

TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
October 6, 2016 - 7:00 P.M.

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MEMBERS PRESENT: David Douglass  
Ruth Lyons  
Roland Tufts

MEMBER(S) ABSENT: Marie Brilliant, William Thompson

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, October 6, 2016, in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

**CALL TO ORDER**

Chairman Douglass called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE/ROLL CALL**

All present were invited to stand and recite the Pledge of Allegiance to the Flag. The recording secretary took the roll call and noted that all Selectmen were present, except Selectman Brilliant and Selectman Thompson, both having been excused.

On behalf of the Board, Chairman Douglass extended best wishes to Selectman Brilliant for a speedy recovery and condolences to Selectman Thompson in the loss of his Mother.

**TOWN MANAGER'S REPORT**

Fire Prevention Open House this weekend. It will be Sunday (10/9) at the fire station from noon until 4:00 p.m.

Topsham Fire & Rescue will be teaming up with the American Red Cross to offer Free Smoke Alarms with installation on October 22nd for Topsham Residents. For more information and to sign up, people can go to the Fire/Rescue Department website, Facebook page, or contact the department.

We had a successful event last Saturday in the Lower Village, creating a temporary pop-up park. Despite the weather, we had folks enjoy the park itself, as well as the other activities that were organized for the day, including a bike ride from the Recreation Fields and tours of the new Town Landing Trail.

Work is continuing on the Bike Path, and it appears that paving will take place within the next week or so.

**BOARD AND COMMITTEE REPORTS AND UPDATES** – None noted.

**PUBLIC COMMENT** - None noted.

**CORRESPONDENCE** – None noted.

**ADJUSTMENTS TO THE AGENDA** - None noted.

**CONSENT CALENDAR**

1. Approval of the minutes of the Regular Selectmen Meeting of September 15, 2016
2. Approval of the Warrant for the November 8, 2016 election.
3. Approval to open the polls at 7:00 a.m. on November 8, 2016 for the State of Maine General Election and Referendum Election and the Municipal Election.
4. Approval to open and process absentee ballots on Saturday, November 5, 2016 at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., and 2:00 p.m. at the Municipal Building and on Election Day at 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 6:00 p.m. and 7:00 p.m. at the polls.
5. Approve Linda Dumont as Warden at the November election.
6. Approval to extend the Registrar's office hours on Wednesday, October 26, 2016 to remain open until 5:30 p.m. for voter registration.
7. Approval of additional election workers as needed, including:

**Claudia Beckwith  
Claire Corbin  
Paul Labbe  
Brandi Lohr  
Pam Pratt  
Annette Philippon  
Jane Scease  
Debra Stevens  
Helena Stevenson**

Item No. 1 on the Consent Calendar was tabled to a future agenda.

Motion was made by Selectman Tufts, seconded by Selectman Lyons and it was unanimously (of those present)

**VOTED**

To approve Items No. 2 through 7 of the Consent Calendar as presented.

Selectman Lyons questioned if starting to count absentee ballots on election day at 1:00 p.m. would provide enough time to have the counting completed by 8:30 p.m. She asked if there

would be a machine set up just for absentee ballots. The Town Manager said he thinks the machine used on Saturday will be available to use on Tuesday. After a brief discussion, the hours requested by the Town Clerk to count the ballots were left unchanged.

## **PUBLIC HEARING**

### **16-94 CONSIDERATION AND ANY APPROPRIATE ACTION ON INFORMING THE VOTERS THAT TWO ARTICLES SUBMITTED BY CITIZENS PETITION WILL BE VOTED ON BY SECRET BALLOT AT THE NOVEMBER 8, 2016 ELECTION. NO ACTION REQUIRED.**

#### **ARTICLE 3 – SHALL AN ORDINANCE ENTITLED “BAG FEE TO REDUCE WASTE AND PROTECT THE ENVIRONMENT ACT”**

#### **ARTICLE 4 – SHALL AN ORDINANCE ENTITLED “BAN ON POLYSTYRENE FOAM FOOD AND BEVERAGE CONTAINERS ACT” BE ENACTED?**

The Public Hearing was declared open. It was noted that the Public Hearing had been duly advertised.

Chairman Douglass asked for comments from members of the public. There being no one wishing to comment, the Public Hearing was declared closed.

No action was taken.

**UNFINISHED BUSINESS** - None noted.

**OLD BUSINESS** - None noted.

## **NEW BUSINESS**

### **16-95 CONSIDERATION AND ANY APPROPRIATE ACTION ON REPLACING 39 FIXTURES ALONG ROUTE 196 WITH LED LIGHTS TO SAVE MONEY IN REPAIRS AND ENERGY COSTS**

Public Works Director Dennis Cox recommended that the Town consider replacing the existing 10 street lights that are out along Route 196 with new LED fixtures. (The Town actually is responsible to keep 39 of these lights in operation, but only 10 are not working at this time.) Mr. Cox said these lights have been problematic and need to be repaired every six months or so at a cost of \$3,000 to \$4,000 each time. He recommended that the repair contractor, Enterprise Electric, be given permission to replace the 10 lights at a cost of approximately \$12,000. The money is available in the budget and the Town should see a payback within 3 to 4 years. The replacement LED fixtures have a 5-year, 100,000 hour warranty, as well as an energy savings of an estimated 50%. The electricity charge would be more economical for the Town and thousands of dollars will be saved in repair costs.

Following Mr. Cox's presentation, motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously (of those present)

**VOTED**

To begin the process of replacing 39 lights on Route 196 with LED fixtures to save money in repairs and replacement costs.

**EXECUTIVE SESSION**

At 7:22 p.m., motion was made Selectman Tufts, seconded by Selectman Lyons, and it was unanimously (of those present)

**VOTED**

To enter into Executive Session to discuss agenda item 16-93.

Chairman Douglass, Selectmen Lyons, Selectman Tufts and the Town Manager moved into Executive Session.

**16-93 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO 1 M.R.S.A. §405 (6) (A)**

The Board, including the Town Manager, returned to public session at 7:57 p.m.

No action was taken.

**ADJOURN**

Motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously (of those present)

**VOTED**

To adjourn the meeting at 7:58 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary