

Board of Selectmen's Meeting Minutes

January 28, 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

a. January 14, 2014

Motion was made by Selectman Hoyt for approval of the minutes from the January 14, 2014 Board Meeting; 2nd from Vice-Chairman King. 5 approve/0 oppose

b. January 21, 2014

Motion was made by Selectman Hoyt for approval of the minutes from the January 21, 2014 Board Meeting; 2nd from Selectman Murphy. 5 approve/0 oppose

4. Correspondence and Other Pertinent Information

a. Flood Insurance; FEMA Maps Update

Town Manager Berkowitz reported that FEMA continues to receive comment from communities in the State of Maine. He will keep the Board informed as new information is received.

b. Vicki Toole; Bridgton Town Hall

Vicki Toole, Certified AFAA Group Fitness and Zumba Instructor, submitted correspondence to share her enthusiasm for keeping the Bridgton Old Town Hall for the Town's Recreation purposes.

c. Letter from Bridgton Economic Development Corporation (BEDC)

Town Manager Berkowitz reported that the Bridgton Economic Development Corporation submitted a letter to the Chairman of the Board. The correspondence stated (in part) that the Corporation believes that the best ultimate use of the Memorial School parcel is development by a private entity which would pay taxes, employ local residents and thereby generally improve the overall tax base of the Town. The Corporation reinforced the original founding concept that the BEDC be available as a potential 3rd party for the Memorial School Project. As a 501©3 Corporation formed for the betterment of Bridgton, they would be willing to be the responsible party to take possession of the parcel, manage its Brownfield Clean-up, and upon completion return it to the Town in a manner equitable to both parties.

5. New Business

a. Permits/Documents Requiring Board Approval

1. BYOB Permit to Bridgton Community Center on 01/24/2014 (Winter Carnival Dance)

Motion was made by Vice-Chairman King for approval of 5.a.1.; 2nd from Selectman Hoyt.
5 approve/0 oppose

2. Victualer's License, Liquor License, Special Amusement Permit to Campfire Grille

3. Victualer's License, Liquor License, Special Amusement Permit to Magic Lantern, LLC

The Board considered agenda item 5.a.2. and item 5.a.3. after the public hearings (agenda item 9).

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5. New Business (continued)

b. Bids, Awards and Other Administrative Recommendations

1. Establishment of the Memorial School RFP Review Team

Anne Krieg, AICP – Director of Planning, Economic and Community Development, requested that the Board create a committee to review the RFP's for the Memorial School and make a recommendation to the Select Board. The committee will meet to review the RFP's upon their receipt in mid February and make a recommendation to the Board at their March 11th or 25th meeting. The committee as proposed will be: Town Manager, Executive Assistant, a member of the Select Board, a member at large of the Board's choosing. Selectman McHatton recommended that the committee be comprised of five members for voting purposes. The Board opted to confirm appointments at their next meeting.

2. Request for Signage Plan and Funding; CDC

Anne Krieg, AICP – Director of Planning, Economic and Community Development, requested that the Board appropriate \$9,000 to allow staff to prepare a Request for Proposals for a graphic designer to create a way finding signage plan for the Town. The Community Development Committee (CDC) voted this as a recommendation at their December 2013 meeting. The Select Board is allowed to appropriate funds by public hearing under \$50,000 without a vote from Town Meeting. A signage plan would have construction-ready plans for signage on the roadways in the TIF District to direct people into the core business district as well as other points of interest and in the vicinity of the TIF District. The chosen designer would work with staff and the CDC to create a plan to bring to the Select Board for final approval. The design concepts for the signs would then carry into the areas outside of the TIF District. It is important to have a cohesive sign package that is easily recognizable and emits the brand of Bridgton we are trying to communicate; hence the need for a design professional to carry out this work. Funding for the signs in the TIF District to be constructed and installed would come from the TIF program; signs in the core business district outside of the TIF District could come from Community Development Block Grant Funds. **Motion** was made by Selectman McHatton to appropriate \$9,000 for a graphic designer as requested; 2nd from Selectman Murphy. 5 approve/0 oppose

3. Review of Request by LRVC and the Fire Department

Richard Shepard, Instructor at Lake Region Vocational Center, requested that the agreement for storage of Lake Region Vocational Center's fire apparatus be stored at the South Bridgton Fire Station be formalized. **Motion** was made by Selectman Hoyt to direct the Town Manager to create a memorandum of understanding (to include insurance) for Board review at their next meeting; 2nd from Vice-Chairman King. 5 approve/0 oppose

4. Review and Discuss Membership Renewal in the Maine Service Center Coalition

Town Manager Berkowitz recommended that the Board renew their membership in the Maine Service Center Coalition. **Motion** was made by Selectman McHatton to renew membership as recommended by the Town Manager; 2nd from Selectman Hoyt. 5 approve/0 oppose

c. Legal Matters

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

d. Selectmen's Concerns

- **Selectman McHatton** had no concerns.
- **Selectmen Hoyt** had no concerns.
- **Vice-Chairman King** had no concerns.
- **Selectman Murphy** had no concerns.
- **Chairman Taft** had no concerns.

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5. New Business (continued)

e. Other Matters

- Vice-Chairman King reported that Dale McDaniel, owner of Portland Street Garage, would like the opportunity to submit a bid for collision work on town owned vehicles. Discussion ensued. **Motion** was made by Selectman Hoyt to direct the Public Works Director to formulate a contact list and to submit notification that bids are being accepted for collision work to all interested businesses; 2nd from Vice-Chairman King. 5 approve/0 oppose
- Selectman Murphy thanked the Town Manager for setting up a committee for review of the house numbering. He requested periodic updates to the Board as well.

6. Treasurer's Warrants

Vice-Chairman King questioned why there is a bill from Fairpoint Communications for Salmon Point Campground to which Town Manager Berkowitz responded that he believes this to be a "hold fee" to maintain the same telephone number but will confirm this with Fairpoint and report his findings back to the Board. **Motion** was made by Vice-Chairman King for approval of Treasurer's Warrants numbered 68, 69, 70, and 71; 2nd from Selectman Murphy. 5 approve/0 oppose

OTHER

Host/Hostess Position at Salmon Point

Selectman Hoyt disclosed that he has a site at Salmon Point, recused himself from discussion and joined the audience. Town Manager Berkowitz reminded the Board that the Recreation Director will administer Salmon Point Campground, an employee from the Public Works Department will provide grounds maintenance and a host/hostess will ensure that campers are following the rules/regulations and also sign in guests. He suggested that salary for the host/hostess position be \$100-\$150 per week plus use of the designated campsite for the season. **Motion** was made by Selectman McHatton to authorize the host/hostess position with use of the designated campsite plus \$150 per week; 2nd from Chairman Taft. 2 approve/2 oppose (King/Murphy oppose) **Motion fails.** Glen Zaidman reminded the Board that minimum wage must be paid per the Labor Board. **Motion** was made by Vice-Chairman King to table this issue until the next meeting; 2nd from Selectman Murphy. 4 approve/0 oppose *Selectman Hoyt re-joined the Board at the table.*

7. Committee Reports

a. **Comprehensive Plan Committee;** There was no report.

b. **Community Development Committee;** There was no report.

c. **Wastewater Committee**

Selectman McHatton asked for Jim Kidder's job title in dealing with wastewater issues. Town Manager Berkowitz responded that he is the Public Works Director and supervisor of wastewater issues. He added that George Sawyer is the Sewer Department Superintendent. Town Manager Berkowitz reported that the position descriptions will be modified in the future to accurately reflect duties as assigned.

d. **Recycling Committee**

An application for membership to the Recycling Committee will be reviewed in executive session.

e. **Investment Committee**

Town Manager Berkowitz reported that year-end tax related issues are on file.

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7. Committee Reports (continued)

f. Budget Committee

- Selectman McHatton suggested that the Budget Committee be on each agenda (as 7c) until their charge is complete.
- Selectman McHatton reported that telephone charges are being reviewed by the Finance Officer and the Recreation Director for clarification.
- Selectman McHatton requested a report of all monies that are funded but not yet spent to which Town Manager Berkowitz responded that this report is already being prepared and provided to the Board on a regular basis.

8. SAD #61; There was no report.

9. Hearings – 6:00 P.M.

a. Public Hearings

1. Public Hearing to accept written and oral comments on an application from Campfire Grille (656 North High Street) for a Special Amusement Permit

Chairman Taft opened the public hearing at 6:00 P.M. to accept written and oral comments on an application from Campfire Grille for a Special Amusement Permit. There were no public comments. Chairman Taft closed the public hearing at 6:00 P.M.

