

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
AUGUST 2, 2018 - 7:00 p.m.

MEMBERS PRESENT: David Douglass
Ruth Lyons
William Thompson
Roland Tufts

MEMBER(S) ABSENT: Marie Brilliant

STAFF PRESENT: Richard Roedner, Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, August 2, 2018 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, except for Selectman Brilliant.

TOWN MANAGER'S REPORT

The Topsham Parks and Recreation Department is now offering on-line registration for all programs. You will find a link to the on-line registration portal under On-line services on the Town's home page, and on the home page of the Parks and Recreation Department. The site will allow you to create a user account, and then registration is a matter of a few clicks.

We have seen several reported vehicle break-ins overnight, so the Topsham PD reminds everyone to lock your vehicles at night, and refrain from leaving valuables in your car overnight.

For those of you that are interested, we have awarded a contract for the demolition of the old Fire Station on Green Street. This work will begin in the very near future.

Again, for those of you who are interested, we have a new look and organization to the home page of our website. New graphics and a new organizational scheme where things are lumped together in a more user friendly fashion. Take a look, and if you have suggestions, or see problems, please let us know.

Lastly, we were all saddened today to hear of the death of Marco, our former Police Dog. Marco served with the Topsham Police Department and Sgt. Bob Ramsey for 10 years, retiring just about two years ago. Since retiring, Marco has been the family pet for the Ramsey's. Marco's passing was unexpected during the night. On behalf of all of our municipal employees, and the Board, I would like to extend our sympathies to Sgt. Ramsey and his family, as well as the Police Department.

BOARDS AND COMMITTEE REPORTS AND UPDATES

UPDATE FROM SUSAN PREECE, DIRECTOR OF TOPSHAM LIBRARY – Ms. Preece told the Board she was pleased to be able to report what has been going on at the library this year. Statistics for FY 18; a project outcome report on book discussion programs and a Long Range Plan Update were included in the Board package for review by the Board prior to the meeting.

Ms. Preece's report included:

- We have continued the positive communication through joint BOS/Fin/Lib committee, resulting in comparable pay rates for library staff and the return of some collections and supply funds to the municipal portion of the library's budget.
- Revised and evaluated the Long Range Plan reconvening a new committee this year.
- Successfully integrated a Student Board Member, Owen Yabsira, who will remain on the Board this coming year.
- Reviewed/revised the Personnel Policy and Investment Policy.
- We received a significant bequest.
- We welcomed two new Board members: Kevin Curnin and Helen Kincaid, to join Joe Trafton on his second, 3-year term, and Hahna Patterson, who is beginning his own first term after being appointed last year to fill a Board vacancy.
- Project Outcome Surveys incorporated in children's Teen and Adult discussion groups-report presented to the Board of Trustees indicating Board satisfaction and reportable outcomes of success as a result of library programming.
- Despite a difficult development transition with no active staff support for six months, library fundraising was down only 4,3202.40 (-4%). Business Roundtable Support was down by close to %4,000. Many businesses this year have preferred to offer in-kind support of merchandise and gift certificates, rather than cash. Additionally, Mid COast Parkview Hospital is undergoing a capital campaign which may have affected our fundraising efforts.
- Continued a program that we started last year with grant funding procured by the library from Dollar General which provided summer library cards for MSAD 75 out of town students. This year we are working closely with the school district staff as the program is being supported by MSAD 75's *Trust for our Future Grant*.
- We successfully accomplished interior painting with minimal schedule disruption.
- Addressed a variety of HVAC issues and resolved most of them (A Capital plan objective we will need to address.)
- The library functioned as one of three warming and charging centers in Topsham during the October 2017 storm. In the three days after the storm, we saw an average of 381 people a day, nearly 6% more than our average 225.
- Volunteers provided 3,377 hours in total providing a whopping average of the Topsham Public Library at our Foreside Road location.

Ms. Preece said, overall we have held our own but we are once again looking for a part-time Development Coordinator. We have all seen the value of this position in the form of actual dollars and in gaining support for the library. It can be a challenge of find someone which the requisite skills who is able to work part time with no benefits. Following Ms. Preece's presentation, question was asked by the Board if 15 hours a week was enough time for the Development Coordinator to be able to do the job. Response was that it would be better to be able to fill the position full time.

BOWDOIN COLLEGE SUMMER INTERN

Theo Gardner Puschak, summer intern from Bowdoin College, reviewed some of the projects he worked on this summer at the Town Office. Mr. Puschak said he was amazed at how much is involved in running a town and was impressed by the hard work and dedication the staff puts into their positions.

This summer he created GIS maps of the various bike lanes and paths in town and created a video showing there various locations. He worked on file organization, and did quite a bit of work on easement mapping, reviewing deeds at the Sagadahoc County Registry of deeds back to 1948. The project is not completed, but is in good form for someone to take over were me Puschak left off. Mr. Puschak completed the Interpretative Signage RFP. In closing, he said he was grateful for having the opportunity to work with Topsham and that he learned a lot in doing so.

PUBLIC COMMENT – None noted.

CORRESPONDENCE – It was noted that a number of pieces of correspondence has been received expressing concerns and asking questions about Crooker and zoning changes. In particular, Selectman Thompson forwarded a letter he received with several questions to the Town Manager. Mr. Roedner responded to all the questions and explained how the process of changing zones works. Selectman Thompson requested that Mr. Roedner's response be added to the Town's website as the information addresses several of the citizens' concerns.

ADJUSTMENTS TO THE AGENDA – None noted.

CONSENT CALENDAR

- 1. Approval of the minutes of the Regular Special Selectmen's Meeting of 7/19/18.**
- 2. Approval of the minutes of the Special Selectmen's Meeting of 7/24/18.**
- 3. Approval of voting ballot for Executive Committee members for MMA Election.**

7/19/18 Minutes – Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was **VOTED** to Approve the minutes of the regular selectmen's meeting of 7/19/18 as written.

7/24/18 Minutes - Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was **VOTED** to Approve the minutes of the special selectmen's meeting of 7/12418 as written.

Ballot for Executive Committee members for the MMA Election – No action was taken on this item.

PUBLIC HEARING

18-55 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPROVAL OF A SPECIAL AMUSEMENT PERMIT FOR THE FAIRGROUND CAFÉ

The Public Hearing was declared open. Perry Leavitt, owner of the Fairground Café, reviewed his application telling the Board that background music is played on Thursday, Friday and Saturday evenings at the café. Following questions from the Board, request was made for comments from members of the public. There were no comments to be heard and the Public Hearing was declared closed.

The following Finding of Facts was compiled:

FINDING OF FACTS

1. The applicant is Perry Leavitt.
2. Name of the business is the Fairground Café.
3. Location of the café is 49 Topsham Fair Mall Road, Topsham, Maine
4. Expiration date of the current liquor license is September 21, 2018.
5. Entertainment will be located at the front of the café near the cash register area. No furniture will need to be relocated.
6. Entertainment will be held on Thursday, Friday and Saturday evenings, consisting of background music by 1 to 3 individuals.
7. The hours of entertainment will be from 5:30 p.m. to 8:00 p.m.
8. Size of the dining area is approximately 4,500 square feet.
9. Seating capacity in the café is 170.
10. There are adequate parking spaces to accommodate the café clientele.
11. Letter is in file stating no concerns from the Police, Fire and Codes Departments.

CONCLUSION

The Board found that, based on the above findings, the issuance of a Special Amusement Permit would not be detrimental to the public health, safety or welfare and would not violate municipal ordinances, rules or regulations.

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

VOTED

To approve and grant the application for a Special Amusement Permit for the Fairground Café, as meeting requirements of Maine Revised Statutes, Title 25-A, Section 1054 and the Topsham Code, Chapter 71, Article 1, Sections 6 and 7.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS - None noted.

NEW BUSINESS

18-56 CONSIDERATION AND ANY APPROPRIATE ACTION FOR APPROVAL TO APPLY FOR A GRANT THROUGH FIREHOUSE SUBS TO PURCHASE A COMMERCIAL TURNOUT GEAR DRYER

Fire Chief, Chris McLaughlin, came before the Board saying the Fire Department is looking for approval to apply for a grant through Firehouse Subs to purchase a commercial turnout gear dryer. The grant request is for a RAM Air 6 Unit Turnout Gear Dryer at a cost of \$9,407.84. The grant is 100% funded with no matching requirements.

Mr. McLaughlin said that current studies in the fire service industry show a rise in cancer among firefighters. To help combat this, the department has increased training on cancer awareness and has developed tools to mitigate the exposure of carcinogens. Gear is not allowed to be stored in living quarters or common places. Currently the department does not have a tool to dry gear in a timely and safe manner. Obtaining a grant to purchase a commercial turnout gear dryer will encourage members to wash their gear more frequently and provide a safer working environment.

Following Chief McLaughlin's request, motion was made by Chairman Douglass, seconded by Selectman Tufts and it was unanimously

VOTED

To approve the application for a grant through Firehouse Subs to purchase a commercial turnout gear dryer at a cost of \$9,407.84 and to approve applying for same until the Fire Chief gets what he is asking for.

18-57 CONSIDERATION AND ANY APPROPRIATE ACTION ON SEEKING APPROVAL TO OUTSOURCE BILLING FOR EMERGENCY MEDICAL SERVICES

The Town Manager began the discussion saying this item was discussed a couple months ago. One of the questions that came up was whether the clerical position in the Police Department could be used to do that job, as well as the billing job for the Fire Department. After consideration it has been decided that this would not work. The Police Department has additional plans for the position so adding tasks would not work. There is also a movement towards certification for people who do coding for the ambulance billing, so it is a different level of training that would be needed. Mr. Roedner said he doesn't feel that sharing a position will serve either department, will result in higher paid administrators doing more clerical type duties and will not enhance either revenues or services to the town.

Chairman Douglass expressed concerns about the efficiency of the clerical position noting comments that much of the work is being done by the chief and lieutenant. He said the position has been advertised listing items that are not in the job description and does not seem to match what is being advertised.

Chief McLaughlin spoke in favor of contracting out the ambulance billing to a company that does this saying it would be in the best interest of the town. Other municipalities do it all over the state. Medicare is talking about requiring certification which will involve the Medicare billing. He said some immediate benefits include eliminating our EMS billing software (currently \$4,000 a year), reducing the administrative workload and hours spent on billing by working staff, billing will be more streamlined, efficient and productive.

Proposals have been received from three companies: 1) Cornstar Ambulance Billing, Rowley, MA; 2) Medical Reimbursement Services, Windham, ME; and 3) New England Ambulance Billing. The chief recommended entering into a one-year contract with Medical Reimbursement

Services, a local company with 30 years of experience that services over 50 providers in Maine. A three-year contract could be considered in the future.

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

VOTED

To enter into a one-year contract for Medical Reimbursement Services for EMS billing.

18-58 CONSIDERATION AND ANY APPROPRIATE ACTION ON A PAVING CONTRACT FOR THE TOWN OF TOPSHAM

Public Works Director, Dennis Cox, that he contacted Pike Industries, Lane Construction and Crooker Construction for paving pricing this season. Crooker Construction is willing to hold the same price as it has in the last three years (\$71.95 per ton, plus the escalator. Pike Industries estimated the cost to be \$85 plus the escalator and Lane Construction gave an estimate to a neighboring community of \$73.10 plus the escalator. Mr. Cox recommended that the Town award to contract to Crooker Construction.

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

VOTED

To award the paving contract to Crooker Construction for a price of \$71.95 per ton plus the escalator.

18-59 CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT THE RECOMMENDED BID FOR THE PURCHASE OF A ZERO TURN LAWN MOWER FOR THE PARKS AND RECREATION DEPARTMENT

Parks and Recreation Director, Pam LeDuc, recommended the purchase of an Exmark LZX zero turn lawn mower from Chad Little Power in the amount of \$14,416. She said Chad Little is local when service is needed. The Public Works Department currently owns two of these mowers and has had positive experiences with the mowers. Ms. LeDuc said there is \$9,000 in the Capital Budget for the mower and the balance of funds could come from the Outlay Account if approved.

The Town Manager said the Outlay Line in the Recreation Department budget is not specified for anything specific. It is used for major replacements, etc. He said one other avenue available, we budgeted \$45,000 for a roadside mower for Public Works and Mr. Cox found a used one for much less, so we have existing capital money in that line which would be another possibility. Selectman Lyons said it bothered her to take money from the Public Works Department where they saved it.

Chairman Douglass said there needs to be an improvement in the future to come forward with correct figures for budget purposes.

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

VOTED

To accept the price from Chad Little Power for the Exmark LZX zero turn mower for \$14,416 and to take the existing money from the Roadside Mower leftover.

18-60 CONSIDERATION AND ANY APPROPRIATE ACTION TO REVIEW THE PROPOSED LEASE FOR THE USE OF PEJEPSCOT SCHOOL BY HEADSTART OF MID COAST COMMUNITY ACTION, AND TO AUTHORIZE THE TOWN MANAGER TO SIGN THE LEASE WITH ANY SUGGESTED CHANGES

Parks and Recreation Director Pam LeDuc spoke to this agenda item. She referenced a copy of the lease which was included in the Board package for review by the Board prior to the meeting and reviewed the changes. Monthly cost of the lease has been increased to \$1,000. Also, effective July 1, 2018, the Town will no longer mow behind the school. Ms. LeDuc said she also informed the lessee that the Town may not be able to do snow plowing this year. One other change is that there is to be no storage of equipment in the basement of the school.

After discussing the changes to the lease, the only adjustment the Board recommended was to add appropriate wording to include a 30-day notice regarding the snow plowing.

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

VOTED

To approve the two-year Lease Agreement with Mid Coast Maine Community Action with the change of putting in a 30-Day Notice Clause under Item 4 regarding the plowing.

EXECUTIVE SESSION

18-48 CONSIDERATION AND ANY APPROPRIATE ACTION ON ENTERING INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A § 405 (6) (A) TO DISCUSS PERSONNEL MATTERS

At 8:18 p.m. motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously (of those present)

VOTED

To move into Executive Session to Discuss Item 18-48.

Those attending the Executive Session included: Town Manager Roedner, Chairman Douglass, Selectmen Thompson, Selectman Lyons and Selectman Tufts.

The Board returned from Executive Session at 8:57 p.m. with the above members and the Town Manager still present. Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

That, based on the completion of his annual review, the Town Manager was eligible to receive a 3% bonus to his ICMA retirement, according to the terms of his contract.

ADJOURNMENT

At 8:58 p.m., motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was

VOTED

To adjourn the meeting.

Respectfully submitted,

Patty Williams, Recording Secretary