

SELECT BOARD MEETING AGENDA

DATE: Tuesday, December 12, 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: November 28, 2023
4. Public Comments on Non-Agenda Items (*Each speaker may be limited to 3 minutes.*)
5. Committee/Liaison Reports
 - a. Appointments to the Open Space Committee
6. Correspondence, Presentations, and Other Pertinent Information
 - a. Presentation of Inventory and Analysis (Phase 1) of the Comprehensive Plan
 - b. Review of November 27th Select Board Workshop on Priorities
 - c. Continued Discussion of EV Fast Charging Opportunity
7. Public Hearing
 - a. Special Amusement Permit from Maine 4-H Foundation/Magic Lantern Located at 9 Depot Street
8. Action Items Following Public Hearing
 - a. Special Amusement Permit from Maine 4-H Foundation/Magic Lantern Located at 9 Depot Street
9. New Business
 - a. Awards and Other Administrative Recommendations
 1. Request \$1,900 Expenditure from the Fire Department Donation Account
 2. Request from Emergency Management to Reschedule G-402 Class
 3. Adoption of NIMS Resolution
 - b. Permits/Documents Requiring Board Approval
 1. 2024 Appointment of Robert A. Peabody, Jr. as Town Manager, Tax Collector, Treasurer and Road Commissioner
 2. Confirmation of the 2024 Town Manager's Appointments
 3. Annual Approval of "Treasurer's Disbursement of Municipal Education Costs Policy"
 4. Annual Approval of "Treasurer's Disbursement of Employee Wages and Benefits Policy"
 5. Annual Approval of "Treasurer's Disbursement of Payments of State Fees Policy"
 6. Victualer's Licenses to: Blizzards Pub @ Pleasant Mountain Located at 119 Mountain Road (renewal); The Little Mountain Store Located at 1382 North High Street (renewal); Mainly Melts Located at 257 Main Street (renewal)
 - c. Select Board Comments
 - d. Town Manager's Report/Deputy Town Manager's Report

10. Old Business *(Select Board Discussion Only)*
 - a. Project Status Updates
11. Treasurer's Warrants
12. Public Comments on Non-Agenda Items *(Each speaker may be limited to 3 minutes.)*
13. Dates for the Next Select Board Meetings
~~December 26, 2023 @ 5PM (Regular Meeting)~~
January 9, 2024 @ 5PM (Regular Meeting)
January 23, 2024 @ 5PM (Regular Meeting)
14. Adjourn

Town Manager's Notes
Board of Selectmen's Meeting
December 12, 2023

3. Approval of Minutes:

- a. November 28, 2023

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

5. Committee/Liaison Reports

- a. In your packet, please find candidates to serve on the Open Space Committee. A copy of the Open Space Committees Mission Statement, Charge and Authority is included as is a copy of the Policy on Town Committees Procedure.

Suggested motion: Move to appoint _____ to serve on the Open Space Committee. (5 members are to be appointed)

6. Correspondence, Presentations and Other Pertinent Information

- a. BerryDunn will be presenting Phase 1 (Inventory and Analysis) of the Comprehensive Plan. A copy of the presentation is in your binder.
- b. In your binder, please find Summary Outcomes compiled by Kristina Egan of GPCOG who facilitated the November 27th workshop. The Select Board agreed to consider adopting long-term and short-term priority goals at this meeting.

Suggest motion: Move to approve adopting long-term and short-term priority goals as determined at the November 27th workshop and memorialized in the Summary Outcomes before the Board this evening.

- c. Continued discussion on the EV Charger.

7. 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 an application from Maine 4H Foundation/Magic Lantern for a Special Amusement Permit.

8. Action Items Following Public Hearing

- a. **Suggested Motion:** Move to approve a Special Amusement Permit to Maine 4H Foundation/Magic Lantern.

9. New Business

- a. Awards and Other Administrative Recommendations

1. In your binder, please find the Fire Chief's request for a \$1,900 expenditure to be made from the Fire Department Donation account.

Suggested motion: Move to approve the request for a \$1,900 expenditure from the Fire Department Donation account to purchase polo shirts.

2. Todd Perreault is requesting that the Board reschedule the G-402 Class.
3. In your binder, please find the National Incident Management System (NIMS) Resolution for adoption by the Board. The Resolution establishes NIMS as the town standard for incident management.

Suggested motion: Move to adopt the National Incident Management System (NIMS) Resolution effective as of December 12, 2023.

- b. Permits/Documents Requiring Board Approval

1. Annually, pursuant to MRS 30-A §2601 & §2636 and the Town of Bridgton Personnel Policy Art. 3, the Selectboard appoints the Town Manager for a term of one-year. Please refer to the above referenced in your meeting packet.

Suggested Motion: Move to appoint Robert A. Peabody, Jr. as Town Manager, Tax Collector, Treasurer, and Road Commissioner to a one-year term commencing January 1, 2024, and ending December 31, 2024.

2. Annually, pursuant to MRS 30-A §2601 & §2636 and the Town of Bridgton Personnel Policy Art. 3, the Selectboard confirms the appointments made by the Town Manager for a term of one-year. Please refer to the above referenced in your meeting packet as well as the Town of Bridgton 2024 Annual Appointments.

Suggested Motion: Move to confirm the Town of Bridgton 2024 Annual Appointments submitted by the Town Manager.

Pursuant to MRS 30-A §5603, a written policy permitting the disbursement of employee wages and benefits, municipal education costs, and state fees must be approved annually. Please refer to the three required policies for approval in your binder.

3. ***Suggested motion:*** Move to approve the policy permitting disbursement of municipal education costs.
4. ***Suggested motion:*** Move to approve the policy permitting disbursement of employees' wages and benefits.
5. ***Suggested motion:*** Move to approve the policy permitting disbursement of state fees.
6. ***Suggested motion:*** Move to approve a Victualer's License to Blizzards Pub; The Little Mountain Store; and Mainly Melts.

10. Old Business

- a. Projects Update

Select Board Meeting Minutes

November 28, 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

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

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: November 14, 2023

Motion was made by Member Castleman -Ross for approval of the minutes from the November 14, 2023 Select Board Meeting; second from Member Murphy. 5 approve/0 oppose

4. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

5. Committee/Liaison Reports

Vice-Chair McHatton encouraged public attendance at the Community Development Advisory Committee Meeting tomorrow morning at 9:00 A.M. at the Walker Hall and reminded all to dress accordingly due to the cold temperatures.

6. Correspondence, Presentations and Other Pertinent Information

a. Bridgton Community Center /EV Fast Charging Opportunity

Barry Woods, Employee-owner of ReVision Energy, provided information on Efficiency Maine's Program to add high speed EV chargers in selected locations. Bridgton falls within Segment 6 and would be eligible. Lengthy discussion ensued regarding electric charging stations and the municipality partnering with private companies. Member Murphy will review this proposal with the Chamber of Commerce for their input. Town Manager Peabody will obtain a legal opinion. **Motion** was made by Member Murphy to table this to the next meeting; second from Vice-Chair McHatton. 5 approve/0 oppose

b. Electric Vehicle Discussion

Town Manager Peabody reported that Rowe Ford notified the Town regarding a one-pay lease that they are offering to all cities and towns throughout Maine. The offer is a one-pay lease for 3 years/10K miles a year on the Hyundai Ionic 5 starting at \$5,500 and \$7,700 for the extended range Ionic. **Motion** was made by Member Tworog to approve signing a three-year lease with Rowe Ford for an extended range Hyundai Ionic at a total one-time payment of \$7,700; second from Member Castleman-Ross. 5 approve/0 oppose

c. Project to Make The Ham Bridge Accessible by Adding a Ramp

Matt Markot reported that the Pondicherry Park Committee is recommending a proposed project to make the Ham Bridge accessible by adding a ramp. He provided a quote, design, and budget for the Project. Loon Echo has raised the majority of the funding and Great Northern Docks has discounted their costs. The balance to the Town is estimated at \$2,054. **Motion** was made by Member Tworog to approve the Ham Bridge Accessibility Project with the Town's portion to be taken from the Pondicherry Park Reserve Fund; second from Member Murphy. 5 approve/0 oppose

d. Review of Fees for Commercial Trash Haulers

Vice-Chair McHatton reported that it was recommended by the Community Development Advisory Committee that each commercial hauler be charged per pound of waste rather than an annual fee. Public Services Director Madsen requested time to gather additional information and meet with the haulers prior to the Board taking any action. **Motion** was made by Chair Lone to revisit this item at a meeting in February; second from Vice-Chair McHatton. 5 approve/0 oppose

7. New Business

a. Awards and Other Administrative Recommendations

1. Approval of Parade Through the Downtown and Depot Street Closure for Tree Lighting

Motion was made by Chair Lone to approve the Festival of Lights Parade and Depot Street closure for the Tree Lighting; second from Member Tworog. 5 approve/0 oppose

b. Permits/Documents Requiring Board Approval

1. Victualer's Licenses to: The Cann Family Bakery & Specialty Foods Located at 320 Portland Road (NEW); Maine 4-H Foundation (Magic Lantern Theater) Located at 9 Depot Street (RENEWAL); DMM Corp dba The Black Horse Tavern Located at 26 Portland Road (RENEWAL)

Motion was made by Vice-Chair McHatton for approval of the Victualer's Licenses to The Cann Family Bakery & Specialty Foods, Maine 4-H Foundation (Magic Lantern) and DMM Corp dba Black Horse Tavern; second from Member Castleman-Ross. 5 approve/0 oppose

2. Certificate of Commitment of Sewer User Rates Commitment #281

Motion was made by Chair Lone to commit the August 1, 2023 to October 31, 2023 Sewer User Rates Commitment #281 comprising 3 pages totaling \$12,756.81 to the Treasurer for collection; second from Vice-Chair McHatton. 5 approve/0 oppose

c. Select Board Comments

- **Member Murphy** was concerned that some residents may not be supporting the programs and movies at the Magic Lantern.
- **Member Castleman-Ross** reported that Erin Ovalle from Maine Life will be in Bridgton tomorrow and highlighting several businesses.
- **Member Tworog** had no concerns.
- **Vice-Chair McHatton** asked for the status of the Wildwood Road Project to which Town Manager Peabody responded that the grant money has been received. He added that Woodard and Curran have completed the survey work and the culvert replacement project will be going out to bid soon.
- **Chair Lone** asked how many homes are past the culvert on Wildwood Road to which Public Services Director Madsen responded that there are twelve houses and noted that approximately two hundred feet past the culvert is all private property.

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

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

"Community Development: Please check out our page on the Town of Bridgton website to learn more about our Comprehensive Plan Update – there are multiple ways for you to share your thoughts with us online. Also, be on the lookout for our Vision Bridgton logo around town, in the newspaper, and in your mailbox. The Town is hoping to engage as many people in this important planning process as possible. For more information visit our new comprehensive plan project website, accessible through the Town of Bridgton Website, bridgtonmaine.org, or email the Community Development Director, Victoria Hill, at vhill@bridgtonmaine.org

Public Works Department: From November 20 – April 15 no vehicle shall be parked on any public street or way from

11:00p.m. to 7:00a.m. as per MRSA 29A Section 2068-2069 and the Bridgton Traffic Ordinance as amended on October 25, 2005. A town-wide parking ban may be called for with notification. Vehicles may be towed at the owner's expense.

As per MRSA 17A Section 505 and MRSA 29A Section 2396, no person(s) shall plow, shovel or otherwise deposit snow, this includes snowblowing, into the limits of any traveled public way.

It is important to keep your driveways and private roads cleared and sanded so that, if the need arises, emergency personnel can safely access your property.

Bridgton Recreation: Saturday, December 2nd - Festival of Lights parade. Lineup begins at 4:00p.m. at Stevens Brook Elementary School bus loop, 4:30p.m. parade float judging and 5:00p.m. candle light procession / parade.

Saturday, December 2nd - Festival of Lights begins with a Holiday Breakfast at the American Legion Post 67 8AM-11AM, craft fair at Stevens Brook Elementary School 8AM-3PM, Merry Maker Workshop 9AM-2PM Stevens Brook Elementary School – let your kiddos get creative with the Rec Department for only \$10, Bridge Crossing - Santa Shuffle 10AM is the kids fun run and at 11AM is a 5K walk/run; Festival of Lights Parade with lineup at 4PM, Holiday Block Party and Tree Lighting at the Bridgton Community Center at 6PM includes music, juggling, Rec Enrichment Program Performance and tree lighting.

Saturday, December 2nd – Monday, December 25th - Winter Wonderland of Trees / North Pole Walk. Open daily and closes at 8PM at the Bridgton Ice Rink with music, hot chocolate, photo back drops, lights, trees and decorations.

Friday, December 15th - Parent Night Out begins at 6PM – 10PM at the Bridgton Town Hall 26 North High Street, for ages K-6th grade, and the cost is \$25.00 for the night with games, movie, dinner and crafts. Register on-line at bridgtonmaine.org

Finance: The Revenue and Expenditure Report for the month ending October 31, 2023, shows a benchmark of 33.0% with revenues at 31.98% and expenditures at 35.38%.

Please refer to our website www.bridgtonmaine.org for more information on these events and more and to subscribe for alerts. Also, check out Greater Bridgton Chamber of Commerce, www.gblrcc.org for these events and more !”

Town Manager Peabody reported that he had discussion with Superintendent Smith last week about turning the Memorial School over to the Town. Their new building is almost complete and the transfer is expected to take place late spring, early summer of 2024. He added that he is in the process of choosing an attorney to represent the Town since Drummond Woodsum is not able to represent the Town or the School.

8. Old Business

a. Project Status Updates

Town Manager Peabody provided a brief project status update.

9. Treasurer's Warrants

Motion was made by Member Castleman-Ross for approval of Treasurer's Warrants numbered 247, 248, 249, 250, and 251; second from Vice-Chair McHatton. 5 approve/0 oppose

10. Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

11. Dates for the Next Select Board Meetings

December 12, 2023 @ 5PM / ~~December 26, 2023 @ 5PM~~

12. Adjourn

Motion was made by Vice-Chair McHatton to adjourn the meeting at 6:30 P.M.; second from Member Murphy. 5 approve/0 oppose

Respectfully submitted,

Laurie L. Chadbourne, Town Clerk

Policy on Town Committee Procedures

- I. **Purpose** – the Purpose of this policy is to provide guidance and direction regarding:
 - A. The general work of the committees and common procedures
 - B. The roles and relationship of committees with Select Board
 - C. The roles and relationship of committees with staff

II. Definitions

- A. **Town Committee** – this term refers to any appointed body created and confirmed by the Select Board (or Department Head)

- 1. **Regulatory/Statutory** – as in Planning Board and Board of Appeals

- These are boards that are independent only because they are governed by a statute or an ordinance (voted on by the town) to perform a certain function or grant permits and approvals. In the case of Board of Appeals, they are quasi-judicial thus they have even greater segregation. Their independence is not influenced by their creation, elected or appointed, but is provided because of their duty.

- 2. **Standing Committees**

- These are committees, usually appointed by the chief elected officers but can be staff generated as well (e.g. emergency management), that provides specific support, research, recommendations to either the chief elected officials or staff. By their name, they are standing; by their appointment, however, they are in support of the work of others.

- 3. **Task Forces**

- These are committees, usually appointed by the chief elected officials but can be staff generated as well (e.g. social media policy committee), that provide a service on a specific project. The committee is appointed to provide a document for the chief elected officials to review and edit. Once the document has been received and fully acted upon (or the project is completed), the task force is sincerely commended and dispersed.

- B. **Staff** – an employee of the town under the management and responsibility, whether directly or indirectly, by the town manager

Policy on Committee Procedures

III. Formation of Committees

A. Creation of Committee Charge

1. Prior to appointment, there shall be a Select Board approved Committee Charge containing the following:
 - a. Mission or objective statement for standing committees
 - b. Goal or purpose statement for task forces
2. The charge shall also have procedures for:
 - a. Members (not names, but types, e.g.'s geographic, professional background)
 - b. Minimum number of meetings per year
 - c. Staff coordination and support
3. Charges may be reviewed periodically; any charge updates or amendments shall be agreed to by the Select Board.

B. The appointing authority shall be the Select Board Each committee will be given a charge statement which will state the reason for the committee's formation, its composition, objectives and time limitations. The Select Board may review the official charge at any time or upon request of the committee members, and will ask current members for their input before making any changes to a charge. Committees may request additional volunteer from within or outside the town of Bridgton, however such person are not considered voting members of the committee.

C. Applications – all persons wishing to serve on a committee shall submit an application to the Town Clerk.

D. Appointments – The goal of the appointing authority is to appoint qualified and interested Bridgton residents, taxpayers, and business owners, or their employee, who are broadly representative of the Town. The Select Board may, at its discretion, defer its authority to appoint to the Town Manager or a department head when selecting members of a Task Force, if, in the opinion of the Select Board, the time and task assigned to the committee warrant such authority. Selections are based upon current committee composition, qualifications, experience, recommendations, available space and attendance record and/or previous performance, if applicable.

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Generally, an individual should serve on no more than 2 standing committees at a time. All appointees receive written notification of appointment and all standing committee appointees must be sworn in by the Town Clerk before taking action at a committee meeting. Staff shall provide a copy of this document and applicable and pertinent state statutes upon appointment.

- E. The Town Manager appoints staff members to serve as liaisons, consultants and for administrative support. Actual assignment of staff by the Town Manager is based upon the committee charge and how the staff member(s) can best maximize the committee's efforts.
- F. The Select Board may assign one of its members to serve as a liaison to each committee they appoint.
- G. Committee members shall adhere to the Town's Code of Ethics policy, as well as any statutes governing public records, communication and access to information.

IV. Reappointment

The appointing authority shall evaluate and consider re-appointments by request of a committee member. In most cases, those wishing to remain on a committee after the 1st of January should notify the Chair of their Committee before the end of December, who will then forward a list of current members who wish to remain for the following calendar year for reappointment. Terms may vary by committee; the committee charge will confirm terms. A Committee member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment.

V. Resignation

A Committee member who is no longer able to serve should resign promptly so the vacancy may be filled. This allows for a replacement to continue the work of the committee. A written resignation must be submitted to the appointing authority and the Chair of the Committee, with a copy to the Town Manager.

VI. Other Terminations

The appointing authority may ask for a member's resignation or, if necessary, revoke the appointment of any committee member if the authority feels it is in the

Policy on Committee Procedures

town's best interests. Additionally, the appointment of a Committee member who fails to attend three consecutive meetings unexcused may be terminated.

Written notification to the Committee member from the Select Board will be given in the event of any such action. Before any action is taken, the Committee Chair should alert the Chair of the Select Board of noted circumstances; the Chair of the Select Board will make a reasonable attempt to contact the member to see if the problem can be corrected.

VII. Charge and Plan of Action

The Committee should review its charge at the first meeting of the committee and conduct an annual self evaluation. The Committee, with advice from staff and the appointing authority, shall develop a plan of action to accomplish the objectives. The plan should include reporting milestones so the Committee and the appointing authority can monitor progress, assign resources as requested and approved, adjust objectives if necessary and for general communication and coordination.

VIII. Reporting

A. Reporting at previously noted milestones shall occur at Select Board meetings as scheduled. The Chair or designee is responsible to deliver written reports or actions taken at a meeting to the Town Clerk at least 4 business days prior to a Select Board meeting. These reports shall be received by the Select Board at their meeting and acted upon.

Select board actions may include:

Accept under advisement with no action taken

Accept under advisement with action taken

Return to committee and/or staff for specified additional work

Accept and place on a specified future Select Board meeting for presentation, discussion and hearing

Take other action

B. Verbal reports and specific requests may also be made at a Select Board meeting as part of the Committee check in's; however if the report needs discussion or action by the Select Board, the topic may be placed on a specified future Select Board meeting agenda. This can be done by submitting physical documentation to the town's front office (to be placed in a mailbox designated for agenda items) or sent via email to the town clerk (townclerk@bridgtonmaine.org) on or before

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the Thursday prior to a scheduled Select Board meeting. All such items shall be retrieved by a staff person designated by the town manager.

- C. Additionally, an annual report of activities shall be submitted or coordinated with staff for inclusion in the Annual Report.

IX. Committee Officers

A. Elections

Committees shall elect their own Chair, Vice-Chair and a Recorder annually, upon reappointments or appointments. The Select Board liaison shall chair the first meeting of the calendar year to elect the Chair, and the elected Chair shall conduct the remainder of the elections, the Vice Chair and the Recorder. It is the responsibility of the Chair or his/her designee to notify the Town Clerk of the Committee's officers.

B. Chair

1. It is the Chair's primary responsibility to fairly facilitate Committee's meetings. The Chair presides at all meetings, decides questions of order, and calls special meeting and signs appropriate documents and reports. The Chair may only offer worded motions to Committee members for possible action, but may second motions, as well as discuss questions and vote thereon. The Chair should be mindful in offering amendments to allow for proper conduct of the motions. In discussion, the Chair will allow for full range of opinions from the committee and the public.
2. The Chair is also responsible for communication with staff and the Select Board for reporting, requests for resources, and delivering recommendations from the committee.
3. Other duties include:
 - a. Preparation of agenda with staff
 - b. Coordinate and work with staff in preparation of necessary materials and research prior to a committee meeting
 - c. Work with staff to post meetings at least 72 hours prior to a meeting
 - d. Establish a proposed meeting calendar annually for Committee approval
 - e. Work with staff to reserve meeting space
 - f. Notifying appointing authority of requested resources and actions when appropriate

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- g. Submit reports at milestones
- h. Submit requests for placing committee issues on the Select Board agenda to the Town Clerk, Town Manager or the designated mailbox.
- i. Attend Select Board meetings to present, or assign to his/her designee
- j. Act as the contact point with staff and Select Board liaison
- k. Annually poll each of the members to affirm interest in continuing on the committee, update member contact information and report results to the Select Board through the Town Clerk
- l. Forward concerns by Committee members about procedural issues, rumors, or public comments, which may seem in contradiction of the Committee's charge, to the Chair of the Select Board or the Town Manager, and report back to the membership the outcomes of said inquiries.
- m. Between Select Board meetings, the Committee Chair may contact either the Town Manager or the Chair of the Select Board with requests or comments via email or letter. Similarly, the Town Manager or Board Chair may contact Committee Chairs and their members in a like manner. Conversations, while helpful for active discussions, should be followed up with a written memo compiled with the major points of the discussions for clarity and future referral. All members of the respective committee and board shall be copied on such correspondence. Department heads may be designees of the Town Manager for the purpose of this section.¹

C. Vice-Chair

The Vice Chair assumes the Chair's responsibilities in the Chair's absence or as requested by the Chair. If the Recorder is absent from a meeting, the Vice-Chair takes the minutes of the meeting.

D. Recorder

The Recorder prepares minutes of the meeting and distributes them to staff and the Committee members, as well as the Select Board members. If the Recorder is absent from a meeting, the Vice-Chair takes the minutes of the meeting.

X. Staff

The Town Manager shall assign a staff member to Select Board appointed committees. The staff is assigned to perform the following duties:

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- A. Assist the Chair (or Vice-Chair) in carrying out his/her duties
- B. Assist the Recorder in posting of minutes to the website and interested parties
- C. Provide Committee members pertinent research and background materials to support the objective of the committee
- D. Provide a professional opinion in writing or verbally at meetings on all matters before the committee
- E. Accompany the Chair or his/her designee to Select Board meetings for milestone reporting.
- F. Assist in the preparation of reports to the Select Board
- G. Other duties as assigned by the Town Manager or the Select Board liaison in consultation with the Town Manager
- H. Facilitate public workshops, as assigned, to allow Committee members to fully participate in dialogue with the public

XI. Select Board liaison

The Select Board may assign one its members to serve as a liaison to each committee they appoint. They receive all documents, reports, agendas and minutes along with Committee members. Their work with the Committee includes:

- A. Attendance at Committee meetings
- B. Participation in discussions on motions on the floor (but not vote)
- C. Provide guidance on Committee activities
- D. Support milestone reporting, other recommendations and requests coming from the Committee.
- E. Promote and maintain positive communication between the Select Board and the respective committee.

XII. Meetings

- A. Quorum – A quorum is necessary to conduct Committee business, including opening the meeting. A quorum at a posted meeting exists when more than 50% of the appointed and sworn in membership is present. A loss of a Committee member due to a conflict of interest does not affect quorum. No discussion of committee business shall occur at a posted meeting where no quorum is present, in deference to the members not present.
- B. For the purpose of posting a meeting and regarding deliberations on committee business, a meeting exists at any time there is 3 or more members.

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- C. Chance unposted meetings between members do not constitute a meeting; however committee members should respect the members not present and the public process by not conducting deliberations that may lead directly to committee action.
- D. Postings of meetings shall be at least 72 hours prior to a meeting; emergency meetings as called by the chair may be posted at least 24 hours prior to a meeting. The local press shall receive notification of all postings.
- E. Communication on committee business, whether by phone or electronic means should not occur with 3 or more committee members except in cases of:
 - 1. Coordinating meetings, canceling a meeting, or establishing quorum
 - 2. Requests for placement of a topic on an agenda with no discussion
 - 3. Forwarding documents, reports, motions or requests, in which case all committee members, staff and the Select Board liaison will be copied and no discussion on said forward shall occur.
- F. In rare circumstances, the Select Board may allow the Committee to deliberate and take action on recommendations when no quorum is present.
- G. Agendas

The agenda, at a minimum, should contain the following elements: Call to Order, Adoption of the Agenda, Approval of the Minutes, Public Workshop items, Old Business, New Business, Follow up items, Set next agenda with meeting date, time and place, Adjournment.
- H. Record-keeping

Committees shall provide a set of minutes for their record. The Recorder shall produce a set of minutes within 5 business days from the meeting. These are the minutes for the meeting that will be posted in the record office files and the website. Any editions to the minutes at the following meeting are noted in the following meeting's minutes. Staff will assist with auditory recording of the meeting on request of the Recorder. It is not required to record meetings. Minutes shall contain the following information:

 - 1. Date, time and location of meeting
 - 2. Members present and absent
 - 3. Speaking members of the public and staff present

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4. Summary of discussions on each agenda item
5. Attached documents or exhibits from the meeting
6. Motions passed and by whom, including a record of the vote
7. Date, time, and follow up and agenda items for the next meeting
8. Name of recorder of minutes
9. Time of adjournment

I. Meetings of committees shall occur as needed to carry out the objective and to accommodate the membership's scheduling needs. A calendar of regular meetings shall be given to staff for posting in December for the following calendar year.

J. Committees may enact rules of order for the conduct of their meetings. These must be enacted as a public hearing with written notice to the Select Board 2 weeks prior to the meeting.

K. Executive Session

Executive sessions for committee work should be kept to a minimum. Prior to the scheduling of an executive session, the Chair shall consult with the Town Manager to determine if the subject matter falls under Maine statutes for eligibility.

XIII. Communication between committees

It is recognized that many committee efforts require coordination, assistance, and opinions from other committees. This policy does not seek to inhibit this communication but is meant to ensure a fair and open dialogue. If a committee wishes to coordinate with another committee, it will be carried out as a public workshop with said committee. The purpose of the meeting should be clearly articulated so all parties know in advance what will be discussed. Prior to scheduling said workshop, the committee chair or his/her designee will report the intention at a regular Select Board meeting.

This level of workshop and communication is not necessary for minor coordination or questions. These should be carried out through the Chairs and communicated

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back to their respective committees. The Chairs are encouraged to have an annual open to the public workshop to discuss their projects for opinions and coordination.²

XIV. Staff created committees

Notwithstanding the above policies, the town manager and/or department heads may create task forces to assist on a special research or other type of staff-led project. Such projects are not otherwise part of an existing standing committee or existing task force. This ability is supported as it's a useful way for staff to work in teams internally and allows staff to work in concert with citizens with specific skills or backgrounds that can be beneficial to a specified endeavor. These committees should be task or project oriented and be disbanded upon completion of the work or at reporting final documents or products to the Select Board. Committees with non-town employees shall be posted accordingly.

² *This is placed in here to establish a "good faith practice" that committees should definitely be encouraged to coordinate and discuss amongst each other (the more public input the better); but to know when the coordination/discussion is encompassing enough, or involves asking a committee to conduct a project of their own, that the committees should coordinate with the Select Board. Remember, the work of the committee and the reporting mechanisms and the open communication isn't just for the committees or even the select board, it's also so the public knows what's happening and has ample opportunity to weigh in with their opinions.*

**TOWN OF BRIDGTON
OPEN SPACE COMMITTEE
CHARGE, MISSION AND AUTHORITY**

NARRATIVE: The Town of Bridgton Select Board adopted the Town of Bridgton Open Space Plan on July 25, 2023. This Committee is being formed to implement goals and strategies written in the plan.

MISSION AND CHARGE: The Open Space Committee acts as an advisory committee and resource to the Select Board. The Committee will coordinate with other entities within the Town government including the Comprehensive Plan Update Task Force, Recreation Department, and Community Development Advisory Committee. The key element of the Committee's mission is to carry out the implementation chapter (chapter 7) of the Town of Bridgton Open Space Plan.

AUTHORITY: The Committee shall report to the Select Board at least monthly on their work and progress. As an advisory committee, the Open Space Committee makes recommendations to the Board for consideration. The Community Development Director shall function as staff for the Committee. The Committee may request volunteers to assist their efforts, however such persons are not considered voting members of the Committee. The Committee may request additional authorization from the Select Board for specific activities.

PROCESS AND COMPLIANCE: Every member of the Committee shall comply with existing state law and the policies and procedures of the town including but not limited to the conduct and notice of meetings, the Town's Ethics and Guidelines Policy, conflict of interest laws and the Town Personnel Policies.

APPOINTMENTS: The Committee shall consist of no more than five (5) members of the public appointed by the Select Board. The committee members will include a representative from Loon Echo Land Trust, and five (5) members from the public. The Town Manager, Recreation Director, and Community Development Director will serve as ex-officio members.

MEETINGS: The Committee shall hold regular public meetings, be responsible for the creation and posting of all agendas and the creation of the public record of each meeting in accordance with the prevailing state law. Such records shall be forwarded to the Select Board and any other entities they are working with.

AMENDMENTS: The Select Board may amend this Charge and Mission as they deem appropriate.

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Kristina Wilson

Address *

PO BOX 121, West Paris, ME 04289

Phone (day) *

207-890-4688

Phone (evening)

207-890-4688

Email address *

kristina.wilson@cmhc.org

Personal background Information (education, related experience, etc.) *

I have a B.S. in Public Health from the University of Southern Maine.

Occupation *

I work as a Health Promotion Coordinator with Healthy Androscoggin, specifically working on community health efforts for Bridgton and Rumford Hospitals, as part of Central Maine Healthcare.

What goals and objectives do you have for this committee? *

My goals and objectives would focus on how this committee could make decisions that will support the health and wellbeing of the Bridgton community.

Other Information

Availability for meetings (check all that apply) *

☒ Late afternoons

☒ Evenings

☐ Weekdays

This content is neither created nor endorsed by Google.

Google Forms

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Lauren Pickford

Address *

12 Church St Bridgton ME

Phone (day) *

2076478580

Phone (evening)

Email address *

lauren@mainelakes.org

Personal background Information (education, related experience, etc.) *

LEA Planning and Land Use Manager, Masters in Wildlife Conservation and Management

Occupation *

Lakes Environmental Association

What goals and objectives do you have for this committee? *

Recreational opportunities for our community and space for wildlife.

Other Information

Availability for meetings (check all that apply *)



Late afternoons



Evenings



Weekdays

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Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Peter Lowell

Address *

68 Grist Mill Road, Bridgton

Phone (day) *

207-595-1434

Phone (evening)

same

Email address *

lakesmoose@gmail.com

Personal background Information (education, related experience, etc.) *

Executive Director LEA for 45 years, former Bridgton CEO

Occupation *

retired

What goals and objectives do you have for this committee? *

To expand and link public and private open spaces while assuring maintenance and sustainability of trail systems and other amenities.

Other Information

The correlation between economic and conservation benefits should be emphasized.

Availability for meetings (check all that apply) *

☒ Late afternoons

☒ Evenings

☒ Weekdays

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Google Forms

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Glen Jukkola

Address *

107 Kezar Heights, Bridgton

Phone (day) *

860-266-8256 (cellphone)

Phone (evening)

207-647-2584 (home)

Email address *

gjukkola@gmail.com

Personal background Information (education, related experience, etc.) *

Education - BS and MS degrees in Chemical Engineering (Cornell Univ), MBA (RPI)

Work - Retired from GE in 2017 after 40 years in research, design, and engineering related to power plant electric generation. Since then, I have been a technical consultant for several companies and industrial consortiums related to power generation, including GE, EPRI, GTI, and CURC. I was also an adjunct professor at Rensselaer Polytechnic Institute for six years and taught a graduate course in Engineering Economics.

Personal - My wife and I vacationed in Bridgton every year since 1980 and finally purchased our home in Bridgton in 2007. We moved here because we love the small town character of Bridgton and enjoy taking advantage of many outdoor activities, including hiking, biking, kayaking, swimming, and cross-country skiing.

Other Related - In the past couple of years, I have been very active fighting two applications for a solar farm and gravel pit that were planned to be located in the undeveloped forested area west of Knights Hill Road. While these projects both very finally approved by the Planning Board, the public concerns raised about these two projects resulted in many conditions and required changes to the proposal that made the projects less objectionable and better for the local environment. This was a valuable experience for me as it made me even more conscious of the importance of protecting Bridgton's natural resources from over development. This view is reinforced just by the local changes we are seeing in our neighborhood from overdevelopment. In the last few years, the undeveloped land west of Knights Hill has seen many new homes (partly due to the rush of people moving to Bridgton during COVID) and the land clearing for the gravel pit and solar farm (both in or near deer wintering areas). Since then, we have seen a dramatic reduction on local wildlife, including deer, moose, bears, and birds.

Occupation *

Currently retired with some continuing engineering consulting as described above.

What goals and objectives do you have for this committee? *

I am very much supportive of the stated goals for this committee. I am particularly interested in expanding opportunities to protect Bridgton's natural resources and wildlife habitats. I'd like to see more focus on conservation efforts to protect more of Bridgton's lands throughout the town. I'd also like to see an expansion of recreational activities such as hiking, biking, cross country skiing. This might require trail building on new conservation land or arranging permission for trails to pass through private owned lands.

Other Information

As far as meeting availability (next question), I can be available pretty much any time except for Wednesday evenings. I have orchestra rehearsals that night.

Availability for meetings (check all that apply *)

- ☒ Late afternoons
- ☒ Evenings
- ☒ Weekdays

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Google Forms

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Greg Sleeper

Address *

97 Kezar Heights Bridgton, ME

Phone (day) *

207 671-3042

Phone (evening)

Same

Email address *

gregory.sleeper@gmail.com

Personal background Information (education, related experience, etc.) *

I grew up on a Dairy Farm in NY state. Attended SUNY College of Environmental Science and Forestry with a BS in Paper Science. Worked in the Pulp and Paper Industry for 40 years. Relocated to Maine in 1997 residing in Cumberland, Windham and now Bridgton. Most of my career time was with equipment suppliers to the paper making process doing sales, startups, and service around the world. The last 13 years I managed various product lines globally. Worked closely with the University of Maine Product Development Center.

Love outdoor activities such as skiing, snowshoeing, hiking, boating, camping, etc. Currently a member of Groundhog crew for GLLT, Maine Farmland Trust and support several other local groups.

Occupation *

Retired

What goals and objectives do you have for this committee? *

I would like to see recreational development of areas that have been designated by Beginning with Habitat as critical habitats especially in West Bridgton. I feel the area could be developed into trails for exercise and nature observation that people of all abilities can enjoy. The trails could not only be for hiking, but mountain biking, snowshoeing and cross country skiing working alongside existing ATV and Snowmobiling trails. We do have areas like Pleasant Mountain for hiking, but not everyone may be up to climbing the elevation. Let's continue to make Bridgton area a year round recreational area.

Other Information

Availability for meetings (check all that apply *)

- ☒ Late afternoons
- ☒ Evenings
- ☒ Weekdays

This content is neither created nor endorsed by Google.

Google Forms

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

June Sleeper

Address *

97 Kezar Heights

Phone (day) *

2076508309

Phone (evening)

2076508309

Email address *

june.sleeper@gmail.com

Personal background Information (education, related experience, etc.) *

MBA Business, worked with local land trusts(Windham Land Trust, Presumpscot Regional Land Trust) and served on their BOD's. Have also worked with Maine Farmland Trust on grant reviews, and with local farms and food producers that are focused on improving systems that enhance the environment while growing their businesses. Consulting work focused upon building efficient systems(communication, data collection/analysis, logistics)

Occupation *

Consulting

What goals and objectives do you have for this committee? *

I'd like to see a comprehensive plan that focuses upon protecting open spaces so that wildlife and their natural habitats are left intact and establishing corridors that join with neighboring regions. As a part of this effort I'd like to see the expansion of trail systems so that families will have the opportunity to recreate and observe a variety of relatively undisturbed environments and learn how nature enables us to co-exist.

Other Information**Availability for meetings (check all that apply) ***

- ☒ Late afternoons
- ☒ Evenings
- ☒ Weekdays

This content is neither created nor endorsed by Google.

Google Forms

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Brian mayhew

Address *

18 meadow st bridgton me 04009

Phone (day) *

2073501520

Phone (evening)

Email address *

Bmayhew05@alumni.unity.edu

Personal background Information (education, related experience, etc.) *

Environmental science, educator, emergency management

Occupation *

Seasonal hospitality worker

What goals and objectives do you have for this committee? *

Addressing usage and advocating for individuals to be able to use space and build a community.

Other Information

Availability for meetings (check all that apply) *

☐

Late afternoons

☒

Evenings

☒

Weekdays

This content is neither created nor endorsed by Google.

Google Forms

Open Space Committee Application

Paper copies of this application are available at the Town Office

Applicant's Name *

Matt Markot

Address *

15 Church St, Bridgton

Phone (day) *

2076474352

Phone (evening)

Email address *

matt@lelt.org

Personal background Information (education, related experience, etc.) *

land conservation professional and outdoor recreation enthusiast

Occupation *

Executive Director at Loon Echo Land Trust

What goals and objectives do you have for this committee? *

implementing the Open Space Plan

Other Information

Availability for meetings (check all that apply) *

☒ Late afternoons

☒ Evenings

☒ Weekdays

This content is neither created nor endorsed by Google.

Google Forms



Town of Bridgton Comprehensive Plan

Project Update to the Select Board

December 12, 2023



Agenda

- Introduction
- Project Overview and Timeline
- Community Engagement
- Inventory and Analysis Process
- Key Findings
- Next Steps
- Questions



Comprehensive Plan - Project Timeline



Phase 1: Inventory and
Analysis

Aug 2023 – Dec 2023



Phase 2: Visioning

Oct 2023 – Apr 2024



Phase 3: Policy
and Strategy
Recommendations

Mar 2024 – Jul 2024



Phase 4:
Implementation Plan

Jul 2024 – Aug 2024



Phase 5: Final Plan

Aug 2024 – Dec 2024

Community Engagement

Current and past engagement:

- ✓ Launched interactive project engagement site
- ✓ Hosted kickoff event
- ✓ Maintain email list to share project updates
- ✓ Question of the month
- ✓ Ongoing Comprehensive Plan Task Force meetings
- ✓ Conducting focus group discussions

Future engagement activities:

- ✓ Outreach at Town events
- ✓ Targeted community outreach
- ✓ Community survey



tinyurl.com/Vision-Bridgton



Inventory and Analysis

Work completed:

- ✓ Site visit and interviews with Town departments
- ✓ Data collection and analysis
- ✓ Review of past planning documents, reports, and regional/state plans



Inventory and Analysis

Key Findings: Demographics

- ✓ Bridgton's population increased by 4.2% from 2020 to 2022.
- ✓ Bridgton is expected to have natural population decline (more deaths than births) over the next decade.
- ✓ The regional population is projected to decline from 2020 to 2030.
- ✓ Nearly 40% of the Town's population is over the age of 60.
- ✓ Only 8.5% of the population is under 20 years old, compared to 21.1% for the state.
- ✓ 2023 public school enrollment is 9.4% lower than 2018 for the Town.
- ✓ Median income increased 73% from 2010 to \$73,250 in 2021.

Population
5,643

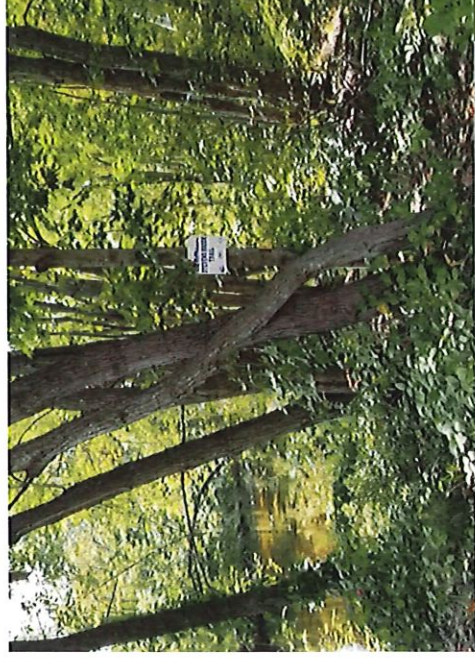
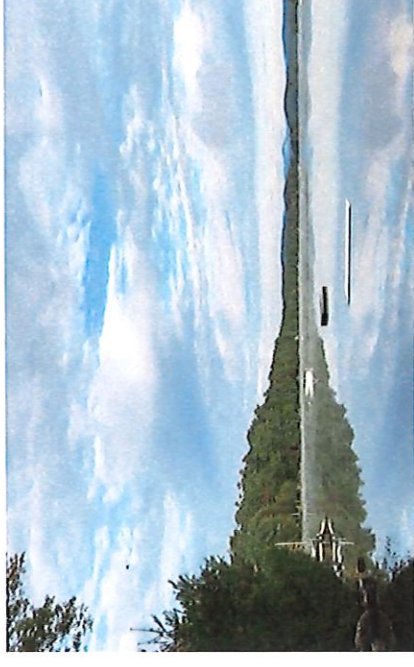
School enrollment
616

Median income
\$73,250

Inventory and Analysis

Key Findings: Natural Environment

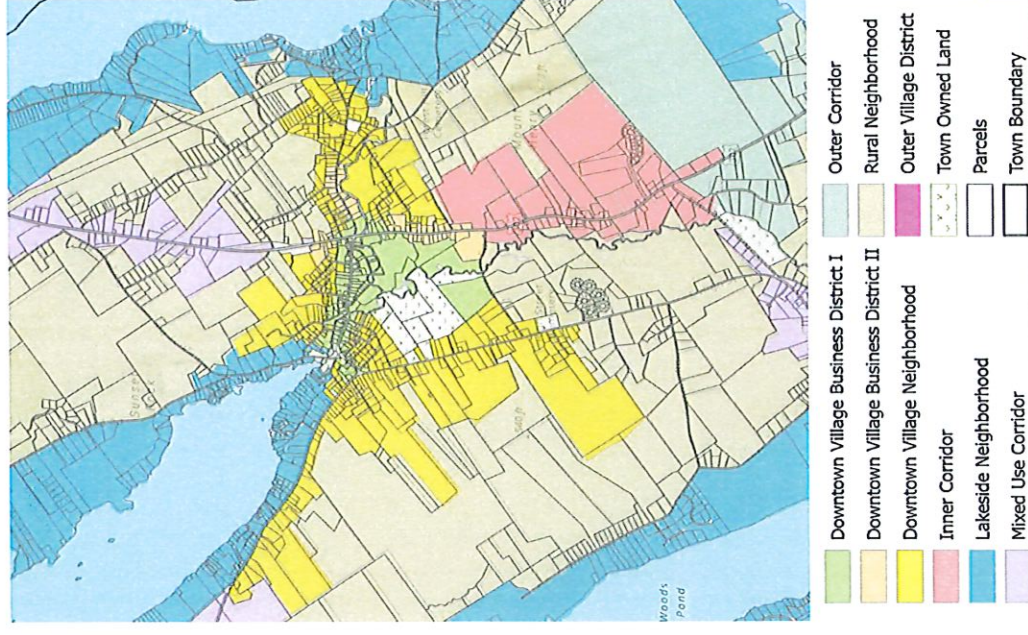
- ✓ Bridgton's lakes, rivers, and streams are healthy and meet standards for water supply, fishery habitat, and recreation.
- ✓ Over half of Bridgton's land area is forested.
- ✓ Bridgton has 56 acres of farmland (approximately 0.15% of total land area).
- ✓ Approximately 15% of Bridgton's land area is in conservation.
- ✓ Bridgton has a range of habitats that include rare plant and animal species.



Inventory and Analysis

Key Findings: Land Use and Zoning

- ✓ Land use regulations adopted since the 2014 Comprehensive Plan allow for a mix of uses and guide growth within downtown and along corridors.
- ✓ The majority of the Town's land area is within the Rural Neighborhood District which is characterized by low-density, single-family residential development and undeveloped open space.
- ✓ Requirements of the Shoreland Zoning Overlay District and the Lakeside Neighborhood District help to protect water quality and critical habitat areas.



Inventory and Analysis

Key Findings: Housing

- ✓ The Town has issued permits for 392 new housing units since 2020.
- ✓ Approximately 91% of housing units are detached single-family homes or mobile homes.¹
- ✓ 44.1% of housing units are vacant.¹
- ✓ Of occupied housing units, 85% are owner occupied.¹
- ✓ The median home price in Bridgton increased 107% from 2012 to 2022 (\$327,500).
- ✓ In 2022, 77% of Bridgton households were unable to afford the median home price.

Total housing units
4,593

2022 median home price
\$327,500

Residents living alone
618 (13.6%)

¹ Based on 2017-2021 American Community Survey, 5-year estimates

Inventory and Analysis

Key Findings: Economy

- ✓ Healthcare and social assistance is the Town's largest industry with 543 people employed in Bridgton, followed by retail trade (413), and accommodation and food services (291).
- ✓ Taxable sales in Bridgton have increased 105% from 2013 to 2022.
- ✓ Employment declined in 2020 related to the pandemic and has not fully returned to pre-pandemic levels.
- ✓ Bridgton has a lower labor force participation rate (50%) than the county (69%) and state (63%).
- ✓ Average weekly wages are lower in Bridgton than the average for Maine for most industries.

2022 taxable sales
\$136,807,472

Total employment
2,300

Average weekly wage
\$844

Inventory and Analysis

Key Findings: Arts, Culture, and Recreation

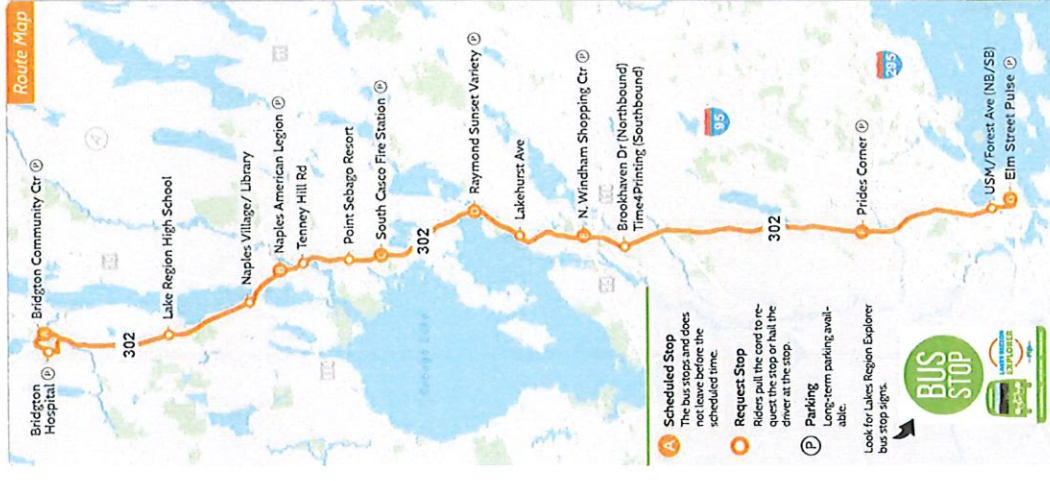
- ✓ Bridgton has 11 structures listed on the National Register of Historic Places (NRHP).
- ✓ The Maine Historic Preservation Commission has identified 18 properties as eligible for listing on the NRHP.
- ✓ The Town owns 150 acres of parkland, including beaches, parks, and nature preserves.
- ✓ There are over 90 miles of multiuse trails in Bridgton.
- ✓ Bridgton's beaches, parks, recreation facilities and programs, and private recreation facilities attract users from across the region.



Inventory and Analysis

Key Findings: Transportation, Infrastructure, and Services

- ✓ The Public Services Department maintains 75 miles of Town roads and manages snow removal for 220 miles of local and regional roads.
- ✓ Traffic has increased since 2016 with the highest traffic volumes along Route 302 from Main Street to Willett Road.
- ✓ The Lakes Region Explorer ridership has more than doubled since it began operation in 2013.
- ✓ The Town has added sidewalks and improved pedestrian connectivity in downtown in the past few years.
- ✓ Expansion of the wastewater system includes 23,000 linear feet of gravity sewer and 7,500 linear feet of force main piping.
- ✓ Library visits are increasing but have not returned to pre-pandemic levels.



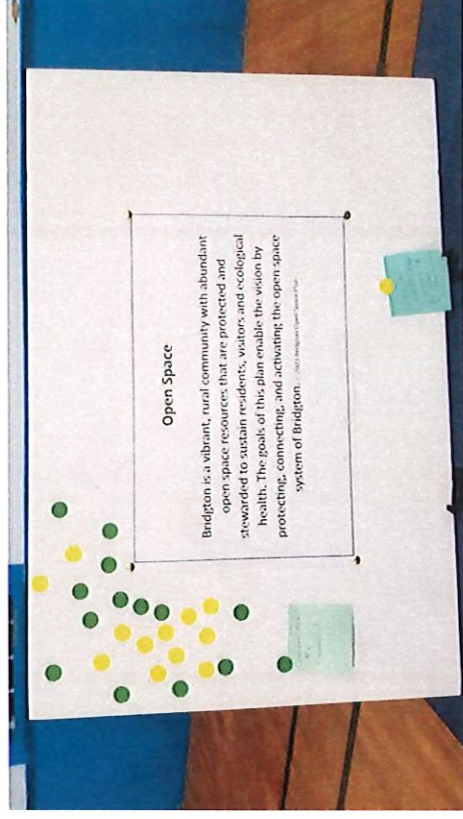
Inventory and Analysis

Key Findings: Challenges and Opportunities

- ✓ Impact of projected population decline and aging population on the region's workforce
- ✓ Supporting and encouraging development to address housing needs
- ✓ Supporting existing cultural assets and services to meet the needs of a changing community
- ✓ Balancing growth with preservation of natural resources and the rural landscape
- ✓ Maintaining infrastructure and facilities as costs continue to rise
- ✓ Enhancing the Town's recreation amenities and supporting a recreation economy

Next Steps

- ✓ Develop and launch community survey
- ✓ Ongoing online engagement
- ✓ Outreach through community events and directly to community groups



Draft Vision Statement

Open Space

Bridgton is a vibrant, rural community with abundant open space resources that are protected and stewarded to sustain residents, visitors and ecological health. The goals of this plan enable the vision by protecting, connecting, and activating the open space system of Bridgton. – from the 2023 Bridgton Open Space Plan

History and Culture

Bridgton honors the historic quaintness of Main Street, with small businesses, local shops, walkable streets, ample parking, and opportunities to view art and experience local culture. These assets contribute to the small town feel and help position Bridgton as a hub for surrounding communities.

A Place to Live, Work, and Play

Bridgton strives to be a community that creates ways for people to live, work, and play locally, by increasing access to diversified housing, educational opportunities, access to recreation and jobs that provide people the ability to thrive in place.

Healthy Community

Bridgton supports a healthy community for everyone to have access to a variety of recreational, educational, and social opportunities in our town. We strive to create opportunities to connect to one another in a supportive environment that contributes to social, emotional, and physical wellbeing.



11/27/23 Select Board Workshop on Priorities

Outcomes and Next Steps

To: Chair Carmen Lone and Manager Bob Peabody

From: Kristina Egan, GPCOG

Date: 12/1/23

Summary Outcomes

The workshop surfaced three top priorities for long-term goals, all of which have short-term steps that can be taken in the next year. The group also prioritized three additional short-term goals. The group brainstormed the basic elements of each goal, but didn't develop precise wording. Below, I provide a working draft for further refinement at upcoming Select Board meetings:

Long Term Priorities

1. **Tax Rate.** To maintain a stable, reasonable tax rate while providing necessary town services to Bridgton residents.
2. **Public Safety.** To develop and build a new, centrally-located public safety building to house police, fire, EMS, and dispatch services.
3. **Affordable Housing.** To be a supportive partner in creating more housing choices affordable to lower and middle income people.

Short Term Priorities

1. To take the next steps in advancing the above long-term priorities.
2. To replenish Bridgton's 13 reserve funds
3. To prepare for a revaluation (target year should be set)
4. To hire a staff person to focus on attracting new funding for the Town's priorities

Background

The Bridgton Select Board held a priorities-setting workshop, facilitated by GPCOG, and including Bob Peabody, Town Manager, Georgiann Fleck, Deputy Town Manager, and input from department heads. At the top of the workshop, the group outlined its desired outcomes from the evening:

- Identify short-term goals to help guide the Town Manager in developing the annual budget

- Identify long-term goals, including upcoming, significant infrastructure projects and town services
- Clarify who sets goals and how priorities are decided
- Goals should be a reasonable list that the group can accomplish, point the Town in the direction the residents desire, and keep the town moving forward, while retaining what makes Bridgton special

Accomplishments & Projects in Process

The group reviewed Bridgton's recent accomplishments:

- Wastewater project, including educating and engaging residents about the wastewater needs
- Streetscaping the downtown
- Fixed drainage and paving in inner corridor
- Open space plan – people are united around a goal
- Ham fields for recreation, and their use for tournaments and events
- Helped find 4H a space
- Have a great staff team, including having recruited fire volunteers
- Financial systems are performing
- Code enforcement is providing guidance on housing and health
- Partnered to bring entertainment to Bridgton
- Successfully bringing in excellent consulting support

The group listed existing, significant projects that are ongoing:

- Wastewater expansion to three new areas
- Masterplanning the Ham Complex
- Reconstruction of Mountain Road
- Culvert replacement on Wildwood Road
- Stream crossing on Grist Mill
- Church Street sidewalk
- Comprehensive Plan

Brainstorm of Goals

To develop the long-term and short-term priorities listed at the top of this memo, the group had a much more extensive discussion of goals. Below are suggestions offered by individual Select Board

members. Each Select Board member had equal votes to distribute, and the total votes each potential goal received is shown in parentheses.

- New public safety building (6 votes)
- Keep tax rate reasonable (5)
- More affordable housing to serve residents and anticipate growth (3)
- Improved or new transfer station (2)
- Implement open space and protect natural resources, including water (2)
- Attract professional businesses with high wage earners, possibly through business park (2)
- Recreation center (1)
- Provide for people that need social services, likely through support of service providers (1)
- Arts facility (1)
- New staff (HR officer, someone to enforce code enforcement, harbormaster; department heads had additional suggestions: grant writer, planner, public information officer) (1)
- Higher education, like a junior college, facility (0)
- Maintain infrastructure (0)

The group also brainstormed short-term goals. Below are suggestions offered by individual Select Board members with additional ideas suggested by staff, and added to the list by assent of the Select Board. Again, each Select Board member had equal votes to distribute. The Board also agreed that short-term steps should be taken to advance the three priority long-term goals.

- Revaluation (6)
- Grantwriting (5)
- Replenish reserve funds (5)
- Tech/software upgrade (3) – This idea was moved off the Select Board and to the Town Manager for further exploration
- Public restroom in Town Hall (2)

Next Steps

The Select Board will consider adopting long-term and short-term priority goals at its 12/12 meeting. The short-term goals, including immediate steps to advancing the long-term goals, will inform the development of the Town Manager's draft annual budget for the Town.

Laurie Chadbourne

From: Laurie Chadbourne
Sent: Thursday, November 16, 2023 4:38 PM
To: ads@bridgton.com
Subject: public hearing

**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, December 12, 2023 to accept oral and written comments on a special amusement permit application from Maine 4-H Foundation (Magic Lantern Theater) located at 9 Depot Street for live entertainment.

Please advertise on November 30, 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

TOWN OF BRIDGTON

MEMO

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

December 12, 2023 Select Board Meeting

8. Action Items Following Public Hearing

- a. Special Amusement Permit from Maine 4-H Foundation/Magic Lantern Located at 9 Depot Street
☒ 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.

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: LAURIE Bragg
Maine 4-H Foundation Magic Lantern Theater

Address of applicant: 9 Depot St. Bridgton, ME 04009

Telephone # of applicant: 207. 647-9326 (207) 922.8711

Name of business: Magic Lantern Movie Theater

Address of business: 9 Depot St. Bridgton, ME 04009

Telephone # of business: 207. 647-9324

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

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

Type of Entertainment Planned: Movies, comedians, Puppet shows, etc.

Hours of Entertainment Planned: 12 Hours a week

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 #: _____ Expiration Date: 12/02/23 ☒ copy attached

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

Signature: [Signature] Date: _____

FOR OFFICE USE ONLY:

AMOUNT PAID \$55.00 (\$25.00 PERMIT+ \$30 ADVERTISING)

DATE SUBMITTED ____/____/20____ RECEIVED BY: _____

BOARD OF SELECTMEN

DATE OF APPROVAL ____/____/20____

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

REVISED 07.2015

Laurie Chadbourne

From: Georgiann M Fleck
Sent: Monday, December 4, 2023 12:28 PM
To: Laurie Chadbourne
Subject: FW: BOS Agenda Item for 12/12/23 Mtg

FYI

From: Chief Glen Garland <ggarland@bridgtonmaine.org>
Sent: Thursday, November 30, 2023 5:39 PM
To: Georgiann M Fleck <gmfleck@bridgtonmaine.org>
Subject: BOS Agenda Item for 12/12/23 Mtg

Georgiann,

I would like to be on the BOS agenda on 12/12 to request that I would be allowed to spend up to \$1900.00 from the FD Donation Acct (10-2991-00 balance presently at \$14690.13) to purchase 1 navy blue polo shirt for each member of the department with the department insignia and the individuals name embroidered on each shirt. That way we would have a uniform type shirt to wear when performing department functions such as community events, fire prevention details etc.

I also believe this would be a moral booster for the members and allow them to put forth a more professional appearance when performing those functions.

Thank you,

Glen R Garland,

Fire Chief
Bridgton Fire Department
8 Iredale St Bridgton ME 04009
(207) 647-8814
(207) 647-3110 (fax)
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ggarland@bridgtonmaine.org

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Laurie Chadbourne

From: Todd Perreault
Sent: Thursday, November 30, 2023 4:02 PM
To: Laurie Chadbourne
Subject: BOS Agenda

Could you also add on for us to plan a date to reschedule the G-402 Class that was postponed due to the Lewiston incident.

Thank you!
Todd

Laurie Chadbourne

From: Todd Perreault
Sent: Thursday, November 30, 2023 11:30 AM
To: Laurie Chadbourne
Subject: BOS Agenda
Attachments: NIMS resolution 2023.docx

Good morning, I would like to be put on the next agenda for the BOS to adopt the updated NIMS resolution document.
Thanks for all you do !!

Todd



TOWN OF BRIDGTON

www.bridgtonmaine.org

3 Chase Street, Suite #1
Bridgton, Maine 04009
Phone: 207-647-8786
Fax: 207-647-8789

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) RESOLUTION

AN ORDER DESIGNATING NIMS AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF BRIDGTON

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners have been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS.

WHEREAS, to facilitate the most effective and efficient incident management, it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including current emergency management training programs.

WHEREAS, the National Commission on Terrorist Attacks (9/11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, we the undersigned Selectmen of the Town of Bridgton, by virtue of the authority vested in me by the Constitution and laws of the State of Maine, do hereby establish NIMS as the town standard for incident management.

EFFECTIVE DATE:

The effective Date of the order is November 2nd, 2023

Board of Selectmen

Carmen E. Lone, Chairman

Robert J. McHatton, Vice Chairman

Carrye Castleman-Ross

Paul A. Tworog

Kenneth J. Murphey

CERTIFICATE OF APPOINTMENT

(Title 30-A, M.R.S. § 2601)

SELECT BOARD

MUNICIPALITY OF BRIDGTON, MAINE

December 12, 2023

TO: Robert A. Peabody, Jr.:

There being a vacancy in the position of Town Manager, Tax Collector, Treasurer and Road Commissioner, the Selectmen of the Municipality of Bridgton do, in accordance with the provisions of the laws of the State of Maine, hereby re-appoint you as Town Manager, Tax Collector, Treasurer and Road Commissioner within and for the Municipality of Bridgton, such appointment to be effective January 1, 2024 until December 31, 2024.

Given under our hands on this 12th day of the month of December 2023.

Carmen E. Lone, Chair

Robert J. McHatton, Sr., Vice-Chair
Select Board of Bridgton, Maine

Paul A Tworog

Carrye Castleman-Ross

Kenneth J. Murphy

STATE OF MAINE

COUNTY OF CUMBERLAND, s.s.

December ___, 2023

Personally appeared the above-named Robert A. Peabody, Jr. who has been duly appointed by the Select Board as Town Manager, Tax Collector, Treasurer and Road Commissioner, in said Municipality, took the oath necessary to qualify him to discharge said duties for the term specified above according to law. Before me,

Laurie L. Chadbourne
Municipal Clerk

This Certificate and the Certificate of Oath shall be returned to the Municipal Clerk for filing.

Town of Bridgton 2024 Annual Appointments

Peabody, Robert A., Jr. ~One (1) Year Term/Appointed by the Select Board/Oath
Town Manager/Tax Collector/Treasurer/Road Commissioner

The following were appointed by the Town Manager:

- **Chadbourn, Laurie L.** ~One (1) Year Term/Appointed by Town Manager
Town Clerk/Deputy Tax Collector/Deputy Treasurer/Motor Vehicle Agent/Recreation Vehicle Agent/Game License Agent/Registrar of Voters/ General Assistance Administrator
- **Colello, Gary** ~One (1) Year Term/Appointed by Town Manager
Recreation Director
- **Day, Brenda** ~One (1) Year Term/Appointed by Town Manager
Code Enforcement Officer/Licensed Plumbing Inspector/Licensed Building Inspector/E-911 Addressing Officer/ Local Health Officer
- **Fahey, Jim** ~One (1) Year Term/Appointed by Town Manager
Alternate Code Enforcement Officer/Alternate Plumbing Inspector/Alternate Building Inspector
- **Fleck, Georgiann** ~One (1) Year Term/Appointed by Town Manager
Deputy Town Manager/Deputy Personnel Director/Deputy Purchasing Agent
- **Garland, Glen** ~One (1) Year Term/Appointed by Town Manager
Fire Chief
- **Heymann, Holly** ~One (1) Year Term/Appointed by Town Manager
Finance Director
- **Hill, Victoria** ~One (1) Year Term/Appointed by Town Manager
Community Development Director
- **Jones, Phillip A.** ~Appointed by Town Manager
Police Chief
- **Madsen, David** ~One (1) Year Term/Appointed by Town Manager
Public Services Director/Cemetery Sexton
- **Perreault, Todd** ~One (1) Year Term/Appointed by Town Manager
Civil Emergency Preparedness Director
- **Phillips, Loralee** ~One (1) Year Term/Appointed by Town Manager
Licensed Plumbing Inspector

Police Department

- **Muise, Joshua E** ~One (1) Year Term/Appointed by Town Manager
Police Sergeant
- **Chaine, Michael** ~One (1) Year Term/Appointed by Town Manager
Police Officer
- **George, Brandon** ~One (1) Year Term/Appointed by Town Manager
Police Officer
- **Hammond, Jacob** ~One (1) Year Term/Appointed by Town Manager
Police Officer
- **Johnson, Mitchell** ~One (1) Year Term/Appointed by Town Manager
Police Officer
- **Lee, McKenzie** ~One (1) Year Term/Appointed by Town Manager
Police Sergeant
- **McCloud, Ryan** ~One (1) Year Term/Appointed by Town Manager
Police Officer

**Town of Bridgton
2024 Annual Appointments**

Part-Time Officers:

- **Dehensky, Charles** ~One (1) Year Term/Appointed by Town Manager
Part-Time Police Officer
- **Gendron, Grace** ~One (1) Year Term/Appointed by Town Manager
Part-Time Police Officer
- **Gormley, Jacob** ~One (1) Year Term/Appointed by Town Manager
Part-Time Police Officer

Animal Control Officers:

- **Eaton, Cynthia** ~One (1) Year Term/Appointed by Town Manager
- **Knight, Jack** ~One (1) Year Term/Appointed by Town Manager

The 2024 annual appointments were confirmed by the Select Board on December 12, 2023.

Carmen E. Lone, Chair

Robert J. McHatton, Sr., Vice-Chair

Paul A. Tworog

Carrye Castleman-Ross

Kenneth J. Murphy

*Select Board
Town of Bridgton*

§5603. Powers and duties

The treasurer has the following powers and duties. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

1. Powers. The treasurer may:

A. Make deductions from the salary of a municipal employee and pay the money deducted to the proper payee, when the employee gives the written authority to do so. The treasurer's authority to make a deduction continues until:

- (1) The employee revokes the authorization in writing; or
 - (2) The treasurer knows that the reason for the deduction no longer exists. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]
- [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

2. Duties. The treasurer shall:

A. Except as provided in subparagraphs (1) to (3), and except as otherwise provided by charter or ordinance, disburse money only on the authority of a warrant drawn for the purpose, affirmatively voted and signed by a majority of the municipal officers.

(1) The municipal officers may adopt a written policy to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(2) The municipal officers may adopt a written policy to permit the disbursement of payments for municipal education costs when a disbursement warrant has been signed by the school superintendent and approved by a majority of the school board or by a finance committee appointed or duly elected by the school board. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers.

(3) The municipal officers may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers. The policy must be filed with the town clerk and the municipal treasurer and renewed annually by vote of the municipal officers; [PL 2009, c. 6, §1 (AMD).]

B. Upon request, provide an account of the finances of the municipality and exhibit the official records to the municipal officers or to any committee appointed by them to examine the accounts. The municipal officers shall examine the treasurer's accounts at least once every 3 months; and [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. Maintain a bank account in the municipality's name for the deposit of cash receipts. The treasurer shall deposit all cash receipts in the bank within 10 days. The treasurer may not commingle funds of the municipality with any personal funds or in any personal account of the treasurer. [PL 2009, c. 193, §2 (AMD).]

[PL 2009, c. 6, §1 (AMD); PL 2009, c. 193, §2 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 1991, c. 271 (AMD). PL 1993, c. 96, §2 (AMD). PL 1995, c. 83, §1 (AMD). PL 1995, c. 549, §1 (AMD). PL 2009, c. 6, §1 (AMD). PL 2009, c. 193, §2 (AMD).

Treasurer's Disbursement Warrants for Payment of Payments for Municipal Education Costs

DEFINITION

This policy allows the Municipal Officers to permit the disbursement of municipal education costs when a disbursement warrant has been signed by one or more designated municipal officers.

This policy must be filed with the Town Clerk and the Municipal Treasurer and renewed annually by vote of the municipal officers according to 30-A M.R.S.A. §5603(2)(A).

Municipal Officers

By: _____ Carmen E. Lone, Chairman

_____ Robert J. McHatton, Sr., Vice Chair

_____ Carrye Castleman-Ross

_____ Kenneth J. Murphy

_____ Paul A. Tworog

Treasurer's Disbursement Warrants for Payment of Employee Wages and Benefits

DEFINITION

This policy allows the Municipal Officers to permit the disbursement of employees' wages and benefits when a disbursement warrant has been signed by one or more designated municipal officers.

This policy must be filed with the Town Clerk and the Municipal Treasurer and renewed annually by vote of the municipal officers according to 30-A M.R.S.A. §5603(1)(A).

Municipal Officers

By: _____ Carmen E. Lone, Chairman

_____ Robert J. McHatton, Sr. Vice Chair

_____ Carrye Castleman-Ross

_____ Kenneth J. Murphy

_____ Paul A. Tworog

Treasurer's Disbursement Warrants for Payment of Payments for State Fees

DEFINITION

This policy allows the Municipal Officers to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers.

This policy must be filed with the Town Clerk and the Municipal Treasurer and renewed annually by vote of the municipal officers according to 30-A M.R.S.A. §5603(3)(A).

Municipal Officers

By: _____ Carmen E. Lone, Chairman

_____ Robert J. McHatton, Sr., Vice Chair

_____ Carrye Castleman-Ross


_____ Kenneth J. Murphy

_____ Paul A. Tworog

TOWN OF BRIDGTON

MEMO

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



December 12, 2023 Select Board Meeting

9. New Business

b. Permits/Documents Requiring Board Approval

8. Victualer's Licenses to:

Blizzards Pub @ Pleasant Mountain Located at 119 Mountain Road (renewal)

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

The Little Mountain Store Located at 1382 North High Street (renewal)

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

Mainly Melts Located at 257 Main Street (renewal)

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

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