

TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
November 3, 2016 - 7:00 P.M.

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

MEMBER(S) ABSENT: All present

STAFF PRESENT: Pam LeDuc, Parks and Recreation Director

A meeting of the Topsham Board of Selectmen was held on Thursday, November 3, 2016, 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

In the absence of Town Manager Roedner, Pam LeDuc, Parks and Recreation Director, gave the Town Manager's report, including:

- Review of e-mail from Linda, in the Town Clerk's Office regarding voting
 - Today is the last day to request an absentee ballot at close of business at 6:00 p.m.
 - Ballots have to be returned to the polls by 8:00 p.m. on election day.
 - Voting will take place at the Topsham Fairgrounds Exhibition Hall.
 - Polls will be open from 7:00 a.m. to 8:00 p.m.
 - If you need to register to vote you must do so at the Clerk's office during regular business hours or you may do so at the registrar's table at the polls on election day
 - If you do come in to register to vote, new Maine voters need to provide an ID and a proof of residence.
 - New to Topsham voters need to provide proof of residency.
 - If you need further information on the Topsham polls, there is a link on the Town's website.
- The Halloween Parade at the Topsham Fair Mall was visited by over 350 participants. All went well. Ms. LeDuc thanked the Public Works Department who helped set up the area. She also thanked the Police Department, the Fire Department who helped escort the kids through the mall and all the merchants.

- Basketball signup deadline was today for grades 3 through 6. Registrations are now being taken for Learn to Ski and Little Dribblers Programs.
- The end-of-construction date for the bicycle path is November 15th. They still have a punch list of items to be taken care off. Notice will be posted on the website and Facebook when the path is officially opened.
- The Topsham Fair Mall Road Master Plan meeting will meet on Wednesday, November 16 in the Russell Room at 6:00 p.m. The Town Planner will give a report on the progress being made at the next Board of Selectmen Meeting.
- The next meeting of the Brunswick-Topsham Design Advisory Committee will be next Wednesday, November 9th at 6:00 p.m. in Room 206 of the Brunswick Town Office. A decision will not be made on whether the current bridge will be replaced or rehabilitated until the completion of the 106 Process. In the meantime, the Committee has been charged with determining the functional and design elements desired by the communities in the event that a new bridge will be built. The Committee is seeking input from the public regarding their concerns or suggestions in regards to the potential replacement of the bridge such as paths, walkways, overlooks, etc.

BOARD AND COMMITTEE REPORTS AND UPDATES

Update on the Head of Tide Park – Planner Rod Melanson distributed up-to-date photographs of recent work done at the Head of Tide Park. He said the signs have been installed by the Department of Public Works. All drainage issues have been addressed, including the installation of necessary rip rap. Sidewalk is completed and curbing installed. The Brunswick-Topsham Land Trust received a grant for signage and 7 general signs and 3 or 4 interpretative signs will be installed next spring.

Selectman Thompson said he walked the trail last spring and was impressed with this wonderful asset to the Town. He commended the Public Works Department, Pam LeDuc, Ruth Lyons, Angela Twitchell and everyone involved in this project. Ms. LeDuc told the Board that the partnership with the Brunswick-Topsham Land Trust made it all work.

High School Building Committee – Chairman Douglass told the Board he attended the High School Building Committee last night. They approved, as a committee, what to move forward with the high school. They have done a lot of work over the last several months to finalize their recommendation to the School Board. Items moved along are just under \$9 million, after several cuts have been made. A straw poll is planned for mid to late December. They are hoping to get the referendum out to vote the first of March. Several items have been pulled into fund raising, such as not recommending the 100 seats in the auditorium. Selectman Lyons noted future meetings are posted on their website.

PUBLIC COMMENT – Selectman Lyons noted that she received a call to do with the old bridge versus the new bridge with request that hearings be held. Ms. Lyons said she informed the caller of the many meetings that have already been held. The individual may be interested in attending the November 9th meeting of the Advisory Committee at the Brunswick Town Office.

CORRESPONDENCE – None noted.

ADJUSTMENTS TO THE AGENDA - None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen Meeting of October 6, 2016

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

VOTED

To approve the minutes of the Regular Selectmen Meeting of October 6, 2016 as written.
(The vote was 3 – 0 with 2 abstentions (Brilliant and Thompson))

2. Approval of the minutes of the Regular Selectmen Meeting of October 20, 2016

Motion was made by Chairman Douglass, seconded by Selectman Thompson, and it was

VOTED

To approve the minutes of the Selectmen Meeting of October 20, 2016 as written.
(The vote was 4 – 0 with 1 abstention (Tufts))

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS - None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

16-98 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPOINT BILL EWING TO THE COMPREHENSIVE PLAN COMMITTEE

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

VOTED

To appoint Bill Ewing to the Comprehensive Plan Committee.

16-99 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE THE CONTRACT FOR THE TOWN MANAGER

Chairman Douglass noted that the Town Manager’s 3-year contract is coming to an end this coming March. The Board has held workshops and review meetings and came up with a few wording changes such as deleting words relative to a probationary period. During the workshops, salaries of town managers in area towns were considered and an annual figure of \$98,173 for Topsham’s Town Manager was agreed upon, which is on the low end of the range of other town managers. The new contract figure would be effective in March of 2017. Wording was created to enable a contribution of a one-time bump to the Town Manager’s retirement account, based on scoring at the annual review. If a #3 scoring is achieved, 3% of annual salary would be contributed. A #4 would allow 4% and a #5 would be upped to 5%.

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

VOTED

To accept the Contract for the Town Manager.

16-100 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE HEAD OF TIDE PARK REQUEST TO WAIVE THE BID PROCESS FOR IMPROVEMENTS AT THE PARK

Town Planner Melanson spoke to this item saying request has been made to waive the Bid Process so that Cosmic Stone can place a bench and secure the tumbler in the middle of the park. Monies for this work are not from taxation but from donation. Local landscape architect Regina Leonard donated a design concept for the tumbler and Cosmic Stone has time to do the work prior to freezing weather. Lance Linkel, Cosmic Stone owner, has quoted a price of \$2,600 to set the bench and approximately \$5,700 to secure the tumbler for display.

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

VOTED

To approve the Head of Tide Park request to waive the bidding process for improvements at the park.

EXECUTIVE SESSION - None noted.

ADJOURN

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

VOTED

To adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary