

**Board of Selectmen's Meeting Minutes
Board of Selectmen's Meeting Room
January 8, 2008; 5:00 P.M.**

Board Members Present: Arthur D. Triglione, Sr., Chairman; Robert F. Woodward, Vice-Chairman; Robert J. McHatton, Sr.; Robert C. Bell.

Board Member Absent: Joan M. Gardner.

Town Manager, Mitchell A. Berkowitz was also present.

1. Public Hearing for discussion of the Cornshop Brook Redevelopment Program

Chairman Triglione called the public hearing for discussion of the Cornshop Brook Redevelopment Program to order at 5:00 P.M. Present for the hearing were: Mike Corrigan, Mitchell Berkowitz, Robert McHatton, Robert Bell, Laurie Chadbourne, Arthur Triglione, Micah Niemy, Glen Garland, Jim Kidder and Earl Cash. Micah Niemy, Economic Development Director, reported that this hearing is to provide public with the opportunity to ask questions and to provide feedback on the state of the redevelopment effort. He reported that the light for the Depot Street parking lot should be in and working by the end of the month. There were no public comments. The public hearing was closed at 5:02 P.M.

2. Call to Order

Chairman Triglione called the meeting to order at 5:02 P.M.

3. Recognition of Individual by Police Chief

This item was taken up after agenda item number 5a.

4. Public Comments; Non-Agenda Items

There were no public comments.

5. Presentations and Discussions

a. Overview of the Sewer System Hydraulic Analysis Report

Town Manager Berkowitz reviewed a summary of the sewer field renovation report. The summary of information is taken from the report contracted through the firm Sevee & Mahre Engineers, Inc. for the analysis of the sanitary leach fields owned by the Town of Bridgton servicing the "community sewers" in the downtown. Staff recommendations are to 1) prepare an engineering RFP with a complete scope of service and engage a firm to conduct an analysis of the sewer system field alternatives and other key options with the Board of Selectmen and design the two field projects and break out funding for years; 2) the engineer will then provide site construction administration based upon a fixed hourly rate not to exceed total quote for Dodge field; 3) the engineer will provide a quote in the third year for construction administration of the ballfield project. This will allow us to deal with one engineering firm for the balance of this project and align the project elements to funding cycles. It complies with the CDBG grant procurement process. The Town has received confirmation that the County has allocated administration costs against our first year funding to start with #1. Town Manager Berkowitz encouraged the Board to review the entire plan (on file at the Town Office). The Board asked the Town Manager to prepare an engineering request for a proposal with a complete scope of services for their review and to set up a meeting between the Board and the Wastewater Committee for additional discussion.

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3. Recognition of Individual by Police Chief; Al Glover

Police Chief David Lyons recognized Al Glover for his outstanding service as an educator and volunteer in the community. He thanked Mr. Glover for his many years of dedicated and valuable service. Chief Lyons presented an award of honor and respect to Mr. Glover as follows: "The Bridgton Police Department would like to recognize Al Glover for his many years of dedicated service to Public Safety and Community Service." Chief Lyons also recognized Mr. Glover's many years of dedication to the Masonic Order and Bridgton Lions Club. State Representative Richard Sykes thanked Mr. Glover for all of his help over the years. Rep. Sykes also presented an award passed by the House of Representative and the Senate to Mr. Glover as follows: "Be it known to all that we the members of the Senate and the House of Representatives join in recognizing Alfred Glover Jr. of Bridgton for his committed civic involvement and selfless contributions to his community and State. Mr. Glover who taught government, political science, biology and reading at the High School Level gained the respect of his students by his caring and attentive attitude and made a difference in the lives of many students during his 48 years of teaching. He also served as a Bridgton reserve police officer and a reserve Maine State Trooper for many years and is very active in his community serving on the Deertrees Theater Board of Directors. Mr. Glover has been involved with such organizations as the Masons and the Lions Club where he has been a member for 49 years with perfect attendance and has served as district governor and King Lion 3 times. We extend our best wishes to Mr. Glover for his continued success and thank him for all of his contributions to his community. Be it ordered that this official certificate of sentiment be sent forthwith on behalf of the 123rd Maine Legislature and the people of the State of Maine." Representative Sykes thanked Mr. Glover. Ralph Sarty also thanked Mr. Glover for his dedication to the State and Community. Mr. Sarty added "Its people like Al Glover that make a community work and make it a better place to live."

5. Presentations and Discussions (continued)

b. Review of the Building Settlement Report

The Board received a "Building Movement Investigation, Bridgton Municipal Building, Bridgton, Maine" report as prepared by Summit Geo-Engineering Services. Town Manager Berkowitz reported that with the approval at the June 2007 Town Meeting, funds were appropriated to engage the services of a geo-engineer to conduct an analysis, review and recommend possible actions to stabilize the north east corner of the Town Office Complex. The completed report was received on December 24, 2007 (complete copy on file at the Town Office).

The following is a summary of the findings:

- The on-site review in May included the observations of hair line cracks in the foundation and drywall materials;
- The foundation and slab separation is about 1/4";
- Horizontal cracks in the drywall appear throughout this section;
- A deflection in the sidewalk by the Police Department;
- Test pits indicated back fill at the time of construction included less desirable materials such as metals, tires, a tarp with Styrofoam and drainage waste.

Recommendations:

- Correction action is not urgent. Further action may be needed;
- Install perimeter under drain system;
- Add support of exterior footings;
- Use of chemical group may be acceptable to stabilize under-slab soils;
- Patch sheet rock and foundation walls.

The review and recommendations remove any immediate requirements. However, annual monitoring of the building movement may require action in the future.

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5. Presentations and Discussions (continued)

c. Fuel Collaborative;

Bridgton Community Center in Collaboration with the Towns of Harrison and Bridgton

Town Manager Berkowitz reported that the purpose of the fuel collaborative is to provide emergency fuel assistance to those individuals who can not otherwise afford to purchase basic heating fuel. The Bridgton Community Center is a 501C-3 organization ready to receive private donations that will be used solely for the above purpose. Donations are tax deductible. Working with the collaborative towns the program shall promote both the aspect of donations and challenge grants to maximize available dollars. Once an individual has been approved they would be eligible for one hundred (100) gallons of fuel and would also receive information as to other energy related resources they may contact. He further reviewed the proposal and its guidelines. **Motion** was made by Selectman McHatton for approval of the fuel collaborative contingent upon approval from the Town of Harrison and the Bridgton Community Center; 2nd from Vice-Chairman Woodward.

4 approve/0 oppose

d. Highland Park Master Plan Outline

Purpose: The purpose of the master plan is to outline the key elements of developing a plan for Highland Park facilities.

Narrative: The Highland Park consists of two parcels separated by Highland Road. The westerly portion provides for a shaded picnic area and parking, the outflow structure for the lake, the public beach and boat launch as well as the playground area. The easterly side which ties into Shorey Park has parking, a boat wash area, restrooms, the outflow pond from Highland Lake and landscaped passive recreation area. Because of its location to the downtown, this park area provides a unique opportunity for visitors to the downtown to access the facility as pedestrians.

Outline and Methodology: a. Review of the current master plan and sections dealing with the parks; b. physical asset inventory including age, obsolescence, future needs; c. functional review of current uses and projected uses of the park facilities and future uses and asset requirements and current map and future use map; d. public input and participation to include at least one public workshop with design expectations; e. identification of alternatives, analysis and preferred recommendations; f. preliminary report to the BOS and the public; g. development of a budget based upon future requirements and the preferred recommendations to be done in phases; h. presentation of the plan and business case to the BOS and the community; i. establish a team to work on the plan (Public Works Director, Recreation Director, Town Manager, citizen appointed by the Board, rep from the community band, Economic Development Director, LEA as environmental advisor).

Time Frames: Jan 2008; Initiate the Team and meet; a, i
Feb 2008; Meet and review date; b, c
March 2008; Public input; d, e, f
April 2008; Finalize Plan; g, h
April 2008; Include elements into FY 2009 budget

Recommendation: The Town should contract with LEA to be the technical planning advisor since they have park planning and environmental resource information and skills. This would also provide a consistency and integration to the whole downtown parks and commerce elements being developed. The Board agreed with the approach as presented by the Town Manager.

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6. Approval of Minutes; December 11, 2007 and December 24, 2007

Motion was made by Selectman Bell for approval of the minutes from the December 11, 2007 Board meeting; 2nd from Selectman McHatton. 4 approve/0 oppose

Motion was made by Vice-Chairman Woodward for approval of the minutes from the December 24, 2007 Board Meeting; 2nd from Selectman Bell. 4 approve/0 oppose

7. Correspondence and Other Pertinent Information

a. DHS Revised Grant Application

Town Manager Berkowitz reported that the first application to the Department of Homeland Security for interoperability was turned down but Bridgton was encouraged to apply for a slightly different grant category. Joe Jack has completed that new application and will be submitting it accordingly. While the focus is still on operability, the grant also includes a higher level of technology both software and hardware that provides not only security and interoperability but is supposed to interface with the NCIC (National Crime Information Center) data base that we maintain. The Board will be kept informed on the progress.

b. Town Financial Position; Town Manager

Town Manager Berkowitz provided the Board with a chart indicating cash flow positions by month.

c. Interest Earnings Report; Finance Officer

Finance Officer Linda Nilsen provided the Board with information indicating ongoing bank activity.

d. Fire Department Fund Raising; CPR Training Course

The Bridgton Fire Department in conjunction with United Ambulance will be offering a CPR course, open to the public, on Saturday January 19, 2008. The course will be offered free of charge, however donations will be accepted to go towards the purchase of an automated external defibrillator (AED) for the department. The department and United Ambulance will work together to raise the required monies for this purchase without the use of tax dollars. United personnel will also provide the required training for department personnel and maintenance of the unit once the purchase is made and the unit is placed in service, at no cost to the department. The department is seeking this piece of equipment to have available, in the very rare instance that a United unit is not on scene, and one of the fire department personnel is in need of the lifesaving capabilities provided by the AED. Approximately 50% of line of duty firefighter deaths annual in the US is the direct result of cardiac arrest. AEDs have proven to be an effective lifesaver, when immediately available. The department is looking forward to working with United Ambulance personnel to move this important project forward.

Motion was made by Vice-Chairman Woodward for support of the fundraising efforts for the AED; 2nd from Selectman McHatton. 4 approve/0 oppose

e. Eastern Slope Airport Authority

Eastern Slope Airport Authority requested funding to support the Eastern Slope Regional Airport. Town Manager Berkowitz will gather additional information regarding this request.

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**7. Correspondence and Other Pertinent Information (continued)
f. Integrated Management, Inc.**

Jeremy Stultz submitted correspondence to the Board that the same professional individuals that were employed by the Hancock Land Company at the time the Town of Bridgton finalized and implemented its forest plan have broken away from Hancock Land Company and established Integrated Forest Management Inc., a new nature resource services enterprise. Mr. Stultz requested approval to continue its Forest Management Plan under the stewardship of Integrated Forest Management. They will provide the same quality of service as previously agreed to under the tenure with Hancock Land Company and pledged to keep the same payment and cost structure in place. The Town of Bridgton will continue to receive proper and ample documentation and communication of all activities, payments, invoices and other necessary business as IFM and the Town move forward in a collaborative manner. **Motion** was made by Vice-Chairman Woodward to authorize the Town Manager to execute the necessary documents to contract with Integrated Forest Management Inc.; 2nd from Selectman McHatton. 4 approve/0 oppose

g. Eco-Maine Nomination

Motion was made by Chairman Triglione to nominate Mahlon Johnson for the Eco-Maine outstanding volunteer award; 2nd from Selectman McHatton. 4 approve/0 oppose

8. Town Manager's Report

Town Manager Berkowitz submitted and reviewed the following:

Military Service Protection: According to a recent memo distributed by the Maine Revenue Services Property Tax Division, active military personnel who are delinquent on their property taxes are protected from final foreclosure with conditions. The protections don't allow the service member the right to not pay their taxes, only a postponement of the foreclosure action a town customarily takes. We are incorporating this into our operations. Since we do not keep a record of persons serving in the military, it will be important for such persons to let the Town know, should a foreclosure notice be sent to their mailing address.

Office Project Subcontractors Not Paid: The Board requested information regarding local contractors who may not have been paid by the general contractor hired to complete the office renovations project. After checking with those that we are aware of only one actually was not paid. I have the invoice for the electrical work which came to \$315 from D.M. Electric, Inc. and Sons. The Selectboard should formally vote to have the Town make this payment and state they are not setting a precedent in their actions.

Jet Ski Ban on Great Ponds: We recently received a notice from MMA regarding a Superior Court Judge's decision that a state Statute prohibiting the use of jet skis on certain great ponds is essentially unconstitutional. After checking our records and other tenured manager's in the area, we have notified MMA that Bridgton is not aware of any such local ordinances.

State is Moving Towards Code Changes: We have been notified the State Code Office is attempting to re-align the review of all commercial development proposals greater than 3000s.f. and will act as the unified appeals board. The Fire Marshalls office would actually do the inspections and Municipalities may voluntarily do inspections. Many Communities share the same concerns about a loss of revenues in addition to the inconsistencies of voluntarily inspecting commercial development only to have the State's decision be contrary. We also have to ask whether we should offer this as a free service or charge our fee in addition to the state. There will be additional meetings which we will follow and keep you informed. This is yet another effort to centralize and unify inspections though it will cost towns some of the revenues they would have realized. If this does take affect we might consider regionalizing our residential inspections with only one CEO covering several communities.

CMP Notice of Work: CMP has notified the Town of their Right of Way tree work going on. An abutter to the work may contact Robb Cotiaux at the Bridgton facility- 647-1018.

Public Works-Snow Removal Operations: Jim Kidder, Public Works Director, has indicated the winter weather has played heavily on the approved budget. With 11 storms this season compared to 4 storms last season for the same period, the key accounts related to the snow removal operations will likely be overdrawn. According to the financial report for January 4 we are already 86% expended for sand and salt, 66% expended in overtime and 124% expended in plow and sander materials. At this point we are not recommending any budget actions but will keep the Board informed as the winter continues.

Town Financial Status: The data and graphs provided the Select Board indicates the Town is in a strong financial and cash position bolstered in part by the change to tax collections four times per fiscal year. In addition, we have reviewed our revenues and expenditures to date, January 4. Revenues have come in at 64% of what we estimated and expenditures are at 55.3% excluding education. This is slightly ahead of the 50% expected but it also includes the retro pay as a result of the police contract settlement and the additional expenditures noted in Public Works.

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8. Town Manager's Report (continued)

Project Status Report:

Downtown Parking Lots- Spring Punch list for completion
Sewer Field Rehabilitation- Summary report tonight with actions to follow
Police Chief - Notice by State his application is being recommended for approval for his Executive Certificate.
Officer Jones will be heading to the Academy now.
Officers in OJT
Facility Inspections- Georgiann and Jim are completing these for all depts.
Budget Development- Dept. requests being reviewed by the Manager.
Depot Street- EDC to report Design Guidelines to Planning Bd.
EDC to commence strategic planning of this area.
Bridge preliminary design done-steel to be ordered.
Property Records- Incorporating prior card history-just starting.
Economic Development- Quad fold brochure in development.
Working with new owner of Commerce Center.
Working with the Chamber of Commerce.
Regional Initiatives- Assessing proposal still being developed.
Public Safety Study in preliminary application stages.
Providing Health Officer Services being reviewed.
Heating Collaborative being reviewed.

Respectively,
Mitchell A. Berkowitz, Town Manager

Motion was made by Selectman McHatton to pay D & M Electric for the work done by them at the Town Office during office renovations; 2nd from Vice-Chairman Woodward. Discussion ensued. Selectman McHatton **withdrew the motion** to table until all five members of the Board are present; Vice-Chairman Woodward withdrew his 2nd.

9. Old Business

a. Update on Discussions with BRAG; Selectman McHatton and Steve Hatch

Selectman McHatton reported that he had attended a meeting with representatives from BRAG and he asked for the Board to support a partnership between BRAG and the Town to move forward with building a sports field complex. Bob Macdonald asked the Board to support the project as it is much needed in Bridgton; he hopes to break ground in 2008 and complete the project in 2009. BRAG needs to obtain the necessary permits from the Department of Environmental Protection. Town Manager Berkowitz informed the Board that authority to allocate funding to BRAG was granted at Town Meeting. Since several verbal stipulations were made before the actual vote, the Board thought that they should seek voter consideration at a Special Town Meeting to expend the funds since those verbal stipulations have not been met. Vice-Chairman Woodward said that before partnering with BRAG, the Board should review all potential sights and explore alternatives; the Board agreed. Town Manager Berkowitz will advertise the following: "The Town of Bridgton is seeking land for a sports complex. The land must be developable and have at least 17 contiguous acres. Seller must creatively establish the asking price. Contact Mitchell A. Berkowitz, Town Manager, at 207-647-8786 if you have this land available. All offers must be tendered no later than January 21, 2008 at 2:00 P.M." Lengthy discussion ensued. **Motion** was made by Selectman McHatton to hold a special town meeting on February 5, 2008 at 7:00 P.M. to seek voter consideration to waive all verbal stipulations and conditions placed upon BRAG; 2nd from Vice-Chairman Woodward. 4 approve/0 oppose **Motion** was made by Chairman Triglione to appoint Selectman McHatton as a liaison between the Board and BRAG; 2nd from Vice-Chairman Woodward. 3 approve/0 oppose/1 abstention *Selectman McHatton abstained.*

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9. Old Business (continued)

b. Economic Development Committee; Proposed Depot Street Study

Micah Niemy, Economic Development Director, submitted and reviewed the following:

Background: At the November 27th Board of Selectmen's meeting, members of the Economic Development Committee brought to the Board a proposal for an in-depth study of Depot Street and the surrounding area. The Committee explained that as Main Street begins to reach its limit for new development the downtown's side streets are likely to become the locations of much of future downtown growth. At that meeting the Board requested that the Committee provide in writing a more detailed outline of the proposed study. In addition, the Board requested that the Planning Board be included in any planning study.

Scope of the Depot Street Study: The Economic Development Committee in collaboration with the Planning Board, SAD #61, property owners, area merchants, and the general public will consider the following items as part of the Depot Street Study: Traffic Flow; Public Infrastructure (including sidewalks & lighting); parking; Bridgton Memorial School; utilization of Town property; Economic Development Assistance. The study will include all properties abutting Depot Street and Gibbs Avenue as well as the roads themselves. In addition, this study will look at the future of the Bridgton Memorial School.

Rationale for the Study: As stated earlier, the Economic Development Committee believes that a significant portion of future growth in the downtown will occur on side streets, including Depot Street. The Committee thinks that the area is more likely to grow in a manageable and vibrant manner if the necessary time is taken to look at how future growth fits into the downtown connect commercial landscape. In addition, it is important to note that the areas covered by this study are part of the TIF district recently approved at Town Meeting. Over the coming years, as revenue becomes available for investment, the Town will need to develop a very specific plan for how to invest the funds. The proposed study will help to lay the groundwork for some future recommendations.

Conclusion: The Economic Development Committee envisions this study as a joint effort between the property owners on Depot Street, town side stakeholders, the Planning Board, and the ECD. The Committee understands that no single group has the knowledge or vision to unilaterally make recommendations and will actively seek to work with all interested parties.

Mr. Niemy submitted a copy of the tax map with the areas that will reviewed (Map 23, Lots 7, 8, 9, 10, 109, 110, 111, 112, 113, 114, 115, 116, 128, 129, 130 131 132 133 134, 135, 136, 137; Map 27, lot 5; Bridgton Memorial School). Mr. Niemy assured the Board that these are the only lots that will be reviewed. The Board agreed to allow the Committee to conduct the Depot Street Study.

10. SAD #61; Update on Status of Alternative Plan and Discussion Elements of a Possible Meeting with the SAD Representatives by Board Member Gardner

Town Manager Berkowitz noted that the biggest concern is potential loss of 2.5 million in EPS funding.

11. New Business

a. Permit/Documents Requiring Board Approval

•2008 Employee Appointment Confirmation

Motion was made by Vice-Chairman Woodward to confirm the Town Manager's 2008 employee appointments; 2nd from Selectman McHatton. 4 approve/0 oppose

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11. New Business (continued)

a. Permit/Documents Requiring Board Approval

- **BYOB Permit Application from Lakes Environmental Association (LEA)
1/26/2008 and 2/16/2008 at Bridgton Town Hall**

Motion was made by Selectman McHatton for approval of the two BYOB permit applications from LEA; 2nd from Selectman Bell. 4 approve/0 oppose

b. Legal Matters

There were no legal matters.

c. Selectmen's Concerns

Vice-Chairman Woodward and Selectman McHatton had no concerns.

Selectman Bell commended the Town Public Works Department for a job well done in the recent snow storms. Jim Kidder, Public Works Director, reported that there is no parking in front of the new addition to Reny's; he will provide better signage.

Chairman Triglione received a letter from Lise Welborne requesting that the light at the corner of Frances Bell Drive and Skillings Circle be put back up. Town Manager Berkowitz will contact the school to gather additional information.

d. Other Matters; None

12. Agenda(s) for the Next Board of Selectmen's Meetings/Workshops

The Board reviewed the agenda for the January 22, 2008 meeting.

13. Treasurer's Warrants

Motion was made by Selectman Bell for approval of Treasurer's Warrants numbered 74 and 75; 2nd from Vice-Chairman Woodward. 4 approve/0 oppose

Motion was made by Vice-Chairman Woodward for approval of Treasurer's Warrants numbered 76 and 77; 2nd from Selectman Bell. 4 approve/0 oppose

14. Executive Session; None

Motion was made by Vice-Chairman Woodward to enter into executive session per MRSA 1 Section Chapter 13 Subsection 405 at 7:40 P.M. to discuss a personnel matter; 2nd from Selectman Bell. 4 approve/0 oppose

Motion was made by Selectman Bell to come out of executive session at 7:47 P.M.; 2nd from Selectman McHatton. 4 approve/0 oppose

15. Adjourn

Chairman Triglione adjourned the meeting at 7:48 P.M.

Respectfully submitted,

Laurie L. Chadbourne
Town Clerk

Next Board of Selectmen's Meeting: January 22, 2008