

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
JULY 18, 2019 – 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 July 18, 2019, 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 is a new trainee at the recycling center. Ed Caron thanks everyone for their patience in learning the new recycling program and said he has received a lot of cooperation from residents. Selectmen Tufts added that the crew has done an excellent job in training people as they come to the recycling center.
- DOT is doing some emergency repairs on the i-295 bridge. There will be some one lane closures in the next three weeks; first one lane and then the other.
- River Road will be down to one lane at the end of July as work is done on the draining issue. The road will be fully closed the following week. Signs will be posted along with post cards to make people aware of the work.

Update from Denise Tepler, Representative House District #54

This item will be placed on a future agenda.

Update TDI/ECD – John Shattuck, Topsham Economic and Community Development, Inc. Director presented as update on the following:

Business retention, expansion and attraction (BRE A) – The Town Manager, Planner and Mr. Shattuck met with representatives of a company considering the construction of a 40-50K SF manufacturing facility at the Grimmel property in Pejepscot Industrial Park. The firm is currently located in South Portland. Mr. Shattuck said if the project proceeds, it will likely trigger the completion of the new road from Grimmel’s shredding plant to Route 196 which will get the recycling trucks off the River Road.

Topsham Commerce Park/Annex (TCO) – Mr. Shattuck said Steve Levesque has informed him that MRRA intends to begin the demolition of the Topsham Commerce Park/Annex water tower in August. The project is expected to be completed by mid-fall.

Design Advisory Committee (DAC) – Awaiting cost figures from MDOT regarding supplemental amenities that may be desired by the Town and considered to be beyond the scope of the new bridge construction. In terms of budget years, it will probably be next year. They are unable to include the underpass on our side, stairs and any stone work or brick work.

Cathance River Education Alliance (CREA) – Cathance River Education Alliance and the Brunswick-Topsham Land Trust are continuing their discussions on closer collaboration between the two organizations to gain efficiency and strengthen their programming. This would save both entities money and help strengthen each other.

PUBLIC COMMENT – None Noted.

CORRESPONDENCE – Resignation letters from Helen Kincaid, Topsham Housing Authority and Mary Kate Reny, Topsham Development, Inc. board were acknowledged. Appropriate letters of appreciation have been forwarded to the individuals.

Selectman Lyons read correspondence out loud that she received from a resident at 29 Jesse Road expressing concern with traffic traveling too fast at the rise and curve on that road. Concern was also expressed with individuals parking at the T turnaround/dead end of Jesse Road and tossing out trash. Suggestion was made to install signs saying “No Parking.”

ADJUSTMENTS TO THE AGENDA – Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously

VOTED

To add Agenda Item **19-54 CONSIDERATION AND ANY APPROPRIATE ACTION TO MOVE INTO EXECUTIVE SESSION PURSUANT TO SECTION 1 M.R.S.A. 405 (6) (A) TO DISCUSS PERSONNEL MATTERS**

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen’s Meeting of June 20, 2019.

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

VOTED

To approve the minutes of the Regular Selectmen's Meeting of June 20, 2019 as written.

2. Approval of the minutes of the June 27, 2019 Workshop Meeting.

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

VOTED

To approve the minutes of the Regular Selectmen's Meeting of June 27, 2019 as written.

PUBLIC HEARING – None noted.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

19-50 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING THE RFP PROPOSAL FROM WILLIAM CONSTRUCTION TO FIX THE CONCESSION BOOTH

Pam LeDuc, Director of Parks and Recreation said she has been trying for the past 4 weeks to find vendors to fix the roof at the concession booth. Previous companies used are out of business and/or are too busy to do the job. Williams Construction, out of Waterville, have been doing satisfactory work at the fairgrounds and they responded to the RFP. Ms. LeDuc said there is currently \$7,000 in the Capital Reserve line for the project. The bid came in at \$7,560 and Ms. LeDuc said the \$560 can come out of the general outlay of the Parks and Recreation Budget. Selectman Brillant said Williams Construction is a good company and are doing good work at the Fairgrounds.

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

VOTED

To accept the bid of \$7,560 for Concession Booth repairs at the Foreside Road Facility.

HAPPY BIRTHDAY GREETINGS WERE EXTENDED TO THE TOWN MANAGER AT THIS POINT IN THE MEETING!!!!

19-51 CONSIDERATION AND ANY APPROPRIATE ACTION FOR THE HEAD OF TIDE PARK UPSTREAM BOAT FACILITIES GRANT

Planner Melanson said he and Pam LeDuc have been working with Travis Pryor on the grant application for the Head of Tide Park Upstream Boat Facilities Grant. Bids are due next week. It involves a state program and is an in-depth application process. \$10,000 has been budgeted for a cash match for the project. The grant is a 75/25 cost share with 25% match from the Town. Public Works will work in kind so there will be no cost to the town. It is anticipated that the project will begin in the Spring of next year.

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

VOTED

To approve the application to be submitted for the Head of Tide Park Upstream Boat Facilities Grant.

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

VOTED

To authorize myself (Chairman David Douglass) to sign a project certification to the Bureau of Parks and Land on behalf of this project.

19-52 CONSIDERATION AND ANY APPROPRIATE ACTION ON SENDING THE THOMAS AVENUE PARKING LOT ISSUE BACK TO THE PLANNING BOARD

The legislative body of Town Meeting clarified the Town's ownership regarding the ROW leading from Thomas Avenue to the Town property. All questions have been answered clearly and legally and the Board of Selectman are now looking to turn this project back over to the Planning Board for consideration. The Town Attorney has reviewed the paperwork and endorses this action.

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

VOTED

To resubmit to the Planning Board for a Thomas Avenue parking lot and to have the Town Attorney represent the Town through the process.

19-53 CONSIDERATION AND ANY APPROPRIATE ACTION ON REALLOCATING DESIGNATED RESERVE FUNDS INTO GENERAL REVENUE FOR FY20 BUDGET

Town Manager Roedner noted his memo to the Board dated June 19, 2019 explaining that with the approval of the Town, County and School budget in May and June, we now have firm expenditure figures for the upcoming Fiscal Year. With the expenditure numbers unknown, but with the new valuations still unknown, we are looking at a maximum of a \$1.78 increase in the mil rate from \$18.73 to \$20.51, a 9.5% increase. The memo is filed with these minutes and lists items for the Board's consideration to help ease the impact on taxpayers this coming year, including

Revenue sharing
School Funding
Tax Revenues, and
Valuation

The Town Manager explained how the Assessor determines figures and known value should be captured by February.

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

VOTED

That we reallocate the funds listed in the Town Manager's Memo dated June 19, 2019 for a total of \$85,149 to the General Revenue for the Fiscal Year 20 budget.

EXECUTIVE SESSION

At 7:48 p.m., motion was made by Selectman Tufts, seconded by Selectman Lyons, and it was unanimously

VOTED

To move into Executive Session.

19-54 CONSIDERATION AND ANY APPROPRIATE ACTION TO MOVE INTO EXECUTIVE SESSION PURSUANT TO SECTION 1 M.R.S.A. 405 (6) (A) TO DISCUSS PERSONNEL MATTERS

Motion was made by Selecman Tufts, seconded by Selectman Thompson, and it was unanimously

VOTED

To table this item and to adjourn the meeting at 8:06 p,m,

Respectfully submitted,

Patty Williams, Recording Secretary