Board of Selectmen’s Meeting Minutes
March 11, 2014; 5:00 P.M.

Board Members Present:  Douglas A. Taft, Chairman; Bernard N. King, Jr., Vice-Chairman; Paul E. Hoyt; Kenneth J. Murphy; Robert J. McHatton, Sr.

1.  **Call to Order**
Chairman Taft 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 25, 2014
*Motion* was made by Selectman McHatton for approval of the minutes from the February 25, 2014 Board Meeting; 2nd from Selectman Hoyt. 4 approve/0 oppose/1 abstention (Chairman Taft abstained because he was absent from the February 25, 2014 meeting)

4.  **Correspondence and Other Pertinent Information**
   a. Flood Insurance - FEMA Maps Update
   Town Manager Berkowitz reported that there may be bipartisan support to delay insurance increases for a two year period; he will keep the Board informed on the progress.

   b. Request by Melissa Berry for a Garden Dedication and Policy Discussion
   Melissa Berry and family requested approval to place a memorialized bench at the Bridgton Library in honor of her father, Howard Berry, Jr.  Ms. Berry noted that her father worked for the Town in multiple positions after retiring from the Navy Seabees in the mid 1960’s.  He was employed at the Bridgton Water District for several years, Pleasant Mountain, the Bridgton Library as a maintenance man for 25 years, while serving our town as a Public Works employee until his retirement in 2010.  The Board directed this request to the Bridgton Library and encouraged the Berry family to return to the Board to discuss an alternate location if the library does not approve the proposal.

   c. Engineer’s Estimate for a Beam Replacement in the Basement of the Town Office
   Town Manager Berkowitz reported that Casco Bay Engineering submitted an opinion of probable cost for new steel beam installation ($45,200) in the downstairs meeting room.  The intent is to open the room up for more functionality.  *Motion* was made by Selectman Hoyt to continue with the original plan to use the funds already set aside to paint and clean up the room; 2nd from Selectman McHatton. 5 approve/0 oppose

   d. Letter from Governor Paul R. LePage
Chairman Taft reviewed the following letter to the citizens of Bridgton from Governor Paul LePage:

   “Dear citizens of Bridgton:
   As a state, we have taken great strides over the course of the past year.
   Growing our economy, decreasing our energy costs, and improving our educational system are the priorities of my administration. Maine needs to create a pro-growth environment that encourages our businesses to create jobs. It is critical that we focus on promoting policies which support and attract new investment. To achieve this, we need to keep taxes low on our on our families and businesses, and find ways to increase efficiency in government while protecting our most vulnerable citizens.
   We have made great progress toward these endeavors. We passed the largest tax cut in Maine’s history. Two-thirds of Maine taxpayers will get income tax relief, and 70,000 low-income Mainers will no longer pay income tax. My goal is to continue to drive down Maine’s income tax.
   We are striving to also cut the cost of electricity through our spearheading of a regional effort with Massachusetts, Connecticut and Rhode Island to expand the use of hydropower in Maine. Additionally, Maine is currently one of the fastest states in natural gas expansion.

Page 1 of 17
4. **Correspondence and Other Pertinent Information**

d. Letter from Governor Paul R. LePage (continued)

We have passed legislations that will decrease the cost of health insurance for school districts, allowing more money to be spent in the classroom. Putting students first is important to me. Education is what saved my life, and I want every child in Maine to have the same opportunity I had. With the passage of charter school legislation, hundreds of families now have options for their children.

There’s still a lot to do. The recent decision by the legislature to take money from our state’s rainy day fund in order to pay revenue sharing in 2015 is fiscally irresponsible. We need government decision makers to act responsibly. Maine has a great tradition of civic involvement and citizen participation in the decision making process. Thank you for taking the time to become informed and for working with your neighbors to hold government accountable.

It is a pleasure serving as your Governor. If ever I can be of assistance to you or you have any questions or suggestions, I encourage you to contact my office by calling 287-3531 or by visiting our website at [www.maine.gov/governor](http://www.maine.gov/governor). Sincerely, Paul R. LePage, Governor”

e. LEA - Phosphorus Compensation Program Proposal

Colin Holme, Assistant Director for Lakes Environmental Association, submitted correspondence as a follow up to an earlier letter to ask the Select Board to consider creating a Town-administered escrow account to accept storm water compensation fees for development projects reviewed by the Planning Board that are too small in scope to trigger State review. **Motion** was made by Selectman Hoyt to table this item until the next meeting; 2\textsuperscript{nd} from Vice-Chairman King. 5 approve/0 oppose  Town Manager Berkowitz will request that Mr. Holme be present to respond to any questions the public and Board may have.

5. **New Business**

a. Permits/Documents Requiring Board Approval

1. Village Folk Festival - Lucia Terry

Lucia Terry read the following into the record:

The Village Folk Festival planners have begun work on this year’s Folk Festival. It will be held Friday and Saturday, August 22-23, 2014. We are operating for another year under the umbrella of the Bridgton Community Center and using its building, kitchen and grounds. We would like again to make arrangements for closing a portion of Depot Street, from Stevens Brook on the south end to the north entrance into the parking lot, to put the Festival in the street! We will tend the closure points and accommodate local needs. This plan had support last year from the Town as well as from Depot Street businesses and no problems were brought to our attention. We will want to have the street closed from Friday morning until Saturday night, after 10pm. The Festival will run Friday from noon until 10pm and Saturday from 9am until 10pm. All parties on Depot Street will be contacted again. The use of the parking lot will not be impacted so we do not expect any problems. We hope to have the use of the Stevens Brook School parking lot and will again direct traffic to park there as we are able. We will work with Public Works for road barricades and with Police for general public and traffic issues. We hope to have security again overnight Friday. We will have improved signage and more volunteers on the ground. As a Community Center event, the Festival will be free of charge, and the food being served will be prepared in the Community Center kitchen and additionally on Saturday, will be provided by licensed vendors. Friday will be similar to last year’s kickoff event, with a full slate of open mike music and farm to table meals, free of charge, with donations invited, a Business Showcase and Silent Auction and lots of fun activities for kids and families. Saturday will be a Festival Marketplace with vendors, lots of demos and activities, and a big evening show. The Village Folk Festival hopes to draw people to Bridgton to enjoy a rich and varied look at what the area has to offer. The Festival’s mission is: To celebrate the area’s unique charm through its history, its people, and their many talents and skills. We hope you will agree that this Festival is a great fit for Depot Street, Downtown, and Bridgton folk.

**Motion** was made by Selectman Hoyt to support the event, subject to the following conditions:

-Organizers must coordinate with the Police Chief, Fire Chief, United Ambulance and Public Works Director to assure that traffic and pedestrian safety is assured during the times of the event. Depot Street may be partially blocked off to allow for a safe street scape. Since this is a two day event, the street must be re-opened at the end of the first day’s events and may be closed the second day until the end of the event and that all vendors have removed their equipment, garbage and recycling receptacles are off the street and then all barricades properly removed and stored.
5. **New Business**

a. Permits/Documents Requiring Board Approval
   1. Village Folk Festival - Lucia Terry (continued)
      - All property owners or tenants must be notified of the street closing at least two (2) weeks in advance of the event and accommodations made as needed for residents and business’ on Depot Street.
      - You will be required to have sufficient garbage receptacles throughout the venue and provide personnel to empty all filled containers and properly store garbage until it is taken to the Transfer Station. You may also contact the Bridgton Recycling Committee or a private party to assure that recycling receptacles are placed throughout the venue and are properly emptied with the recyclables stored until taken to the Transfer Station or to other destinations by your arrangements. You may contact Ms. Heather Rorer through the committee email bridgtonrecyclingcommittee@yahoo.com to get additional information.

      - The organizers will remain responsible for the final cleanup of the venue, removal of all temporary structures and signage, repairing any damage to the venue area that may result from the event and disposal of items left behind by event participants.

   2. Application for a Liquor License for a Single Evening Event - Bridgton Community Center
   3. Application for Liquor License Renewal - Venezia Ristorante
   4. Application for Liquor License Renewal and Victualer - Bridgton Highlands Country Club
   5. Application for Liquor License Renewal and Victualer - Chao Thai Restaurant

   **Motion** was made by Vice-Chairman King to accept and approve 5.a.2. through 5.a.5. in a block motion; 2nd from Selectman Hoyt. 5 approve/0 oppose

b. Bids, Awards and other Administrative Recommendations
   1. Select Board Appointments to Committees

   **Motion** was made by Selectman McHatton to re-appoint all current Committee members (with the exception of the CDC); 2nd from Selectman Hoyt. 5 approve/0 oppose

   2. Cumberland County Homeland Security Grant; Police Chief Schofield

   Police Chief Kevin Schofield was present and requested authorization to apply for and procure funding through the 2014 Cumberland County Homeland Security Competitive Grant process. The department wishes to apply for funds to procure a professional identification card maker. The ID maker would allow us to produce Id’s for concealed weapons permit holders, Police Department employees and also for other municipal employees. **Motion** was made by Selectman Hoyt to authorize Chief Schofield to move forward with the grant process; 2nd from Selectman Murphy. 5 approve/0 oppose
5. **New Business**
   b. Bids, Awards and other Administrative Recommendations (continued)
   
   3. Award Bid - Maintenance of Gardens and Planters

   The receipt of bids was closed at 10:02 A.M. on February 27, 2014. To follow are the bids received and their amounts:

   - Perennial Point of View, Bridgton ME $21,000
   - Mark’s Lawn and Garden, Bridgton ME $18,500

   As a follow up to each proposal, the Town Manager requested each bidder to submit a proposal that would allow the Town to consider awarding the contract for longer than one or two years. To follow are the proposals received and their amounts:

   - Perennial Point of View, Bridgton ME 2015-2016 $21,000 and 2016-2017 $21,000
   - Mark’s Lawn and Garden, Bridgton ME 2015-2016 $18,500 and 2016-2017 $19,420

   After reviewing both proposals, Town Manager Berkowitz recommended awarding the bid to Mark’s Lawn and Garden for a one (1) year contract beginning July 1, 2014 for the lump sum amount of $18,500. He suggested that the Public Works Director, Town Manager and Board utilize this summer as an evaluative tool to determine if the contract will be extended.

   The Board agreed that this is a difficult decision to make because Perennial Point of View has worked hard over the past twenty seven (27) years to develop and maintain the gardens and planters. **Motion** was made by Selectman Hoyt to award the bid to Perennial Point of View for a one year contract; 2nd from Vice-Chairman King. 5 approve/0 oppose  Town Manager Berkowitz will submit thank you letters to those that participated in the bidding process.

c. Legal Matters

   Town Manager Berkowitz reported that legal matters will be discussed in executive session.

Chairman Taft brought agenda item number 9 (Hearings) forward.

9. **HEARINGS: 6:00 PM**
   a. Public Hearings – None / b. Informational Hearings - None

   Chairman Taft noted that there were no hearings scheduled and returned to agenda item number 5.d.

5. **New Business**
   d. Selectmen’s Concerns

   - Selectman McHatton suggested that the Board seek voter consideration to repeal the local Fireworks Ordinance. Chairman Taft directed the Town Manager to add this item to the next agenda for discussion.
   - Selectman Hoyt had no concerns for discussion.
   - Vice-Chairman King had no concerns for discussion.
   - Selectman Murphy reported that the fireworks fund at the Community Center has a negative balance of five hundred dollars (-$500). Town Manager Berkowitz directed Recreation Director Gary Colello to contact the fireworks company to gather additional information regarding early contract discounts.
   - Chairman Taft had no concerns for discussion.
5. **New Business** (continued)
e. Other Matters
- **Selectman McHatton** had no other matters for discussion.
- **Selectman Hoyt** asked if there has been any response for Salmon Point as a result of the radio ads. Salmon Point Administrator Gary Colello responded that there has been nothing to indicate if the ads were effective or not; he added that there have been no new contracts for the open sites. Selectman Hoyt suggested that a brochure be used to advertise in various locations.
- **Vice-Chairman King** had no other matters for discussion.
- **Selectman Murphy** had no other matters for discussion.
- **Chairman Taft** had no other matters for discussion.

6. **Treasurer’s Warrants**
Motion was made by Vice-Chairman King for approval of Treasurer’s Warrants numbered 82, 83, 84 and 85; 2\textsuperscript{nd} from Selectman Hoyt. 5 approve/0 oppose

7. **Committee Reports:**
a. **Comprehensive Plan Committee**
Bob Wiser noted that there is nothing to report from the Comprehensive Plan Committee.

b. **Community Development Committee**
Chuck Renneker reported that the Community Development Committee did not meet in January or February; regular meetings will resume beginning tomorrow on a regular basis again to focus on future issues.

c. **Wastewater Committee - Summary Overview**
Ray Turner submitted a report noting four items for discussion.
1) Review of the waste water systems procedures. This review consists of management of the existing facilities, current policies of administration, flow policies and billing changes. The committees scheduled delivery date for the policy review is for the March 25\textsuperscript{th} meeting. Final draft of the recommendations will be presented at the April 8\textsuperscript{th} meeting.
2) Develop a process to inform the public by preparing a public brochure of the new policies adopted by the Selectmen acting as Sewer Commissioners. The Committee’s scheduled delivery date for a draft copy of the brochure is March 25\textsuperscript{th}.
3) Final review of Woodward and Curran Wastewater Disposal Feasibility Study is awaiting additional information from the retained engineers regarding flow rates calculated for phase 1 and phase 2. There is an ongoing discussion between the Engineers and the Wastewater Committee regarding methodology of determining the future anticipated data flow rates. The committee anticipates that these discussions will be concluded in time for the committee to make recommendations to the Board of Selectmen at their April meetings regarding the future expansion of Bridgton’s municipal sewage system.
4) The existing Bridgton Sewage Ordinance is being reviewed. The revised Ordinance will be presented to the Board of Selectman at their April meetings for discussion and public hearing. If the Board of Selectman approves the proposed Sewage Ordinance the Committee wishes the Ordinance be placed on the November 2014 ballot for public’s approval.
7. **Committee Reports** (continued)

**d. Recycling Committee - Summary Report for Action by the Board**

Nancy Donovan, Vice-Chairman of Recycling Committee, provided and reviewed the following:

*Summary Report and Press Release*

*Bridgton Recycling Committee*

*March 11, 2014*

Good Evening Members of the Select Board and our Citizens;

I have been asked to provide you with a brief summary of our joint workshop on March 4th where we reviewed the Committee’s full recycling and solid waste report. As one of the committee members, I can tell you that the full committee is extremely pleased with the Select Board’s full support as we spent almost 18 months researching the areas that comprise this report. We hope this report will continue to guide the policy decisions that the Board must make over the next few years.

When we were charged with our task it seemed overwhelming: To review the various options and alternatives for the hauling and disposition of Bridgton’s solid waste, recycling materials, wood and demolition debris and metals. In addition, we were asked to explore the idea of owning or leasing our own hauling vehicles, bailing our materials and whether the Town should remain with Ecomaine. The following represents the summary of discussions and recommendations for the Select Board to take action:

1) As a result of the Committee’s efforts to reduce our costs for the disposal of municipal solid waste and Ecomaine’s recent decision to eliminate the assessment charge per ton, we recommend that Bridgton notify the Ecomaine Board of Directors and withdraw our notice and letter of intent to leave the operation. This alone has saved our tax payers over $108,000 per year effective July 1, 2014;

2) We recommend that Bridgton immediately explore the truck market to determine the cost of leasing or purchasing the necessary truck and containers if we were to provide our own hauling. We also recommend that the Town Manager put out a bid proposal for a one year hauling contract that may be extended pending further trucking information.

3) Our study provides the estimates if we were to bail our recyclable commodities. Since there appears to be no net savings, we recommend the Board continue to utilize Ecomaine as our main recycling vendor and that Mr. Fitzcharles continue to sell our metals on the open market.

4) The disposal of wood and demolition debris is not a profit center and we recommend that Mr. Fitzcharles continue to identify the best markets for this disposal and that the hauling contract include this category of waste that should be taken to Ecomaine which uses the waste to energy approach to reduce the volumes of waste before any land filling occurs.

5) The composting of biodegradables continues to be an effective alternative to hauling and disposal and we recommend that Mr. Fitzcharles continue this effort but increase the cost per pound to $.04. To encourage composting we also recommend that for Earth Day 2014, the Transfer Station promote the use of compost with a special for all who recycle. Simply, over the weekend before Earth Day if a consumer brings their bucket or tote full of recyclables in, we will allow them to fill that same container with compost for free.

The Recycling Committee continues to endorse the State’s hierarchy of reduce, recycle, re-use and then landfill the remaining waste. The citizens of Bridgton are the key to not only reducing municipal solid waste costs but too also increasing the amount of recycling our community achieves.

We thank the Select Board for their continued support and are ready to engage the public in further education and participation in recycling.

Thank you, The Bridgton Recycling Committee”

The Board thanked the Committee and appreciates their hard word. **Motion** was made by Vice-Chairman King to accept the recommendations from the Recycling Committee; 2nd from Selectman Hoyt.

5 approve/0 oppose

Town Manager Berkowitz reported that Recycling Committee Member Maureen McDevitt has volunteered to represent Bridgton the Ecomaine Board of Directors. **Motion** was made by Selectman Hoyt to appoint Maureen McDevitt to the Ecomaine Board of Directors; 2nd from Vice-Chairman King. 5 approve/0 oppose

The Board directed the Town Manager to submit a letter of appreciation to the resident of Raymond that submitted an interest in representing Bridgton to the Ecomaine Board of Directors.
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7. Committee Reports (continued)
   e. Investment Committee
   The Board did not receive a report from the Investment Committee.

   f. Budget Committee
   Budget Committee Members Steve Stevens-Chairman, Bill Vincent, Vanessa Jones and Gregory Jones were present to submit their recommendations as follows:

   Budget Advisory Committee
   To: Doug Taft, Bernie King, Bob McHatton, Paul Hoyt, Ken Murphy
   Cc: Mitch Berkowitz
   From: Budget Advisory Committee: Steve Stevens -Chair, Bill Vincent, Vanessa Jones, and Gregory Jones

   The Members of the Budget Advisory Committee would like to thank the Board of Selectmen for the opportunity and privilege of serving on this committee. We are appreciative to have had Mr. McHatton and Bernie King as liaison, and the support of the Chair, Doug Taft. The experience has been rewarding for all involved.

   We would like to recognize and commend the Town Manager, Mitch Berkowitz, in his last prepared budget for the Town of Bridgton and for the support that he gave this Committee.

   The Following is the Budget Advisory Committee's recommended changes to the Town Manager's proposed budget:

   **008 – Legal**
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<tr>
<th>Account #</th>
<th>Account Name</th>
<th>Managers Rec.</th>
<th>BAC Rec.</th>
<th>Change</th>
<th>% Change</th>
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<tbody>
<tr>
<td>3-2026</td>
<td>Legal Services</td>
<td>$17,500</td>
<td>$20,000</td>
<td>$2,500</td>
<td>14.29%</td>
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   | Recommends increasing legal services due to future changes in per hour pay for lawyer services.

   **009 – General Government**
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<th>BAC Rec.</th>
<th>Change</th>
<th>% Change</th>
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<tr>
<td>1-1015</td>
<td>Longevity</td>
<td>$9,490</td>
<td>$8,515</td>
<td>$975</td>
<td>-10.27%</td>
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   | Due to the foreseeable departure of the current Town Manager by the end of the 1st Quarter of FY 15, we recommend a reduction of $975 which corresponds to a 75% reduction of the Town Managers Longevity Pay.

   **223 – Police Department**
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<th>% Change</th>
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<tr>
<td>4-3233</td>
<td>Equipment Contract</td>
<td>$8,276</td>
<td>$3,576</td>
<td>$-4,700</td>
<td>-56.79%</td>
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   | The Chief has notified that there is a reduction in licensing of specific software due to changes with Cumberland County Dispatch. The board recommend that this fund be moved to account 8-9010 of 556 Capital Exp. To fund on board cameras in the Police Cruisers.
7. **Committee Reports:**
   f. Budget Committee (continued)

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<th>BAC Rec.</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1012</td>
<td>Part Time Equipment</td>
<td>$112,535</td>
<td>$121,514</td>
<td>-$8,979</td>
<td>-7.60%</td>
</tr>
<tr>
<td>4-3231</td>
<td>Maintenance</td>
<td>$4,200</td>
<td>$0</td>
<td>-$4,200</td>
<td>-100.00%</td>
</tr>
<tr>
<td>4-3524</td>
<td>Hired Eq/Ser</td>
<td>$7,500</td>
<td>$0</td>
<td>-$7,500</td>
<td>-100.00%</td>
</tr>
<tr>
<td>6-7881</td>
<td>FD Recruit</td>
<td>$1,600</td>
<td>$500</td>
<td>-$1,100</td>
<td>-68.75%</td>
</tr>
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The Committee recommends that the training and call pay should be increased only by $1.00 for FY 15. The committee also recommends that the department looks at evaluating call pay based on the level of training.

Suggestions: To expand on the above quote “level of training”, this is something we would like the Fire Department to look at seriously. It is not unreasonable to pay a firefighter $18.00 per hour for walking into a burning structure not knowing what lays ahead. By the same token, the risk for someone directing traffic is somewhat less. Therefore, in the future rather than asking for an across the board pay increase we feel that the individuals should be reimbursed according to their level of certification.

On Account 4-3231, the committee recommends cutting this funding. The Fire Department is looking at making sure that all hydrants have the same fitting. At this time, the committee feels that the department determines the ownership of all dry hydrants before making the conversions; in order to prevent tax payer funds paying for fitting changes on privately owned hydrants. For Account 4-3524, this was set up to fund testing and certifying pressure of hydrants. Many of these hydrants don’t belong to the town of Bridgton. The Board recommends not committing to this project until the Planning Board has a chance to determine who is responsible for the maintenance and upkeep of hydrants required in subdivisions.

For FD Recruit. The board had reduced the funding by $1100 after noticing that the funding was being used for a annual party for the Fire Department. The committee recommends that if the Board of Selectmen reinstates the funding for the annual party, that it should be placed under a separate and transparent line item. Furthermore, the committee also recommended that the Board of Selectmen fund an annual party (under separate line item) for the all the town employees in lieu of separate individual department parties.

Suggestions: An alternative could be each department would be given the opportunity to have new line item of their own, not to exceed the gross amount approved by the BOS. Any cost over this amount would have to be raised by that individual department.

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<td>8-9010</td>
<td>PD-Video/Cam</td>
<td>$0</td>
<td>$4,700</td>
<td>-$4,700</td>
<td>%DIV</td>
</tr>
<tr>
<td>8-9029</td>
<td>FD-WStation</td>
<td>$33,000</td>
<td>$13,000</td>
<td>-$20,000</td>
<td>-60.61%</td>
</tr>
<tr>
<td>8-9043</td>
<td>Truck Rpl</td>
<td>$132,500</td>
<td>$75,000</td>
<td>-$57,500</td>
<td>-43.40%</td>
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The Police Department has gotten a grant to get two cameras in the cruiser. There is also a second opportunity to have a buy-one-get-one deal. The committee recommends funding the cost of the buy one get one deal. This will provide another level of professionalism and protection for our officers. Also, noted that there was a recommended reduction of this amount in the Police Department due to a reduction on software licensing.

The committee recommends that the West Station appropriation be reduced to $13,000. Where $8,000 of this can be used for insulating the building. The remainder of this money ($8,000) plus the $8288 already set aside, be utilized to purchase the new Furnace. The committee doesn’t believe that there was sufficient evidence that the expansion of the building needed to be done at this time, and the lack of proper quotes. During the preparing of the budget, there was a lack of information, including an extended time table of completion and estimated cost of total project.
7. **Committee Reports:**
   f. Budget Committee (continued)

> Chairman Taft thanked the Committee for their hard work and recommendations. The Board opted to begin the budget review process on March 25th at 4:00 P.M.; the regular meeting will begin at 5:30 P.M.
8. **SAD #61** – Discussion of the Memorial School Status and the Need for a 3rd Party to Assist in the Remediation Phase

Town Manager Berkowitz reported that he and Anne Krieg have a meeting scheduled with the Superintendent and requested Board authorization to discuss the future of the Memorial School and review 3rd party options. **Motion** was made by Selectman Hoyt to authorize the Town Manager and Director of Community & Economic Development to represent the Town at the meeting as requested; 2nd from Selectman McHatton. 5 approve/0 oppose

Discussion ensued. **Motion** was made by Selectman Hoyt to add a warrant article to borrow up to $300,000 for remediation for the Memorial School; 2nd from Vice-Chairman King. 5 approve/0 oppose  Town Manager Berkowitz noted that the amount can be reduced at any time, including at Annual Town Meeting.

Town Manager Berkowitz reported that as the school budget currently stands, Bridgton’s increase will be $450,000. If the School Board decides to open Crooked River back up as a grade 4/5 school, there will probably be another $500,000+/- added to the budget, which approximately $182,000 would be Bridgton’s share. The Board encouraged the public to attend the school budget workshops.

9. **HEARINGS: 6:00 PM  [Return to agenda order after hearings]**
   a. *Public Hearings – None / b. Informational Hearings - None*

10. **Public Comments and Presentations:**
    a. Non-Agenda Items

Bob Wiser asked what is going on with the Town Website. Town Manager Berkowitz replied that the Town switched website hosts and staff has been working to transfer the content. Mr. Wiser then asked if there is one person that oversees the site to which Town Manager Berkowitz replied that it’s a team of staff members that administer the site. Mr. Wiser said that more emphasis should be given to the website.

Bill Vincent reported that the school budget increase could be thirty six cents (round numbers) on the dollar which is a lot of money from local tax dollars; he encouraged public attendance at the School Board budget meetings.

Recreation Director Gary Colello reported that the BOKS program is up and running successfully. The program started last week with twenty six kids, the instructor and two volunteers each day. He noted that this program is funded entirely by the grant and registration fees. Selectman Hoyt commended the Recreation Director for filling the vacant instructor position so quickly.

b. Agenda Items

   There was no public comment under agenda items.

11. **Old Business-(Select Board Discussions)**
    a. Review of the Proposed CDBG Project Recommendations for 7/1/14

**Motion** was made by Selectman Hoyt to bring the proposed CDBG project recommendations off the table; 2nd from Vice-Chairman King. 5 approve/0 oppose

Director of Planning, Economic and Community Development Director Anne Krieg reported that the total funds planned for 2014 is $180,000. The CDBG Oversight Committee assumed the $25,000 cap for services and the administrative cap of $35,500, leaving $119,500 for municipal and “bricks & mortar” projects. Ms. Krieg reviewed the following:
11. **Old Business-(Select Board Discussions) (continued)**

By a motion duly made and seconded, the committee recommends the following projects for funding to the Select Board:

**Bricks & Mortar Projects:**

- Beth’s Café $3,800
- 16 Depot Street $4,900
- 18A Depot Street $5,500
- 6 Harrison Road $12,800
- Rufus Porter Museum $22,000

Remainder of funds $70,000 for municipal projects

Select Board members have indicated a possibility of using the balance of funds for Depot Street (depending on project cost) and the wayfinding signage project. Another project under consideration is the Town Hall. On the 25th of March’s public hearing, this must be solidified to go to the county for review.

**Services 1**

- Bridgton Community Center Community Kettle Dinner $3,000
- Bridgton Community Center Fuel Assistance $7,000
- Bridgton Community Center Navigator Program $10,000
- Bridgton Food Pantry (for distribution of food products) $1,800
- Community HELP $2,000
- Saint Peter’s $1,200

**Policy Considerations**

At the February 25th Select Board meeting, the Board members discussed a policy as to whether CDBG funds should go to a private property owner, or should only go to a non-profit entity and/or municipal projects, or to accept the recommendations as provided. As staff, I will not opine on this matter as it’s an important policy for the town to render; however I will outline the policy for the Board’s use below:

- Possible benefits of funding municipal projects only:
  - Increases revitalization of the downtown area
  - Reduces pressure on the capital improvement budget

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1 Please note the votes were segregated out for the Bridgton Community Center to accommodate the self reported conflict of interest by the Chairman, Mike Tarantino. These votes were 3:0:1. The minutes will reflect this vote.
11. **Old Business-(Select Board Discussions) (continued)**

   ▶ Possible benefits of funding non-profit projects (note, this is meant to address projects in construction, not services):

   - Assists non-profits providing services to Bridgton residents
   - Reduces pressure on the non-profit corporation’s capital improvement project, thus allowing them to focus upon programming

   ▶ Possible benefits of funding private properties:

   - Addresses slum and blight issues on private properties within the slum and blight area (attached)
   - Assists revitalization of historic buildings
   - Allows property owners to focus investment spending on their respective business, or on interior improvements
   - Increases property value, thus a high rate of return to the town in property taxes

In all cases, these applications meet the current goals of the Select Board as to Downtown revitalization.

Select Board members also requested to view current CDBG funds in use, pending payment or recently completed. This is attached.

To review the allowable uses of CDBG funds and the staff direction given to the oversight committee:

**ELIGIBLE PROJECTS**

**Allowed Construction Projects**

*Background:* CDBG funds can be used on private property for what staff calls “bricks and mortar” projects if they meet one of two federal objectives:

1. **Buildings serving persons of low to moderate income**

2. **Buildings whose conditions fall under the federal term “slum and blight” or are in designated slum and blight areas**

There is also a category of Municipal Facilities for town-owned properties, for example, the wastewater projects in the past and the Depot Street project.

**Services**

*Background:* The town is allowed to use some of the funds we receive in our entitlement for services. The federal objective that must be met is the program or service must serve persons of low or moderate income.
11. **Old Business-(Select Board Discussions) (continued)**

The reason we receive these funds from Housing and Urban Development at the federal level is because of the high population of people living at or below the poverty line. The intent, then, has been to use some of these funds to serve this population.

**Committee Review Process**

The Committee used a point system for each application (shown on application,) so both the committee and the applicant are fully aware of the breadth of review of their application. It is the burden of the applicant to assure the Committee that their proposed project meets the federal objectives for use of these funds (as noted above.)

The Committee should, then, in reviewing the applications, remember the federal objectives of *elimination of slum and blight and service to persons of low and moderate income* as their 2 top points for analysis.

These objectives are then applied at the local level by the Committee determining if an application:

- **✓** *Serves or addresses the needs of the community with the application of these funds*
- **✓** *Have measurable impacts to the community – or, what will be improved from this funding?*

Also an administrative, but important, question of *readiness to proceed* is asked of the applicant; that is, will the organization be able to provide staff time to providing documentation of the work of the organization or the project construction to staff?

Finally there is the question of *needs for funds*. At the county level, the towns have discussed this parameter at great length. Though it is only 10 points in the overall scale of the project, it is important to determine what parameter the committee uses to assign these points.

*Does it matter if the funding is part of other funding? Does it matter if there is no other funding and this is the funding if it’s a project that meets the community’s needs?* I would argue the latter of these 2 arguments. If the service is meeting the objective and does so year after year, why not continue to fund the service?

For bricks & mortar projects, the question becomes more to the question of *whether the property owner has taken steps to improve their property on their own* and if this is a supplement (or not.) Another perspective might be if this *money allows a property owner to fix up the property for a prospective tenant to occupy the property*, then isn’t that what we want?

Again, remember the purpose of the federal objective of the elimination of slum & blight is to support and economic vitality in municipalities and encourage revitalization. By fixing up properties, property value is increased, and also there is an increase in the chance for the property to be occupied. It also encourages the entire area to become revitalized. This point designation for need then, has a different angle to it than the programming need for funds.
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11. **Old Business-(Select Board Discussions)** (continued)  
Selectman McHatton asked if all the funds can be dedicated to municipal projects to which Ms. Krieg replied, “yes.”  

Selectman Murphy stated that anything we can do to improve the downtown façade regardless of who has ownership should be a priority. He added that the Board can help by using the funds as recommended by the Committee. He suggested that the applicants be given the opportunity to address the Board. 

Selectman Hoyt does not believe there is a slum and blight designation on those businesses making request for funding. He added that he does not support funding “bricks and mortar” projects this year. **Motion** was made by Selectman Hoyt to move the Committee recommendations to a public hearing on March 25th; motion fails for lack of a second. Selectman Hoyt withdrew his motion. 

Beth Doonan from Beth’s Café thanked Selectman Murphy for his support of the downtown projects. She agreed that all buildings in the downtown should be reviewed for grant opportunities. Ms. Doonan hopes that the Board will not let this important money pass by those businesses in the downtown that want to better their storefronts. 

Chuck Renneker from 18A Depot Street reported that he is in negotiations with a company that intends to invest over $300,000 in their project on the property and the property will go up in value. He added that between real value and personal property values, tax revenue will increase every year because the town invested $5,500 through the grant program. 

Andrea Hawkes from the Rufus Porter Museum thanked the Town for being so generous already. Their organization is non profit and took a leap of faith in the remodeling and restoration the building. She noted that every penny is donated and believes that the property is a real asset to the Town. She added that the property looks blighted and is need of improvement. 

Ray Turner from the Food Pantry reported that between 1.1 and 1.2 tons of food were distributed out of the food pantry. Mr. Turner then emphasized the importance of a navigator program to provide up to date efficient information. 

Carmen Lone from the Community Center reported that many organizations, clubs and municipal employees have participated in the community kettle dinners. The fuel collaborative has provided assistance to over seventy one families. Also, the navigator program is an important resource for the community. 

Anne Krieg reported that Saint Peters program is a program that offers food once per month. 

Anne Krieg reported that the Community Help is located in downtown Bridgton and provides basic clothing and house hood goods; the funding would assist with operations. 

Anne Krieg reported that funding for “6 Harrison Road” would provide exterior façade treatment. 

**Motion** was made by Selectman McHatton to move the recommendations of the CDGB oversight committee to a public hearing on March 25th; 2nd from Selectman Hoyt. 4 approve/1 oppose (Selectman Murphy was opposed because he wanted to move forward with the application process at this meeting.)
11. **Old Business-(Select Board Discussions) (continued)**

b. Review of the Updated Purchasing Policy (tabled 2/25/14)

Town Manager Berkowitz reviewed the revised and updated Purchasing Policy. Selectman Hoyt does not agree with authorizing the Town Manager to purchase up to $15,000 without Board approval. Selectman Hoyt also requested that the Board not vote on this policy until 11.c. (Review the Position Description for the Deputy Town Manager) has been considered since this position is referenced in the policy.

Chairman Taft brought agenda item 11.c. forward.

c. Review the Position Description for the Deputy Town Manager (tabled 2/25/14)

Selectman McHatton stated that after studying the position description and giving this issue a lot of thought, he is against creating a new position for a Deputy Town Manager. He was also concerned that this issue came up on short notice and is being rushed through quickly. He suggested that consideration be delayed until a new Town Manager is hired and allow that individual time to determine staffing needs.

Vice-Chairman King reported that the narrative indicates that the Deputy Town Manager will fill in for the Manager as needed. He added that it would be unfortunate for the Town Manager to come upon a sudden illness or injury with no one in that position of authority. The executive assistant does not have that authority but a Deputy Town Manager would. Vice-Chairman King noted that this position would also free up the Manager for other projects. Selectman Hoyt asked what the Town Manager would be freed up to do and who would be responsible for the duties of the current Executive Assistant. Chairman Taft said that the intent is for a Deputy Town Manager to take on additional duties.

Chuck Renneker asked why Bridgton needs a Deputy Town Manager. He strongly recommended that if the Board is reviewing alternatives to relieve the Town Manager, that an experienced individual be hired that has an accounting background to help analyze the financial aspects going forward.

Selectman McHatton stated that the new Town Manager may have a totally different style of operation and reiterated his recommendation to wait until a new manager is hired and allow that person the opportunity to review staffing for six months. Selectman Hoyt agreed.

Vice-Chairman King said that key points to this position are the authority to deal with the financial as well as personnel in the absence of the Town Manager.

Steve Stevens noted that the Board has the authority to designate a qualified administrative officer to perform the Manager’s duties during a temporary absence. Chairman Taft responded that the responsibility has been with the Executive Assistant for as long as he has been on the Board.

Selectman Murphy said that after reading the position description and understanding the need, we need to move forward and supports creating this position.

Chuck Renneker said that it appears that the purpose is to reward an employee for past service and a job well done and if that is the case, he suggested that the current job description be modified to include additional duties. Town Manager Berkowitz responded that the new position will be posted internally for any current employee to submit their interest. Town Manager Berkowitz added that when the Deputy Town Manager position is filled, the executive assistant position will dissolve. Vanessa Jones stated that it appears that this position is being created for a certain individual. Ms. Jones asked what will happen if the person that currently holds the executive assistant position is not appointed to the Deputy Town Manager position to which Town Manager Berkowitz refused to speculate.
11. **Old Business-(Select Board Discussions)**
   
c. Review the Position Description for the Deputy Town Manager (continued)
   
   **Motion** was made by Selectman McHatton not to create a Deputy Town Manager position; 2nd from Selectman Hoyt. 2 approve/3 oppose (Chairman Taft, Selectman Murphy and Vice-Chairman King opposed)

   **Motion** was made by Selectman Murphy to accept the Deputy Town Manager position; 2nd from Vice-Chairman King. 3 approve/2 oppose (Selectman McHatton and Selectman Hoyt opposed)

   Chairman Taft returned to agenda item **11.b. Review of the Updated Purchasing Policy**

   **Motion** was made by Selectman McHatton for approval of the revised Purchasing Policy; 2nd from Vice-Chairman King. 4 approve/1 oppose (Selectman Hoyt opposed)

   d. Campsite Limitations Policy and Report from DEP Regarding Storage of Docks in the Shoreland Zone
   
   Selectman Hoyt disclosed that he rents a site at Salmon Point and then recused himself and joined the audience. **Motion** was made by Vice-Chairman King to accept Selectman Hoyt’s recusal; 2nd from Selectman McHatton. 4 approve/0 oppose

   **Motion** was made by Selectman McHatton for approval of the Campsite Limitations Policy; 2nd from Vice-Chairman King. 4 approve/0 oppose

   Selectman Hoyt rejoined the Board.

   e. Manager’s Report Regarding the Meeting with the Community Center Board of Directors
   
   Town Manager Berkowitz reported that he and the Director of Community & Economic Development met with the Community Center Vision Committee.

   Selectman Murphy acknowledged that he is a volunteer member on the Bridgton Community Center Board of Directors. **Motion** was made by Vice-Chairman King to direct Selectman Murphy to recuse himself from discussion; 2nd from Selectman McHatton. 4 approve/0 oppose

   Town Manager Berkowitz reported that the Visionary Committee has invested valuable time in looking at the future role and responsibility of the Community Center. Part of that vision is to take ownership of the building they intend to expand their services and activities. The Board scheduled a workshop session for further discussion on the 3rd Tuesday in May (May 20th). Selectman Murphy rejoined the Board.

   f. Review and Authorize Approval of the Placement of the Alarm Systems Ordinance on the June 2014 Town Meeting Ballot
   
   **Motion** was made by Vice-Chairman King for approval of the Alarm Systems Ordinance and to direct the proposed amendments to the Annual Town Meeting Referendum Ballot; 2nd from Selectman McHatton. 5 approve/0 oppose

   **OTHER**

   Affordable Housing Local Preference Ordinance

   **Motion** was made by Vice-Chairman King for approval of the following Referendum Language for the Annual Town Meeting Referendum Ballot: “Shall an ordinance entitled “Town of Bridgton Affordable Housing Preference Ordinance” be enacted?”. 2nd from Selectman Murphy. 3 approve/2 oppose (Selectman Hoyt and Selectman McHatton opposed)
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11. **Old Business-(Select Board Discussions)**
   OTHER (continued)
   Chairman Taft asked Town Manager Berkowitz for the status of the “Bridgton Fire Protection Ordinance” to which Town Manager Berkowitz responded that the ordinance is currently at the Planning Board level.

   Vanessa Jones stated that the Town has too many Ordinances and encouraged the Board to be more careful in pursuing new ordinances.

   Town Manager Berkowitz reviewed the monthly fiscal report.

12. **Agendas for the Next Board of Selectmen’s Meetings/Workshops**
   March 25, 2014
   April 8, 2014
   April 22, 2014

13. **Executive Session** – MRSA Title 1, Chapter 13, Subsection 405.6.A. “Discussion of Matters Related to Personnel”
    **Motion** was made by Selectman Hoyt to enter execution session at 8:55 P.M. per MRSA Title 1, Chapter 13, Subsection 405.6.A for discussion of matters related to personnel and per MRSA Title 1, Chapter 13, Subsection 405.6.e. for discussion of pending settlement issues regarding a sewer account and per MRSA Title 36, Chapter 105, Subsection 841 for discussion of a poverty abatement; 2nd from Vice-Chairman King.
    5 approve/0 oppose

    **Motion** was made by Vice-Chairman King to exit executive session at 10:04 P.M.; 2nd from Selectman Hoyt. 5 approve/0 oppose

    **Motion** was made Selectman Hoyt for approval of poverty abatement number 2014-1; 2nd from Vice-Chairman King. 5 approve/0 oppose

14. **Adjourn**
    Chairman Taft adjourned the meeting at 10:05 P.M.

Respectfully submitted,

Laurie L. Chadbourne  
Town Clerk