approval

1. Abatement Corrections as Recommended by the Assessor's Agent

Assessors Agent Denis Berube was present and reported that due to an error, some of the abatements approved by the Select Board on August 22, 2023 were not correct. He provided an affidavit to correct local records as well as the corrected abatement amounts. **Motion** was made by Chair Lone to approve the Affidavit to Correct Local Government Record; second from Member Tworog. 5 approve/0 oppose **Motion** was made by Chair Lone to approve the recommended September 12, 2023 corrected abatement value/tax totaling \$13,897.37; second from Member Tworog. 5 approve/0 oppose Assessor's Agent Berube reported that he will be resuming his regular office presence every other Wednesday. The Board welcomed him back.

2. Victualer's Licenses to Players Billiard & Bar (224 Portland Road); McDonald's (5 Lumberyard Drive); Sail Away Coffee Co. (151 Portland Road); Beth's Kitchen Café (108 Main Street)

Motion was made by Chair Lone to approve Victualer's Licenses to Players Billiard, McDonald's, Sail Away Coffee Co., Beth's Kitchen Café; second from Member Tworog. 5 approve/0 oppose

c. Select Board Comments

- **Chair Lone** thanked the Public Services Department for their work at Farragut Park noting that it looks good.
- On behalf of the news from Israel, **Member Murphy** called for a moment of silence for all the people that lost their lives this weekend.
- On behalf of the Chamber of Commerce Board of Directors, **Member Murphy** thanked all that volunteered and showed up at the Brewfest.
- **Member Castleman-Ross** agreed with Member Murphy and added that it was wonderful to see municipal employees volunteering at Brewfest.
- **Member Tworog** asked when the lines on Kansas Road will be repainted to which Town Manager Peabody will follow up with the Public Services Director.
- **Member Tworog** suggested that Community Development Director Hill utilize the Community Page on Facebook to solicit public input. Director Hill responded that she will be using social media, including the community page, for public notification.

Chair Lone brought agenda item 8 forward at 5:30 P.M.

8. 5:30 P.M. Public Hearing

a. Automobile Graveyard / Junkyard Permit to Ovide's Cars Located at 730 Portland Road

Chair Lone opened the public hearing at 5:30 P.M. to receive public comment on an Automobile Graveyard / Junkyard Permit to Ovide's Used Cars. There were no public comments. Chair Lone closed the hearing at 5:31 P.M.

b. New Liquor License to Players Billiard & Bar Located at 224 Portland Road

Chair Lone opened the public hearing at 5:31 P.M. to receive comments on a new liquor license to Players Billiard & Bar. There were no public comments. Chair Lone closed the hearing at 5:32 P.M.

9. Action Items Following Public Hearing

a. Automobile Graveyard / Junkyard Permit to Ovide's Cars Located at 730 Portland Road

Motion was made by Member Murphy to approve an Automobile Graveyard/Junkyard Permit to Ovide's Used Cars; second from Member Tworog. 5 approve/0 oppose Mr. Corbeil thanked the Board noting that he has been operating this business for thirty-one years.

b. New Liquor License to Players Billiard & Bar Located at 224 Portland Road

Motion was made by Vice-Chair McHatton to approve a new liquor license to Players Billiard & Bar; second from Member Murphy. 5 approve/0 oppose

Chair Lone returned to agenda item 7.c.

c. Select Board Comments

- **Member Tworog** suggested that the Board review the day-to-day process of setting goals and priorities, how staff time is spent and the role of the Select Board in establishing priorities on a day-to-day basis. This will be addressed at the goal setting workshop.
- **Vice-Chair McHatton** commented that the goal setting workshop is going to be a long one.

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

Town Manager Peabody read the following report into the record:

General Information

The Brewfest Event, held for the first time at the Ham Complex, was well attended. The following Town employees volunteered their Saturday to help with parking and raise money for the Complex: Myself, Georgiann Fleck, David Madsen, Nikki Hopkins, Diane Kiriagi (and her husband, Charlie), Chris McGuire, Eric Drew, and Toni Criscitelli. A total of \$2,147.84 was raised. Thanks to the Bridgton Area Chamber of Commerce for choosing Bridgton as the new site for this annual event.

Town Clerk/Tax Collector's Office

A reminder that quarterly real estate taxes are due August 15, November 15, February 15, and May 15.

Absentee ballots are available for the November 7, 2023, State of Maine Referendum Election. You can vote absentee at the Town Clerk's Office, make a telephone request for your own ballot, request your ballot by electronic means through the Secretary of State's online Absentee Ballot Request Service, or complete a written application. All absentee ballot requests must be received by the Town Clerk by the close of business on Thursday, November 2, 2023, unless special circumstances exist. Voted absentee ballots must be received by the Town Clerk by 8:00 P.M. on November 7, 2023. Please contact the Town Clerk's Office or visit our website for additional information.

Beginning October 15th, you can renew your dog licenses for 2024. Please bring the current rabies certificate with you. You can also obtain your dog's registration online via the State of Maine dog licensing service from October 15, 2023, until January 31, 2024. Kindly be advised that a late fee of \$25 per dog will be imposed after January 31, 2024, per State Law.

Community Development Department

Please join your community at the Bridgton Town Hall on Wednesday, November 1st at 6PM for the Comprehensive Plan Project Kick-Off! The event includes a brief presentation followed by an open-house style activity to help you learn why a comprehensive plan is important and why you should get involved! Food and beverages will be provided, and children are welcome.

Questions or comments? Visit our new comprehensive plan project website (accessible through the Town of Bridgton Website) or email Community Development Director, Victoria Hill at vhill@bridgtonmaine.org.

Police Department

Officer Hammond is currently in week 8 of the 18wk police academy, he is doing well and is excited to complete the training and return to duty.

Officer Deshensky completed a two-week instructor course which will allow him to use his skills as a firearms instructor to help train the department.

We would like to welcome Officer Jacob Gormely to the PD as a reserve officer. Officer Gormely has been serving as a sworn police officer for the warden's service as their part time lake deputy. Although he is a certified reserve officer, he will still go through the standard field training program before being able to work independently and cover patrol shifts.

BPD is still advertising for two open full time patrol positions. Applications can be directed to Chief Jones at pjones@bridgtonmaine.org.

Finance Department

October 19th, Shred-It will be at the Town Office to pick up and shred some 80 boxes of documents. This will free up space in the vault and storage trailer. If you recall, Chairman Lone suggested budgeting for this project during budget discussions.

Recreation

The Rec Department is seeking local Actors and Actresses to volunteer to be in our Haunted House this October.

Adult programs such as Jumping Janes Senior Fitness, Tai Chi, Pickleball, Archery, Walking, Ping Pong, and Karate take place weekly at the Bridgton Town Hall.

Magic of Christmas Adult Trip is on December 10th and tickets are \$45 for the show and bus ride.

Halloween Palooza is on Oct. 28th come dressed in your costume! We are looking for parade entries to be in the Halloween Parade at 6PM!

Save the Date to Celebrate Lights on After School with Bridgton Rec. Come out and check out and celebrate Recreation Department and our Community Partners offer to children outside of school hours!

8. 5:30 P.M. Public Hearing

9. Action Items Following Public Hearing

Items 8 and 9 were addressed earlier in the meeting.

10. Old Business

a. Project Status Updates

Town Manager Peabody provided a brief project status update.

11. Treasurer's Warrants

Motion was made by Vice-Chair McHatton to approve Treasurer's Warrants numbered 228-232; second from Member Murphy. 5 approve/0 oppose

12. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

13. Dates for the Next Select Board Meetings

~~October 19, 2023 at 5PM~~ November 8, 2023 - 5PM (Transfer Station Workshop)

October 24, 2023 - 5PM Regular Meeting

October 26, 2023 - 6PM-8PM (NIMS Training Certification)

November 1, 2023 - 6PM Comprehensive Plan Meeting at Town Hall

November 15, 2023 - 5PM (Goal Setting Session)

14. Adjourn

Motion was made by Vice-Chair McHatton to adjourn the meeting at 6:00 P.M.; second from Member Murphy. 5 approve/0 oppose

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Thursday, October 12, 2023 12:02 PM
To: Laurie Chadbourne
Cc: David Madsen; Georgiann M Fleck
Subject: Reserve Accounts Policy Approved 03.28.23
Attachments: Reserve Accounts Policy Approved 03.28.23.pdf

Please on the agenda for October 24th.

Thanks!

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

TOWN OF BRIDGTON RESERVE ACCOUNTS POLICY

Purpose

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

Authorization to establish a reserve fund

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

Designated reserve accounts

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

There are hereby established the following designated reserve accounts:

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

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;
07/12/22; 03/28/23; 07/11/23

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

Funding for reserve accounts

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

Authority to use and withdraw

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

Administration responsibilities

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

How to establish a Reserve Account

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

Specific reserve account requirements

Approved 04/14/15

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

07/12/22; 03/28/23; 07/11/23

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

Approved 04/14/15

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

07/12/22; 03/28/23; 07/11/23

- 1) *Purpose.* The purpose of the account shall be to fund extraordinary building repair and maintenance expenditures for any municipally owned building. The funds shall be segregated as to intended purpose: Town Office, Town Hall, Fire Department Buildings, Public Works Department Buildings, Recreation Department Buildings and Armory. The Board of Selectmen, at their sole discretion, may commingle funds if a specific need, conforming to the intended purpose of the Reserve, arises.
 - 2) *Funding.* The Municipal Buildings Reserve may be funded by direct appropriation in the annual budget.
 - 3) *Amounts and Limits.* The Municipal Buildings Reserve shall not have a fund balance limit.
7. Recreation Department Reserve
- 1) *Purpose.* The purpose of the account shall be to fund the cost of capital recreational equipment and facilities such as playground equipment or facility improvements.
 - 2) *Funding.* Recreation Department Reserve may be funded by direct appropriation in the annual budget, unexpended balances remaining at the end of each fiscal year from the Town's annual appropriations, fundraising, and/or donations.
 - 3) *Amounts and Limits.* The Recreational Department Reserve shall not exceed \$100,000.
8. Employees Accrued Benefits Reserve
- 1) *Purpose.* The purpose of the account is to pay accrued vacation and sick leave to employees terminating their employment with the Town pursuant to the most current Town of Bridgton Personnel Policy or the most current union contract.
 - 2) *Funding.* The Employee's Accrued Benefits Reserve may be funded by direct appropriation in the annual budget.
 - 3) *Amounts and Limits.* The Employee's Accrued Benefits Reserve shall not exceed the aggregate liability for the current budget year.
9. Wastewater Reserve
- 1) *Purpose.* The purpose of the Wastewater Reserve account is to provide funding for capital projects and/or equipment as identified in the Capital Improvement Plan or emergency repairs for the Town's Wastewater system.
 - 2) *Funding.* The Wastewater Reserve may be funded by direct appropriation in the annual budget and excess revenues at the end of the fiscal year.
 - 3) *Amounts and Limits.* The Wastewater Reserve shall not exceed \$200,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.
10. Salmon Point Reserve
- 1) *Purpose.* The purpose of the Salmon Point Reserve account is to provide funding for capital projects and/or equipment as identified in the Capital Improvement Plan or emergency repairs at Salmon Point.
 - 2) *Funding.* The Salmon Point Reserve may be funded by direct appropriation in the annual budget and excess revenues at the end of the fiscal year.
 - 3) *Amounts and Limits.* The Salmon Point Reserve shall not exceed \$150,000. Should the Reserve limit be reached, no additional funds shall be budgeted until the balance falls below the identified limit.

11. Revaluation Reserve

Approved 04/14/15

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

07/12/22; 03/28/23; 07/11/23

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

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;
07/12/22; 03/28/23; 07/11/23

- 3) *Amounts and Limits.* The Communications Equipment Reserve Account shall not exceed \$100,000. Funding in excess of \$100,000 per fiscal year shall lapse into the undesignated fund balance at the end of the fiscal year.

17. Wastewater Connection Assistance Reserve

- 1) *Purpose.* The purpose of the account is to fund the Wastewater Connection Assistance Program approved September 26, 2023, and effective January 1, 2024.
- 2) *Funding.* The Wastewater Connection Assistance Account may be funded as a budget appropriation in the annual Water Reclamation Budget and/or from the Wastewater Unassigned Fund Balance both by vote of the Select Board.
- 3) *Amounts and Limits.* The Wastewater Connection Assistance Account does not have a limit.

Approved 04/14/15

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

07/12/22; 03/28/23; 07/11/23

CERTIFICATE OF APPOINTMENT

(Title 21-A, M.R.S. § 501)

Town Clerks Office

To: **Marita Wiser** of Bridgton, in the County of Cumberland and State of Maine:

Pursuant to Title 21-A, Section 501, the Town Clerk hereby appoints you as a **Warden** for the Town of Bridgton for the November 7, 2023 State of Maine General Election.

Laurie L. Chadbourne, Town Clerk

=====

The above appointment was confirmed by the Board of Selectmen on October 24, 2023.

_____ Carmen E. Lone, Chair

_____ Robert J. McHatton, Sr., Vice-Chair

_____ Paul A. Tworog

_____ Kenneth J. Murphy

_____ Carrye Castleman-Ross

TOWN OF BRIDGTON

MEMO

TO: Select Board
FROM: Laurie L. Chadbourne, Town Clerk
RE: Business Licenses
DATE: October 17, 2023

October 24, 2023 Select Board Meeting

7. New Business

b. Permits/Documents Requiring Board Approval

3. Adult Use Marijuana Store License to Puffin Company 3 DBA The Great Atlantic
Puffin Company Located at 510 Portland Road (RENEWAL)

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

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

Laurie Chadbourne

From: Robert "Bob" Peabody, Jr.
Sent: Tuesday, October 3, 2023 5:26 PM
To: Laurie Chadbourne
Cc: David Madsen; Holly Heymann
Subject: FW: Sewer Billing Change Memo
Attachments: MEMO Sewer Billing Change 10-3-2023.pdf

Laurie-

For the October 24th Agenda.

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

From: Holly Heymann <hheyman@bridgtonmaine.org>
Sent: Tuesday, October 3, 2023 5:17 PM
To: Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>; David Madsen <DMadsen@bridgtonmaine.org>
Cc: Georgiann M Fleck <gmflex@bridgtonmaine.org>
Subject: Sewer Billing Change Memo

Hi Bob & David,

See attached signed memo with copy of email from Kim at BWD.

Thank you,
Holly

Holly Heymann
Finance Director
Town of Bridgton



3 Chase Street, Suite 1 • Bridgton, Maine 04009
Direct Phone: (207)803-9957 • <https://bridgtonmaine.org>



Town of Bridgton
Finance Office
3 Chase Street, Suite 1, Bridgton, ME 04009
Direct Tel. (207) 803-9957 * Fax (207) 647-8789
Email: hheymann@bridgtonmaine.org

MEMORANDUM

Date: October 3, 2023

To: Robert Peabody, Town Manager
David Madsen, Public Services Director

From: Holly Heymann, Finance Director

Re: Sewer Billing Change Recommendation

During my internal audit of the Sewer Department Billing Procedures, I discovered a new rate implementation timing issue with Route 1 and Route 2 customers. Our current billing procedure was designed to bill a different Route each month with a different quarterly billing period:

| | Billed Month | Billed Quarter | Billed Period |
|-------------------------------|-----------------|----------------|------------------------------------------------------|
| Route 1: (73 EDUs) | February | Q1 | November, December, January |
| | May | Q2 | February, March, April |
| | August | Q3 | May, June, July |
| | November | Q4 | August, September, October (New Rate Start) |
| Route 2: (136 EDUs) | March | Q1 | December, January, February |
| | June | Q2 | March, April, May |
| | September | Q3 | June, July, August |
| | December | Q4 | September, October, November (New Rate Start) |
| Route 3: (21 EDUs) | April | Q1 | January, February, March |
| | July | Q2 | April, May, June |
| | October | Q3 | July, August, September (New Rate Start) |
| | January | Q4 | October, November, December |

Route 1 and Route 2 have combined EDU's of 209 (91% of our total 230) and because the billed period contains a month or two from the prior fiscal year, we cannot implement the new approved sewer rates until the 4th Quarter (November/December). The Trio Utility Billing module does not allow for different rates for each month or route. Route 3 is the only billing route that follows our fiscal year so we can bill at the new rate in quarter three and aligns with the Bridgton Water District resident water bill schedule.

The benefits of converting Route 1 and Route 2 billing schedule to follow our fiscal year with Route 3:

1. We will reduce the number of Sewer Commitments from monthly to quarterly, saving a considerable amount of administrative time.
2. Reduce billing errors by merging all Routes into the same billing cycle.
3. Increase revenue during the first quarter of each new fiscal year because new rates can be applied immediately (7/1 instead of 8/1 or 9/1).
4. BWD bill will match consumption with our Sewer bill and is easier for customers to compare.



**Town of Bridgton
Finance Office**

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

I spoke with Kim Lorrain at the Bridgton Water District on September 7, 2023, to discuss the conversion of Route 1 and Route 2 billing to follow Route 3 and have written confirmation (attached) that BWD will be happy to accommodate the one-time additional water reading for the transition. I will prepare an insert to include in the November bill for Route 1 and December bill for Route 2 notifying customers of the billing cycle change beginning January 2024.

Route 1: November bill is for August, September, and October. They will receive a bill in January 2024 for November & December and given 60 days to pay. Quarterly bill resumes with April 2024 bill for Jan-March 2024.

Route 2: December bill is for September, October, and November. They will receive a bill in January 2024 for December and given 60 days to pay. Quarterly bill resumes with April 2024 bill for Jan-March 2024.

The new billing schedule for ALL routes will mirror our Fiscal Year July 1 to June 30:

| Billed Month | Billed Quarter | Billed Period |
|---------------------|-----------------------|------------------------------------------|
| April | Q3 | January, February, March |
| July | Q4 | April, May, June |
| October | Q1 | July, August, September (New Rate Start) |
| January | Q2 | October, November, December |

The Trio Utility Billing module is limited in functionality, reporting, and access to current and historical meter account information. We can't access prior year rate information for each customer, changes to EDUs, or reporting that is accurate and useful. I am researching other web-based utility billing software options that offer more detailed rate & reporting customization, online access for customers to view current and past bills, allow online sewer account payments, and capable of integrating with Trio.

I recommend we change the billing cycle for Sewer Customers on Route 1 and Route 2, as outlined above, and request that it be presented to the Board of Selectmen for approval at the October 24, 2023, meeting.

Respectfully,

Holly Heymann
Finance Director

CC: Board of Selectmen
Georgiann Fleck, Deputy Town Manager

Holly Heymann

From: Holly Heymann
Sent: Tuesday, October 3, 2023 5:01 PM
To: Holly Heymann
Subject: FW: Billing Conversion Route 1 & Route 2

From: Kim Lorrain <bwdistri@myfairpoint.net>
Sent: Thursday, September 7, 2023 12:56 PM
To: Holly Heymann <hheyman@bridgtonmaine.org>
Subject: Re: Billing Conversion Route 1 & Route 2

Hi Holly,

Sorry for the confusion and not understanding what you needed right away. Let's blame it on the heat, lol.

I have no problem doing the extra work to get our water/sewer reads on track.

Have a great day!

Kim

Kim Lorrain
Bridgton Water District
235 Portland Rd
PO Box 237
Bridgton, ME 04009
207-647-2881
207-647-8812 fax

On Thu, 7 Sep 2023 16:50:18 +0000, Holly Heymann <hheyman@bridgtonmaine.org> wrote:

Hi Kim,

Route 3 is the only sewer route that follows the Water District resident quarterly billing: Jan-March billed April; April-June billed July; July-Sept billed October; October-December billed January.

Route 1 schedule is: Nov-Jan billed February; Feb-April billed May; May-July billed August; Aug-Sept billed October. To convert Route 1 to follow Route 3 billing we would need a one-time additional reading for Nov-December to bill in January. Then all future readings/billing will follow Route 3.

Route 2 schedule is: Dec-Feb billed March; March-May billed June; June-Aug billed September; Sept-Nov billed December. To convert Route 2 to follow Route 3 billing we would

need a one-time additional reading for December to bill in January. Then all future readings/billing will follow Route 3.

When we do the one-time reading for Route 1 & Route 2 billing conversion they will be done together in January (with Route 3 for Oct-Dec). All future readings and billing for **ALL** routes beginning January 2024 consumption will be quarterly with the first "All Route" billing in April for Jan-March etc..

This conversion will benefit the Water District by aligning ALL of our sewer routes with your normal quarterly billing cycle rather than the Town's current billing schedule that requires readings for a different Route each month. Please confirm that this is something the Water District is able to accommodate so I may bring it to the Board for approval.

Thank you so much for your assistance!

Holly

Holly Heymann
Finance Director
Town of Bridgton



3 Chase Street, Suite 1 • Bridgton, Maine 04009

Direct Phone: (207)803-9957 • <https://bridgtonmaine.org>


Sewer User Billing / Review Form

Commitment #280 October 2023 – Route 3

The undersigned have prepared, verified and approved the billing information ready to be invoiced to the owners of the properties, units and structures contained on **Route 3**, for the period beginning on **1, July, 2023** and ending on **30, September, 2023**.

The date on which the rates included in this list are due and payable is **24, November, 2023**, with the sum total being **\$3,909.61**.

Prepared by:



Diane Kiriaji, Administrative Assistant Public Services

DATE: 10/16/23

Billing Rates / FY24

| | | | | |
|--------------------------------|-----------|----------|---|--------------------|
| Meter Rate (Flow Rate) | \$ 0.0242 | x 23,258 | = | \$ 562.84 |
| Reserve Account | \$ 0.00 | x 0 | = | \$ 0.00 |
| Equivalent Dwelling Unit (EDU) | \$ 146.31 | x 21 | = | \$ 3,072.51 |
| Debt | \$ 13.06 | x 21 | = | \$ 274.26 |
| <u>TOTAL</u> | | | | <u>\$ 3,909.61</u> |

Verified by:


Holly Heymann, Finance Director

DATE: 10/16/23

Approved by:


David Madsen, Public Services Director

DATE: 10/17/23

CERTIFICATE OF COMMITMENT OF SEWER USER RATES
COMMITMENT #280

October 2023
Route 3

To: Robert A. Peabody, Jr., the Treasurer of the Municipality of Bridgton, Maine.

Attached is a true list of the sewer rates established by us pursuant to 30-M.R.S. § 3406 for those properties, units and structures on **Route 3**, required by local and State Law to pay a sewer rate to the municipality, for the **period beginning 1 July 2023 and ending 30 September 2023**. This list is comprised of 3 pages which are attached to this certificate.

The date on which the rates included in this list are **due and payable is 24 November, 2023**. You are hereby required to collect from each person named in the attached list, his or her respective amount as indicated in the list; **the sum-total being \$ 3,909.61**. You are hereby required to charge interest at a rate of 6.0% per annum on any unpaid account balance. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State Law.

Given under our hands this **24th day of October 2023**.

Carmen Lone, Chair

Robert McHatton, Sr., Vice-Chair

Paul Tworog

Kenneth Murphy

Carrye Castleman-Ross

Bridgton
2:38:18 PM

Billing Edit Report

10/16/2023

Page 1

| Seq | Previous | Current | Cons | EDU | Sewer | Total | Acct Name | Location |
|----------------------------------------|----------|-----------------------|--------|-----|---------------|--------|--------------------------------------------------|--------------|
| Book # | | | | | | | | |
| *1 | 59100 | 59800 | 700 | 1 | | 176.31 | 339 HARTIGAN, LISA M 024-092-B | 1 KANSAS RD. |
| | | Consumption/Flow Rate | 0.0242 | | 16.94 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 176.31 | | | |
| *2 | 37844 | 43861 | 6017 | 2 | | 464.35 | 530 HEATHROW CORPORATION 0024-0102 | 295 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 145.61 | | | |
| | | EDU / Rate | 146.31 | | 292.62 | | | |
| | | Debt | 13.06 | | 26.12 | | | |
| | | Total | | | 464.35 | | | |
| *** WARNING *** - Consumption UP 38% | | | | | | | | |
| *4 | 10702 | 14082 | 3380 | 1 | | 241.17 | 534 BRIDGTON GREAT START PRESCHOOL 024-034 | 292 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 81.80 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 241.17 | | | |
| *** WARNING *** - Consumption UP 58% | | | | | | | | |
| *3 | 21726 | 26439 | 4713 | 4 | | 751.53 | 535 SUBWAY - HERO CO., LLC 024-034 | 292 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 114.05 | | | |
| | | EDU / Rate | 146.31 | | 585.24 | | | |
| | | Debt | 13.06 | | 52.24 | | | |
| | | Total | | | 751.53 | | | |
| *5 | 69340 | 69345 | 5 | 4 | | 637.60 | 536 WILMOT, ABRAM 024-046 | 320 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 0.12 | | | |
| | | EDU / Rate | 146.31 | | 585.24 | | | |
| | | Debt | 13.06 | | 52.24 | | | |
| | | Total | | | 637.60 | | | |
| *** WARNING *** - Consumption DOWN 99% | | | | | | | | |
| *6 | 9670 | 10470 | 800 | 1 | | 178.73 | 547 MORSE, ELIZABETH F. 024-014 | 4 MEADOW ST. |
| | | Consumption/Flow Rate | 0.0242 | | 19.36 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 178.73 | | | |
| *** WARNING *** - Consumption UP 58% | | | | | | | | |
| *8 | 99900 | 99900 | 0 | 1 | | 159.37 | 568 MERRILL, ANGELA M 024-050 | 366 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 0.00 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 159.37 | | | |
| *14 | 112310 | 115615 | 3305 | 1 | | 239.35 | 570 STUART, THOMAS J 024-096 | 377 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 79.98 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 239.35 | | | |
| *10 | 9796 | 10884 | 1088 | 1 | | 185.70 | 572 WARNER, JESSICA 0024-0068 | 1 GREEN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 26.33 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 185.70 | | | |
| *** WARNING *** - Consumption UP 82% | | | | | | | | |
| *16 | 23470 | 24290 | 820 | 1 | | 179.21 | 602 GRIGSBY, GREGORY B 024-094 | 411 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 19.84 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 179.21 | | | |
| *7 | 32360 | 33490 | 1130 | 1 | | 186.72 | 714 NUMBERG, BETTY ANN 024-048 | 342 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 27.35 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 186.72 | | | |
| *** WARNING *** - Consumption UP 28% | | | | | | | | |
| *12 | 113100 | 113400 | 300 | 1 | | 166.63 | 717 KIMBALL, DAN 0024-0022 | 3 PINE ST. |
| | | Consumption/Flow Rate | 0.0242 | | 7.26 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 166.63 | | | |

| Billing Edit Report | | | | | | | | |
|---------------------|----------|-----------------------|--------|-----|----------|----------|----------------------------------|--------------|
| Seq | Previous | Current | Cons | EDU | Sewer | Total | Acct Name | Location |
| Book # | | | | | | | | |
| *13 | 100800 | 101300 | 500 | 1 | | 171.47 | 718 MCLAUGHLIN, MICHAEL | 3 PINE ST. |
| | | Consumption/Flow Rate | 0.0242 | | 12.10 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 171.47 | | 0024-0022 | |
| *9 | 81300 | 81800 | 500 | 1 | | 171.47 | 778 MERRILL, ANGELA M 024-050 | 366 MAIN ST. |
| | | Consumption/Flow Rate | 0.0242 | | 12.10 | | | |
| | | EDU / Rate | 146.31 | | 146.31 | | | |
| | | Debt | 13.06 | | 13.06 | | | |
| | | Total | | | 171.47 | | | |
| Total: | | | 23,258 | 21 | 3,909.61 | 3,909.61 | | |

| Consumption Report | | | | | | | | | | |
|--------------------|--------|-------|----------|--------|---|---|---|---|-------|----------|
| ----- Sewer ----- | | | | | | | | | | |
| Book | FLOW | RESRV | EDU | DEBT | 5 | 6 | 7 | 8 | 9 | Total |
| 3 | 0.0242 | 0 | 146.31 | 13.06 | | | | | | |
| | 23,258 | 0 | 21 | 21 | 0 | 0 | 0 | | 0 0 0 | |
| Total: | 562.84 | 0 | 3,072.51 | 274.26 | 0 | 0 | 0 | | 0 0 0 | 3,909.61 |

| Meter Report | | | | ----- Sewer ----- | | | |
|--------------|------------|--|--|-------------------|--|-------|-------------|
| Code | Meter Size | | | | | Count | Consumption |
| 1 | METER | | | | | 14 | 23258 |
| Total: | | | | | | 14 | 23258 |

Bridgton
2:38:18 PM

Billing Edit Report

Calculation Summary Report

| Water | | Sewer | |
|---------------|------|---------------|----------|
| Override | 0.00 | Override | 0.00 |
| Flat | 0.00 | EDU | 3,072.51 |
| Units | 0.00 | Debt | 274.26 |
| Consumption | 0.00 | Consumption | 562.84 |
| Miscellaneous | 0.00 | Miscellaneous | 0.00 |
| Adjustments | 0.00 | Adjustments | 0.00 |
| Tax | 0.00 | Tax | 0.00 |
| Total | 0.00 | Total | 3,909.61 |

| User Category Summary | | | | | |
|-----------------------|-------|-------|-----------------|-------|----------|
| Water | | | Sewer | | |
| Category | Count | Cons | Amount Category | Count | Cons |
| 1 METER RATE | 14 | 23258 | | 14 | 3,909.61 |

| Route 3 | | | | | | | |
|--------------------|-------------|-------------|-------------|-------------|-----------------|-----------------|----------------------------------|
| 4th Qtr Prior Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Account # - S/W | Address | Owner / Tenant |
| 57300 | 58200 | 59100 | 59800 | | 339 | 1 Kansas Road | Lisa M. Hartigan |
| 30241 | 33498 | 37844 | 43861 | | 530 | 295 Main Street | Heathrow Corporation / Food City |
| 6639 | 8564 | 10702 | 14082 | | 534 | 292 Main Street | PARA, LLC / Bridgton Great Start |
| 14576 | 17954 | 21726 | 26439 | | 535 | 292 Main Street | PARA, LLC / Subway |
| 66650 | 68660 | 69340 | 69345 | | 536 | 320 Main Street | Albram Willmot |
| 8220 | 9165 | 9670 | 10470 | | 547 | 4 Meadow Street | Elizabeth Morse |
| 99900 | 99900 | 99900 | 99900 | | 568 | 366 Main Street | Angela M. Merrill |
| 106150 | 109225 | 112310 | 115615 | | 570 | 377 Main Street | Thomas Stuart |
| 8269 | 9199 | 9796 | 10884 | | 572 | 1 Green Street | Jessica Warner |
| 21735 | 22585 | 23470 | 24290 | | 602 | 411 Main Street | Gregory Grigsby |
| 30815 | 31475 | 32360 | 33490 | | 714 | 342 Main Street | Anthony & Betty Numborg |
| 112300 | 112800 | 113100 | 113400 | | 717 | 3 Pine Street | Dan Kimball / Apt 3 |
| 99600 | 100400 | 100800 | 101300 | | 718 | 3 Pine Street | Dan Kimball / Apt 4 |
| 80400 | 80900 | 81300 | 81800 | | 778 | 366 Main Street | Angela M. Merrill |
| | | | | | | | |

Blue = entered, but not yet billed

Green = entered & billed

Blue = entered, but not yet billed
Green = entered & billed