

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
March 16, 2017 - 7:00 p.m.

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

MEMBER(S) ABSENT: All present

STAFF PRESENT: Richard Roedner, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, March 16, 2017 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine.

CALL TO ORDER

Chairman 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 Selectmen were present.

TOWN MANAGER'S REPORT

- There will be a Budget Meeting next Wednesday night with the Finance Committee before sending the budget along to Town Meeting.
- We took into service our 2 new plow trucks last week and broke them in early with the snowstorm. It was a tough storm and we managed to break down both of the new plow trucks. They are currently being serviced. The Police Department was busy with cars stranded on the Interstate.

Selectman Lyons commented that the Public Works Employees did a great job during the storm and said they are very much appreciated.

BOARD AND COMMITTEE REPORTS

Update From the Lower Village Development Committee – John Shattuck, Topsham Economic and Community Development Director introduced Tom Errico, P.E., a Senior Associate with TY LIN International. Mr. Errico gave a Power Point presentation on the Lower Village Traffic Study of Main Street/Winter Street and the Elm Street intersections. He reviewed the objectives of the report including:

- Access the feasibility of converting Winter Street to one-way toward Main Street
- Access crosswalk enhancements at Main Street and Winter Street
- Consider the feasibility of restoring two-way traffic on Elm Street Extension

Mr. Errico said, “Based upon the previously noted analysis, the following conclusions were identified:

- The diversion of left-turn from Winter Street to the Elm Street Connector will not create congestion deficiencies at the Elm Street Intersection.
- The left-turn storage bay on northbound Main Street onto the Elm Street Connector will provide insufficient capacity for the 95th percentile queue length. Signal timing adjustments that favor this movement should assist in minimizing this issue during peak time periods.
- Left turns onto Winter Street currently delay northbound Main Street vehicles. This delay will be eliminated and overall improvement in traffic flow can be expected.
- With the elimination of vehicles turning left onto Winter Street, the Elm Street intersection will operate in free flow control and thus will incur, not delay, for monologists.”

Copies of the full report were included in the Board package for review, along with appropriate tables and charts.

During and following the report, Board members asked questions such as what is the improvement with the suggestions from the traffic pattern we have today. It this works today, will it in 5 years from now. Selectman Brilliant asked if two-way traffic on the Elm Street Extension was looked at. Mr. Errico responded it was not. He agreed to rerun the models with this consideration and get resulting information back to the Board. The Board was in agreement to approve testing the proposed traffic pattern changes, which can be done by temporarily blocking the uphill lane of lower Winter Street for a 6-week period and then note feedback received.

PUBLIC COMMENT – None noted.

CORRESPONDENCE – None noted.

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen’s Meeting of March 2, 2017

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

VOTED

To approve the Consent Calendar, accepting the minutes of the March 2, 2017 meeting, as written.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

17-24 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTANCE OF CERTIFIED LOCAL GOVERNMENT (CLG) HISTORIC PRESERVATION GRANT FUNDING IN THE AMOUNT OF \$2,500 TO DEVELOP PLANS AND SPECIFICATIONS FOR REPLACEMENT OF THE ROOF ON THE TOPSHAM FAIRGROUNDS GRANDSTAND

Selectman Brilliant recused herself from participation on this item due to a possible conflict of interest. Carol Eyeran, AICP, Assistant Town Planner, spoke to the item saying this was before the Board in November. The grant was submitted and the State Historic Preservation Committee sent back a letter offering additional funds if additional information was forwarded to them on the plan. Ms. Eyeran asked that the Board approve acceptance of the offer of \$2,500 for immediate repairs to the roof and to approve enhancing the plan. Next year another grant will be submitted for replacement of the roof. There will be no local match. Any work above the \$2,500 will be borne by the Fairgrounds Association.

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

VOTED

To accept the grant of \$2,500 and to do a plan to replace the roof at the Topsham Fair Grandstand.

17-25 CONSIDERATION AND ANY APPROPRIATE ACTION ON COMPREHENSIVE PLAN COMMITTEE RECOMMENDATION ON CONSULTING SERVICES

Larry Fitch, Chairman of the Comprehensive Plan Committee told the Board he was honored to be the chairman of this important Committee. He said the Committee is working hard to come up with a plan that will be best for the Town. He explained the proposal process used in seeking a consultant. Four firms responded to the RFP listing a \$70,000 budget. Three of the firms, within the \$70,000 figure, included The Musson Group, from Maine; Resilience Planning & Design from New Hampshire and SE Group from Vermont. Maine Design Workshop's proposal came in at \$87,000.

Mr. Fitch said the Committee interviewed and rated all the consulting teams and unanimously voted to recommend Maine Design Workshop (MDW) with the proposed budget of \$87,000. The Committee found that the following proposed scope of work (compared to all other proposals) within MDW's response would produce not only a better planning process, but a better product for the Town:

1. Public engagement process:
 - a. Beyond typical public input workshops the consultant proposed integrating design charrettes, demonstration projects, and multi-media campaigns intended on better engaging citizens.
 - b. Consultants plan to spend more time within the community than any other proposal...not only planning for the intensive public events, but also proposing more meetings with staff

- and citizen groups.
- c. Marketing and branding efforts:
 - i. As an approach to planning, consultants propose to develop a brand/marketing approach to better publicize the planning effort.
- 2. Final Product
 - a. Past planning efforts from this group are of a far superior graphic and content quality.
 - b. Previous adopted plans (Lewiston, ME and Londonderry, NH) are sharply focused and implementable...a “code ready” Comprehensive Plan.
 - c. Nationally recognized experts in transportation and economy that have a role in the planning process.
 - d. MDW’s comprehensive plans link implementation items to community capital investments which maintain the financial sustainability of the community.

The Planner spoke in favor of MDW saying they use a new and improved process for comp plans in an 18-month contract for an intense project.

During discussion between the Board, question was raised if more responses to the RFP would have come in if the \$70,000 budget amount had not been included. Question was asked where the additional \$17,000 would come from. The Town Manager said the \$17,000 has been included in the contracted services in next year’s budget. Also, the Town could use TIF District revenue to fund the work.

Following discussion, motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously

VOTED

To approve the appointment of Maine Design Workshop as the Comprehensive Plan Committee Consultant with the contract not to exceed \$87,000.

17-26 CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT THE DEP 319 GRANT FOR THE TOPSHAM FAIR MALL STREAM WATERSHED RIVER ROAD CULVERT REPLACEMENT

Planner Melanson reviewed the budget presented in his memo to the Board dated March 8, 2017 and filed with these minutes. He asked for acceptance of the grant for the River Road culvert replacement. The grant is for \$102,000 with a 60% federal and 40% local match.

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

VOTED

To accept the Maine DEP 319 Grant in the amount of \$102,000 for the Topsham Fair Mall Watershed culvert replacement.

17-27 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE SAGADAHOC COUNTY HAZARD MITIGATION PLAN

Mike Labee told the Board he was been working on the Sagadahoc County Hazard Mitigation Plan for two years. He said he received a notice from Sarah Bennett, Director of the Sagadahoc County Emergency Management Agency that the plan has been reviewed by FEMA and approved for adoption/resolution. However, the plan will not be considered active and complete

until each town in the county select boards have signed off on it. The letter said the towns who have successfully signed off on this plan by the deadline of 3/31/17 may request federal assistance in the event of a declared disaster.

Chairman Douglass read aloud the resolution accompanying the notice from the County.

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

VOTED

To endorse the resolution for the Sagadahoc County Hazard Mitigation Plan.

EXECUTIVE SESSION

At 8:10 p.m., motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously

VOTED

To move into Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) to discuss personnel matters.

17-28 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (A) TO DISCUSS PERSONNEL MATTERS

The Board returned from Executive Session, back into regular session, at 8:45 p.m. will all members still present.

Chairman Douglass reported that there was no action to be taken as a result of the Executive Session.

ADJOURN

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

VOTED

To adjourn the meeting at 8:46 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary