

TOWN OF TOPSHAM  
BOARD OF SELECTMEN MEETING  
SEPTEMBER 4, 2014 - 7:00 P.M.

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MEMBERS PRESENT: Donald Russell  
Marie Brilliant  
David Douglass  
Ronald Riendeau  
William Thompson

MEMBER(S) ABSENT: All present

STAFF PRESENT: Town Manager, Richard Roedner

A meeting of the Topsham Board of Selectmen was held on Thursday, September 4, 2014 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.

**TOWN MANAGER'S REPORT**

- The Fire Department received a grant of equipment from Fire House Subs. The equipment has been delivered and Fire House Subs is holding a dedication ceremony on October 1, 2014 at 3:00 p.m. at the Topsham store. All Board members are invited. These new pieces of training equipment will enable the Department to expand its community training efforts in fire extinguisher usage and in CPR.
- The Fire Department's Annual Open House is scheduled for noon to 4:00 p.m. on October 5, 2014. More information will be provided as that date approaches.
- A reminder to all Topsham drivers heading to the Solid Waste Facility this weekend, soccer starts this Saturday and police will be in the area.
- The SAD 75 School Board has three vacancies for Topsham residents. So far, only one set of nomination papers have been taken out. We have two Selectboard seats open, with three sets of papers taken out. The deadline to return nomination papers is September 22, 2014.
- We have hired a reserve police officer, who is starting immediately. We are conducting the final evaluations for one full-time candidate, and the second position is also nearing the final stages.
- The Chamber of Commerce's Oktoberfest is scheduled for September 20, 2014 from 11:00 a.m. to 7:00 p.m. at the Topsham Fairgrounds. Check [www.Oktoberfestmaine.com](http://www.Oktoberfestmaine.com) for more information on the day's events and to purchase tickets.
- The library is holding its annual book sale later this month from September 26 to the 28th. Check with the library about dropping off books.

There were no questions or comments following the Manager's report.

## **BOARD AND COMMITTEE REPORTS AND UPDATES**

**Update From the Topsham 250 Celebration** - After expressing sympathy for the passing of Emile Chonko, who served as Chairman of Topsham's 200th Anniversary Celebration, Steve Edmondson, Co-Chair of Topsham's 250 Celebration presented an update on the progress of plans for the event, including:

- Summer activities were put on hold because of conflicts with other Maine events scheduled.
- A big Columbus Day Weekend is planned for October 10, 11 and 12.
- Topsham Historical Site Walk is being planned for September 7th with rain date Sept 14th. Tickets are \$3.00 in advance or \$5.00 on the date of the event.
- Hot air balloon rides are being planned at \$5.00 per person for Friday, October 10 and Saturday, October 11, sponsored by Don and Sue Spann at ReMax.
- 5K road race is being planned for October 11 in the morning. You can register for same on the Topsham web site.
- Music at the Mansion is scheduled for Sunday, October 12 at the Holden Frost Mansion. Local fiddler Frank Ferrell will entertain. Tickets will be \$5.00 each and can be purchased at the Recreation office. Attendance is limited to 70 people.
- Commemorative coins are still available at the Town Office.
- Fire works will close the event on December 31st at the fairgrounds.
- Additional events will be scheduled as interest is expressed, such as a square dance in the new barn at the fairgrounds. Check out the events on the web.

Selectman Thompson expressed praise and appreciation to Steve Edmondson for all his efforts in working on Topsham's 250th Anniversary Celebration.

**Report from Brookfield Power** - Steve Michaud, Senior Operations Manager for Brookfield Power, along with Tom Mapletoff, Director of Water Resource Management and Water Manager for the Androscoggin River, explained the dangers of rising water and fast moving currents on the rivers. Brookfield Renewable owns and operates over 200 hydropower facilities globally. Mr. Michaud said the same rivers that provide clean, renewable hydropower are enjoyed year-round by individuals and families for their recreational quality. The Brookfield people asked for support in addressing unauthorized swimming areas by placing "No Swimming" signs and considerations of installing fencing where appropriate. The original cost of fencing would be funded by Brookfield, but the Town would be asked to maintain the fencing. Suggestion was made that the Board consider drafting wording for an ordinance which would enable the Police Department to enforce compliance with the "No Swimming" areas.

Brookfield asked for permission to put up the "No Swimming" signs where appropriate as soon as possible. They agreed to come back before the Board with specifications on plans for fencing which would meet the Boards approval. Pam LeDuc agreed to review past minutes to see what has been discussed in the past regarding ordinance wording to enable enforcement of the signs and the Board was in agreement that Brookfield could install the signs as appropriate as soon as possible.

**PUBLIC COMMENT** - None noted.

**CORRESPONDENCE** - None noted.

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

**CONSENT CALENDAR**

**1. APPROVAL OF THE MINUTES OF THE REGULAR SELECTMENS MEETING OF AUGUST 21, 2014**

Motion was made by Selectman Riendeau, seconded by Selectman Douglass, and it was unanimously

**VOTED**

To approve the Consent Calendar.

**PUBLIC HEARING** - None noted.

**UNFINISHED BUSINESS** - None noted.

**OLD BUSINESS** - None noted.

**NEW BUSINESS**

**57-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON AN APPOINTMENT TO THE HISTORIC DISTRICT COMMISSION**

Motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

**VOTED**

To appoint John Graham as a member of the Historic District Commission.

It was noted that Mr. Graham's appointment completes membership on that Board.

**58-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPROVING THE SELECTMEN'S STRATEGIC PLAN**

Town Manager Roedner presented some history on the development of the Selectmen's Strategic Plan. He said back in July, Amanda Bunker from Wright-Pierce Engineers was hired as a facilitator to help the Board determine where they would like the Town to move from where they are today. Some of the goals included:

- Public outreach and input
- Getting people more involved in local government
- How do we reach out to the public to let the public know what's happening
- How are things changing in Topsham from a demographic point of view
- How the various departments and services might be changing in the coming years
- How can department heads learn to say "no" to the Board more often when asked to do things that are new, exciting and fun, but don't have the capacity to achieve
- How do departments set priorities

- How does the Town generate revenue
- How can we generate revenue better

Following Mr. Roedner's presentation, motion was made by Selectman Douglass, seconded by Selectman Thompson and it was unanimously

### **VOTED**

To approve the Selectmen's Strategic Plan as presented.

It was noted the plan will be placed on the Town's web site. Going forward, Mr. Roedner said now that we have this set of guidelines we need to hear from the various department's on how they plan to work on the goals.

Selectman Thompson said he is interested in hearing what the people want. Even getting involved with "Tweeting" will be considered.

### **59-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON APPROVING THE LOWER VILLAGE DEVELOPMENT COMMITTEE TO CONDUCT A WALKABILITY AUDIT IN THE LOWER VILLAGE AND AUTHORIZE THE PROPOSED FUNDING SOURCES FOR THE AUDIT**

Economic and Community Development Director, John Shattuck, presented a report on work the Lower Village Development Committee (LVD) has been doing to retain Dan Burden of *The Walkable & Livable Communities Institute* (<http://www.walklive.org>) to conduct a walkability audit as one of several strategies the Committee is pursuing for interim steps to resolve traffic, pedestrian and parking issues that present barriers to the creation of an LV Waterfront Park. Mr. Burden is a nationally renowned expert on developing scalable, incremental steps for making neighborhoods more pedestrian friendly, and has recently conducted well received audits in Belfast and Wiscasset.

Mr. Shattuck said he has been working with Jennifer Gunderman-King, the Midcoast Public Health District's coordinator for Community transformation Grants (CTG) and Active Community Environment Teams (ACE), to get an opportunity to apply for grant funds to support a walkability audit of the Lower Village. Mr. Shattuck said, after several months of communication with Ms. Gunderman-King about whether and when Topsham could apply for an CTG-ACE Grant, she informed him that she had decided that Topsham would not be required to apply for a grant and that she would award Topsham \$1,500 with the understanding that the LVD Committee would serve as an Active Community Environment Team, overseeing the use of the grant funds for the walkability audit. The LVD Committee has agreed to this requirement.

Dan Burden's audit fee, including travel and lodging is approximately \$5,000, which covers his audit work and presentation but not a written report. The written report will be prepared by MCEDD at no cost to Topsham. Mr. Shattuck said the ACE grant will provide \$1,500 with \$1,000 donated by local developers (Jim Howard and Rick Casada). The Town would only have to fund approximately half the project cost (\$2,500) to be paid from the Professional Contracting Account. A schedule of the audit was included in the Board package to take place on September 28 and 29.

Following Mr. Shattuck's presentation, motion was made by Selectman Douglass, seconded by Selectman Thompson, and it was unanimously

**VOTED**

To authorize the Board to accept the \$1,500 CTG-ACE Grant; to authorize the Lower Village Development Committee to act as Topsham's Active Community Environment Team, to Authorize to enter into a Single-Source Contract with Dan Burden and to authorize to expend \$2,500 from the Professional Contracting Account (25-30-40).

**EXECUTIVE SESSION**

At 8:10 p.m., motion was made by Selectman Riendeau, seconded by Selectman Thompson, and it was unanimously

**VOTED**

To move into Executive Session to discuss Items 60-14 and 61-14.

**60-14 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (A) TO DISCUSS THE TOWN MANAGER'S EVALUATION**

**61-14 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (D) TO DISCUSS LABOR NEGOTIATIONS**

The Board returned from Executive Session at 8:50 p.m. All members were present.

**Item 60-14, Manager's Evaluation**, Mr. Douglass made a motion to accept the 6-month evaluation of the Town Manager, with a note that he has done a good job since his start. The motion was seconded by Mr. Riendeau, and all were in favor.

**Item 61-14**, Mr. Thompson made a motion to direct the Town Manager to communicate with the union, based on the discussion of the Board during the Executive Session. The motion was seconded by Ms. Brilliant, and all were in favor.

At 8:52, motion was made by Selectman Thompson, seconded by Selectman Brilliant, and it was unanimously voted to adjourn.

Respectfully submitted,

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Patty Williams, Recording Secretary