

TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
JUNE 18, 2015 - 7:00 P.M.

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MEMBERS PRESENT: Donald Russell  
Marie Brilliant  
David Douglass  
Ruth Lyons  
William Thompson

MEMBER(S) ABSENT: All present

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, June 18, 2015 at the Municipal Building at 100 Main Street, Topsham, Maine.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE/ROLL CALL**

Chairman Russell called the 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.

**TOWN MANAGER'S REPORT**

- I heard from Representative Tepler this week that her bill to ensure revenue sharing payments to municipalities, while it was approved in the House, was defeated in the Senate. This is unfortunate as it reflects the view of many in the Legislature that municipalities should not be receiving revenue sharing payments, which is currently about a \$700,000 hit to our local budget from what the Legislature has committed to in the past.
- As many of you have seen in the press, Parkview Hospital and MidCoast Hospital are merging. One of the impacts we are investigating is emergency services. Currently, most of the doctors at Parkview are affiliated with CMMC in Lewiston. In an effort to maintain continuous care, logic would suggest that patients of those doctors be transported to Lewiston, at a much higher cost for us. The Fire chief is investigating this and trying to get answers about medical affiliations under this new management structure.
- Some good news on the revenue sharing front. We have received confirmation of our last revenue sharing check from the State, and our total for the Fiscal Year will be \$466,019, which is higher than the estimate from the beginning of the year, which was \$443,411. Not only is the additional income good for us, but it shows an economy doing better than projected a year ago.

Following the Town Manager's report, Selectman Douglass expressed concern of the additional cost to make the trip to Lewiston and taking personnel away from their positions in Topsham and said we need to be sure that an ambulance is available for everyone.

**BOARD AND COMMITTEE REPORTS AND UPDATES**

**History Committee** - Ralph Williams, Chairman of the History Committee and Town Historian, presented a report of the importance of the History Committee, how artifacts are received and stored. The Committee places a display in the Library once every year. Mr. Williams praised the work of Paul Saindon who has passed and said he is truly missed. Selectman Lyons commended Mr. Williams for doing a wonderful job as Chairman and said he is of great value to the Town. Chairman Russell also thanks Mr. Williams for his service on behalf of the Board.

**TDI/ECD** - John Shattuck, Topsham Economic and Development, Inc. Director gave a report to the Board saying TDI held its annual meeting recently and noted officers elected include: Don Spann, President; Fred Wygan, Vice President; Earle Harvey, Treasurer and Joshua Spooner, Secretary. He also presented a brief report on MCCOG and MCAD and reviewed most recent adjustments to the traffic flow plan for Green Street.

**PUBLIC COMMENT** - Kim Mondonedo, 15 Green Street, thanked the Town and Mr. Shattuck for working on the assessment and analysis on Green Street. She said people on the street are concerned with safety issues and look forward to the proposed changes.

**CORRESPONDENCE** - Town Manager Roedner read a letter from individuals of the Topsham Heights Neighborhood, making a donation of \$150 to the Topsham Community Heating Fund. The Board asked the Town Manager to write a thank you note to the Topsham Heights Neighborhood folks.

**ADJUSTMENTS TO THE AGENDA** - None noted.

**CONSENT CALENDAR**

**1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF JUNE 4, 2015**

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

**VOTED**

To approve the Consent Calendar as proposed.

**UNFINISHED BUSINESS** - None noted.

**OLD BUSINESS** - None noted.

**NEW BUSINESS**

**15-35 CONSIDERATION AND ANY APPROPRIATE ACTION ON RE-APPOINTMENTS TO BOARDS AND COMMITTEES**

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

**VOTED**

To re-appoint the following individuals to Boards and Committees as listed below:

<b>Name</b>	<b>Board/Committee</b>
Joshua Spooner	Planning Board
Bruce Van Note	Planning Board
Paul Rosingnol	Sewer District
Chris Wasileski	Topsham Development, Inc.
Curtis Pickard	Topsham Development, Inc.
Fred Hahn	Board of appeals
Chris Dwinal	Conservation Commission
Ed Mendes	Historic District (Alternate)
Kim Mondonedo	Historic District (Alternate)

**15-36 CONSIDERATION AND ANY APPROPRIATE ACTION ON ANNUAL APPOINTMENTS**

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

**VOTED**

To appoint the following individuals to Annual Appointments:

<b>Name</b>	<b>Appointment</b>
Tom Lister	Codes/Health Officer
Carol Eyerman	Alternate CEO, Administrative/Enforcement
Jeffery Hutchinson	Alternate Building/Electrical/Plumbing (Brunswick)
Carl Adams	Alternate Building/Electrical/Plumbing (Brunswick)
Mike Labbe	Civil Emergency
Brian Stockdale	Fire Warden/Health Officer
Dennis Cox	Road Commissioner

During discussion, question was posed of how the structure of command works. It was agreed that this is something that may need to be looked at in the future if a problem arises.

**15-37 CONSIDERATION AND ANY APPROPRIATE ACTION ON PROPOSED AMENDMENTS TO THE PURCHASING POLICY**

The Town Manager spoke to this item. Draft amendments to the Town's Purchasing Policy were included in the Board package with the intent to add some efficiencies to the purchasing system, while still providing for oversight on significant purchases. Mr. Roedner said the proposed changes clarify when a purchasing decision is made by the Board versus the Town Manager. The current language lists both the town manager and board of selectmen under the formal bidding process, with no clear demarcation between when one makes the decision versus the other.

A lengthy discussion followed on the use of purchase orders. It was noted that purchase orders add a layer of time and effort for larger purchases. Purchase orders are not tracked through

TRIO, and the auditors do not object if the Town uses them or not. The staff is actually in favor of doing away with purchase orders completely. Suggestion was made to use purchase orders for items over \$2,000 and simply purchase smaller items at the best price available, and using an informal bidding process for items between \$2,000 to \$10,000 and the formal bidding process for items in excess of \$10,000. Suggestion was made that the Selectmen would only be involved in the formal bidding process.

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

**VOTED**

To table agenda item 15-37 to give the Town Manager time to adjust the proposed changes as suggested and bring back to the Board for further discussion.

**15-38 CONSIDERATION AND ANY APPROPRIATE ACTION ON A GRANT AWARD OF \$35,000 UNDER THE STATE'S RECREATIONAL TRAIL PROGRAM FOR THE CONSTRUCTION OF THE TOWN LANDING TRAIL**

Town Planner, Rod Melanson, spoke to this item saying the last November the Board approved the submission of the Recreational Trail Program for the Construction of the Town Landing Trail. Notification has been received from the State of Maine Department of Agriculture, Conservation & Forestry Maine Conservation Corps that the State's Recreational Trail Program has awarded the town \$35,000 for trail development. The trail is planned to run from Town Landing Road at Green Street, down to the river, and then along the river to behind the River Landing facility, and back up to Elm Street. The total length is approximately 1,800' with approximately 750' on the river. Mr. Melanson said that all property owners (the Town, Bill Littlefield, Gary Smart, and owners of River Landing) support the project and have provided easements for the trail.

The construction of the trail would be done largely by volunteers and it is intended to be a woods trail, not a formal bike path. The Brunswick Topsham Land Trust Trail Committee has offered to build those portions it is capable of construction. There will be areas where equipment is needed, to repair drainage ditches along Town Landing Road particularly, which will be undertaken by the Public Works Department.

The plan of the trail is included in the Trail Feasibility Study. Project costs associated with this grant include:

Grant total of \$35,000

Local match \$5,000 (The River Landing project has already committed \$5,000 as a match, and volunteer labor will more than make up the remaining local share. Public works \$15,000 to complete the local match of \$20,000.

Following Mr. Melanson's presentation, Kim Mondonedo asked what was in place to keep people from wandering off the trail onto abutters' property. Mr. Melanson responded that local rules and regulations will set appropriate standards for use. Bill Littlefield asked that survey markers be placed appropriately to show boundaries.

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

**VOTED**

To accept the State's Recreational Trail Program \$35,000 grant for the construction of the Town Landing Trail with our local match being \$15,000 in kind services.

**ADJOURN**

With no further business to address, motion was made by Selectman Lyons, seconded by Selectman Douglass, and it was unanimously

**VOTED**

To adjourn the meeting at 8:10 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary