

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
OCTOBER 4, 2012, 7:00 P.M.

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

MEMBERS ABSENT: All present

STAFF PRESENT: Town Manager, Cornell Knight

A meeting of the Topsham, Maine Board of Selectmen was held on Thursday, October 4, 2012 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**

The Town Manager's Report included:

- Absentee ballots for the November 6 election are now available from the Town Clerk.
- A reminder that property taxes are due October 15, 2012.
- The Midcoast Council of Governments invites community members along Route 24 to attend a Public Meeting identifying issues and concerns. Route 24 has been identified by the Maine DOT and regional councils as a Corridor of Regional Economic Significance for Transportation (CREST). The input received will inform the development of a plan to address issues and improve the corridor.
- This will be held on Wednesday, October 17, 2012 at 6:30 p.m. at the Municipal Building.
- There was a ceremony on Saturday to dedicate the completion of the Bridge-to-Bridge trail. The Heights Neighborhood Association presented plaques of appreciation to Town staff and the Selectmen.

**BOARD AND COMMITTEE REPORTS AND UPDATES**

**Update - Affordable Mid Coast Housing, Topsham Annex Property** - John Shattuck, Economic and Community Development Director introduced Scott Howard who presented an update on Affordable MidCoast Housing and the Topsham Annex property.

PUBLIC COMMENT - None noted.

CORRESPONDENCE - None noted.

ADJUSTMENTS TO THE AGENDA - Motion was made by Mr. Douglass, seconded by Mr. Mason and it was unanimously

VOTED

To add Item 109-12 to the agenda: 109-12 CONSIDERATION AND ANY APPROPRIATE ACTION TO SPONSOR A BEAN SUPPER FOR THE TOPSHAM HEATING ASSISTANCE PROGRAM

CONSENT CALENDAR

1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMEN MEETING OF 9/20/12
2. BOARD OF SELECTMEN TO SIGN THE WARRANT FOR THE NOVEMBER 6, 2012 ANNUAL TOWN MEETING
3. PERMISSION TO PROCESS THE ABSENTEE BALLOTS FOR THE STATE OF MAINE ELECTION AND THE TOWN OF TOPSHAM'S ANNUAL TOWN MEETING ON MONDAY, NOVEMBER 5, 2012, STARTING AT 1:00 P.M. TO 6:00 P.M. AT THE TOPSHAM MUNICIPAL BUILDING. ALSO, PERMISSION TO PROCESS THE ABSENTEE BALLOTS ON NOVEMBER 6, 2012 STARTING AT 10:00 A.M., 11:00 A.M., 2:00 P.M., 3:00 P.M., 4:00 P.M., 6:00 P.M., 7:00 P.M., AND 8:00 P.M.

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

VOTED

To approve Items 1, 2, & 3 of the Consent Calendar.

PUBLIC HEARING - None noted.

UNFINISHED BUSINESS

101-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON SIGNING THE CABLE TV FRANCHISE AGREEMENT WITH COMCAST

This item was discussed at the last Board of Selectmen meeting. The previous franchise agreement between the Town and Comcast has expired. The agreement is a template negotiated by municipal attorneys and the cable industry, which has been reviewed by the Town Attorney. Board member Mason had questions regarding the Town receiving 5% of gross revenues and whether or not the franchise fee could be reduced.

Jay Somers, Sr. Manager at Comcast was present at the meeting and responded to Mr. Mason's questions saying Comcast complied with the rules as dictated by the FCC. The Town can reduce

the 5% franchise fee by amending a particular section of the license agreement and the Board agreed to discuss same prior to the next budget session.

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

VOTED

To sign the contract with Comcast which would return to the Town \$100,000 with two installments which would be the franchise fee and also \$20,000 to go towards the equipment modification needed to update the broadcasting.

**OLD BUSINESS** - None Noted.

**NEW BUSINESS**

**106-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE HEAD OF TIDE COMMITTEE LANDSCAPING BIDS**

Pam LeDuc, Parks and Recreation Director, spoke to this item telling the Board that the bids for the improvements at the Head of Tide Park were opened on October 3, 2012. Two contractors (Hunter and Labbe) out of the five notified responded as follows:

Hunter Excavation - Park Grading and Stone Dust Path	\$19,850
Downstream Board Launch Parking Area	<u>12,600</u>
TOTAL:	\$32,450
Labbe Construction - Park Grading and Stone Dust Path	\$27,100
Downstream Board Launch Parking Area	<u>14,800</u>
TOTAL:	\$41,900

Ms. LeDuc said we currently have over \$40,000 still available in the Land and Water conservation Grant which should enable us to still install flashing lights and some signage at the park prior to Grant Completion in December.

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

VOTED

To approve the bid from Hunter Excavation for landscaping at the Head of Tide Park for the total amount of \$32,450.

**107-12 CONSIDERATION AND ANY APPROPRIATE ACTION TO PUT A LINK ON THE TOWN'S WEB PAGE FOR DONATIONS TO THE TOPSHAM HEATING ASSISTANCE PROGRAM OR GENERAL FUND USING ANDRO PAY**

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

VOTED

To allow a link to be put on the Town's web page for donations to the Topsham Heating Assistance Program or into the General Fund using ANDRO Pay.

**108-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON AN APPOINTMENT TO THE HISTORY COMMITTEE**

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

VOTED

To appoint Paul Saindon as a member of the History Committee.

**109-12 CONSIDERATION AND ANY APPROPRIATE ACTION TO SPONSOR A BEAN SUPPER FOR THE TOPSHAM HEATING ASSISTANCE PROGRAM**

Pam LeDuc explained that that Linda Dumont, General Assistance Director, has organized a Bean Supper to be held on October 27, 2012 at the Topsham Grange to raise funds for the Heating Program. Town employees and volunteers will supply the food and tickets will be sold at the door.

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

VOTED

To sponsor a Bean Supper to benefit the Topsham Heating Assistance Program on October 27, 2012.

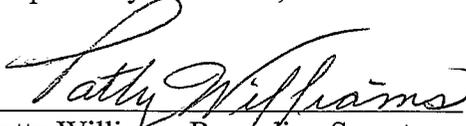
**ADJOURN**

Motion was made, seconded, and it was unanimously

VOTED

To adjourn the meeting at 7:40 p.m.

Respectfully submitted,

  
Patty Williams, Recording Secretary