

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
MARCH 5, 2020 – 6:30 P.M

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
Matt Nixon

MEMBER(S) ABSENT: Roland Tufts

STAFF PRESENT: Town Manager Derek Scrapchansky; Director of Recreation Pam LeDuc and Public Works Director Dennis Cox

A meeting of the Topsham Board of Selectmen was held on Thursday, March 5, 2020 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 6:30 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.

TOWN MANAGER'S REPORT

Good evening,

I am pleased to announce that Topsham had a 45% voter turnout at the election on Tuesday. I would like to extend special thanks and appreciation to our Clerk, Tax Department and the dedicated and outstanding citizens who assisted in this election process. Due to warm weather and thawing on election day, we faced challenges with mud. I would like to thank our Public Works Department for making the fairground parking lot useable and directing traffic throughout the day.

We have an update to Wicked Joe Organic Coffee's invitation to apply for CDBG-EDP Grant. Topsham's Letter of Intent (LOI) notifying DECD of the Town's intent (if invited) to submit a Community Development Block Grant – Economic Development Program (CDBG-EDP) application on behalf of (WJC) was successful! This week, the Town received DECD's letter inviting the Town to submit a formal application for CDBG-EDP funding to continue WJC's continuing growth, which has created very significant increases in both tax base and employment. The grant application is due in May with a final decision expected in July.

On Friday, February 28th, the TDI Board voted unanimously to fund the extension of a high pressure (HP) water line on Mountain Road to the Highland Green boundary at Canam Road (which is not required under the 201812 HG2 TIF/CEA). The project cost of \$41,746 will be paid from TDI's Enterprise Fund. Doing this work after the road is completed would substantially increase the cost due to the need to open the road, blast a separate trench in the ledge, connect to a pressurized system and then repair the road. John Shattuck, our Economic Development Director, will provide a detailed update to Wicked Joe's grant application and the high pressure water line extension at the next Board of Selectmen meeting.

From the Parks and Recreation Department

- Deadline for the Galactic Bowling Adventure is tomorrow March 6th. Please register at the office before 3:00 pm.
- We are delighted to have a set of parents who are willing to run a 3rd & 4th Grade Lacrosse program if we have enough interest. Please call the office and provide your child's name.
- Easter Egg Hunts will be occurring prior to Easter, but just like every other year we will not be posting it on Facebook. We will send out the information to individuals on a list serve, and through the Topsham Elementary Schools the week prior.

From the Topsham Public Library:

- Topsham Public Library is partnering with the Southern Midcoast Career Center to provide a variety of employment and training services at no charge for Maine workers and businesses on Wednesdays from 2:00 -4:30 PM at the Topsham Public library.
- The Topsham Public Library's Crooker Gallery exhibit entitled, "What's in a name?" celebrates the Maine bicentennial, with reproductions of artifacts from Charlie Crosby and others. The exhibit will be up until March 27th.

BOARD AND COMMITTEE REPORTS AND UPDATES

Community Center Committee Update

Co-Chairmen Gary Massanek and Leslie Byrne presented a report of efforts to date of the Topsham Community Center Committee.

Mr. Massanek reviewed the Work Plan, a copy of which was included in the Board package. Ms. Byrne read aloud the Committee's Mission Statement as follows:

"The mission of the Community Center Committee is to understand the desires and determine the needs of the Topsham Community for an accessible, affordable, sustainable building that would serve the multi-generational community and foster social connections among Topsham citizens. The Committee will facilitate the inclusion of many stakeholders, including the public, library and school district, into a process to develop a needs assessment. The committee will report on the interest of such a facility to the Board of Selectmen through the preparation of a Needs Assessment Report."

Other members of the Committee present were Jay Collier and Catherine Meier. Mr. Massanek reviewed the Work Plan which consisted of two phases. Phase one included a Needs Assessment and Request for Proposals, Program Development and request for Board of Selectmen's direction to proceed to Phase Two in February or March of this year. Phase Two consists of a Feasibility Study, hiring of a consultant and a study.

Following the presentation, questions were asked from Board members including: What outreach has the Committee actually had with Topsham residents? *Response was that the Committee will focus on the RFP to obtain that information. A Need Assessment was suggested. Do we need more committee meeting rooms? Gyms? Need to get a sense of what we currently have.*

Selectman Lyons asked if consideration was being given to what rooms, gym space, etc. will be included in the new school being built. Selectman Nixon said he had questions but would wait until this item is discussed in the agenda item coming up later in the meeting.

Chairman Douglass thanked the Committee for presenting the report.

PUBLIC COMMENT – On behalf of the Board, Chairman Douglass offered condolences to the families of Esther Lacognata and David Caron who recently passed away. Selectman Lyons added condolences to the family of George Moore who also passed away recently. It was noted that these three individuals were devoted to involvement in matters of the Town.