2. Public Hearing to accept written and oral comments on an application from Magic Lantern, LLC (9 Depot Street) for a Special Amusement Permit

Chairman Taft opened the public hearing at 6:01 P.M. to accept written and oral comments on an application from Magic Lantern for a Special Amusement Permit. There were no public comments. Chairman Taft closed the public hearing at 6:01 P.M.

b. Informational Hearing (none)

5. New Business / a. Permits/Documents Requiring Board Approval

2. Victualer's License, Liquor License, Special Amusement Permit to Campfire Grille

3. Victualer's License, Liquor License, Special Amusement Permit to Magic Lantern, LLC

Motion was made by Selectman Hoyt for approval of 5.a.2. and 5.a.3.; 2nd from Selectman Murphy. 5 approve/0 oppose

10. Public Comments and Presentations

a. Non-Agenda Items

- Glen Zaidman reported that the Economic Development Committee had contracted with Janet Montgomery for water color prints and those prints disappeared when a former committee member moved out of town. Town Manager Berkowitz will make contact with the former committee member and mandate that those prints be returned to the Town if they are in her possession. .
- Salmon Point Administrator Gary Colello reported that he received two proposals for radio advertisement of Salmon Point Campground (96.3 Big Jab and 94.9 WHOM). He recommended that the Town radio advertise with the WJJB FM 96.3 Big Jab (Sports Radio). Selectman Hoyt disclosed that he rents a site at Salmon Point Campground which the Board concurred there is no conflict of interest. **Motion** was made by Selectman Hoyt to advertise with 96.3 as recommended by the Salmon Point Administrator; 2nd from Selectman Murphy. 3 approve/2 oppose (Taft/McHatton opposed)

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10. Public Comments and Presentations

a. Non-Agenda Items (continued)

- Town Manager Berkowitz reminded residents to license their dogs on or before January 31st; late fees will be applied as of February 1st.
- Town Manager Berkowitz reported that Time Warner is shuffling their stations and they will now be assigned based on subject matter.
- Town Manager Berkowitz reported that well over one hundred people attended the hearing regarding the distribution of revenue sharing.

b. Agenda Items

There was no public comment under agenda items.

11. Old Business (Select Board Discussion)

a. Review of Binding Question for Town Hall Renovations; Bond Issue

Town Manager Berkowitz provided the following:

“To see if the voters of the Town of Bridgton will authorize the Board of Selectmen to borrow up to \$300,000 for a term no greater than five (5) years to fund the necessary renovations to the Town Hall that includes structural maintenance, building repairs and roof renovations; the amount to be borrowed would be reduced by any available Community Development Block Grant Funds, other available grants and any funding through the approved budget and to appropriate the funds for this project?”

Motion was made by Selectman Hoyt to amend the amount to \$320,000 (to add the cost for insulation) and direct the language to the attorney for review; 2nd from Selectman Murphy. 5 approve/0 oppose

b. Review of Alarm System Ordinance Recommendations

Police Chief Kevin Schofield reviewed the amendments to the “Alarm Systems Ordinance.” Chief Schofield reported that most of the language was removed to reflect the closure of the local dispatch center. The goal was also to decrease the amount of false alarms. The Board agreed that any permit holder whose system causes the transmission of a non-emergency alarm in excess of three such alarms in any one calendar year period shall pay a fine of \$100 for the fourth offense and each additional offense thereafter. **Motion** was made by Selectman McHatton to remove 501.2 and direct the Town Manager to forward the document to the Town Attorney for review; 2nd from Vice-Chairman King. 5 approve/0 oppose

12. Agendas for the Next Board of Selectmen's Meetings/Workshops

February 11, 2014; February 24, 2014; March 11, 2014; March 25, 2014

The Board directed the Town Manager to remove item f (Budget Requests: Life Flight Donation) under Future Issues and to add item d (Bidding and Procurement Policy Review) to the next agenda.

OTHER

Town Manager Berkowitz reported that with help from Lakes Environmental Association, he is working towards obtaining a clearer copy of the original town charter for framing; he will bring the document back for Board review.

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13. Executive Session – MRSA Title 1, Chapter 13, Subsection 405.6.A. “Discussion of Matters Related to Personnel,” – Applicant for the Recycling Committee and the Town Manager

Motion was made by Selectman Hoyt to enter executive session at 7:02 P.M. per MRSA Title 1, Chapter 13, Subsection 405.6.A.; 2nd from Selectman Murphy. 5 approve/0 oppose

Motion was made by Vice-Chairman King to exit executive session at 10:01 P.M.; 2nd from Selectman Hoyt. 5 approve/0 oppose

RECYCLING COMMITTEE MEMBERSHIP

Motion was made by Selectman Hoyt to appoint Kate Fitzcharles to the Recycling Committee; 2nd from Vice-Chairman King. 5 approve/0 oppose

14. Adjourn

Chairman Taft adjourned the meeting the meeting at 10:03 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk