

TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
JANUARY 6, 2014, 7:00 P.M.

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MEMBERS PRESENT: Donald Russell  
Marie Brilliant  
David Douglass  
William Thompson

MEMBER(S) ABSENT: Ronald Riendeau

STAFF PRESENT: Town Manager, Cornell Knight

A meeting of the Topsham Board of Selectmen was held on Monday, January 6, 2014 at the Municipal Building at 100 Main Street, Topsham, Maine. Originally, the meeting was scheduled for Thursday, December 19, 2013, but was cancelled due to inclement weather.

**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, except for Selectman Riendeau, who had been excused.

**TOWN MANAGER'S REPORT**

The Town Manager's Report included:

- A reminder that Dog Licenses are due. After February 1st, there will be an additional cost of \$25.00; a spayed or neutered dog will be \$31.00; and \$36.00 if not spayed or neutered.
- 2011 foreclosure notices will be going out this week. Those taxes must be paid by February 20, 2014.
- We are half way through the budget year and are in good shape. Both revenues and expenditures are within targeted estimates.
- Town Clerk, Ruth Lyons, who has been Town Clerk for the past 20 years, has announced her retirement effective June 30, 2014.
- There are calendars for sale in the Clerk's office and also commemorative coins available in the Parks and Recreation office. Cost is \$15.00 each.

**COMMENTS/QUESTIONS**

Selectman Brilliant asked if it would be possible to have the Public Works Director look at where Hamilton Court goes into Monument Place, there is a very high snow bank that should be moved to provide a better sight line.

Selectman Douglass suggested that a letter of appreciation be forwarded to The Highlands for their part in the Fireworks at the 250th Celebration. Chairman Russell commended the Committee for the fine job they did in kicking off the 250th Celebration.

**BOARD AND COMMITTEE REPORTS AND UPDATES** - An update on TDI/ECD was presented by John Shattuck, Topsham Economic and Development Director. He said there has been a lot going on in the past year, such as:

- Great Brunswick Physical Therapy
- Mid Coast Maine Medical Health Building
- Highlands
- Retail building by Town Fair Tire
- Napa
- Panera Bread
- River Landing
- Agren Appliance
- Fire House Subs
- Commissary Purchase
- Wicked Joe Coffee
- Mallett Woods
- Maine Harvest Company's application was approved at Town Meeting on May 15, 2013
- An ordinance change was passed for a food processing at the Annex
- Funding for the Bike Path On-going Plan was Approved
- At the September Town Meeting the Downtown TIF was approved
- The Affordable Housing TIF was approved

Mr. Shattuck thanked the Board for their support in consideration and work on these projects and also for support from citizens.

Selectmen Douglass told Mr. Shattuck he was impressed with this presentation and that no matter how long it takes to go through the various processes, we get them completed. He added that he is not aware of any other town in the Mid-Coast Area moving forward as successfully as Topsham.

**PUBLIC COMMENT** - None noted.

**CORRESPONDENCE** - None noted.

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

### **CONSENT CALENDAR**

#### **1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF DECEMBER 5, 2013**

Motion was made by Selectman Douglass, seconded by Selectman Thompson and it was **VOTED**

To approve the Consent Calendar, including the minutes of the regular meeting of December 5, 2013.

**PUBLIC HEARING** - None noted.

**UNFINISHED BUSINESS** - None noted.

**OLD BUSINESS** - None noted.

**NEW BUSINESS**

**01-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPOINTMENTS TO THE TOPSHAM DEVELOPMENT, INC. BOARD AND CONSERVATION COMMITTEE**

Motion was made by Selectman Douglass, seconded by Selectman Thompson and it was unanimously (of those present)

**VOTED**

To appoint Lawrence Fitch to Topsham Development, Inc. and Steve Pelletier to the Conservation Committee.

**02-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON REQUEST BY THE SCHOOL DISTRICT TO MAKE A 4-WAY STOP AT THE INTERSECTION OF CANAM DRIVE AND REPUBLIC AVENUE**

During discussion, it was noted that Superintendent Bradley Smith and Police Chief Chris Lewis were present at the meeting to answer any questions. It was noted that letters was on file from appropriate department heads giving approval to the change. Selectman Douglass asked Chief Lewis is there was ample line of sight at the intersection and the Chief responded that there was. There was consensus, however, that temporary signs be posted before the stop signs to alert people that the stop signs were ahead.

Following discussion, motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously (of those present)

**VOTED**

To approve a 4-way stop sign at the intersection of Canam Drive and Republic Avenue with additional temporary post signs placed further up the road.

**03-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON 3 PROPOSALS TO PROVIDE CONSULTING SERVICES TO THE BOARD OF SELECTMEN FOR THE RECRUITMENT OF A NEW TOWN MANAGER**

In response to RFPs for consulting services to the Board of Selectmen for the recruitment of a new Town Manager, proposals were received from:

- Eaton Peabody (\$5,000)
- Maine Municipal Association (\$4,900)
- Michael Wing (\$4,500)

Following discussion, motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously (of those present)

**VOTED**

To hire Michael C. Wing, Harpswell, Maine to assist the Board of Selectmen to identify a new Town Manager with fee not to exceed \$4,500.

**04-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON ALTERNATE FOR CODE ENFORCEMENT OFFICER DUTIES AND APPOINTMENT OF HEALTH OFFICER AND ALTERNATE**

Motion was made by Selectman Douglass, seconded by Selectman Brilliant, and it was unanimously (of those present)

**VOTED**

To appoint the following for individuals:

<b>Health Officer</b>	Brian Stockdale
<b>Alternate Health Officer</b>	Mike Labbe
<b>Alternate CEO (Duties include administration and enforcement of Lane Use and Zoning Ordinances)</b>	Ron Melanson
<b>Alternate Building Official/ Electrical Inspector</b>	Jeffery Hutchinson
<b>Alternate Building Official/ Electrical Inspector</b>	Carl Adams
<b>Alternate Local Plumbing Inspector</b>	Jeffrey Hutchinson
<b>Alternate Local Plumbing Inspector</b>	Carl Adams

**ADJOURN**

Motion was made, seconded, and it was unanimously

**VOTED**

To adjourn the meeting at 7:20 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary