

TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
JANUARY 3, 2013, 7:00 P.M.

MEMBERS PRESENT: Donald Russell
Marie Brilliant
David Douglass
Andrew Mason
Ronald Riendeau

MEMBERS ABSENT: All present

STAFF PRESENT: Town Manager, Cornell Knight

A meeting of the Topsham Board of Selectmen was held on Thursday, January 3, 2013 at the Municipal Building at 100 Main Street, Topsham, Maine.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE/ROLL CALL

Chairman Russell called the regular 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

The Town Manager's Report included:

- We are at the half-way point in the town's budget fiscal year; both expenses and revenues are at 49%, which is on target.
- A reminder that the Board of Selectmen will hold a joint meeting with the Library Board of Trustees next Thursday at 7:00 p.m. at the library.
- The Board of Selectmen and the Finance Committee will meet on Wednesday, January 23, 2013 at 6:00 p.m. with the auditor to review last years audit report.
- There will be a special election on Tuesday, January 15, 2013. Three candidates are on the ballot for a seat on the Board of Selectmen. Polls are open from 8:00 a.m. to 8:00 p.m.

BOARD AND COMMITTEE REPORTS AND UPDATES - None noted.

PUBLIC COMMENT - Selectman Douglass urged citizens to clear the snow away from hydrants next to their property. He said the Fire Department will eventually get to all the hydrants, but the process takes time and any help given from citizens would be appreciated.

Chairman Russell went to the podium and called Selectman Mason forward, referring to him as Representative Mason/Selectman. On behalf of the Board of Selectmen, Chairman Russell thanked Mr. Mason for the work he accomplished while serving on the Board and presented him with a plaque signed by the Selectmen, in gratitude.

CORRESPONDENCE - None noted.

ADJUSTMENTS TO THE AGENDA - None Noted.

CONSENT CALENDAR

1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMEN MEETING OF DECEMBER 20, 2012

Motion was made by Mr. Douglass, seconded by Mr. Mason, and it was unanimously

VOTED

To approve the consent calendar as written.

PUBLIC HEARING - None Noted.

UNFINISHED BUSINESS - None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

01-13 - CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT A MAINE PROJECT CANOPY GRANT

National Resource Planner, Rod Melanson reported that the Topsham Tree Committee was awarded a \$4,654.99 Project Canopy Grant to conduct an inventory of street trees in Topsham, and to develop a long-term management plan for street trees.

The total local match will be \$4,654.99, of which \$890.24 in cash match, which will be utilized from the professional service line in the contracted services budget. The remaining \$3,764.75 will be in-kind match. Much of this volunteer time will come from the Tree Committee, as well as planning staff assistance.

Motion was made by Mr. Riendeau, seconded by Mr. Mason, and it was unanimously

VOTED

To accept the Maine Project Canopy Grant in the amount of \$4,654.99.

02-13 - CONSIDERATION AND ANY APPROPRIATE ACTION ON THE UPDATED TOWN PURCHASING POLICY

A copy of the updated Town of Topsham Purchasing Policy was included in the Board package for review by the Board members. The Town Manager explained that the current policy, adopted in 1998, was now out of date and the proposed policy reflects how purchasing is being done now.

Comments were exchanged between members of the Board, and the Town Manager satisfactorily responded to questions posed. Selectman Douglass referenced #4 on page 4 of the

policy - Awarding of Bids or Quotations - and asked if it would be possible to add an item requesting the reasoning for choosing a particular bid. Mr. Knight agreed to include same as Item "J".

Motion was made by Chairman Russell, seconded by Mr. Mason, and it was unanimously

VOTED

To approve the Town of Topsham Purchasing Policy with the change noted.

At 7:15 p.m., motion was made, seconded, and unanimously VOTED to move into Executive Session.

EXECUTIVE SESSION

03-13 - CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO REVIEW THE TOWN MANAGER PERFORMANCE EVALUATION, TITLE 1, SECTION 405 (6) (A)

At 8:10 p.m., Chairman Russell declared the Board of Selectmen back into public session.

Motion was made by Mr. Douglass, seconded by Mr. Riendeau, and it was unanimously

VOTED

Based upon a good review and appreciation for his work this past year, I recommend the Town Manager receive a 2.5% raise and a change to Plan C for health insurance coverage, the same as other employees received.

ADJOURN

Motion was made by Mr. Mason, seconded by Ms. Brilliant, and it was unanimously

VOTED

To adjourn the meeting at 8:13 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary