

Board of Selectmen's Meeting Minutes

November 10, 2015; 5:00 P.M.

Board Members Present: Bernard N. King, Jr., Chairman; Robert J. McHatton, Sr., Vice-Chairman; Paul E. Hoyt; Kenneth J. Murphy; Gregory N. Watkins;
Student Representative Colleen Messina

Administration Present: Town Manager Robert Peabody; Town Clerk Laurie Chadbourne; Community and Economic Development Director Anne Krieg; Public Works Director Jim Kidder

1. Call to Order

Chairman King called the meeting to order at 5:00 P.M.

2. Pledge of Allegiance

The Board recited the "Pledge of Allegiance."

Chairman King called for a moment to reflect and pay tribute to all veterans'; those currently serving in the military, those that have retired and also to those that have made the ultimate sacrifice.

Chairman King thanked the voters for turning out on November 3rd.

3. Approval of Minutes

a. October 27, 2015

Motion was made by Selectman Murphy for approval of the minutes from the October 27, 2015 board meeting; 2nd from Selectman Watkins. 5 approve/0 oppose

4. Correspondence and Other Pertinent Information

a. Request for Road Closure (Depot Street) on November 19th; Stevens Brook Elementary School Hosting "Fit for a Feast"

"Fit for a Feast" is a way for the SBES community to come together to share in the joy of exercise and the spirit of togetherness. There will be a run (or walk) followed by a feast of food. Chief Stillman has worked with the Principal at Stevens Brook Elementary and because of other planned activities taking place the same evening on Depot Street, they opted to conduct the run (walk) down Depot Street towards Ricky's Diner. Principal Turpin will contact Chief Stillman after the run (or walk) to advise him that the road is ready to open. **Motion** was made by Selectman Hoyt to approve the request to close the east side of Depot Street on November 19th at 5:30 P.M.; 2nd from Selectman Murphy. 5 approve/0 oppose

5. New Business

a. Permits/Documents Requiring Board Approval

1. Application for B.Y.O.B. Permit; Kevin Avery (Birthday Party on 12.5.2015 at Town Hall)

The Board opted to wait for Director Krieg to ask questions regarding the Town Hall.

(This item was addressed again after agenda item 5.b.1)

b. Bids, Awards and Other Administrative Recommendations

1. Farmers Market Liability Insurance (tabled from 10/13/2015)

Motion was made by Selectman Watkins to take this item off the table; 2nd from Selectman Murphy. 5 approve/0 oppose

Helen Ramsdell was present. She reported that she met with the vendors to discuss the insurance issue and requested that the Board allow each vendor to submit their individual insurance document to meet the policy requirement. Town Manager Peabody noted that if the Board accepts this proposal, the Town Clerk would be responsible to track the group to ensure compliance.

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Motion was made by Selectman Hoyt to require the Farmers Market to continue to carry liability insurance coverage pursuant to the Rules and Regulations Regarding Use of Town Owned Parks and Properties by Private Groups Policy and Title 14, Chapter 741 §8103 and §8104-A; 2nd from Selectman Murphy. Town Manager Peabody reported that this motion would mandate that the Farmers Market submit one insurance document for the group (with no policy amendment). Selectman Hoyt withdrew his motion; Selectman Murphy withdrew his 2nd. **Motion** was made by Selectman Hoyt to require individual vendors to carry liability insurance coverage pursuant to the Rules and Regulations Regarding Use of Town Owned Parks and Properties by Private Groups Policy and Title 14, Chapter 741 §8103 and §8104-A and that the Farmers Market be responsible to ensure that each vendor carry insurance and that each policy is submitted to the Town Clerk; motion fails for lack of a 2nd.

Motion was made by Selectman Watkins to require the Farmers Market to continue to carry liability insurance coverage pursuant to the Rules and Regulations Regarding Use of Town Owned Parks and Properties by Private Groups Policy and Title 14, Chapter 741 §8103 and §8104-A; 2nd from Selectman Murphy. 4 approve/1 oppose (Selectman Hoyt was opposed)

Chairman King brought agenda item 5.a.1. back for discussion.

5. New Business

a. Permits/Documents Requiring Board Approval

1. Application for B.Y.O.B. Permit; Kevin Avery (Birthday Party on 12.5.2015 at Town Hall)

Director Krieg reported that according to Doten Construction, the doors will be complete next week, the roof will be complete in four weeks and they are waiting for delivery of the HVAC unit but the Town can use the temporary heaters until the HVAC unit is installed. She added that the front steps and paving project are complete. The Recreation Director requires proof that the liability insurance requirement is met prior to use of the building. **Motion** was made by Selectman Hoyt for approval of the BYOB permit application from Kevin Avery for December 5th at the Town Hall; 2nd from Selectman Murphy. 3 approve/2 oppose (Chairman King and Selectman Watkins were opposed)

Town Manager Peabody instructed Director Krieg to ensure (in writing) that the Contractor has the interior of the facility cleaned for the event.

c. Legal Matters

There were no legal matters.

d. Selectmen's Concerns

- Vice-Chairman McHatton was disappointed that the amendments to the Sewer Ordinance were voted down. He commended all those involved in bringing this to the voters but unfortunately, inaccurate information was submitted to the voters which he believes misled the voters. He would like to bring this issue back to the voters in June of 2016 and take the time between now and then to provide clear and accurate public information. He requested that anyone opposed to the amendments attend a Board meeting for full disclosure and clarification. **Motion** was made by Vice-Chairman McHatton to direct updated amendments to the Sewer Ordinance to the Annual Town Meeting in June; 2nd from Selectman Hoyt. 5 approve/0 oppose
- Selectman Hoyt noted that the new Hancock Lumber sign looks nice and requested that the Town Manager check the amount of time that it flicks. CEO Rob Baker responded that he has already address this issue and according to the Public Works Director, the company is now in compliance with the Sign Ordinance.

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- Selectman Watkins noted some safety concerns with the railing at the park between Oberg Insurance Offices and the Bridgton News Office. He also noted safety concerns with the bench at the park near Wizard of Paws as there is a jagged piece of metal sticking out.
- Selectman Murphy had no concerns.
- Chairman King stated that the Board has had discussion regarding the duties for the Community Development Committee and noted that their first item of business in their meeting minutes was discussion involving stipends for the Board of Selectmen. He stated that Selectmen stipends have nothing to do their committee charge and the committee has more important issues to discuss. As Board liaison, Vice-Chairman McHatton will bring this to their attention at the next meeting.

e. Town Manager's Report

Town Manager Peabody reported the following:

Manager's Report; 11/10/15

The Town has received 9 applications for the Finance Officer position. The interview committee chose three to interview. Interviews were held on Monday and today.

Woodard & Curran have provided a status report on the Wastewater System Project. They will be reviewing test pit information on potential wastewater disposal sites. Work continues on the draft Preliminary Engineering Report and Environmental Report. They are scheduled to have the reports to Rural Development in December.

The monthly progress report from John E O'Donnell & Associates states that the field work and data entry are 51% complete. They have begun work on the Sales Analysis and Cost Schedule Development.

Before you tonight are the October financials and the Revenue and Expenditure Summary Report. As you will note, the benchmark is 33% for the month. Revenues are at 43.5% and Expenditures at 35.9%. It should be noted that the County Tax was paid this month.

f. Other Matters

1. Depot Street Road Closure on Veterans Day, November 11th

Chief Stillman will make sure the Depot Street area by the Veterans Monument will be closed from 10:50 A.M. until 11:30 A.M. on Veterans Day for the ceremony. Selectman Hoyt encouraged public attendance.

- Vice-Chairman McHatton noted that many of the signs have been turned over to Public Works Director Kidder and requested that a Board Member review the signs to ensure they meet the standards to which Selectman Watkins volunteered. Town Manager Peabody added that Board Members can review the signs at any time. Selectman Hoyt asked if there is a plan or map of where each sign will be displayed to which Director Krieg responded that the CDC has a map that was part of the bid package which she will provide to each Board Member.
- Selectman Hoyt asked for an update of the project status at Salmon Point. Town Manager Peabody responded that the bridge is fixed, the new sites are almost complete and the permit for dredging has been received. Selectman Hoyt suggested that a tickler file be created to ensure that a new permit is applied for in eight or nine years to ensure the project has ongoing approval to which CEO Baker responded that he intends to create a file.
- Selectman Watkins had no other matters for discussion.

Chairman King brought agenda item 8 forward at 6:00 P.M.

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8. Public Hearings at 6:00 P.M.

a. Public Hearing to determine whether the building/structure owned by Dean Palli, described as 15 Walker Street and shown on Map 22, Lot 111 of the current Tax Maps of the Town of Bridgton, Maine is dangerous or a nuisance.

Chairman King opened the public hearing to determine whether the building/structure owned by Dean Palli, described as 15 Walker Street and shown on Map 22, Lot 111 of the current Tax Maps of the Town of Bridgton, Maine is dangerous or a nuisance at 6:00 P.M.

The Board received a copy of the MRS Title 17 §2851 (Dangerous Buildings) as well as proof of notification to Dean Palli, property owner. CEO Baker recommended that the Board declare this property a dangerous building and contact the Town Attorney to draft an agreement with the property owner to either bring the property up to code by a date certain; if that agreement is broken, additional action will be taken.

Chief Stillman reported that he has revisited the property and it is wide open with broken glass everywhere.

Louis Chanese, property owner, stated that his insurance company had cancelled the property insurance due to the condition of his building and asked if Mr. Palli maintains insurance for this property.

Rick Welchel, property owner, voiced concerns because the building has been vacant since 2009 and nothing has been done to date. Selectman Hoyt responded that the agreement would stipulate a date certain.

Chairman King closed the public hearing at 6:08 P.M.

9. Action Items Following Public Hearing

a. Determination of Dangerous Building

Motion was made by Selectman Hoyt to determine that the building structure owned by Dean Palli, described as 15 Walker Street and on Map 22, Lot 111 of the current Tax Maps of the Town of Bridgton, Maine, is dangerous or a nuisance and pursuant to Title 1 MRS § 2851 orders either the property/structure be brought up to Code as determined by the Code Enforcement Officer or the demolition of said building/structure; 2nd from Selectman Watkins. 5 approve/0 oppose

Chairman King brought agenda item 5.f. back for discussion.

5. New Business

f. Other Matters

- Selectman Murphy thanked the Greater Bridgton Lakes Region Chamber of Commerce for raising over \$1,000 in donated funds and turning it over to the Wounded Hero's program through the State of Maine.
- Chief Stillman reported that members of the Police Department are participating in "No Shave November" by making a donation to the Dana Farber Jimmy Fund; there are six officers participating. Chairman King suggested a policy amendment to allow this kind of activity.

6. Treasurer's Warrants

Motion was made by Vice-Chairman McHatton for approval of Treasurer's Warrants numbered 51, 52, 53 and 54; 2nd from Selectman Hoyt. 5 approve/0 oppose

7. Committee Reports

Selectman Hoyt requested that a workshop session be scheduled with the Sewer Committee to work through the sewer issues and ordinance. The Board opted to meet on January 5th, 2016 at 5:00 P.M.

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Motion was made by Selectman Hoyt to direct the CDC to work on the following eight (arrowed) items:

Town of Bridgton
Policy Implementation Table
Short Term Implementation Items from 2014 Comprehensive Plan

	<u>Policy</u> <u>Street</u>	<u>Who is Involved</u>	<u>Status/timeline</u>	<u>Notes</u>
* →	Public transit to Portland	CDC, PECD	development phase in FY 16 budget Proposed for funding in FY 16 budget	
	Grant writer	TM, PECD, BOS	Possible assistance from newly created admin position proposed in FY 16 operations budget	
	Encouraging more year round activity	PECD, Chamber, EDC, CDC	2016	This will be part of a Tourism Plan to outline what is available, what new services need to be made, and a marketing plan to the same – this will be referenced again below on other policies
→	Winter economy	CDC, EDC, PECD, chamber	Tourism Plan 2016	
→	Community Assets	CDC, PECD, Rec, EDC, Chamber	Tourism Plan 2016	
→	Tour bus parking accommodation	PECD, CDC, TM, DPW	Tourism Plan 2016	
→	Identify the businesses that are needed and survey what businesses we currently have	PECD, CDC, EDC	EDC commenced this effort, more planning needed	This will be a project for 2016, in concert with the tourism plan, to create a Business Plan for Bridgton to analyze what we have, list what we need and plan for pointed marketing to implement
	Plan for health services needs for our demographic, including dental	CDC, PECD, outside parties	Business Plan for Bridgton 2016	
	Program for doing business in Bridgton	CDC, PECD, EDC	In process with EDC for trade show and advertising materials	
	Inventory of Housing stock	CDC, PECD, PB	2017	This will be part of a Housing Plan

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Policy Implementation Table
Short Term Implementation Items from 2014 Comprehensive Plan

	<u>Policy</u>	<u>Who is Involved</u>	<u>Status/timeline</u>	<u>Notes</u>
	and 11 inclusive) Road standards and town policy on acceptance of roads	LUZ, staff, BOS	committee Project pending appointment of members to new LUZ ad hoc committee	
→	Impact fees	CDC, PB, PECD, TM	Upon completion of LUZ work	
→	Create a local venture capital entity	CDC, PECD, EDC	Revive Federal Business Loan program - 2015	
→	Apprentice Program	CDC, PECD, outside parties	Fall 2015 commence preparations	Meet with Voc-Tech, adult ed, BCC, CDC and other parties to organize
→	First time homebuyer's information	PECD, CDC, outside parties	CDC commenced effort, need to do marketing of information	
→	Credit help for residents	PECD, CDC, outside parties	CDC could lead this project as part of their first time home buyer's outreach efforts	
	Working on funding sources for Bridgton Historical Society	PECD, BHS	Ongoing effort	
	Outreach to visitors and second homeowners	staff	Ongoing improvements to town website	
→	Distribution of info on activities	Staff, CDC, EDC	Ongoing effort to improve town website to provide ease of access to this information	Smartphone app in 2017?
	Town Services communication	Staff	Ongoing improvements to town website	
	Promote Live/Work in Bridgton	PECD, CDC, EDC	EDC and PECD work together on marketing efforts and attendance at trade shows	
	Streetscape Project – Main	PECD, TM, BOS	Proposed funds for design	

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2nd from Vice-Chairman McHatton. 5 approve/0 oppose

8. *Public Hearings at 6:00 P.M.*

a. *Public Hearing to determine whether the building/structure owned by Dean Palli, described as 15 Walker Street and shown on Map 22, Lot 111 of the current Tax Maps of the Town of Bridgton, Maine is dangerous or a nuisance.*

This agenda item was addressed earlier in the meeting.

9. *Action Items Following Public Hearing*

a. *Determination of Dangerous Building*

This agenda item was addressed earlier in the meeting.

10. MSAD #61

Chairman King reminded the public of the public hearing at Lake Region High School on December 1st and of the referendum vote on December 8th at the Town Hall (polls open 8:00 A.M. until 8:00 P.M.)

11 Public Comments and Presentations

There were no public comments or presentations.

12. Old Business

a. *Town Hall Update*

This agenda item was addressed earlier in the meeting.

b. Comprehensive Plan

Director Krieg will provide the Board with short terms goals (chapter 12) for review at the next meeting.

c. Street Scape RFQ's (Request for Qualifications)

Director Krieg reported that she has met with the Committee as appointed by the Board of Selectmen and they will be interviewing four of the six that responded to the RFQ's.

Selectman Watkins read the following statement into the record: "While I feel that the streetscape project has many good intentions and outlined outcomes, I feel the town of Bridgton currently has items that are or should be higher on the priority list of projects to reach completion with town funding and staff hours. Also given the anticipated recommendation by the land use committee of a land use ordinance that includes, amongst other areas, the downtown village and main street I do not feel that the timing of the streetscape project is appropriate and perhaps it should be considered at a later time. With that I would like to make a motion. I move that that Town of Bridgton's Main Street Streetscape Project be put on hold indefinitely until such time that the select board feels it is appropriate to pursue;" motion fails for lack of a 2nd.

Discussion ensued.

Motion was made by Selectman Watkins to add "Street Scape" as an agenda item on the next agenda; motion fails for lack of a 2nd.

13. Dates for the Next Board of Selectmen's Meetings/Workshops

*November 24, 2015 *December 8, 2015 *December 22, 2015

Selectman Hoyt informed the members that he will not be in attendance at the December 22nd Board Meeting.

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Executive Session; Personnel Matters

Motion was made by Vice-Chairman McHatton to enter into executive session at 7:00 P.M. per MRS Title 1, Chapter 13, Section 405.6.A.; 2nd from Selectman Hoyt. 5 approve/0 oppose

Motion was made by Selectman Watkins to exit executive session at 7:12 P.M.; 2nd from Selectman Hoyt. 5 approve/0 oppose

No action was taken after executive session.

14. Adjourn

Chairman King adjourned the meeting at 7:13 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk