

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
DONALD A. RUSSELL MEETING ROOM  
NOVEMBER 7, 2019 – 7:00 P.M

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MEMBERS PRESENT: David Douglass  
Ruth Lyons  
Matt Nixon  
Roland Tufts

MEMBER(S) ABSENT: Marie Brilliant

STAFF PRESENT: Town Manager, Richard Roedner; Assistant Town Manager Derek Scrapchansky

A meeting of the Topsham Board of Selectmen was held on Thursday November 7, 2019 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

**CALL TO ORDER**

Chairman David Douglass called the regular 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 members were present except for Selectman Brilliant, who had been excused.

**TOWN MANAGER'S REPORT**

This past Tuesday was Election Day. 22% of Topsham voters showed up to vote. Matt Nixon and Marie Brilliant were the two winners for the Board of Selectmen.

We did have some issues at the Fairgrounds, including some uneven surfaces that resulted in a couple of falls, and non-existent lighting once it got dark. Turns out that during a recent storm these lights were also disabled, but the Fairground and CMP weren't aware of it prior to the elections. But we brought out a fire truck with flood lights for the evening, and we made it through. We are looking at ways to make sure that these types of snafus don't happen in the future. We also reversed the flow within the building, and by and large, it seemed to go much more smoothly than in the past.

This coming Monday, November 11, is Veteran's Day. All town offices will be closed to honor those who have served our country.

Work is being done to repair the soffits on the Town Hall Building. The work is expected to be completed before Christmas.

If you are looking for that special present for Christmas, and you own a dog, you can surprise your pet with its annual registration early this year. Licenses are now available from the Tax and Clerk's office.

## **BOARD AND COMMITTEE REPORTS AND UPDATES**

### **Update From the Topsham Sewer District.**

Topsham Sewer District Board members Mark Ponziani, Dwight Balzer and Chris LeClerc presented a report of various projects under going and completed by the Sewer District. Mr. Ponziani explained where the various systems flow street by street.

Dwight Balzer talked about upcoming projects and Chris LeClerc talked about treatment costs and rates. He said the 50-year contract with Brunswick is coming up for renewal in 2023 and the District is thinking about what should be included in the new contract.

Stu Kay explained the importance of making sure enough maintenance is done to prevent unexpected breakages. Mr. Kay thanked his team and said they make his job the best in the State. Chairman Douglass thanked the team for a thorough report and Selectman Lyons said the Town is lucky to such a team on board.

**PUBLIC COMMENT** – None noted

**CORRESPONDENCE** – Selectman Lyons thanked William Thompson for his tenure on the Board and wished him well.

**ADJUSTMENTS TO THE AGENDA** – None noted

## **CONSENT CALENDAR**

### **1. Approval of the minutes of the Regular Selectmen's Meeting of September 19, 2019 and October 17, 2019**

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

#### **VOTED**

To approve the minutes of the regular Selectmen's Meeting of September 19, 2019 and those of October 17, 2019.

**PUBLIC HEARING**

**19-79 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE REVISED GENERAL ASSISTANCE ORDINANCE APPENDICES (A-F AND H)**

The Public Hearing was declared open.

The Town Clerk explained that each year the Town is required to adopt a new ordinance with guidelines set by the State for the General Assistance Program. This year includes a \$20 per household increase.

With no one wishing to comment, the Public Hearing was declared closed.

The Board reviewed the submission included in the Board package and motion was made by Chairman Douglass, seconded by Selectman Lyons and it was unanimously

**VOTED**

To adopt the local General Assistance Ordinance and Yearly Appendices as presented.

**UNFINISHED BUSINESS** – None noted

**OLD BUSINESS** – None noted

**NEW BUSINESS**

**19-80 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE REPEAL OF THE SINGLE-USE PLASTIC BAG ORDINANCE FOR THE MAY 2021 TOWN MEETING**

Town Manager Roedner explained that there is a new State Ordinance that will become effective in April of 2020 which supersedes all other ordinances. This will be moved to the next Town Meeting, but will actually go into effect before the Town Meeting.

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

**VOTED**

To move the new ordinance forward.

**19-81 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE ELECTION OF CHAIR FOR THE BOARD OF SELECTMEN**

Selectman Tufts nominated David Douglass to serve for the coming year as Chairman of the Board of Selectman. There were no further nominations and nominations ceased. Vote was called and David Douglass was unanimously elected to serve as Chairman of the Topsham Board of Selectmen for the coming year.

**19-82 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE ELECTION OF VICE-CHAIR FOR THE BOARD OF SELECTMEN**

Selectman Lyons nominated Roland Tufts to serve for the coming year as Vice Chairman of the Board of Selectman. There were no further nominations and nominations ceased. Vote was called and Roland Tufts was unanimously elected to serve as Vice Chairman of the Topsham Board of Selectmen for the coming year.

**19-83 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPROVING THE RULES OF ORDER AND PROCEDURE FOR THE TOPSHAM BOARD OF MUNICIPAL OFFICERS**

Town Manager Roedner said this item is on the agenda more as a formality since each Board is a separate entity. It was noted that the rules or order is the same version as the one adopted in 2014.

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

**VOTED**

To approve the Rules of Order and Procedure for the Topsham Board of Municipal Officers as presented.

**EXECUTIVE SESSION** – None noted.

**ADJOURN**

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

**VOTED**

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

Respectfully submitted,

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Patty Williams, Recording Secretary