

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
January 19, 2017 - 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 19, 2017 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.

TOWN MANAGER'S REPORT

- Tickets are on sale at the Recreation Office for the upcoming Father/Daughter Valentine Dance.
- The Town is sponsoring a brown tail moth presentation on Tuesday, January 24 at 6:00 p.m. at the Library.
- An incident occurred at the Town Office last week where a gentleman came in during lunch hour when staffing was low in the Clerk's Office and walked off with a donation container on the counter for the heating assistance fund. He walked out of the building with it. Our janitor saw the man with a big bulge under his jacket, stopped him and made him surrender the container. A signal bell has been installed at the door to signal when a person walks into the office. Suggestion was made that perhaps it would be a good idea to install cameras in the lobby entrance.

BOARD AND COMMITTEE REPORTS AND UPDATES

UPDATE FROM HOUSE REPRESENTATIVE DENISE TEPLER – Representative Tepler gave a presentation to the Board informing the Board and members of the public of her accomplishments as House Representative in Augusta. She said she is honored to having been appointed to represent Topsham on the Appropriations Committee (Primary Budget Committee)

of the Joint Select Committees. The work session began on January 3rd. Discussions are being held on the potential Riverview step down facility. There is a need for patients to be placed elsewhere, who no longer require hospital care, but do require some type of assistance.

The Governor has issued a supplemental budget this year. It includes mostly position reductions in various departments, particularly assistance to the project at Loring Air Force. Also, the budget includes funding for repairs to hatcheries in the State. Representative Tepler reviewed several bills she has sponsored and others under consideration. Upon closing, she told the Board to feel free to call her at any time with any questions or concerns and said she will report happenings in Augusta to the Board on a regular basis.

TDI/ECD UPDATE FROM JOHN SHATTUCK, TOPSHAM ECONOMIC AND COMMUNITY DEVELOPMENT, INC. DIRECTOR – Mr. Shattuck’s report included:

Brunswick-Topsham Bridge

- Reported last month that the §106 Review Process was scheduled to be completed by March 1st. However, the completion date has been moved forward to late spring. At this time, construction or rehabilitation of the bridge is scheduled to begin in the spring of 2018.
- The Design Advisory Committee is scheduled to meet on February 11 and March 8.

Lower Village Development Committee

- A workshop meeting was held earlier this evening to discuss MDOT’s and the US Highway’s denial of a roundabout with new information discussed.

Highland Green TIF Revisions

- Summary was presented to Selectmen at the December 1, 2016 meeting.
- A detailed overview followed at a Workshop on January 12, 2017 meeting.
- Additional Workshop to discuss the Town goals will be held directly after this meeting 1/19/17.

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 January 5, 2017

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

VOTED

To approve the minutes of the January 5, 2017 meeting as written.
(The vote was 4 in favor with 1 abstention [Tufts])

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

17-04 CONSIDERATION AND ANY APPROPRIATE ACTION TO REQUEST THE TOWN MANATER TO REVIEW PERSONNEL POLICY HIRING PRACTICES

The Town Manager spoke to this item saying based on the discussion at the last Board meeting, he put together a procedural policy for filling vacant positions and included a copy in the Board package for review. It was noted that the major changes are to make clear that when filling a position, the Town Manager shall create a review committee (which is current practice). The committee will review application packets, interview and made recommendations. The final decision will be up to the Department Head. Prior to a decision, second interviews can be arranged, as well as any appropriate testing that the Town deems necessary. Once an offer is made, there may be additional testing such as psychological, fitness or polygraph testing that may take place before the offer is final. Mr. Roedner said the policy is generic enough to cover the hiring of any employee, whether a Department Head, Support Staff, Police Officer or Fire Fighter.

The Board reviewed the proposed revised policy and a discussion followed with a few housekeeping changes such as eliminating the word “assistant”, page 4, 3rd paragraph made. Suggestion was made for the Town Manager to get a legal opinion to be sure the policy is in compliance with all EOE requirements.

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

VOTED

To approve the request of the Town Manager to review and make changes to the Personnel Policy Hiring Practices

OLD BUSINESS - None noted.

NEW BUSINESS

17-08 CONSIDERATION AND ANY APPROPRIATE ACTION TO REVIEW AND UPDATE AMENDMENTS TO PERSONNEL POLICY IN REFERENCE TO FIRE FIGHTERS

The Town Manager noted that amendments need to be made to the Fire Fighters Personnel Policy in reference to the way fire fighters work. They work anywhere from 42 to 52 hours a week, depending on how they get scheduled.

The Fire Chief has worked on necessary changes, marked up the policy for review and it was included in the Board package. Proposed changes were reviewed with questions posed by the Board with responses from Chief Stockdale. The definition of “Comp Time” was discussed. Chairman Douglass said he felt Comp Time should not be allowed until an employee had worked for the department for one year. Selectman Tufts said he thought “Comp Time” was illegal for non-exempt employees. Mr. Roedner responded that it was an option under the Fair Labor Standard Act. Suggestion was made to include wording that probationary employees cannot use comp time, even though it will affect the budget. Question was raised on how comp time is recorded on the books and suggestion was made to check with the auditors regarding fund balance recording.

Page 5 of the policy will need to mimic changes in accordance with Agenda Item 17-04.

Chairman Douglass said he would like to see some wording regarding what close proximity actually means. Chief Stockdale said he prefers no residency clause as applicants apply from all over the state. The Board agreed that to be hired you do not have to have residency but to be eligible for callback, the individual needs to live within a 20 mile radius from the station. It was also agreed that pay scales should not be included in the policy.

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

VOTED

To approve the update of the Personnel Policy in reference to Fire Fighters.

ADJOURN

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

VOTED

To adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary