

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
SEPTEMBER 6, 2012, 7:00 P.M.

MEMBERS PRESENT: Donald Russell
Marie Brilliant
David Douglass
Andrew Mason
Ronald Riendeau

MEMBERS ABSENT: All present

STAFF PRESENT: Town Manager, Cornell Knight

A meeting of the Topsham, Maine Board of Selectmen was held on Thursday, September 6, 2012 at the Municipal Building at 100 Main Street, Topsham, Maine.

CALL TO ORDER

Chairman Russell called the 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

The Town Manager's Report included:

- The Finance Manager and I were in Boston today to meet with Standard & Poor representatives to get an updated bond rating for the \$7.44 million bond refunding. The meeting went very well and we should know next week whether the rating will be raised from AA-. Our banker hopes to have the bonds priced by September 21, 2012 and to complete the closing by September 28, 2012.
- The Alzheimer Benefit Walk will be held here at the Municipal Building on September 15, 2012. Registration is from 8:00 a.m. to 9:00 a.m.
- There will be a prescription collection drop off at the Municipal Building on September 29, 2012 from 10:00 a.m. to 2:00 p.m.
- The library is holding a Garden Party on Saturday, September 8, 2012 from 1:30 p.m. to 3:30 p.m. to celebrate their new handicap parking and entrance.
- Construction of the Riverwalk is underway and should be completed by the end of this month.
- I've included in your packet information regarding the Business-Friendly Community Certification Program through the Maine Department of Community and Economic Development. Applications are due by October 5, 2012. John Shattuck, Economic Development Director, will have an update on the application process at the next meeting.

REPORT OF MEETING REGARDING THE TOWN MANAGER - Chairman Russell told the Board that on Wednesday, August 22, 2012 a contingency of staff members, Ron Riendeau and he attended a ceremony honoring our Town Manager, where he was awarded "*TOWN MANAGER OF THE YEAR*" voted so by his peers. Chairman Russell said it was an excellent ceremony and an award well deserved. A selection of comments from letters read at the ceremony were read by Chairman Russell. A plaque honoring Town Manager Knight is on display in the municipal entrance lobby.

BOARD AND COMMITTEE REPORTS AND UPDATES

UPDATE ON OVERNIGHT PARAMEDIC COVERAGE SINCE JULY 1, 2012 - This item was postponed from the prior meeting. Fire Chief Brian Stockdale presented a very positive report of the past two months activity of the overnight paramedic coverage. 206 ambulance calls were recorded for the months of June, July and August and a decrease in response time of 6 minutes has already been achieved.

UPDATE ON HEAD OF TIDE PARK - Pam LeDuc gave a video presentation of the progress to date on the Head of Tide Park project. She noted that the Chairman of the Committee, Angela Twitchell, apologized for not being able to attend the meeting. 30 members of the National Guard have done a great job and Ms. LeDuc noted that approximately \$40,000 is left in the account to be spent between now and December. The committee plans to come before the Board of Selectmen to ask about bids for groundwork that needs to be done, the work to be coordinated with the Department of Conservation. No action was taken.

RAIDS (Crime activity website) - Police Chief Christopher Lewis presented an on-line demonstration of the Raids Crime Activity Website and briefly explained how the site works and its application to individuals that would like to keep up to date on happenings in their particular neighborhood. The service is free and provided to law enforcement agencies across the nation. It was noted that the site will be added to the Town's website for convenience of use.

PUBLIC COMMENT - Under Public Comment, Selectman Brilliant asked to be recognized and apologized to the public and members of the Board for not attending the last Selectmen Meeting. She told the Board that she was at the hospital awaiting the birth of her first granddaughter.

CORRESPONDENCE - None noted.

ADJUSTMENTS TO THE AGENDA - None noted.