CORRESPONDENCE – Chairman Douglass said he received two e-mails expressing concern with the muddy condition of the fairgrounds during voting last Tuesday. He said he responded to the e-mails and said changes need to be made so this situation won't happen again.

Selectman Lyons said it has been 20 years since we had an election in the month of March and that the Board, Town Manager and staff feel bad about the muddy condition of the grounds.

ADJUSTMENTS TO THE AGENDA – Motion was made by Chairman Douglass, seconded by Selectman Nixon, and it was unanimously (of those present)

VOTED

To postpone addressing 20-16 to a future meeting.

CONSENT CALENDAR – None noted.

PUBLIC HEARING

20-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON POSTING THE FOLLOWING ROADS FROM MARCH 9, 2020 TO APRIL 30 2020 OR SOONER IF CONDITIONS ALLOW. WINTER STREET/RIVER ROAD FROM MAIN STREET TO WHITEHOUSE CROSSING ROAD, WHITEHOUSE CROSSING ROAD, CATHANCE ROAD, MEADOW CROSS ROAD, WARD ROAD, WEST MERRIL ROAD, ROBERT'S HILL ROAD, FORESIDE ROAD FROM TOWNSEND WAY TO THE MIDDLESEX ROAD, AND VILLAGE DRIVE FROM ROUTE 196 TO THE MOUNTAIN ROAD

The Public Hearing was declared open.

Public Works Director Dennis Cox recommended that the Town post Winter Street/River Road from Main Street to Whitehouse Crossing Road, Whitehouse Crossing Road, Cathance Road, Meadow Cross Road, Ward Road, West Merrill Road, Roberts Hill Road, Foreside Road from Townsend Way to the Middlesex Road and Village Drive from Route 196 to Mountain Road. He said the posting is necessary due to the conditions created by the warming temperatures as frost heaves leaves the ground. Mr. Cox asked that the posting be effective from March 9, 2020 to April 30, 2020, or sooner if conditions allow.

Following Mr. Cox's presentation, Chairman Douglass asked if anyone present wished to comment. There being no comments to be heard, the Public Hearing was declared closed.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To approve the road postings, listed in agenda item 20-14, from March 9, 2020 to April 30, 2020, or sooner if conditions allow.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-15 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPROVAL OF THE RFP FOR NEEDS ASSESSMENT FROM THE TOPSHAM COMMUNITY CENTER COMMITTEE

Pam LeDuc said she didn't prepare the RFP, but she was at the meeting to represent the Committee. The RFP was written by Andrew Deci, Topsham's Assistant Planner, who is familiar with the process. Ms. LeDuc said a rough draft of the Request for Proposals was forwarded to the Board prior to the meeting so they could familiarize themselves with the language.

Selectman Nixon said he will bring several of his comments to the Town Manager and Assistant Planner in terms of "nuts and bolts" of the terminology. He referenced page 2, Selection Committee, and asked if the Committee members would be on the committee or a group consisting of people from the library, school committee, and selectmen? Ms. LeDuc responded that the selectmen should be involved in the process. She said there are architectural firms in Portland that do this and that there should be a screening process to review the best three proposals received. Ms. LeDuc added that she feels certain members of the Committee should be on the selection committee as well as the Board of Selectmen, Town Staff and go from there.

Selectman Nixon referenced page 5, Market Analysis...he asked "In relation to what?" Ms. LeDuc responded that People Plus would be looked at and anything that serves our residents. Selectman Nixon said his biggest concern is that community engagement should come first. A lot of the questions are based on the idea that we are going to be moving forward with

something. This is something we are going to be paying for a very long time and all citizens should be able to comment. Ms. LeDuc responded that we could do an on-line survey, advertise in the Town Cryer, or something of that sort. Selectman Nixon said people were turned off with the on-line survey for the Comprehensive Plan and a mailer might be more effective.

Chairman Douglass said he proposes that the Board sit down with the Committee and hold a workshop; table further action on this until the workshop. He said this very quickly has gotten out of the scope that the Board of Selectmen ever thought it would and we need to have a conversation in a workshop session. He added that the Board failed to give stronger direction when they sat down to talk about this.

Selectman Nixon added that it would be good to hold the workshop sooner rather than later and the Board agreed.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To table the RFP and schedule a workshop with the Topsham Community Center Committee.

EXECUTIVE SESSION

20-16 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A., TITLE 1, §405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTY

This item was postponed to a future meeting.

ADJOURN

Motion was made by Selectman Brilliant, seconded by Selectman Nixon, and it was unanimously (of those present)

VOTED

To adjourn the meeting at 7:06 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary