

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

MEMBERS PRESENT: Donald Russell
Marie Brilliant
David Douglass
Ronald Riendeau
James Trusiani

MEMBERS ABSENT: All present

STAFF PRESENT: Town Manager, Cornell Knight

A meeting of the Topsham Board of Selectmen was held on Thursday, February 7, 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.

Chairman Russell officially welcomed Mr. Trusiani back as a member of the Board.

TOWN MANAGER'S REPORT

The Town Manager's Report included:

- The 2014 Municipal Budget will be ready tomorrow. The Selectmen and Finance Committee will begin the budget review with department heads on Monday, February 11, 2013 at 6:00 p.m., again on Wednesday, February 13, 2013 at 6:00 p.m. and Wednesday, February 20, 2013 at 6:00 p.m.
- The Father/daughter Valentine's Day Dance will be held on Sunday, February 10, 2013 from 2:00 p.m. to 4:00 p.m. at the Middle School. Tickets are still available by calling the Recreation Office.
- Grimm Industries filed an appeal in Superior Court from the Board of Appeals decision of December 17, 2012. The Town Attorney will file a response within 20 days.
- In anticipation of the snow storm, there will be a parking ban in effect from Friday, February 8, 2013, noon time, until 6:00 a.m. on Sunday, February 10, 2013.

REMEMBERING BILL PETTIGREW - Chairman Russell honored Bill Pettigrew who passed away on January 15, 2013. Bill served for 30 years before retiring as a Meteorologist from the Navy. He went on to teach college for over 20 years and served as the Director of the New Hampshire College Continuing Education Program at Brunswick Naval Air Station. In 1991 he received the Joshua Chamberlain Award. Bill was a valued and respected member of the community and will be missed.

BOARD AND COMMITTEE REPORTS AND UPDATES

TOPSHAM 250 CELEBRATION UPDATE - Steve Edmondson, Co-Chair of Topsham 250 Celebration, brought the Board up to date on how the Committee is coming along with plans for the celebration. The Committee is looking to have the celebration be a year-long event. Although many plans are underway, such as a kick-off with a New Year's celebration on December 31, 2013 at the fairgrounds; lectures by the Topsham Historical Society at the library; walk-through of the older cemeteries guided by a local historian; walk-throughs of the Historical District; and even a car show, Mr. Edmondson urged more input from the various clubs and organizations in Town. Plans are underway for organizations to sponsor fund raisers and programs will rely on donations from citizens.

The Board thanked Mr. Edmondson for his presentation. Suggestion was made that the Committee send a second letter to the various local organizations and perhaps schedule a special meeting to raise interest in the celebration. Mr. Edmondson told the Board he would keep them informed of the Committee's progress and added that the celebration can be as successful as people are willing to participate.

CONSERVATION COMMISSION UPDATE - Chris Dwinal, a member of the Conservation Commission, was present at the meeting to update the Board and members of the public on activities of the commission.

Mr. Dwinal began by saying he would add the Topsham 250th Celebration to the Commission's agenda to help coordinate activities with the Celebration Committee.

Mr. Dwinal noted an informational meeting that the Conservation Commission will hold on Tuesday, February 12, 2013 at 6:30 p.m. at the Municipal Building Meeting Room. The Town of Topsham, as well as Bath and Bowdoinham received a grant through the Maine Coastal Program to do an assessment of the impacts of what the sea level rise may have on those communities. The Department of Inland Fisheries and Wildlife, and the Maine Department of Agriculture and Conservation and Forestry will be giving the presentation. Members of the public were urged to attend. Assistant Town Planner Rod Melanson may be contacted at the Planning Office for additional information about the meeting.

In updating the Board, Mr. Dwinal said the Commission recently wrote a letter to the Commissioner of the Department of Agricultural Conservation and Forestry. The purpose of the letter was to urge the Commissioner to support the grant pertaining to the Scammon Farm on the Meadow Cross Road. The Brunswick-Topsham Land Trust and others have been working to raise money for a conservation easement on that property, but the monies have not been released by the Governor.

Another important project, which has been funded totally by local businesses, is the Claybrook Bridge which is near the Beechwood Development. Over the past two years \$25,000 has been raised for the bridge which will allow the connection of several trails to the Head of Tide Park.

Mr. Dwinal said the Conservation Commission meets on the 2nd Tuesday of the month at the Municipal Building. He asked for feedback on what the Commission can do to keep the Board of Selectmen up to date. Chairman Russell responded that it would be good for the Commission to make a brief report every few months such as Mr. Dwinal did at this meeting.

CORRESPONDENCE - Chairman Russell noted that the Board of Selectmen received a letter from a citizen regarding a communication problem in reference to a dog complaint filed with the Police Department. Lt. Dunn has been in communication with the individual and forward a memo to the Town Manager, with a copy to the Selectmen which resolves the matter.

ADJUSTMENTS TO THE AGENDA - None noted.

CONSENT CALENDAR

1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMEN MEETING OF JANUARY 3, 2013

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

VOTED

To approve the consent calendar as written. (4 in favor with 1 abstention).

PUBLIC HEARING - None Noted.

UNFINISHED BUSINESS - None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

04-13 - CONSIDERATION AND ANY APPROPRIATE ACTION ON THE FORMATION OF A MUNICIPAL DOWNTOWN TAX INCREMENT FINANCING DISTRICT (TIF) ALONG MAIN STREET FROM THE FRANK J. WOODS BRIDGE TO ROUTE 295

Economic and Community Development Director, John Shattuck gave a slide presentation before the Board on the subject of the formation of a Municipal Downtown Tax Increment Financing District. He said this idea was prompted by the possibility of a Lower Village Waterfront Park and related traffic improvements, and by the recent conveyance of the Topsham Commerce Park (i.e., the Annex Triangle) as well as ongoing budgetary challenges. The Town Manager and staff have been considering possible funding sources for these and other municipal projects.

Mr. Shattuck asked that the Board of Selectmen consider the formation of a Municipal Downtown Tax Increment Financing District (TIF) along Main Street from the Frank J. Woods Bridge to Route 295. This would be a municipal TIF District, which would be structured to enable the Town to both capture new incremental value in areas that are likely to be developed in the future, and to fund infrastructure improvements and community development projects that are either within the District or would support projects within the District.

Mr. Shattuck said the items that could be funded from revenues from this Municipal Downtown TIF District could include infrastructure improvements, community development and economic development. He said the next step would be for the Board of Selectmen to approve staff to initiate an RFP process for the selection of a TIF consultant. It is anticipated that the consultant

and legal costs would be approximately \$20,000. A six-month process that will include at least two large-scale public meetings, smaller neighborhood meetings and a public hearing with the community to vote on the formation of the District at either a special town meeting in October or by ballot in November at the regular Town Meeting.

Mr. Shattuck's presentation was followed by a general discussion. It was noted that the Town has approved 8 TIF's and 7 of them have successfully moved forward. Following discussion, motion was made by Mr. Trusiani, seconded by Mr. Douglass, and it was unanimously

VOTED

To authorize the staff to initiate an RFP process for a TIF Consultant, the cost not to exceed \$20,000.

05-13 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPROVAL OF THE TAX-EXEMPT POST INSURANCE COMPLIANCE POLICY

The Town Manager explained that the U.S. Treasury Regulations have requirements that the Town must meet when issuing tax-exempt bonds until they mature. The IRS has intensified efforts to track post issuance compliance and one question they ask is if the Town has a written policy. Topsham does not have an official policy, but has met all requirements of the law. An official "Post Issuance Compliance Policy" has been written and reviewed by the Town Attorney and was included in the Board package for review by the Board prior to the meeting.

Following a brief discussion, motion was made by Mr. Douglass, seconded by Mr. Riendeau, and it was unanimously

VOTED

To approve the Tax Exempt Post Issuance Compliance Policy as presented.

05-13 CONSIDERATION AND ANY APPROPRIATE ACTION ON MMRA'S REQUEST TO ESTABLISH A NEW COMMUNITY ADVISORY WORKING GROUP CONSISTING OF TWO MRRA BOARD MEMBERS, TWO BRUNSWICK COUNCILORS, TWO TOPSHAM SELECTMEN AND STAFF MEMBERS (2 TOWN MANAGERS AND EXECUTIVE DIRECTOR)

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

VOTED

To send a letter to MRRA stating that we will participate in the forming of a new NASB Redevelopment Community Advisory Working Group and that Don Russell and David Douglass will be the members serving from Topsham along with Town Manager Cornell Knight.

Selectman Trusiani suggested that the Board of Selectmen ask the Town Manager to draft a letter of support for John Shattuck to remain on the MRRA Board in his current position. The Board was in agreement with Mr. Trusiani's suggestion and Mr. Shattuck said he willing to continue his appointment.

At 8:04 p.m. it was moved, seconded and voted to move from the Public Session into Executive Session to discuss item 07-13.

EXECUTIVE SESSION

07-13 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION TO DELIBERATE OVER AN ABATEMENT(S) PURSUANT TO 36 M.R.S.A. §841 AND TITLE 1, 405 (6) (F)

The full Board entered the executive session including the Town Manager, Mr. Knight.

At 8:40 p.m. the Board moved back into regular session.

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

VOTED

To abate Item 1 in the amount of \$1,955.30.

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

VOTED

To abate Item 2 in the amount of \$780.73.

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

VOTED

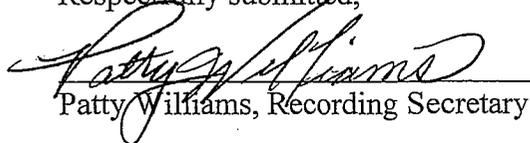
To abate Item 3 in the amount of \$1,280.41

ADJOURN

Motion was made, seconded, and it was unanimously

VOTED to adjourn the meeting at 8:42 p.m.

Respectfully submitted,


Patty Williams, Recording Secretary