CONSENT CALENDAR

1. **APPROVAL OF THE MINUTES OF THE REGULAR SELECTMEN MEETING OF 8/16/12, THE SPECIAL SELECTMEN MEETING OF 8/30/12 AND THE APPROVAL OF A TYPO CORRECTION OF THE REGULAR SELECTMEN MEETING OF 8/2/12 (ITEM 85-12, CORRECTING "1009 LIEN" TO "2009 LIEN."**

Motion was made by Mr. Riendeau, seconded by Mr. Mason, and it was

VOTED

To approve the minutes of the regular Selectmen Meeting of 8/12/12 and the special Selectmen Meeting of 8/30/12 as written and to approve the correction of a typo in the regular Selectman Meeting of 8/2/12 under Item 85-12, correcting "1009 Lien" to "2009 Lien."

PUBLIC HEARING - None noted.

UNFINISHED BUSINESS - None Noted.

OLD BUSINESS - None Noted.

NEW BUSINESS

98-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON RENEWING THE LEASE FOR ANOTHER TWO YEARS WITH THE MIDCOAST MAINE COMMUNITY ACTION HEADSTART PROGRAM

Parks and Recreation Director Pam LeDuc spoke to this agenda item saying that at the end of June the Town's lease with the Midcoast Maine Community Action Headstart Program expired. They are interested in continuing the relationship for another 2 years and a proposed lease renewal was included in the Board package for the Selectmen to review. In her memo of 8/30/12 to the Town Manager, Ms. LeDuc noted the following items:

- MMCA agrees to pay \$3,500 in rent for the facility (\$1,750 in January and \$1,750 in July).
- MMCA agrees to pay all expenses regarding the utilities of the building including water testing and treatment, oil, electricity and phone.
- MMCA agrees to reimburse the Town for plowing and janitorial services, as well as general maintenance and alarm systems.

The Headstart Program runs from Monday through Thursday from 8:30 a.m. to 1:00 p.m., and includes providing lunch for the children. It was noted that a neighbor to the school, Wilbur Wilson, works an hour a day and opens the building at 6:00 a.m., among other duties.

Following Ms. LeDuc's presentation, motion was made by Mr. Douglass, seconded by Mr. Mason, and it was unanimously

VOTED

To authorize the Town Manager and Parks and Recreation Director to sign the new lease for the Midcoast Maine Community Action Headstart Program, as presented.

99-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE ADOPTION OF THE FINANCIAL POLICIES

Town Manager Knight said there was no actual policy in writing for the Debt and Fund Balance but that an Investment Policy was in place. He noted that the suggested Debt and Fund Balance Policy and Investment Policy were and have been already followed. The draft policy is on maintaining a fund balance and the maximum amount of debt the Town will occur as a percentage of valuation. The current

ratio of 1.67%. It is recommended that the Town have these policies in place before getting a rating from Standard & Poor.

Motion was made by Mr. Mason, seconded by Mr. Douglass, and it was unanimously

VOTED

To adopt the Fund Balance Policy and the Debt Policy as outlined in the "Town of Topsham Financial Policies" memo included in the Board package.

100-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE APPOINTMENT TO THE FOLLOWING BOARDS/COMMITTEES

Motion was made by Chairman Russell, seconded by Mr. Riendeau, and it was unanimously

VOTED

To appoint Joshua Spooner as a member of the Planning Board.

101-12 CONSIDERATION AND ANY APPROPRIATE ACTION ON SIGNING THE CABLE TV FRANCHISE AGREEMENT WITH COMCAST

Town Manager Knight said the franchise agreement between the Town and Comcast has expired. The agreement is a template negotiated by municipal attorneys and the cable industry. It is for a 10-year term with a 5% franchise fee. The proposed agreement has been reviewed by the Town attorney. The Town Manager said that a representative from Comcast, Jay Somers, is willing to attend the next Board meeting if the Board has any unanswered questions.

Mr. Douglass asked what prevents the town from putting out bid requests from other cable companies, such as Time Warner, in order to have a comparison of services and costs. The Town Manager said that competition is allowed but questioned if another company would want to come in and talk about a 10-year contract and have to replace all cable lines.

Motion was made by Chairman Russell, seconded by Mr. Riendeau, and it was unanimously

VOTED

To table Item 101-12 until the next Board of Selectmen Meeting to allow time to obtain additional information about PEG stations, as opposed to educational and governmental access programming.

ADJOURN

Motion was made by Mr. Mason, seconded by Selectman Brilliant, and it was unanimously VOTED to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary