

TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
AUGUST 6, 2015 - 7:00 P.M.

MEMBERS PRESENT: Donald Russell
David Douglass
Ruth Lyons
William Thompson

MEMBER(S) ABSENT: Marie Brilliant

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, August 6, 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, except for Selectman Brilliant who had been excused.

TOWN MANAGER'S REPORT

The new backboards and baskets have been installed at the Foreside Recreation Facility. The installation labor was donated by Flying Point Construction from Topsham. They were down there today with staff from the Recreation Office, and the new hoops are now ready. I would like to extend a Thank You to Flying Point for their assistance.

Speaking of recreation, we are missing two coaches for youth soccer this fall. We need one for the 8/9 year old program and one for the 10/11 program.

The MidCoast Regional Redevelopment Authority is holding its Annual Open House on August 19 at 5:30. Events include a presentation by MRRRA staff, a tour of the growing facility, and a picnic dinner! Plus, there will be a raffle!

We heard this afternoon that our grant application to the US EPA to continue our Vernal Pool project was successful. We received 90% of the requested funding, which will allow us to continue with implementation, monitoring and adapting the proposed new regulatory mechanism for the next two years. Plus, we will be able to keep the State-level professionals who have been instrumental in moving this project forward involved in the program.

One of our newest Police Officers is heading to the Police Academy on August 17 for his 18 week training program

We had a visit this afternoon from the insurance representative from MMA who presented the Town a check in the amount of \$11,284.00 as part of a dividend pool from our good safety record with our Casualty and Comp Insurance.

BOARD AND COMMITTEE REPORTS AND UPDATES**UPDATE FROM SEWER DISTRICT - STU KAY AND MARK PONZIANI**

Both Stu Kay and Mark Ponziani presented a report to the Board of activities during the past year from the Sewer District. Mr. Ponziani praised the professional help received from Engineer Kevin Obery. He said Mr. Obery keeps the department focused and pointed in the right direction. Mr. Ponziani said the Topsham Sewer District has a contract with the Brunswick Treatment Plant and have a good working relationship with them. He spoke of addressing a problem with the pressure influent system on Forest Drive, and was pleased with the good working relationship the District has with the codes officer and other Town staff. He said the District works hard to go out of their way to be responsive to the needs of the Town.

Mr. Kay reported that in September, 2014, the Brunswick Sewer District selected a construction manager - P. C. Construction to build a new plant that will cost approximately \$22 million. Of that, \$3.5 million will be Topsham's share. A plan has been put in place to increase rates to pay for the system. The current system needs to be replaced as it is approximately 37 years old.

Following the presentation the Board asked a few questions which Mr. Kay responded to. Basically, sewer rates will be increased 40% to 50% for the treatment plant.

PRESENTATION FROM BOWDOIN COLLEGE PSI UPSILON INTERN, JULIA BERKMAN HILL

Julia Berkman Hill, the Summer Intern from Bowdoin College, gave a Power Point Presentation which highlighted some of the work she was able to accomplish during her internship. She said she was able to get a brief introduction to local government, as well as complete a number of projects for the Planning Department. She thanked staff members, especially Planner Rod Melanson and Assistant Planner Carol Eyerman for the opportunity to work with them.

Some of her projects included:

- **Comprehensive Plan Mapping and Research**, where she created a series of maps and graphs showing the impact of development on the town and its resources. Demographic data was collected from the US Census, such as trends in income, education and household size that can be used in future planning efforts.
- **Street Tree Recommendations** - with the help of Carol Eyerman and John Cullen (member of the Tree Committee) she put together a brief list of the Planning Department's top priorities for street tree maintenance in the form of a memo to the Tree Committee. Sections of the 2013 Street Tree Inventory were updated, notably those on Main Street and Route 196.
- **Historic District Sign Location Recommendations:** Ms. Hill said she and Carol Eyerman walked the Lower village area in search of locations to add interpretive signs regarding Topsham's historic resources. A map was created of the existing and recommended locations and a memo forwarded to the Historic District Commission on each suggestion.
- **Bike Path Imagery** - Worked with John Shattuck and Rod Melanson to create updated maps of all bike lanes in Topsham, including existing paths, those currently in the design phase, and proposed future paths.
- **Other Projects** - Did a site walk with Tom Lister and Rod Melanson for the

Conservation Committee of the forest parcels near the Merrill Farm. Also created a survey for Green Street residents and pedestrians to assess the impact of the new pins and painted sidewalk on pedestrian safety.

Ms. Hill said she was incredibly grateful for the opportunity to have worked with the Town and hopes to keep in touch with Rod, Carol and the rest of the staff.

Following the presentation, John Rensenbrink asked to be recognized and asked why a decrease in population was reported. Response was that the decrease is probably due to the closing of BNAS. Selectman Lyons added that looking at the list of registered voters is a good way to count the population. Also, reduction in the size of homes being built is a national trend.

In final closing, the Planner thanked Ms. Hill and said she did an excellent job.

PUBLIC COMMENT - None noted.

CORRESPONDENCE - None noted.

ADJUSTMENTS TO THE AGENDA - Motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED to add Item **15-28** to the agenda **CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT THE WETLAND PROGRAM DEVELOPMENT GRANT FOR FISCAL YEARS 2015-2016**

CONSENT CALENDAR

1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF JULY 16, 2015

Motion was made by Selectman Thompson, seconded by Selectman Lyons, and it was

VOTED

To approve the Consent Calendar approving minutes of the July 16, 2015 meeting as submitted in the Second Draft. (Vote was 3 in favor with one abstention, Selectman Douglass.)

PUBLIC HEARING - None noted

UNFINISHED BUSINESS

15-28 CONSIDERATION AND ANY APPROPRIATE ACTION TO ACCEPT THE WETLAND PROGRAM DEVELOPMENT GRANT FOR FISCAL YEARS 2015-2016

The Town Manager said the Town was notified that we are the recipients of an EPA Wetland Program Development Grant in the amount of \$47,789 to continue efforts at developing a new vernal pool regulatory framework. The project is being conducted in coordination with the Town of Orono, UMO, Department of Forestry, Agriculture and Conservation, Brunswick-Topsham Land Trust, as well as multiple other State and Federal Agencies and multiple private businesses involved in land development.

Motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously, of those present and voting,

VOTED

That we accept a grant in the amount of \$47,789 for the Wetland Program Development Grant for years 2016 and 2017.

OLD BUSINESS

15-31 CONSIDERATION AND ANY APPROPRIATE ACTION ON RECONSIDERTION OF HOURS OF OPERATION OF TOWN HALL AND SERVICES

Chairman Russell told the Board he asked that this item be put on the agenda again as he was concerned about the office opening at different hours in the morning.

Motion was made by Chairman Russell, seconded by Selectman Douglass and it was

VOTED

To rescind agenda item 15-31. (Vote was 3 in favor with 1 opposed - Selectman Lyons).

A lengthy discussion was held with the Board trying to come up with a schedule of hours and days in the way to best serve the citizens of Topsham and also in consideration of the Town's employees. Past operating hours were reviewed and several scenarios placed on the table for consideration. The importance of properly announcing any change to the public was brought up and all agreed an insert in envelope with the tax bills was a good idea, as were signs at the landfill.

Motion was made by Selectman Thompson, seconded by Selectman Douglass, and it was unanimously, of those present and voting,

VOTED

To set new hours of operation to become effective on September 14, 2015 at

8:30 a.m. to 4:30 p.m.	Monday, Tuesday and Wednesday
8:30 a.m. to 6:00 p.m.	Thursday
8:30 a.m. to 3:00 p.m.	Friday

NEW BUSINESS

15-47 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE RE-APPOINTMENT OF ALTERNATE MEMBER OF THE BOARD OF ASSESSMENT REVIEW TO A FULL-TIME MEMBER

Motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously, of those present and voting,

VOTED

To reappoint Thomas E. Sawyer to the Board of Assessment Review as a full-time member.

15-48 CONSIDERATION AND ANY APPROPRIATE ACTION ON NAMING THE PONDS LOCATED AT THE SOLID WASTE FACILITY

Solid Waste Director Ed Caron told the Board that the Solid Waste Facility, Library and Parks/Recreation Departments would like to name the two ponds used for the annual fishing derby to be added into the law books so rules and regulations can be enforced. He suggested naming the ponds "The Topsham Ponds." A member of the public, Bill Fitzsimmonds, suggested honoring a gentleman who worked at the facility and recently passed away. Explanation was given that "Ricky" was being honored with a bench donated by the Hunter Farm and a tree to be planted in his honor.

Following discussion, motion was made by Selectman Thompson, seconded by Selectman Douglass, and it was unanimously, of those present and voting,

VOTED

To name the site Topsham Ponds, with the ponds called "Big Eddie" and "Little Eddie."

15-49 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDED THE BID TO PAVE TOPSHAM ROADS THIS YEAR TO CROOKER CONSTRUCTION

Public Works Director, Dennis Cox, told the Board he has checked with Crooker Construction about paving the streets again this year and they are willing to hold the prices the same as last year. Mr. Cox said they did a good job last year and he recommended that Crooker Construction do the work again this year. The subject of paving gravel shoulders where appropriate was brought up and Mr. Cox said he is aware of the need and will be watching where this needs to be done, particularly on the Cathance Road and River Road.

Motion was made by Selectman Lyons, seconded by Selectman Douglass, and it was unanimously, of those present and voting,

VOTED

That we accept the bid from Crooker Construction, LLC, at \$78 per ton, based on last year's quote.

15-50 CONSIDERATION AND ANY APPROPRIATE ACTION TO AUTHORIZE THE HIRING OF TRAFFIC ENGINEER, TOM ERRICO OF TY LIN FOR THE LOWER VILLAGE ROUNDABOUT FEASIBILITY STUDY

Before addressing agenda item 15-50, Economic and Community Development Director John Shattuck offered congratulations to the 99 Pub and Restaurant which held its grand opening this evening following some internal updates. Mr. Shattuck announced that Pub 99 made a contribution of \$9,327 to the Mt. Ararat School System.

Mr. Shattuck presented some background on the Lower Village Roundabout progress. He said senior Town staff members have met repeatedly with MDOT to coordinate the timing of the Lower village Roundabout Project with the Frank J. Wood Bridge Repair/Replacement Project. It has been determined that a Feasibility Study is needed and MDOT suggested the Town would get the best value by using the engineering firm already retained by the State for the bridge project - TY Lin. The planning area overlaps with the bridge planning area by way of surveys

and other data already developed for the bridge will be available for the roundabout study. The study will cost approximately \$30,000 and TDI has agreed to share half of the cost with the Town. TY Lin's engineer, Tom Errico, is already working with the Town as a peer reviewer on some pending Topsham Fair Mall area development projects. Mr. Shattuck asked the Selectmen to proceed with the execution of a single-source contract with Tom Errico of TY Lin.

Motion was made by Selectman Douglass, seconded by Selectman Lyons, and it was unanimously, of those present and voting,

VOTED

To authorize the hiring of Traffic Engineer Tom Errico from TY Lin to conduct a Lower Village Roundabout Feasibility Study at a cost of \$30,000 (\$15,000 from the Economic Development Fund and \$15,000 from TDI).

15-51 CONSIDERATION AND ANY APPROPRIATE ACTION ON DISCUSSING THE CAPITAL IMPROVEMENT PLAN

The Town Manager included a 25 year Capital Improvement Plan (rather than the usual 10 Year Plan) in the Board package for members to review and comment on. He noted that several goals were identified, including:

- Give a clear indication of how much we spend on capital;
- Estimate how much we will have to spend on capital in the coming years;
- Avoid continued bonding; and
- Avoid wide annual swings in expenditures.

Mr. Roedner included a memo to the Board dated July 27, 2015 saying there are several caveats and assumptions to keep in mind as the plan is reviewed, including;

- All Town-owned structures will remain, and the only capital investment will be maintenance;
- No new expansion of equipment will be needed to provide an adequate level of service to Topsham residents;
- Anticipated, but unknown, capital projects are not included (Main Street drainage, Round About, Elm Street culvert, etc.);
- While some expenses are budgeted over multiple years, by and large, most capital expenses are shown when they need to be spent;
- Proposed bond payments are based on current day estimates and should not be viewed as accurate for future years;
- Where equipment is replaced multiple times, a growth factor has been included; and
- There will be changes to this CIP Plan due to equipment failure, new needs, and addressing unanticipated issues in the future.

It was noted that the one area that isn't addressed is the desire to not issue any more bonds. Without bonding, we have years where things combine to dramatically increase our annual costs, only to plummet the following year and then rise again. This makes for very difficult annual budgeting. By using the benefit of declining costs of existing bonds to allow for new bonds, we can lower our peak expenditures, thereby reducing the impact on tax payers, while maintaining and replacing our capital infrastructure in a timely fashion.

The Board was in agreement that the plan is a good starting point to move forward with and suggested the Town Manager bring the plan forward at budget time.

Motion was made by Mr. Douglass, seconded by Mr. Thompson, and it was unanimously, of those present and voting,

VOTED

To accept the Capital Improvement Plan as a working document.

15-52 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT OF VICTOR LANGELO AND BILL THOMPSON TO THE MERRYMEETING TRAIL BOARD

Motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously, of those present and voting,

VOTED

To appoint Victor Langelo and Bill Thompson to the Merrymeeting Trail Board.

ADJOURN

Meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary