

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
JANUARY 18, 2018 - 7:00 p.m.

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
William Thompson
Roland Tufts

MEMBER(S) ABSENT: All present

STAFF PRESENT: Richard Roedner, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, January 18, 2018 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

CALL TO ORDER

Chairman Douglass called the regular 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.

TOWN MANAGER'S REPORT

This past week, the Topsham community suffered the loss of a long time resident, Lionel Thiboutot. Lionel served the community as a dedicated member of the Topsham Fire Department from 1966 until his retirement in 2011. At his Celebration of Life service, it was noted that due to his close proximity to the Fire Station on Green Street, Lionel was almost always the first one there for a call, and was the first out with the old Mack Engine. On behalf of the staff, I would like to extend my condolences to Lionel's wife and children, and a thank you to them for sharing him with the Town of Topsham for so many years.

Budget Schedule:

Initial presentation to the Board will be on February 1st.

Board/Finance review with Dept. Heads is Feb. 7, 13 and 26 at 6:00 p.m.

Joint Board of Selectmen/Finance Committee reconciliation meeting March 21 at 6:00 p.m.

(All meetings will take place in the Donald A. Russell Meeting Room at the Municipal Building.)

BOARDS AND COMMITTEE REPORTS AND UPDATES – TDI/ECD John Shattuck, Economic and Community Development Director presented an update including:

- **Head of Tide Park Committee (HTPC)** – Mr. Shattuck said the Town has completed all the substantive requirements for receiving the Land for Maine’s Future funding for the acquisition of the Dierenzo property for Topsham’s Head of Tide Park. Closing of the sale was held on December 13, 2017 from TDI to the Town. TDI purchased this property in 2014 to provide the Town time to raise funds for this substantial expansion of the Head of Tide Park. The land includes 7 acres with more than 600 feet of frontage on the Cathance River. Mr. Shattuck said, as with the 2007 Kelso property purchase to start the Head of Tide Park, TDI again contributed \$4K. He extended major thanks to the Brunswick Topsham Land Trust as the major contributing partner in acquiring the land.
- **Design Advisory Committee (DAC) and the Section 106 Process** – The next DAC meeting will be on Wednesday, February 2, 2018 in Brunswick Town Office. The meeting will focus on historic memorialization, parks and trail connectivity. The DAC’s Interim Report and all agendas, minutes and imagery can be linked from the Topsham home page at <https://app.box.com/s/cybcsmfp7y7g9yy4teas6eq48hqgw5n5>. Mr. Shattuck said that Maine DOT has indicated that the next and final Section 106 meeting is likely to take place in March, though the specific date and location have not been announced. Still looking at construction in 2019.
- **TIF’s** – On December 21, 2017 DECD sent the approval letter for the Highland Green Phase 2 TIF. DECD has already approved the other component of this TIF – the 3rd Amendment to the original Highland Green TIF (Bypass North TIF). A major feature of these TIF’s is the completion of the connection of Canam and Mountain Roads to be completed before the end of 2020, or sooner.
- **Amazon Headquarters 2** – Mr. Shattuck said he was sorry to announce that neither Scarborough nor Greater Topsham or Brunswick made it to the list of finalist locations. Actually, nobody made it from Maine.

PUBLIC COMMENT – None noted.

CORRESPONDENCE – None noted.

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen’s Meeting of 12/21/17.

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

VOTED

To approve the minutes of the Regular Selectmen’s Meeting of December 21, 2017, as written.

PUBLIC HEARING – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

18-01 CONSIDERATION AND ANY APPROPRIATE ACTION TO EXTEND THE BID TO GRIND THE WOOD AT THE SOLID WASTE FACILITY

Solid Waste Director Ed Caron told the Board he would like to extend the contract for wood grinding to Marshall Grinding. They have agreed to hold the price from last year which was part of a three-year option to continue. Mr. Caron said this will be the last year of the contract option and will go out to bid next year.

Following discussion, motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously

VOTED

To approve the wood grinding bid from Marshall Grinding.

18-02 CONSIDERATION AND ANY APPROPRIATE ACTION ON DISCUSSING LIBRARY BOARD REQUEST TO AN EXCEPTION ON TOWN POLICY REGARDING ALCOHOLIC BEVERAGES

Susan Preece, Library Director, on behalf of the library board, requested an exception from Town policy to serve wine at an event to be held at the library the evening of Friday, February 9, 2018 with a snow date of February 10. Ms. Preece said this is the 4th year the event has been held, an invitation –only reception for adult Whitten Society members. The Sarah Whitten Community Award this year will be presented to Don Sanders, a bus driver for MS75. The event will take place from 6:00 p.m. to 8:00 p.m. at the library.

Following Ms. Preece’s presentation, motion was made by Selectman Tufts, seconded by Selectman Thompson, and it was unanimously

VOTED

To approve the Library Board’s request for an exception to Town policy regarding alcoholic beverages.

18-03 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING WRIGHT-PIERCE’S PROPOSAL FOR ENGINEERING SERVICES FOR THE LOWER VILLAGE DRAIN REPLACEMENT

Public Works Director Dennis Cox recommended that the Town accept proposal from Wright-Pierce Engineers to assist in the engineering of the culvert that needs replacing from Elm Street Extension to its outlet near the back of the Hearth Store. Mr. Cox said after meeting with Wright-Pierce he learned that they have information on the culvert that needs replacing from past work in the area.

Following questions from the Board, motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously

VOTED

To accept Wright-Pierce’s proposal for engineering services for the Lower Village drain replacement, fee not to exceed \$5,000.

18-04 CONSIDERATION AND ANY APPROPRIATE ACTION ON POLICE DEPARTMENT’S PARTICIPATION IN A STATE-WIDE SAFETY ENFORCEMENT GRANT

Police Chief Christopher Lewis asked the Board for permission to participate in a State wide Traffic Safety Enforcement Grant sponsored by the Maine Bureau of Highway Safety. He said these grants will reimburse the agency for those officers who participate in the specific activity. Enforcement measures will be conducted in various locations within the Town. Matching funds will be provided by on-duty salaried personnel for the administration and oversight of each grant. Totals approved are as follows:

Seat Belt Enforcement	\$ 5,076.65
Distracted Driving	\$17,075.22
Impaired Driving:	\$ 3,602.88

Chief Lewis said the grant does not reimburse for court time which may occur after the grant has ended. These grants allow the agency more resources to concentrate on improving the overall safety of motorists traveling within the Town of Topsham.

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

VOTED

To approve the Police Department’s participation in a State-wide Safety Enforcement Grant as presented.

18-05 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT OF SUSAN RAE-REEVES TO THE COMPREHENSIVE PLAN COMMITTEE

Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously

VOTED

To appoint Susan Rae-Reeves to the Comprehensive Plan Committee.

18-06 CONSIDERATION AND ANY APPROPRIATE ACTION ON CONSIDERATION OF TOWN OF BOWDOINHAM REQUEST TO NEGOTIATE AN EMS SERVICES CONTRACT

Town Manager Roedner said he had been asked by the Town Manager in Bowdoinham whether Topsham would entertain entering into a contract with Bowdoinham to provide EMS coverage beginning July 1 or earlier if any interest.

The Board entered into a lengthy discussion of pros and cons in considering working with Bowdoinham. It was noted that Northeast Ambulance has not responded to Bowdoinham’s request for a new contract and appears to have been backing off of coverage in the area, leaving

Bowdoinham with no coverage. Topsham has been responding via mutual aid.

Selectman Lyons said Topsham actually needs another ambulance. She said Bowdoinham is a growing community, a lovely community and wonders why they haven't considered buying their own ambulance. Concern was also expressed that when Topsham covers for Bowdoinham, there is no coverage in Topsham. Chairman Douglass said we need to immediately evaluate aid we are providing to citizens in our own town.

Mr. Roedner asked the Board if they felt additional conversations with Bowdoinham would be of interest. It would be necessary to assess what the impact would be to Topsham. We currently provide mutual aid coverage and will continue to do so. Topsham responds to approximately 200 to 220 calls a year or 3 or 4 a week.

Chairman Douglass said he has no interest in beginning negotiations with Bowdoinham and we need to immediately evaluate the aid we are providing to citizens in our town. This issue won't get solved in the next budget cycle. We are struggling here to do our own coverage. We don't have a Fire Chief at this time. It was suggested that Bowdoin, Bowdoinham and Richmond should meet to discuss the issue.

The Board instructed the Town Manager to inform Bowdoinham of the Board's decision not to get involved and that the Board has no interest in negotiating further.

18-07 CONSIDERATION AND ANY APPROPRIATE ACTION ON ADOPTING REVISED PERSONNEL POLICY

Town Manager Roedner said drafting a new Personnel Policy has been under way for over a year. A copy of a final draft was included in the Board Package for the Board's review and approval. The Board reviewed a proposed policy last September and debated a couple areas after Town Attorney Linda McGill had reviewed it. Suggestions made by the Board have been incorporated. A new paragraph under article 6, paragraph F on pages 13 and 14 has been added dealing with temporary v. call v. part-time employees and longevity for non-union employees.

There was a discussion to clarify language and intent on the sick time bank. The Board okayed how sick time bank is written as long as it is under tight rules. The Board agreed to move on the Personnel Policy as presented and come back for further discussion on the sick time bank.

Motion was made by Selectman Tufts, seconded by Chairman Douglass, and it was unanimously

VOTED

To approve the Personnel Policy as presented.

ADJOURNMENT

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

VOTED

To adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary