

## SELECT BOARD MEETING AGENDA

DATE: Tuesday, March 26, 2024

TIME: 4:00 P.M.

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

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

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

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1. Call to Order
2. Pledge of Allegiance
3. 4:00PM Workshop - RHR Smith & Company Sewer Financial Presentation FY 2024
4. Approval of Minutes – March 12, 2024
5. Public Comments on Non-Agenda Items (*Each speaker may be limited to 3 minutes.*)
6. Committee/Liaison Reports
7. Correspondence, Presentations, and Other Pertinent Information
  - a. Ron Smith from RHR Smith & Company to present the FY 2023 audit.
8. 5:30 P.M Public Hearing
  - a. To accept oral and written comments on a new liquor license application from Pondicherry House restaurant with under 50 seats located at 2 Cottage Street, Unit 1.
  - b. To accept oral and written comments on a renewal special amusement permit application from Sundown Lounge located at 18B Depot Street.
9. Action Items Following Public Hearing
  - a. New liquor license application from Pondicherry House restaurant with under 50 seats located at 2 Cottage Street, Unit 1
  - b. Renewal of special amusement permit application from Sundown Lounge located at 18B Depot Street
10. New Business
  - a. Awards and Other Administrative Recommendations
    1. Greater Portland Council of Governments (GPCOG) General Assembly Delegates 2024
    2. Grant Writer
    3. Fire Apparatus Reserve
  - b. Permits/Documents Requiring Board Approval
    1. Select Board Approval of the 2024/2025 FY Budget
    2. Victualer's License for restaurant with under 50 seats (new) Pondicherry House Located at 2 Cottage Street, Unit 1; Victualer's License (renewal) Sundown Lounge Located at 18B Depot Street

3. Medical Marijuana Caregiver Retail Store License (renewal) to Maine Only Cannabis located at 316 Portland Road
  - c. Select Board Comments
  - d. Town Manager's Report/Deputy Town Manager's Report
11. Old Business (*Select Board Discussion Only*)
  - a. Project Status Updates
  - b. Commercial Hauler Fees
12. Treasurer's Warrants
13. Public Comments on Non-Agenda Items (*Each speaker may be limited to 3 minutes.*)
14. Dates for the Next Select Board Meetings  
April 9, 2024 @ 5PM (Regular Meeting)  
April 9, 2024 @ 5PM Placement of Referendum questions on Secret Ballot  
April 23, 2024 @ 5PM (Regular Meeting)
15. Adjourn

**Town Manager's Notes  
Board of Selectmen's Meeting  
March 26, 2024**

**4. Approval of Minutes:**

- a. March 12, 2024

***Suggested Motion:*** Move to approve the March 12, 2024, Selectboard Minutes.

**6. Committee/Liaison Reports**

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

- a. RHR Smith & Company will be presenting the June 30, 2023, Audit.

**8. 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 Pondicherry House Restaurant for a Liquor License.
- b. To accept written and oral comments on an application from Sundown Lounge for a Special Amusement Permit.

**9. Action Items Following Public Hearing**

a. ***Suggested Motion:*** Move to approve a Liquor License to Pondicherry House Restaurant.

b. ***Suggested Motion:*** Move to approve a Special Amusement Permit to Sundown Lounge.

**10. New Business**

- a. Awards and Other Administrative Recommendations

1. As a GPCOG member community, Bridgton has two delegate seats and one alternate seat to appoint to the general assembly. Please refer to the email from GPCOG in your binder.

***Motion:*** Move to appoint \_\_\_\_\_ and \_\_\_\_\_ as delegates and \_\_\_\_\_ as alternate delegate.

2. Discussion regarding the establishment of a Grant Writer position.
3. Following up on the consensus approval during budget review of purchasing of two used pumpers from the Town of Lake Ozark, the Fire Chief is requesting the withdrawal of \$33,000 from the Fire Apparatus Reserve for the down payment to hold the vehicles until the Town Meeting approval of the budget. Please refer to his email, pertinent sections of the Reserve Policy, and current balance of the Reserve Account.

***Suggested motion:*** Move to approve the use of \$33,000 from the Fire Apparatus Reserve for the down payment to hold two used pumpers until the Town Meeting approval of the budget.



b. Permits/Documents Requiring Board Approval

1. Please refer to your approved by consensus Selectboard Budget Summary.

*Suggested motion: Move to approve the 2024-2025 Municipal Budget to be put forth to the voters at Annual Town Meeting.*

2. *Suggested motion: Move to approve a Victualer's License to Pondicherry House and Sundown Lounge.*

3. *Suggested motion: Move to approve a Medical Marijuana Caregiver Retail Store License to Maine Only Cannabis.*

11. Old Business

- a. Projects Update
- b. Continued discussion of proposed Commercial Hauler fees.

**Select Board Meeting Minutes**  
**March 12, 2024 at 5:00PM**

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; Executive Assistant Nikki Hodgkins; Interim Town Clerk Veronica LaCascia; Community Development Deputy Director Haley Richardson; Recreation Director Gary Colello; Fire Chief Glen Garland.

1. Call to Order

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

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

3. Approval of Minutes: February 27, 2024

Vice Chair McHatton made a **motion** to approve the minutes. Member Murphy **seconded** the motion.  
**5 approve/ 0 oppose.**

4. Public Comments on Non-Agenda Items

Paul Goslin, Executive of United Ambulance, presented updated figures to seek further contributions needed to offset the rise in costs the company is experiencing. Another factor in the price increase is the lack of volume Bridgton creates pertaining to emergency calls. The projected lost in revenue that Bridgton would need to alleviate is \$233,496. Neighboring towns using United Ambulance include Harrison, Sweden, and Denmark. If Bridgton does not increase the funding United Ambulance would need to reevaluate, which could result in the ambulance service decreasing to a transferring service and Bridgton would be billed for the ride. Vice Chair McHatton expressed great disappointment in the large increase request however, he admitted the service is needed regardless. Member Castleman-Ross made a **motion** to recommend that the Select Board accept the amount of \$223,496. Vice Chair McHatton **seconded** the motion. **5 approve/ 0 oppose.**

Town Manager Peabody hoped they could enter another three-year contract with United Ambulance. In the past the contract included fixed rates which reflected yearly cost increases. Mr. Goslin did not see a problem with another three-year contract. Mr. Peabody suggested that for the three years the base amount be \$233,496. The Board agrees.

5. Committee/Liaison Reports

6. Correspondence, Presentations, and Other Pertinent Information

A. Nominations for Select Board Vice-Chair

Vice Chair McHatton announced that he will resign from Vice Chair of the Bridgton Select Board. Chair Lone made a **motion** to accept Vice Chair McHatton's resignation of Vice Chair of the Bridgton Select Board. Member Murphy **seconded** the motion.  
**5 approve/ 0 oppose.**

Member McHatton made a **motion** to nominate Member Tworog, Member Murphy, and Member Castleman-Ross for Vice Chair of the Select Board, to be voted by paper ballot. Chair Lone **Seconded** the motion.  
**5 approve / 0 oppose**

*The vote was Member Kenneth J. Murphy for Vice Chair of the Bridgton Select Board.*



## 6. Correspondence, Presentations, and Other Pertinent Information *continued*

### B. Proposed MSAD 61 2024-2025 Budget

Superintendent Al Smith presented the proposed budget for 2024-2025 MSAD 61. He began with the fact that MSAD 61 schools receive less than 8% of their monies from state funding of the Department of Education, which is on the lower end than most areas. There are over 2,000 children enrolled in MSAD 61, including vocational students. Due to increased state mandates for schools, a great deal of the projected spending is out of the school board's control. The budget that was recommended by the finance committee is currently priced at \$36,936,917, which represents a 7.8% increase.

### C. Brewfest 2024 – Angie Cook

Ms. Cook would like to use the HAM complex again for Brewfest 2024. This is the 20<sup>th</sup> year for Brewfest. It will take place the last weekend in September. Member McHatton made a **motion** to allow Brewfest 2024 to use the HAM complex. Member Tworog **seconded** the motion. **5 approve / 0 oppose**

### D. Request for Land and Water Fund (LWCF) certification for June warrant 1:17.

Member McHatton **moved** to certify the Request for Land Water Fund for the June warrant. Member Castleman-Ross **seconded** the motion. **Discussion** ensued, with Member Tworog expressing doubt into whether public opinion has been considered. Member Tworog continued with the point of not having a detailed approved plan for the Ham Complex's \$500,000 price tag. Recreation Director Gary Colello stated that more details including specific costs will come as we work through the grant application process. Director Colello expects to host a public hearing in the future about what to do with the funding if awarded.

**4 approve/ 1 oppose (Tworog)**

## 7. Public Hearing

### A. To accept written and oral comments on the Proposed Community Development Block Grant (CDBG) 2024-2025 Funding Projects.

Chair of the Community Development Advisory Committee, Kevin Raday, presented the recommendation to fully fund the navigator program at the Bridgton Community Center, while any left-over monies would go to the Bridgton Food pantry. During the second year the sidewalks will begin construction, they are projected to cost \$323,000.

## 8. Action Items Following Public Hearing

### A. Select Board decision on proposed Community Development Block Grant (CDBG)

Chair Lone Made a **motion** to approve the Proposed Community Development Block Grant 2024-2025 Funding Projects. Member Castleman- Ross **seconded** the motion. **5 approve/ 0 oppose**

## 9. New Business

### A. Awards and Other Administrative Recommendations

### B. Permits/Documents Requiring Board Approval

#### 1. Victualer's License renewal Wolfie's Links, LLC Located at 295 Main Street.

Member McHatton made a **motion** to approve the Victualer's License renewal for Wolfie's Links.

Vice Chair Murphy **seconded** the motion. **5 approve / 0 oppose**

#### 2. New road name: Trail's Edge Way

Chair Lone made a **motion** to approve the new road name of Trail's Edge Way.

Member Castleman- Ross **seconded** the motion. **5 approve/ 0 oppose**



## 9. New Business Continued

### C. Select Board Comments

**Vice Chair Ken Murphy** – Thanked the Board for selecting him as Vice Chair

**Member Paul Tworog** – had no comment

**Member Robert McHatton** – Would like discussion for grant writer to be on next agenda for the 2024-2025 budget.

**Chair Carmon Lone** – Would like the heat pump covers be placed on the heat pumps at the town hall. Madame Chair asked for an update on cleaning up the Tucker house tucker. Mr. Peabody explained the cleanup will proceed as soon as the roads aren't posted.

**Member Castleman-Ross** – Anticipates Commercial Haulers being on next agenda

### D. Town Manager's Report/Deputy Town Manager's Report

Town Manager Peabody read the following report into record,

#### **"General Information**

An important reminder that with winter weather upon us, 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.

Regarding weather events, please be aware that we post information on the Town's Facebook page and the Town's website. Additionally, all the local television channels are notified when the Town Office closes.

#### **Town Clerk/Tax Collector's Office**

A reminder that quarterly real estate taxes are due May 15. The following was written by our new Interim Town Clerk, 'We had a great Presidential Primary Election last week. Thank you to all Election staff. We are lucky to have Deb Flanigan back in the office to help during this time of transition. We are all working together to get ready for the upcoming State and Local Elections. Thank you to everyone for all the support and encouragement as I navigate being Interim Town Clerk here in Bridgton.' Reminder nomination papers are available for the following: 2 Select Board Members, 2 MSAD 61 Directors for 3 years, 1 MSAD 61 Director for 2 years, 2 Planning Board members, 1 Planning Board Alternate, 1 Water District Trustee.

#### **Community Development Department**

Please visit the Community Development page on the Town of Bridgton website to answer the Question of the Month and to learn more about the Comprehensive Planning process.

#### **Recreation**

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. The Ice Rink is open. Please see the Bridgton Recreation website for times. There is no charge for skating and there are skates available at no charge as well.

#### **Police Department**

I am pleased to report that we have hired a new patrol officer: Officer Robert Wright will start on Monday March 25th as our newest patrol officer. He is a certified police officer who comes to us after four years of service with the Topsham Police Department. He is a certified firearms instructor, armorer, ballistic shield instructor, field training officer, drone pilot, and is trauma medic. He is currently serving in the Maine Army National Guard combat engineering unit. We are excited to add Officer Wright to the team.

#### **Financials**

Before you tonight are the January financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 58% for the month. Revenues are at 48.5% and Expenditures at 56.8%."

## 10. Old Business

### A. Project Status updates

Town Manager Peabody updated the Board on several ongoing projects.

11. Treasurer's Warrants

Vice Chair Murphy made a **motion** to approve treasurer's warrants 283, 284, 285, 286, 287 and 288. Member McHatton **seconded** the motion. **5 approve / 0 oppose**

12. Public Comments on Non- Agenda Items

13. Dates for the Next Select Board Meetings

March 26, 2024 @ 5PM (Regular Meeting)

April 9, 2024 @ 5PM (Regular Meeting)

April 9, 2024 @ 5PM Placement of Referendum questions on Secret Ballot

14. Adjourn

Chair lone adjourned the meeting at 7:15pm

Sincerely,  
Veronica LaCascia  
Interim Town Clerk



## Re: Board Workshop 3/26/2024

Laurie Chadbourne <lchadbourn@bridgtonmaine.org>

Thu 2/29/2024 6:09 PM

To: Holly Heymann <hheyman@bridgtonmaine.org>

Cc: Veronica LaCascia <vlaCascia@bridgtonmaine.org>

Thank you, Holly. Veronica is cc'd on this email for follow up!

Laurie L. Chadbourne, Town Clerk

Town of Bridgton

3 Chase Street, Suite 1

Bridgton, ME 04009

(207) 647-8786 voice

(207) 647-8789 fax

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**From:** Holly Heymann <hheyman@bridgtonmaine.org>

**Sent:** Thursday, February 29, 2024 4:28 PM

**To:** Laurie Chadbourne <lchadbourn@bridgtonmaine.org>

**Cc:** Robert "Bob" Peabody, Jr. <rpeabody@bridgtonmaine.org>; Georgiann M Fleck <gmffleck@bridgtonmaine.org>; Nikki Hodgkins <n Hodgkins@bridgtonmaine.org>; rsmith@rhrsmith.com <rsmith@rhrsmith.com>; Jenna Domer <jdomer@bridgtonmaine.org>

**Subject:** Board Workshop 3/26/2024

Hi Laurie,

We have scheduled Ron Smith, Managing Partner of RHR Smith & Company, to hold a workshop with the Board on Tuesday, March 26, 2024 to begin at 3:30pm. He will review the new Audited Financial Statement presentation for FY 2023 and answer any questions.

Please also schedule him to present the FY 2023 Audit at the Board meeting immediately following the workshop.

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

TO: Select Board

FROM: Veronica LaCascia, Deputy Town  
Clerk Business Licenses

DATE: March 19, 2024

# MEMO

## March 26, 2024 Select Board Meeting

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

- a. To accept oral and written comments on a new liquor license application from Pondicherry House restaurant with less than 50 seats located at 2 Cottage St. Unit 1  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK
- b. To accept oral and written comments on a renewal special amusement permit application from Sundown Lounge located at 18B Depot St.  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

### 9. Action Items Following Public Hearing

- a. New liquor license application from Pondicherry House restaurant with less than 50 seats located at 2 Cottage St. Unit 1.  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK
- b. Renewal on a special amusement permit application from Sundown Lounge located at 18B Depot St.  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

### 10. New Business

#### b. Permits/Documents Requiring Board Approval

##### 2. Victualer's Licenses to:

- a. Victualer's License's for a restaurant with under 50 seats (new) Pondicherry House Located at 2 Cottage St, Unit 1.

☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

- b. Victualer's License (renewal) Sundown Lounge Located at 18B Depot St.

☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

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

☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

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

## Veronica LaCascia

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**From:** Laurie Chadbourne  
**Sent:** Monday, March 4, 2024 3:48 PM  
**To:** ads@bridgton.com  
**Cc:** Sean C. Day; Veronica LaCascia; Jamie Ferguson  
**Subject:** public hearing

### NOTICE OF PUBLIC HEARING

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 5:30 P.M. on Tuesday, March 26, 2024 to accept oral and written comments on a new liquor license application from Pondicherry House located at 2 Cottage Street, Unit 1.

Please advertise in the Bridgton News in March 14, 2024.

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](http://www.bridgtonmaine.org)



## Select Board Public Hearing

Veronica LaCascia <vlaCascia@bridgtonmaine.org>

Mon 3/11/2024 4:51 PM

To:ads@bridgton.com <ads@bridgton.com>

### NOTICE OF PUBLIC HEARING

The Municipal Officers of the Town of Bridgton will hold a Public Hearing at 5:30 P.M. on Tuesday, March 26, 2024, to accept oral and written comments on a renewal Special Amusement application from Sundown Lounge located at 18B Depot Street.

Please advertise in the Bridgton News in March 14, 2024. (if possible)

Kindly confirm receipt.

Thank you,

**Veronica J. LaCascia**

Interim Town Clerk

Registrar of Voters

Main 207.647.8786

Direct 207.803.9954

**Town of Bridgton**

3 Chase Street, Suite 1

Bridgton, ME 04009

[www.bridgtonmaine.org](http://www.bridgtonmaine.org)

## Georgiann M Fleck

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**From:** Dani Deason <DDeason@gpcog.org>  
**Sent:** Monday, March 11, 2024 3:09 PM  
**To:** Robert "Bob" Peabody, Jr.  
**Cc:** Georgiann M Fleck  
**Subject:** Request for General Assembly Delegates  
**Attachments:** Annual Summit 2024.png

You don't often get email from ddeason@gpcog.org. [Learn why this is important](#)

Good afternoon Bob,

The Greater Portland Council of Government's (GPCOG) General Assembly & Annual Summit are coming up on Thursday, May 30, 2024. We will be in person on the beautiful campus of St. Joseph's College in Standish. The lead-in to our Annual Summit is the GPCOG General Assembly meeting. GPCOG's General Assembly is made of delegates from our members, and the Town of Bridgton is allowed two delegates and an alternate. Last year, your delegates were:

Delegate 1: Carmen Lone

Delegate 2: Yourself

Alternate: Carrye Castleman-Ross

May I ask that you send me your list of delegates and alternate for 2024? Because each community has its own schedule for making these appointments, your town may already have taken care of this. If not, would you please plan to appoint your delegates when you can? We try to reach out early so if you prefer to have this voted on at a selectboard meeting, you have plenty of time.

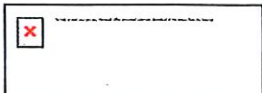
If your community has a representative on the GPCOG Executive Committee (Chairperson Lone, in this case), that person must be one of your general assembly delegates. The general assembly will elect the Executive Committee and officers from its membership on May 30, 2024.

I have also attached a Save-the-Date if you would like to send on to your Select Board

Please do not hesitate to reach out if I can be of any service,  
Dani

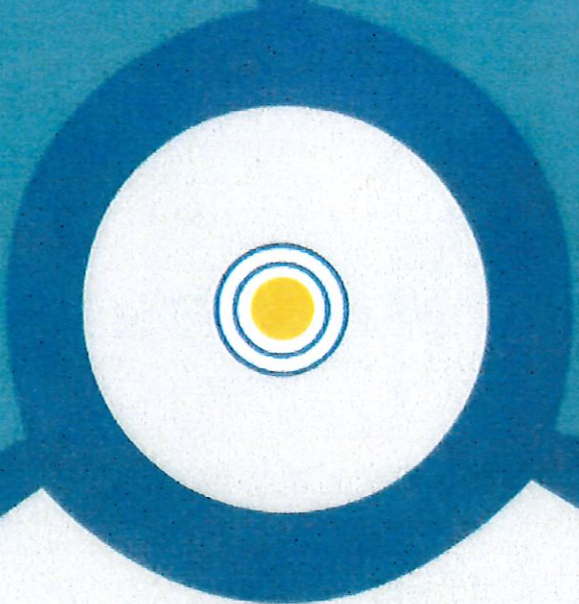
**Dani Deason** (she/her/hers)  
Operations Support Coordinator  
Greater Portland Council of Governments

■ [\(765\) 716-0752](tel:(765)716-0752)  
■ [ddeason@gpcog.org](mailto:ddeason@gpcog.org)  
■ [www.gpcog.org](http://www.gpcog.org)  
■ 970 Baxter Boulevard, Suite 201, Portland, ME 04103





*Save the Date*



Thursday, May 30  
St. Joseph's College

The Greater Portland  
Council of Governments  
invites you to our  
**2024 Annual Summit.**



## Fwd: Fire truck deposit request

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

Tue 3/19/2024 7:37 PM

To: Veronica LaCascia <vlaCascia@bridgtonmaine.org>; Georgiann M Fleck <gmfleck@bridgtonmaine.org>; Carmen E. Lone <selectmanlone@bridgtonmaine.org>; Kenneth "Ken" Murphy <selectmankmurphy@bridgtonmaine.org>

Please see the Chief's request. It would come from the Fire Apparatus Reserve.

Bob

Get [Outlook for iOS](#)

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**From:** Chief Glen Garland <ggarland@bridgtonmaine.org>

**Sent:** Tuesday, March 19, 2024 5:19:03 PM

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

**Subject:** Fire truck deposit request

Bob,

Can we include in the next BOS agenda a request for an expenditure of \$33,000.00 as a deposit from the Town to Lake Ozark for the purchase of the 2 pumpers. Each truck is \$165,000.00 and the customary deposit is 10% to hold until our funding becomes available in July. I am working on the paperwork with the Chief in Missouri and will make sure it is contingent on town meeting approval.

Thanks,  
Glen

Glen Garland, Fire Chief  
Bridgton Fire Department  
8 Iredale Street  
Bridgton Maine, 04009  
(207)647-8814 office  
(207)647-3210 fax  
[firechief@bridgtonmaine.org](mailto:firechief@bridgtonmaine.org)

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

## 16. Communications Equipment Reserve

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.

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;  
07/12/22; 03/28/23; 07/11/23; 09/26/23;  
02/27/24



## Specific reserve account requirements

### 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.

Approved 04/14/15

Revised 09/12/17; 12/10/19; 09/08/20;  
07/12/22; 03/28/23; 07/11/23; 09/26/23;  
02/27/24



# RESERVE ACCOUNT BALANCES AS OF 3/11/2024

2. Fire Apparatus Reserve Fund #55			Fund Limit: \$375,000
Opening Balance:	Revenues	Expenses	\$ 128,343.00
FY 2020	\$ 15,000.00	\$ 63,504.00	
FY 2021		\$ 4,580.60	
FY 2022	\$ 5,500.00		
FY 2023			
FY 2024	\$ 4,950.00		Proceeds from sale of 2013 Ford Explorer 12/5/23
FUND BALANCE \$			85,708.40



# Budget Summary FY 2024 / 2025

Account Code	Department	Approved Budget 2024	Dept Head Proposed Budget 2025	DH Yearly Change (\$ + / -)	DH Yearly Change (% + / -)	Town Manager Proposed Budget 2025	TM Yearly Change (\$ + / -)	TM Yearly Change (% + / -)	SB Yearly Change (\$ + / -)	SB Yearly Change (% + / -)	SB Approved Budget 2025
<b>Revenue</b>											
010	General Government	\$4,606,432	\$4,907,601	\$301,169	6.54%	\$4,907,601	\$301,169	6.54%	\$301,169	6.54%	\$4,907,601
<b>Expense</b>											
011	Administration	\$443,170	\$455,161	\$11,991	2.71%	\$454,892	\$11,722	2.65%	\$11,704	2.64%	\$454,874
012	Assessing	\$58,000	\$64,000	\$6,000	10.34%	\$64,000	\$6,000	10.34%	\$6,000	10.34%	\$64,000
013	Code Enforcement	\$169,199	\$180,711	\$11,512	6.80%	\$175,831	\$6,632	3.92%	\$6,632	3.92%	\$175,831
014	Community Development	\$188,190	\$188,325	\$135	0.07%	\$188,325	\$135	0.07%	\$135	0.07%	\$188,325
015	Municipal Complex	\$128,024	\$137,624	\$9,600	7.50%	\$137,624	\$9,600	7.50%	\$9,600	7.50%	\$137,624
016	General Assistance	\$21,484	\$18,234	(\$3,250)	-15.13%	\$18,234	(\$3,250)	-15.13%	(\$3,250)	-15.13%	\$18,234
017	Town Clerk	\$260,812	\$264,804	\$3,992	1.53%	\$264,804	\$3,992	1.53%	(\$2,769)	-1.06%	\$258,043
018	Town Hall	\$29,876	\$34,566	\$4,690	15.70%	\$34,566	\$4,690	15.70%	\$4,690	15.70%	\$34,566
019	Finance	\$181,043	\$194,924	\$13,881	7.67%	\$194,924	\$13,881	7.67%	\$13,881	7.67%	\$194,924
022	BOS / PB&AB	\$19,564	\$19,664	\$100	0.51%	\$19,664	\$100	0.51%	\$811	4.15%	\$20,375
029	Other General Govt	\$65,000	\$65,000	\$0	0.00%	\$65,000	\$0	0.00%	\$0	0.00%	\$65,000
031	Police	\$1,195,596	\$1,279,017	\$83,421	6.98%	\$1,193,059	(\$2,537)	-0.21%	(\$2,537)	-0.21%	\$1,193,059
032	Fire	\$414,845	\$363,774	(\$51,071)	-12.31%	\$363,774	(\$51,071)	-12.31%	(\$51,071)	-12.31%	\$363,774
033	Animal Control	\$25,195	\$26,985	\$1,790	7.10%	\$26,985	\$1,790	7.10%	\$1,790	7.10%	\$26,985
034	Civil Emergency	\$28,279	\$34,766	\$6,487	22.94%	\$33,689	\$5,410	19.13%	\$6,110	21.61%	\$34,389
035	Health Officer	\$3,430	\$3,430	\$0	0.00%	\$3,430	\$0	0.00%	\$0	0.00%	\$3,430
049	Other Public Safety	\$343,924	\$649,871	\$305,947	88.96%	\$649,871	\$305,947	88.96%	\$214,443	62.35%	\$558,367
051	Public Works	\$865,126	\$935,411	\$70,285	8.12%	\$934,411	\$69,285	8.01%	\$69,285	8.01%	\$934,411
052	Town Garage	\$27,104	\$26,686	(\$418)	-1.54%	\$26,686	(\$418)	-1.54%	(\$418)	-1.54%	\$26,686



Account Code	Department	Approved Budget 2024	Dept Head Proposed Budget 2025	DH Yearly Change (\$ +/-)	DH Yearly Change (% +/-)	Town Manager Proposed Budget 2025	TM Yearly Change (\$ +/-)	TM Yearly Change (% +/-)	SB Yearly Change (\$ +/-)	SB Yearly Change (% +/-)	SB Approved Budget 2025
053	Vehicle Maintenance	\$478,403	\$459,465	(\$18,938)	-3.96%	\$459,465	(\$18,938)	-3.96%	(\$18,938)	-3.96%	\$459,465
054	Transfer Station	\$915,566	\$996,252	\$80,686	8.81%	\$996,252	\$80,686	8.81%	\$80,686	8.81%	\$996,252
071	Recreation	\$733,343	\$744,158	\$10,815	1.47%	\$744,158	\$10,815	1.47%	\$10,558	1.44%	\$743,901
072	Library	\$94,500	\$99,225	\$4,725	5.00%	\$99,225	\$4,725	5.00%	\$4,725	5.00%	\$99,225
073	Cemeteries	\$114,174	\$61,567	(\$52,607)	-46.08%	\$60,567	(\$53,607)	-46.95%	(\$53,607)	-46.95%	\$60,567
074	Parks	\$209,884	\$224,370	\$14,486	6.90%	\$227,371	\$17,487	8.33%	\$17,487	8.33%	\$227,371
075	Community Center	\$104,679	\$106,879	\$2,200	2.10%	\$81,879	(\$22,800)	-21.78%	\$2,200	2.10%	\$106,879
076	Pondicherry Park	\$5,800	\$10,850	\$5,050	87.07%	\$10,850	\$5,050	87.07%	\$5,050	87.07%	\$10,850
077	HAM Complex	\$97,048	\$97,698	\$650	0.67%	\$97,698	\$650	0.67%	\$393	0.40%	\$97,441
291	Insurances	\$272,649	\$299,102	\$26,453	9.70%	\$299,102	\$26,453	9.70%	\$26,453	9.70%	\$299,102
292	Employee Benefits	\$954,804	\$1,006,728	\$51,924	5.44%	\$1,006,728	\$51,924	5.44%	\$51,924	5.44%	\$1,006,728
293	Outside Agencies	\$55,330	\$55,680	\$350	0.63%	\$47,380	(\$7,950)	-14.37%	(\$400)	-0.72%	\$54,930
294	Capital Expenditures	\$880,000	\$985,000	\$105,000	11.93%	\$885,000	\$5,000	0.57%	\$5,000	0.57%	\$885,000
299	Other Townwide	\$13,493,723	\$13,860,408	\$366,685	2.72%	\$13,860,408	\$366,685	2.72%	\$339,713	2.52%	\$13,833,436
	<b>TOTAL</b>	<b>\$22,877,764</b>	<b>\$23,950,335</b>	<b>\$1,072,571</b>	<b>4.69%</b>	<b>\$23,725,853</b>	<b>\$848,089</b>	<b>3.71%</b>	<b>\$756,279</b>	<b>3.31%</b>	<b>\$23,634,043</b>
	<b>School/County Tax</b>	<b>(\$11,598,413)</b>	<b>(\$12,236,740)</b>	<b>(\$638,327)</b>	<b>5.50%</b>	<b>(\$12,236,740)</b>	<b>(\$638,327)</b>	<b>5.50%</b>	<b>(\$618,558)</b>	<b>5.33%</b>	<b>(\$12,216,971)</b>
	<b>GROSS APPROPRIATIONS</b>	<b>\$11,279,351</b>	<b>\$11,713,595</b>	<b>\$434,244</b>	<b>3.85%</b>	<b>\$11,489,113</b>	<b>\$209,762</b>	<b>1.86%</b>	<b>\$137,721</b>	<b>1.22%</b>	<b>\$11,417,072</b>
	<b>Revenues</b>	<b>(\$4,606,432)</b>	<b>(\$4,907,601)</b>	<b>(\$301,169)</b>	<b>6.54%</b>	<b>(\$4,907,601)</b>	<b>(\$301,169)</b>	<b>6.54%</b>	<b>(\$301,169)</b>	<b>6.54%</b>	<b>(\$4,907,601)</b>
	<b>NET TO BE RAISED</b>	<b>\$6,672,919</b>	<b>\$6,805,994</b>	<b>\$133,075</b>	<b>10.19%</b>	<b>\$6,581,512</b>	<b>(\$91,407)</b>	<b>-1.37%</b>	<b>(\$163,448)</b>	<b>-2.45%</b>	<b>\$6,509,471</b>



# TOWN OF BRIDGTON

TO: Select Board

FROM: Veronica LaCascia, Deputy Town  
Clerk Business Licenses

DATE: March 19, 2024

## MEMO

### March 26, 2024 Select Board Meeting

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

- a. To accept oral and written comments on a new liquor license application from Pondicherry House restaurant with less than 50 seats located at 2 Cottage St. Unit 1  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK
- b. To accept oral and written comments on a renewal special amusement permit application from Sundown Lounge located at 18B Depot St.  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

#### 9. Action Items Following Public Hearing

- a. New liquor license application from Pondicherry House restaurant with less than 50 seats located at 2 Cottage St. Unit 1.  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK
- b. Renewal on a special amusement permit application from Sundown Lounge located at 18B Depot St.  
☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

#### 10. New Business

##### b. Permits/Documents Requiring Board Approval

##### 2. Victualer's Licenses to:

- a. Victualer's License's for a restaurant with under 50 seats (new) Pondicherry House Located at 2 Cottage St, Unit 1.

☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

- b. Victualer's License (renewal) Sundown Lounge Located at 18B Depot St.

☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

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

☒CEO (Including any Planning Board Requirement) ☒FIRE ☒POLICE ☒TOWN CLERK

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

Town Clerk's Office \* 3 Chase Street, Suite 1, Bridgton, ME 04009 \*  
[vlacascia@bridgtonmaine.org](mailto:vlacascia@bridgtonmaine.org)