

MINUTES  
TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
SEPTEMBER 20, 2018 - 7:00 p.m.

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MEMBERS PRESENT: David Douglass  
Marie Brillant (joined the meeting in progress)  
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 September 20, 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.

**TOWN MANAGER'S REPORT**

School has started, and that means that flu season is just around the corner. This next Thursday, September 27, at Town Hall, Chans Home Health will holding a flu shot clinic from 2:00 p.m. until 5:00 p.m. Insurance and donations are accepted.

Kennebec Valley Community Action Program is now taking applications for fuel assistance. If you received assistance last year, and have not been contacted by KV CAP yet, call 800-542-8227, or visit their web site at kvcap.org to schedule an appointment.

Maine Natural Gas has been working on gas line installation in Topsham this summer, and they have let us know that they will be expanding their work week to include Saturday's to make sure they complete all of the projects before snow flies.

A reminder to all residents that tax bills were mailed out last week. If you haven't received yours yet, please give us a call. You can also pay your tax bills on line from our web site, topshammaine.com.

Dennis Cox, Public Works Director reported that the Maple Street sidewalk work is progressing well, with a goal of having it completed prior to winter. Sunday, October 7 from 12:00 noon to 4:00 p.m. is the Annual Fire Prevention Open House at the Topsham Fire Department. There are exhibits and activities planned for the whole family. Check the fire departments web site for full details.

The Maine Department of Transportation has announced another public meeting regarding the Section 106 approval process for the replacement of the Frank Wood Bridge. The meeting will be at Town Hall, on Wednesday, October 3 from 2:00 p.m. to 4:00 p.m.

**BOARDS AND COMMITTEE REPORTS AND UPDATE** – TDI/ECD – John Shattuck, Topsham Economic and Community Development, Inc. Director presented an update of progress happening in Town, including:

Topsham Care Center

- On Friday, September 7, he attended the formal grand opening of the Topsham Care Center, along with the Town Manager and Selectman Lyons. Work has been completed and the facility is operable. Additional care providers have shown interest in joining the group.
- The final component of the Topsham Care Center, the Urgent Care unit, opened this week.
- Since acquisition of most of the main building at 105 Topsham Fair Mall Road, CMH has also acquired the two pad sites in front of the main building.

Comprehensive Plan Committee

- On Monday, September 10 he attended an excellent program on the history of Topsham, along with the Assistant Planner and several Comprehensive Plan Committee members. The program was held at the Topsham Library with Scott Hansen presenting.

Lower Village Development Committee (LVDC) and Topsham Development, Inc. (TDI) - Green Street Realignment

- The Green Street firehouse has been fully demolished and removed.
- Not coincidentally, Fore River Company, the owner of the firehouse parcel and the abutting 3 Green Street properties is meeting with Town staff to create redevelopment plans for this area.
- In support of this effort, TDI commissioned Curt Neufeld, of Sitelines, to work with TDI and the LVDC to explore possibilities for improving the road alignment and pedestrian facilities to encourage high value development, public green space, as well as safe and efficient traffic flows.
- At their respective September meetings, both the LVDC and TDI Board favorably reviewed Curt's preliminary suggestions, which will be part of ongoing discussions with the developers.

Design Advisory Committee (SAC) and Section 106 Process

- The second, and last, Section 106 Meeting hosted by the Federal highway Administration (FHWA) will be held at 2:00 p.m. on Wednesday, October 3, 2018 in the Donald W. Russell meeting Room in the Municipal Building.

**PUBLIC COMMENT** – None noted.

**CORRESPONDENCE** – None noted.

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

**CONSENT CALENDAR**

**Approval of the minutes of the Regular Selectmen's Meeting of September 6, 2018.**

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

**VOTED**

To approve the minutes of the regular Selectmen's Meeting of September 6, 2018, as written.

**PUBLIC HEARING** – None noted.

**UNFINISHED BUSINESS** – None noted.

**OLD BUSINESS** - None noted.

**NEW BUSINESS**

**18-77 CONSIDERATION AND ANY APPROPRIATE ACTION ON ACCEPTING WINTER SAND BIDS**

Public Works Director Dennis Cox reviewed bids for winter sand for the 2018/2019 season. He said he sent out 7 bid packages and received only 2 bids back: \$9.97 per cubic yard delivered from Copp Excavating and \$10.95 per cubic yard delivered from Dube Gravel Company.

Mr. Cox said both bids meet specifications and he recommended accepting the bid from Copp Excavation.

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

**VOTED**

To accept the bid from Copp Excavation in the amount of \$9.97 per cubic yard delivered for winter sand.

**18-78 CONSIDERATION AND ANY APPROPRIATE ACTION ON MOUNTAIN BIKE USE PERMIT AUTHORIZATION WITH SIX RIVERS (6R) NEMBA**

Town Manager Roedner and Town Planner Melanson spoke to this item saying that at the last meeting the Board authorized Town Staff to begin working with Six Rivers, New England Mountain Bide Association (NEMBA) to develop mountain bide trails at the transfer station parcel.

Draft Use Permit Agreement language that provides framework for what is being allowed at the site and sets the parameters of the agreement was included in the Board package, along with a site map.

Selectman Thompson inquired if parking would be an issue. Mr. Melanson said he has worked with Ed Caron to extend a few parking spaces and that Mr. Caron sees no parking issues. There was a discussion of giving thought to volunteers working on Sundays and how they would be able to enter through the gate. Mr. Melanson said that is being worked out with the cooperation of Mr. Caron.

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

**VOTED**

To authorize the Town Manager to sign the Use Permit Agreement with Six Rivers NEMBA.

**18-79 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT OF THE ASSISTANT TOWN MANAGER**

Town Manager Roedner explained the process taken in identifying the hiring of a new Assistant Town Manager. 30 applications were received and narrowed down to 10, then 4 and finally 2. Mr. Roedner introduced Derek Scrapchansky to the Board and members of the public as the individual chosen to serve as Topsham's Assistant Town Manager.

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

**VOTED**

To appoint Derek Scrapchansky to the position of Assistant Town Manager, effective October 1, 2018.

Mr. Scrapchansky extended thanks for being selected for the position and said he was looking forward to being part of the Topsham team.

**EXECUTIVE SESSION**

At 7:21 p.m. Motion was made by Chairman Douglass, seconded by Selectman Tufts, and it was unanimously

**VOTED**

To move into Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) to discuss personnel matters. The full Board and Town Manager Roedner moved into Executive Session.

**18-80 CONSIDERATION AND ANY APPROPRIATE ACTION TO MOVE INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (A) TO DISCUSS PERSONNEL MATTERS**

At 7:34, motion was made, seconded and it was unanimously

**VOTED**

To come out of Executive Session.

There was no action to be taken.

**ADJOURNMENT**

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

**VOTED**

To adjourn the meeting at 7:35 p.m.

Respectfully submitted,

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Patty Williams, Recording Secretary