

TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
FEBRUARY 19, 2015 - 7:00 P.M.

MEMBERS PRESENT: Donald Russell
Marie Brilliant
David Douglass
Ruth Lyons
William Thompson

MEMBER(S) ABSENT: All present

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, February 19, 2015 at the Municipal Building at 100 Main Street, Topsham, Maine.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE/ROLL CALL

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

TOWN MANAGER'S REPORT

There are a series of meetings coming up, including:

- February 25, 2014, at the library, the Department of Transportation is holding a public meeting on the Green Bridge. This will begin a process of meetings going through October/November to gather information on whether to repair/replace the bridge in the next 3 to 4 years.
- Budget Schedule - The next joint meeting between the Board of Selectmen and the Finance Committee to do department budget reviews will be held on February 26, 2015 at 6:00 p.m. at the Municipal Building. The next meeting is scheduled for March 2nd, for the final budget review meeting with the Finance Committee also at 6:00 p.m.
- Mr. Roedner said he attended Legislative Hearings in Augusta with the Appropriations Committee and Taxation Committee on the Governor's proposed budget. He said revenue sharing for the coming fiscal year, starting in July, will maintain the \$700,000 cut, which has been in place this present year and means the Town will see \$450,000 instead of the \$1.112 that we would be receiving if the program were fully funded. The following year the amount will drop to zero. The final cut represents about 5% of the revenue that comes into the Town. The governor's proposal is also looking at changing the business equipment tax programs, making them all tax exempt, with a 50% reimbursement to the towns. Topsham receives approximately \$400,000 in taxes from business equipment. Under the governor's proposal the Town would receive \$200,000 - another \$200,000 we would lose. It is not clear if this is for this year or next.

Taxing of non-profits. Half of the value of non-profits over \$500,000. Everybody will be taxed at full value with non-profits taxed at half value over the first \$500,000. That is to help make whole communities that lose on primary revenue sharing.

BOARD AND COMMITTEE REPORTS AND UPDATES

HVAC System at Town Hall - Mike Labbe, EMS Director, talked about the problem with obtaining a unified temperature with the heating system in the municipal building. He said adjusting the system is computer oriented. He has made some adjustments successfully, but really needs training on the system and asked the Board for guidance. Mr. Labbe said when the system was originally installed, it was decided at that time to forgo computer training to save approximately \$3,800, therefore, the system was never balanced. The Town Manager agreed to check if there are available funds, approximately \$1,200 to \$1,500, to cover the cost of training two individuals on the system.

Following discussion between the Board, motion was made by Chairman Russell, seconded by Selectman Lyons and it was unanimously

VOTED

To instruct the Town Manager to check if funds are available, and if so, to proceed forward as soon as possible to arrange for the training of two individuals on the heating system computer adjustment program.

EDC/TDI Update - John Shattuck, Economic and Community Development Director told the Board EDC and TDI is working with the Chamber as a partner to establish a stronger organization of Topsham businesses. He said development activity continues to be brisk in Topsham.

- The Bureau of Motor Vehicles will open at their new location on Main Street on Monday, March 2, 2015 with a ribbon cutting scheduled for Monday, March 16, 2015.
- Day's Jewelry will begin moving to their new location in the Mall on Monday, March 2, 2015.
- A new restaurant/retail permit application has been filed for location at the Topsham Fair Mall.

Lower Village Development Committee Update - Angela Twitchel gave a Power Point Presentation and an update on the work of the Lower Village Development Committee. She said Topsham has explored planning a waterfront lower village park for more than 20 years in the 1996 Main Street Vision; 2005-2007 Comprehensive Plan; 2007 Main Street Village Plan and 2011 Lower village Waterfront Access Report.

The Board of Selectmen created the Lower Village Development Committee (LVDC) in April of 2012 "To consider and develop design alternatives for a lower village waterfront park in the area of the Green Street triangle." In December of 2013 the Selectmen updated the LVDC's scope and charged the LVDC to solve a variety of problems related to the creation of a waterfront park with a prime focus to layout and prepare for the construction of a lower village waterfront park, including funding concepts, landowner/stakeholder considerations, property ownership and related public improvements. Additional topic areas included:

- Parking demand and availability
- Traffic circulation, flow and control

- Pedestrian access and connectivity
- Sidewalk and trail development
- General site amenities, and
- Additional commercial development opportunities

Ms. Twitchel said LVDC's evaluation and planning efforts included the 2012-2013 Lower Village Traffic Study; 2013 Lower Village Parking Inventory; 2013 Neighborhood Revitalization Plan; 2013 Town Landing Trail Feasibility Report and the 2014 Walkability Audit.

Ms. Twitchel said the preliminary phase of LVDC's work - *gathering data to develop solutions that enable the creation of a park* is complete and the committee is looking forward to discussing the plan and defining the next steps with the Board of Selectmen at a workshop scheduled for 6:00 p.m. on March 4, 2015.

PUBLIC COMMENT - Selectman Douglass noted that the sand pile has been moved, as voted, behind the Public Safety Building and no more illegal taking of sand has occurred.

Selectman Thompson told the Board that he has received no feedback from the Town of Gardiner regarding the bicycle facility. They held a meeting and are still working on wording in the agreement.

CORRESPONDENCE - None noted

ADJUSTMENTS TO THE AGENDA - None noted

CONSENT CALENDAR

1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF FEBRUARY 5, 2014

Motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED

To approve the Consent Calendar as presented.

UNFINISHED BUSINESS - None noted

OLD BUSINESS - None noted

NEW BUSINESS

15-06 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE BIDS FOR GRINDING OF CLEAN BRUSH DEMO WOOD

The Town Manager spoke to this item and reviewed memo dated February 10, 2015 from Ed Caron, Solid Waste Director, who recommends awarding the bid for grinding of clean brush demo wood to Marshall Grinding, Chelsea, Maine, who has the current contract.

It was noted that this year the Town will not be responsible for the price of testing the demo chips prior to movement at a cost of \$925.00. Marshall Grinding will haul the demo wood raw to their site to be blended with other grindings there and will be responsible for the testing. Last year, the Town paid +\$2 per ton for clean wood chips and -\$25.50 for demo chips and not the \$925 test fee. Approximately 250 tons of chips were chipped.

Figures from Marshall Grinding, Inc. were:

Clean Wood Grinding and Removal	+\$4 per ton
Demo Wood Removal Raw (unground)	-\$25 per ton
Grinding of Compost	\$400 per hour

+is paid to the Town
-is what the Town pays

Motion was made by Selectman Douglass, seconded by Selectmen Thompson, and it was unanimously

VOTED

To award the contract for grinding of clean brush wood to Marshall Grinding, Inc., Chelsea, Maine, at the Solid Waste Facility for prices outlined in memo of 2/10/15 from Mr. Caron.

15-07 CONSIDERATION AND ANY APPROPRIATE ACTION FOR THE BOARD OF SELECTMEN TO WAIVE THE BID PROCESS FOR THE PURCHASE OF A NEW SERVER FOR THE COMPUTER SYSTEM

Pam LeDuc, Director of Parks and Recreation explained the need to upgrade the Town's current server system. Life expectancy of a server is approximately 5 years and the current server has been in use for 8 years. After working with the different departments, specifications were sent out and only two quotes were received. One from Ion Networking: \$6,249.00 and the other from Dell Government: \$6,077.51. Although \$171.49 more, Ms. LeDuc recommended going with Ion Networking as they will deal with any issues or warranty on parts, so that staff won't have to.

Following discussion, motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

VOTED

To waive the bid process and purchase a new server from Ion Networking in the amount of \$6,249.00.

15-08 CONSIDERATION AND ANY APPROPRIATE ACTION TO AUTHORIZE THE TOWN MANAGER TO AWARD A DEP 319 GRANT CONTRACT TO FB ENVIRONMENTAL, WRIGHT-PIERCE ENGINEERS, HORSLEY WITTEN GROUP, AND PLANNING DECISIONS TO IMPLEMENT PHASE I OF THE TOPSHAM FAIR MALL WATERSHED PLAN

Town Planner Melanson told the Board that the Town's watershed planning effort was well received from the Maine DEP, and upon submitting an application for implementation money, was also successful in beginning implementing Phase 1 of the Topsham Fair Mall Stream Watershed Plan. In December 2014 the Board of Selectmen voted to accept the Maine DEP 319

Grant and the Planning Office posted a request for qualifications that were directly mailed to potential candidates and posted on professional list which serves within the State. The Town received only one response to the RFQ. The team of FB Environmental, Wright-Pierce Engineers, Horsley Witten and Planning Decisions was the sole responder. It was noted that the team meets the qualification standards of DEP and upon Planning Office review, meets the qualification posted in the Town's request. The team has also been approved by the Maine DEP Land and Water Department.

The main tasks in Phase 1 of the grant are to:

1. Continue the meetings of the Technical Advisory Committee, which includes area land owners.
2. Develop a targeted road salt outreach campaign to encourage the use of less salt on the parking lots and roads in the watershed that are impacting the stream.
3. Design and install treatment at selected stormwater sites identified in the watershed plan.
4. Design Best Management Practices, complete construction, outline maintenance plan.
5. Revise ordinances to allow for further development in the watershed but while offering extra protection for the sensitive stream.
6. Continue monitoring to add to baseline data and review trends of water quality. Later phases should have more comprehensive monitoring that should include macro-invertebrate monitoring.

The budget has been set up as follows:

Total Project Cost:	\$162,400
Grant Amount:	96,000
Match Amount:	66,400
Match Source:	Cash from Town (10,000 (\$5,000 per year)
In kind from TOWN:	(Public Works, Town Planning, Landowners) 56,400

Following Mr. Melanson's presentation, motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED

To authorize the Town Manager to sign the contract with the team of FB Environmental, Wright-Pierce Engineers, Horsley Witten and Planning Decisions for the DEP 319 Grant to begin Phase 1 implementation of the Topsham Fair Mall Watershed Plan.

ADJOURN - With no further business to address, motion was made by Selectman Lyons, seconded by Selectman Brilliant, and it was unanimously

VOTED

To adjourn the meeting at 8:00 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary