

TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
JULY 2, 2015 - 7:00 P.M.

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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, July 2, 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**

I am saddened to report that one of our employees, Ricky Fields, from the Transfer Station, passed away this past Saturday, doing what he was probably best known for - helping someone out. His passing has caught us all off guard and his loss has been certainly felt by all of us. Ricky's family has scheduled visiting tomorrow evening from 4:00 to 7:00 p.m. at Brackett's Funeral Home in Brunswick. To give the folks at the Transfer Station time after work to get to this service, the Transfer Station will be closing tomorrow at 2:00 p.m.

On a lighter note, Happy 4th of July to everyone!

Town offices will be closed for the holiday tomorrow, Friday, July 3. The Transfer Station will be open until 2:00 p.m. tomorrow and then it will be closed on Saturday, July 4. The Library is also closed on Saturday.

With the Independence Day celebrations comes fireworks. However, I would like to remind everyone that, based on a vote by Town residents, the use of fireworks is prohibited in Topsham.

The Fire Department will be scheduling a Community CPR Class towards September, the date to be announced. If that is of interest to you, stay turned to the Fire Department's web page for future details.

Also from the Fire Department, our new fire engine is nearing final inspections. It is currently in Florida, but when it clears inspections, it will be driven up here and with final fit out, it should be on the road for full-time duty by the end of August.

This past summer we foreclosed on three properties. In two weeks we expect to hear from two of the individuals to repurchase the properties. With respect to one of the properties, we have questions on what the Town's liability is and what is the role of the Town. I have talked to attorneys at MMA and was informed that State Law (the Tort Claims Act) expressly exempts municipalities from liability for tax acquired property if it is occupied. The Town has no liability exposure until 60 days after it becomes vacant. There is a process involving certified mail, waiting periods, etc. and the Town could take action if there was a possible hazardous situation.

Following the Town Manager's report, Selectman Douglass asked when the Fire Truck was originally supposed to be delivered. Mr. Roedner responded that the original estimates were the end of May or early June. Selectman Douglass expressed concern that last year the whole bidding process was changed by bidding with other municipalities in order to save time, and yet the truck is still a couple months late. The Town Manager said he wasn't sure why delivery is slow, but that another factor of changing the process was to obtain a lower price for the truck.

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

**PUBLIC COMMENT** - Kurt Weaver of 357 Middlesex Road expressed concern regarding property that has been foreclosed on and asked what might happen with the property in the future. The property is part of a road association and is behind on paying dues for maintenance and snow plowing. Mr. Weaver asked if the Town would be responsible for the past and future dues if the Town acquired the property. The Town Manager responded that in the past the Town has entered into a repurchase agreement and a Quit Claim Deed was issued when all back taxes were paid. If there is no response from an owner, the Board of Selectmen could dispose of the property however they see fit; perhaps sit and wait until the property sells. Mr. Roedner added, as far as associations go, that is a civil issue; the Town's goal is not to own peoples homes. Suggestion was made that the association might consider putting a lien on the property.

**CORRESPONDENCE** - None noted.

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

**CONSENT CALENDAR**

**1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF JUNE 18, 2015**

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

**VOTED**

To approve the Consent Calendar as proposed.

**UNFINISHED BUSINESS**

**15-37 CONSIDERATION AND ANY APPROPRIATE ACTION ON PROPOSED AMENDMENTS TO THE PURCHASING POLICY**

This item was tabled at the last Board of Selectmen meeting. Motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

**VOTED**

To remove Item 15-37 from the table.

A copy of the proposed revisions to the Purchasing Policy, with changes suggested at the previous meeting was included in the Board package. Changes included:

- The informal purchasing process has been raised from the current \$1,000 to \$1,500.
- The purchasing responsibilities under Section I, Par. 4, still apply even to smaller purchases.
- Purchase order limit has been raised from \$1,000 to \$1,500 and the formal bid level has been raised from \$5,000 to \$7,500.
- Language has been added to Section III, Par. 4 that clearly delineates where the purchasing authority lies under different circumstance.

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

**VOTED**

To approve the updated Purchasing Policy as presented.

**OLD BUSINESS** - None noted.

**NEW BUSINESS** - None noted.

**EXECUTIVE SESSION**

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

**VOTED**

At 7:20 p.m. to move into Executive Session. (The Board moved upstairs into the private meeting area.)

**15-34 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO REVIEW TOWN MANAGER'S PERFORMANCE EVALUATION, TITLE 1, SECTION 405 (6) (A)**

At 7:30 p.m. Chairman Russell called the Executive Session to order. The full Board, and Mike Wing was present.

At 8:30 p.m., motion was made by Selectman Douglass, seconded by Selectman Lyons and it was unanimously

**VOTED**

To move back into Public Session. There was no action to be taken.

**ADJOURN**

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

**VOTED** To adjourn the meeting at 8:31 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary

