

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
DONALD A. RUSSELL MEETING ROOM  
AUGUST 15, 2019 – 7:00 P.M

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MEMBERS PRESENT: David Douglass  
Marie Brilliant  
Ruth Lyons  
Roland Tufts

MEMBER(S) ABSENT: William Thompson

STAFF PRESENT: Richard Roedner, Town Manager and Derek Scrapchansky,  
Assistant Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday August 15, 2019 in the Donald A. Russell Meeting Room, at the Municipal Building, 100 Main Street, Topsham, Maine. (The Board met informally at 5:45 p.m. to conduct committee interviews.)

**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, except for Selectman Thompson who had been excused.

**TOWN MANAGER'S REPORT**

Mr. Roedner said while attending the Manager's Conference he learned that the FCC has finalized its Cable Franchise Fee Rule. The cable provider will be able to reduce the franchise fee by "freebies" that they give the municipality – things like providing cable to municipal buildings, providing cable to schools and libraries, providing stuff for TV stations. So, going forward, we have no idea what this will do to our franchise fee. We budget \$118,000 a year. We just got our second payment for last year of \$64,000. We are not sure what it will look like going forward.

**BOARD AND COMMITTEE REPORTS AND UPDATES**

**Update from Susan Preece, Topsham Library Director**

Susan Preece, Director of the Topsham Public Library presented an annual report before the Board. She said this year the library celebrated its 15<sup>th</sup> Anniversary of the opening of the Foreside Road facility. The library received a bequest of over \$750,000. Ms. Preece said there

was a 5% increase in the number of items borrowed from the library this year to 114,151 items. The patron visits, or door count, was up 7% to 58,137 people, or an average of 224 people per day. A complete report of accomplishments is filed with these minutes.

**Update from John Shattuck, Topsham Economic and Community Development, Inc. Director on TDI/ECD**

Mr. Shattuck's report included:

**Miscellaneous**

Mr. Shattuck participated in the wrap-up meeting on the Neighborhood Meetings at the Topsham Public Library on July 7, 2019.

**Topsham Commerce Park (TCP) AND MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY (MRRA)**

- The Town Manager and Mr. Shattuck met with Steve Levesque to discuss annex water system issues on August 14<sup>th</sup>.
- The system serves 200 Topsham residents and will not support additional redevelopment.
- Explored MRRA's ability to help fund replacement.
- Mr. Levesque was more encouraging than at his report to the Board of Selectmen on April 18, 2019.
- A September meeting has been scheduled at the Town Office to convene all interested/funding parties.

**Elm Street Extension (ESE)**

- Met with the Planner, Public Works Director and TY Lin to refine Phase I of the preliminary Feasibility Plan
- Expect to present the Plan to the Board of Selectmen at their September 19<sup>th</sup> meeting.

**Waterfront Park**

- Met with Rod Melanson and Rick Quesada to discuss his plans for the redevelopment of the former fire station property and the parcel on 3 Green Street.
- We reiterated the Town's nearly 30-year interest in developing a small waterfront park.
- LVDC's Lower Village Redevelopment Plan calls for a park and the Board of Selectmen endorsed same in 2015.
- Town wants to know if any portion of this property can be purchased for a park.

**Design Advisory Committee (DAC)**

- Met with MDOT and TY Lin to review plans for amenities proposed by DAC.
- Other DAC participants: Chair Mike Lyne and Sally Costello, Brunswick's new ECD Director.
- MDOT to release a bridge RFP, including amenities by the end of this year.
- Certain enhanced versions of amenities could require a local cost share.
- It is very important for the Town to receive cost information as soon as possible; MDOT expects to make them available this month.

**Cathance River Education Alliance (CREA)**

- Susan Rae-Reeves has applied to join the CREA Board. Susan was a member and strong contributor on the Comprehensive Plan Committee.
- CREA is working with BTLT to build closer collaboration to improve efficiency and programs.

**PUBLIC COMMENT** – None noted.

**CORRESPONDENCE** –Letter of resignation was noted from Kim Mondonedo from the Finance Committee.

**ADJUSTMENTS TO THE AGENDA** – Item 19-65 **CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING THE BID FOR THE REMOVAL AND REPLACEMENT OF THE BOILER AT THE TOPSHAM PUBLIC LIBRARY** was added to the agenda.

**CONSENT CALENDAR**

**1. Approval of the minutes of the Regular Selectmen’s Meeting of August 1, 2019.**

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

**VOTED**

To approve the minutes of the regular Selectmen’s Meeting of August 1, 2019 as written.

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS** – None noted.

**OLD BUSINESS** – None noted.

**NEW BUSINESS**

**19-60 CONSIDERATION AND ANY APPROPRIATE ACTION TO AWARD THE BID FOR THE REPLACEMENT OF THE PUBLIC WORKS DUMP TRUCK BODY**

Public Works Director Dennis Cox recommended the bid from Viking Cives for the replacement dump truck body. He said the existing 2008 steel dump body is rusted out with through holes in several spots making it unsafe to continue to be used. Bids came in from Viking Cives at \$14,620 and Howard Fairfield at \$16,300.

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

**VOTED**

To accept the bid from Viking Cives to replace the Public Works dump truck body with amount not to exceed \$14,620.

**19-61 CONSIDERATION AND ANY APPROPRIATE ACTION TO AWARD THE CONTRACT FOR THE NEW GUARD RAIL ON RIVER ROAD AND THE TOPSHAM FAIR MALL ROAD**

Public Works Director Dennis Cox said on the River Road, the existing cedar posts and cable system is being replaced and on the Mall Road the guard rail is being repaired and moved out from the sidewalk to help give more clearance for snow removal on the sidewalks.

Bids have been received from Maine Line Fence in the amount of \$29,590 and C.A. Newcomb & Sons in the amount of \$29,525. Mr. Cox recommended accepting the bid for the purchase of the guard rail for River Road and the Topsham Fair Mall Road from Maine Line Fence, even though it is slightly higher than the one from C. A. Newcomb & Sons. He said Maine Line's bid has more items included and that Newcomb's bid did not include rock removal, hand placed asphalt around guardrail posts, etc.

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

**VOTED**

To award the contract for the new guardrail on River Road and the Topsham Fair Mall Road to Maine Line Fence not to exceed \$29,590.

**19-62 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPROVAL OF THE WEED CONTROL DEVICE**

Public Works Director Dennis Cox referenced his memo dated July 29, 2019 telling about an organic weed control machine which operates with steam to kill weeds and grass, rather than using pesticides and other chemicals. The unit was included and approved in the Capital Budget for this year. It is the sole source piece of equipment – no one else makes anything like it. The machine will be used to eliminate weeds coming out of the cracks along the curbing, sidewalks and other garden areas throughout Town. Currently the cities of Portland and South Portland and a couple of cities in New Hampshire are using this steamwand system.

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

**VOTED**

To approve the purchase of the weed control device from Allied Equipment, amount not to exceed \$22,682.00.

**19-63 CONSIDERATION AND ANY APPROPRIATE ACTION ON JESSE ROAD PEDESTRIAN SAFETY AND PARKING ISSUES**

As a result of discussions at the last Board meeting regarding speeding vehicles and safety concerns on Jesse Road, signs have been put up and the Police Department said traffic has slowed. Suggestion was made to post a "Dead End Street" sign also.

Public Works Director Dennis Cox said mowing has been done along the power lines cutting in 8 to 10 feet which has helped with visibility and he plans to do more cutting before winter. He suggested painting a white line to delineate the sidewalk on the side of the road.

Selectman Lyons, who lives on Jesse Road, said she noted some vehicles slowing their speed, but her husband clocked one car going by at 40 miles per hour.

No action was taken on this item.

**19-64 CONSIDERATION AND ANY APPROPRIATE ACTION ON REAPPOINTING VICTOR LANGELO TO THE CONSERVATION COMMITTEE**

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

**VOTED**

To reappoint Victor Langelo to the Conservation Committee.

**19-65 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING THE BID FOR THE REMOVAL AND REPLACEMENT OF THE BOILER AT THE TOPSHAM PUBLIC LIBRARY**

Town Manager Roedner reported that two bids were received for the removal and replacement of the boiler that the library as follows:

Mechanical Services, Inc., Portland, Maine in the amount of \$64,992; and Titan Mechanical, Inc., Portland, Maine in the amount of \$64,100. Mechanical Services stated they can begin the job in 2 weeks and Titan stated 25 days before they could begin.

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

**VOTED**

To award the bid for the removal and replacement of the boiler at the Topsham Public Library to Titan Mechanical, Inc., amount not to exceed \$64,100.

**ADJOURNMENT**

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

**VOTED**

To adjourn the meeting at 7:55 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary