

**7:00PM Board of Selectmen Meeting
Topsham Municipal Building
Donald A. Russell Meeting Room
April 18, 2019**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

- Update from Denise Tepler, Representative House District #54
- Steven Levesque, Exec. Director MidCoast Regional Redevelopment Authority

Public Comment –

Correspondence –

Adjustments to the Agenda –

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting April 4, 2019.

Public Hearing –

Unfinished Business –

Old Business –

New Business --

19-25- Consideration and any appropriate action to approve hiring Williams Construction for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof/Certified Local Government grant project.

19-26- Consideration and any appropriate action on writing off outstanding Personal Property taxes for a deceased business owner.

19-27- Consideration and any appropriate action on amending Traffic Ordinance to remove Yield sign at bottom of Elm Street Extension.

Executive Session-

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of Town shall be addressed to the Town Manager or the Board of Municipal Officers through the Chair and not to any municipal town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Public members attending Board Meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer. Aggravated cases shall be prosecuted on appropriate complaint signed by the presiding officer. In case the presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the Board shall require the presiding officer to act. 05/29/2003

Board of Selectmen Meeting

For the date of: 04/18/2019

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- Old Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 1

(If this is unfinished business, please remember to research and enter the original agenda number above. For regular agenda items, the secretary will assign a number.)

Brief Title of consent or Agenda Item: Approval of the minutes of the regular Selectmen meeting 04-04-2019.

Brief Description of Consent or Agenda Item: see attached

Submitted by Rich Roedner, Town Manager

Date: 04-11-19

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
DONALD A. RUSSELL MEETING ROOM
APRIL 4, 2019 – 7:00 P.M

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
William Thompson

MEMBER(S) ABSENT: Roland Tufts

STAFF PRESENT: Richard Roedner, Town Manager and Derek Scrapchansky,
Assistant Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, April 4, 2019, 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 Mr. Tufts, who had been excused.

TOWN MANAGER'S REPORT

Topsham's Comprehensive Plan is nearing completion. There will be a Public Hearing on Monday, April 8 at 6:00 p.m. in the Donald A. Russell meeting room to accept comments. The plan will then be forwarded to Town Meeting on May 14, 2019 for a vote on adoption.

Speaking of Town Meeting, next Thursday, April 11 at 7:00 p.m. the Selectboard will hold a Public Hearing on the Draft Town Meeting Warrant. There will also be a Public Hearing on the proposed Marijuana Licensing Regulations that are being proposed and which will be discussed later this evening.

Saturday, April 27 will be a busy day. From 10:00 a.m. to 2:00 p.m. at the Police Department lobby, the next Drug Take Back collection will be held. Bring in your old, unused and unwanted medications for proper disposal. No liquids or needles will be accepted.

Also, on the 27th, the next Regional Household Hazardous Waste Collection Day will be held. We join with Brunswick and Bath to collect materials that should not be disposed of with regular

garbage. The collection this year will take place at Bath Public Works. Pre-registration is required. All information is available on our website: www.topshammaine.com.

Finally, the Solid Waste Facility has shifted to its summer hours: Tuesday, Wednesday and Thursday from 8:00 a.m. to 6:00 p.m. and Friday and Saturday from 9:00 a.m. to 5:00 p.m.

BOARDS AND COMMITTEE REPORTS AND UPDATES

Update from Topsham Development, Inc. – John Shattuck, Topsham Economic and Community Development, Inc. Director expressed Don Spann’s regrets that he could not be present at the meeting. This update will be placed on the agenda at a later date.

Update from TDI/ECD - John Shattuck, Topsham Economic and Community Development, Inc. Director reported on economic and community development, including:

Business Retention, Expansion and Attraction (BREA) – The Town Manager, Assistant Town Manager, Planner and Mr. Shattuck met with a prominent commercial real estate broker to discuss possible sites for a significant, high value office development possibility for Topsham. So far, the Topsham property is the interested party’s first choice for the project. More information to follow as it develops.

Chamber: At the Annual Chamber’s Award Dinner on March 8, dinner award recipients included Topsham residents Bruce Van Note (President’s Award for community contribution/DAC Leadership) TDI Director, Brian Robinson – Young Professional of the Year Award.

Lower Village Development Committee (LVDC) - Elm Street Extension – Resulting from the Board of Selectmen’s March 21st meeting, contract for ESES Survey and Plans has been executed. The survey is expected to start next week. Abutter outreach has been initiated.

Comprehensive Plan – The Lower Village Development Committee held a special meeting this date and voted to endorse the proposed Comprehensive Plan Update.

Design Advisory Committee (DAC and Section 106 Process) – March 14: FHWA FONSI working to complete permitting process for replacement of the Frank Wood Bridge. The Design Advisory Committee will reconvene in the Donald A. Russell meeting room on April 24 to hear recommendation from the DOT. DAC will again invite input from the Friends of the Frank Wood Bridge. The Friends have repeatedly stated intention to bring suit to appeal the Federal decision.

Topsham Development, Inc. (TDI) – On March 20 the TDI Board of Directors unanimously voted to support the proposed Comprehensive Plan Update. Nancy Weed, Voc 10, presented plans to develop comprehensive voc-tech high school at Brunswick Landing. Ms. Weed also detailed key legislation to support CTE and WF development. The Board of Directors voted unanimously to actively support these efforts, as did the Lower Village Development Committee.

PUBLIC COMMENT – None noted.

CORRESPONDENCE

Chairman Douglass read aloud a letter from Barry and Susan Lomes dated March 3, 2019. The letter is filed with these minutes.

Chairman Douglass acknowledged a letter he received last night (4/3/19) from Jenna Gotto.

ADJUSTMENTS TO THE AGENDA – Motion was made, seconded and unanimously (of those present) **VOTED** to move agenda item 19-11 to be addressed after Item 19-21.

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen’s Meeting of March 21, 2019.

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

VOTED

To accept the Consent Calendar, approving the minutes of the regular Selectmen’s Meeting of March 21, 2019 as written.

(The vote was 4-0 with one abstention, Chairman Douglass.)

PUBLIC HEARING

19-10 CONSIDERATION AND ANY APPROPRIATE ACTION ON A SPECIAL AMUSEMENT PERMIT FOR THE DUCK PUB

Sean McCarthy, Director of Operations for the Duck Pub, represented the applicant and talked about how the pub was run and its various activities.

The Public Hearing was declared open and Chairman Douglass asked if anyone had questions, comments or concerns. There being no response, the Public Hearing was declared closed.

FINDING OF FACTS

The following Finding of Facts were noted:

1. Name of applicant is The Duck Pub, Sandbaggers Golf, and LLC
2. Location of the Duck Pub is 114 Village Drive, Topsham, Maine
3. Liquor license will expire on March 21, 2020 and is listed for service both inside and outside.
4. Type of entertainment includes live music, karaoke and open mic.
5. Entertainment is held outside on the patio and upstairs in the dining room and in the private function room.
6. Hours of operation are from 11:00 a.m. to 9:00 p.m.
7. No furniture will need to be moved to accommodate the entertainment.
8. Size of the downstairs lounge and upstairs area is approximately 20’x25.’
9. Seating capacity is 48 downstairs and 24 upstairs.
10. There is adequate parking on the site to accommodate the functions.

11. Letters are on file from the Codes Enforcement Officer, Fire and Police stating no concerns with the operation, especially since a sprinkler system has been inspected.

CONCLUSIONS

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

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

That the application for a Special Amusement Permit for The Duck Pub be granted as meeting the requirements of the Maine Revised Statutes, Title 25-4, Section 1054 and the Topsham Code, Chapter 71, Article 1, Section 6 and 7.

UNFINISHED BUSINESS

19-11 CONSIDERATION AND ANY APPROPRIATE ACTION TO SCHEDULE A PUBLIC HEARING ON A PROPOSED LICENSING ORDINANCE REGARDING MEDICAL MARIJUANA

(This item was moved to be addressed after Agenda Item 19-21.)

19-14 CONSIDERATION AND ANY APPROPRIATE ACTION ON A REVIEW OF NORTH EAST AMBULANCE CONTRACT

Fire Chief Chris McLaughlin provided a six-month review of the mutual aid contract with Northeast Mobile Health Services regarding Bowdoinham EMS coverage. In July, 2018, Topsham Rescue responded to 13 calls in Bowdoinham and 34 calls from September 2018 through the end of February 2019. He said the department has been able to handle that call volume without reducing the level of service to the Town of Topsham, averaging approximately 5.6 calls per month to Bowdoinham. Northeast Mobile Health has paid all invoices dating back to July 2018 for a total of \$12,250.

There were no questions posed by the Board following the Chief's review.

19-15 CONSIDERATION AND ANY APPROPRIATE ACTION ON THE RESULTS OF THE NEIGHBORHOOD MEETINGS

Assistant Town Manager Scrapchansky talked about the results of the 2019 Neighborhood Meetings which were conducted in January. The meetings (divided into 4 neighborhoods) were held to listen to issues, concerns, desires and suggestions of town residents. Each resident in Topsham was mailed a postcard with a date and location for their respective meeting.

Mr. Scrapchansky said the majority of concerns were the same as expressed at previous neighborhood meetings including:

- Town government
- Speeding and safety
- Signage/Lights/Crosswalks
- Economic Development
- Land use/Development/Codes Enforcement
- Roads/Sidewalks
- Paving
- Recreation
- Trails – bicycle and Pedestrian
- Waste Management

During discussion, Chairman Douglass said the Board needed to determine a date for a workshop and asked each Board member to bring 3 to 5 items they feel the strongest need to be discussed as a group. Goals will be set before calling another neighborhood meeting. Date for the workshop will be determined and announced shortly.

OLD BUSINESS – None noted.

NEW BUSINESS

19-18 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDING THE ROAD STRIPING BID TO LUCAS STRIPING

Public Works Director Dennis Cox said he sent out 5 RFP's and only one response came back. The one received, from Lucas Striping, met all specifications. Mr. Cox said he is satisfied with the work Lucas Striping has done for the Town in the past and recommended that they be awarded the contract for \$32,628.85 which is within the budget.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To award the contract for Road Striping to Lucas Striping in the amount of \$32,628.85.

19-19 CONSIDERATION AND ANY APPROPRIATE ACTION ON AWARDING THE LOW BIDDER FOR THE PURCHASE OF A 1-TON TRUCK WITH PLOW TO O'CONNOR CHEVROLET

Public Works Director Dennis Cox said the replacement for the 1-ton dump truck and plow to replace the existing 2009 unit is in the Capital Budget for \$70,000. He recommended purchasing the chassis from O'Connor in the amount of \$41,651.00, the lowest bid received, and the dump body from H. P. Fairfield for \$17,160 (the only bid response).

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To accept the bid from O'Connor Auto Park in the amount of \$41,651 and from H. P. Fairfield for the dump body and plow in the amount of \$58,811.

19-20 CONSIDERATION AND ANY APPROPRIATE ACTION ON UNION GRIEVANCE RELATED TO HEALTH REIMBURSEMENT ACCOUNTS (HRA)

Chairman Douglass began the discussion saying that IAM Local S89 filed a grievance to the Town Manager. In the contract, the agreed upon value of the HRA was \$2,500 for those with single coverage and \$5,000 for those with family plans. This was done knowing that the MMA Health Insurance Plan had a maximum out of pocket of \$3,000 for individuals and \$6,000 for family plans, which were not included in the contract language.

It was noted that several pieces of documentation on this item were included in the Board package and are on file including the grievance form dated March 13, 2019; letter to Tom Lister and Mike Labbe, IAM Operations Unit Stewards dated March 14, 2019 from Town Manager Roedner denying the grievance; and memorandum to the Board of Selectmen from the town Manager dated March 28, 2019.

Mr. Roedner said the sought after remedy is to change the HRA levels going back to July 1, 2016 and to reimburse any employee that may have run out of HRA benefit during that period. He said the collective bargaining agreement clearly stated the limits of the HRA allowance at \$2,500/\$5,000 and no provisions were included to increase that level due to actions by any third parties, such as MMA raised out of pocket levels or even the federal or state governments implementing limits on the total value of the HRA.

Chairman Douglass asked if there was an HRA representative present at the meeting to speak to this item. It was noted that no HRA representative was in attendance.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To uphold the Town Manager's denial of the grievance and to notify the unit of same.

19-21 CONSIDERATION AND ANY APPROPRIATE ACTION ON REVIEWING DRAFT CAPITAL REPLACEMENT POLICY

Town Manager Roedner explained that this item came out of the budget discussions. He said there is a difference of opinion regarding this line between the Finance Committee and the Board of Selectmen. Based on the discussions, he has created a Draft Capital Replacement Policy for the line called "Replacement," which was established last year. The funds would be available if something fails or breaks, such as furnaces, A/C systems, lighting systems, flooring, roofs, etc. Funds for this line would be capped at a determined amount and be replenished as needed. Facilities covered by the fund are municipal building, public safety, public works, the library and solid waste facility. Selectman Lyons said we already have a Capital Fund and wants to be sure not to overlap taxpayer's money. Mr. Roedner said we have not been budgeting for such items as furnaces, roofs, etc.

The proposed policy was discussed and the amount at which it should be capped. Following discussion, motion was made by Chairman Douglass, seconded by Selectman Lyons and it was unanimously (of those present)

VOTED

To accept the Capital Replacement Policy, with second full paragraph, that the fund be capped at \$500,000.

19-11 CONSIDERATION AND ANY APPROPRIATE ACTION TO SCHEDULE A PUBLIC HEARING ON A PROPOSED LICENSING ORDINANCE REGARDING MEDICAL MARIJUANA

Planner Rod Melanson spoke to this item saying that this week the Planning Board held a public hearing on the land use component on the various uses including (1) Registered Caregiver Retail Store; (2) Marijuana Cultivation Facility; (3) Marijuana Products Manufacturing Facility and (4) Marijuana Testing Facilities. These are defined in the Use Table of where they would be permitted.

Mr. Melanson said tonight we are discussing licensing. The Selectboard will be the authority on the businesses, such as we did tonight for the Duck Pub but with greater detail. If the businesses meet the requirements scheduled, a license will be granted. Distributions of licenses was discussed and the number for each use that could be issued. Care givers will be asked to register with the Town Clerk. There would be no charge for the registration.

Town Attorney Mary Costigan joined the meeting at this point to answer any questions. There was a discussion of how licensing fees would be developed. Ms. Costigan said she has been working with several towns and trying to make it all work. She said these sessions are great to discuss concerns. You used to have limited ability to regulate but now you have all sorts of ability to do that. It would be good for the Board to have fees and details established prior to Town Meeting if times permits.

Chairman Douglass asked if anyone from the public wished to comment. The following comments were heard:

Ryan Holmes, 50 Adams Landing Road – Talked about licensing and the number to be issued. He said this was a massive discussion at the committee meetings. Most operations, when you talk about cultivation facilities, will have a manufacturing plant inside of that. The manufacturing side is not a very big space, but when you are in a cultivation facility, there is a lot of different things that are happening now that have to be produced whether you are going to a kitchen or to concentrate. A person having a cultivation facility license might also need to apply for a manufacturing license. That is the reason we justify multiple licenses. Only one license would block how you do business.

The fees would be justifiable with how much time the Town would have to put in. Other towns have done lotteries but I wouldn't recommend it. There could be some kind of point system assigned points for certain things such as if you live in the town you could get points. Someone that is operating in compliance. We are blazing a path for the future and are looking to make the best decisions we can. We are trying to move ahead on the medicinal side. We focus too much on criminal activity, but there are good people in this industry trying to make a difference. This is a good opportunity for our economy to be boosted. We want to protect the Town but also want to help businesses flourish in a positive way.

Mary Costigan – We are talking about an annual license and people are going to have to behave themselves or their license won't be renewed.

Charles Dougherty, High Brow, Rockland - Talked about the need for multiple licenses. Regarding the transferring of licenses, if something would happen to me, it would be nice for my family to be able to continue the business. On the other side, ending a license it is scary for a business owner to know your license your form of income, could be stripped away after a year. Any type of protection for the business owner's side would be nice. Everybody is allowed to grow 3 plants over 21, 6 plants on medical. You are still going to have sales in residential areas. People are going to do what they want to do. The State will do inspections any time there is a complaint. All you have to do is called Nicky or Ginger in Augusta, two retired sheriffs. They will come done and do inspections for you. It might save your guys a little bit of money. Talked that they did a glass show that lasted until 9:00 p.m. There were people in attendance who wanted to make a purchase, but couldn't after 8:00 p.m. I don't want to have to say, go in the parking lot. I can legally do a sale 50 feet outside the door. You guys are going to have to look at every scenario.

Eric McMaster, Brunswick – Said he is a caregiver and storefront owner in another town. Said he came to help out. His business is grandfathered in until the licensing process is established. Said he used to be in dentistry but has been in the cannabis service since he was 14. It's not a bad drug and he helps a lot of people. Said he too knows Nicky and Ginger and they don't mess around. Hallowell did a lottery and it was terrible for them.

Discussion between the Board continued on several issues to be on agenda for next meeting, including:

- Licensing
- Prioritization
- Enforcement
- number of licenses
- implementation date
- schedule
- How to establish a waiting list and how to deal with someone who is already operating, coming in for a license.
- The issue if someone doesn't have a facility, how long do they have to start operating to stay in compliance with the preliminary license.
- Signage removal from registered caregivers
- Transfer of ownership
- Fee schedule first week in May
- Point system first week in June

EXECUTIVE SESSION

At 9:17 p.m., motion was made by Selectman Thompson, seconded by Selectman Lyons, and it was unanimously (of those present)

VOTED

To move into Executive Session. Those attending included Town Manager Roedner, Assistant Town Manager Scrapchansky, Town Attorney Mary Costigan, Selectman Douglass, Selectman Lyons, Selectman Thompson, and Selectman Brilliant.

Motion was made, seconded and it was voted to come out of Executive Session and return to regular session at 10:43 p.m. with the following action noted:

19-16 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A. TITLE 1 §405 (6) (F) TO DISCUSS A TAX ACQUIRED PROPERTY

Motion was made by Chairman Douglass, seconded by Selectman Brilliant and it was unanimously (of those present)

VOTED

To direct the Town Manager to enter into a repayment plan to redeem the foreclosed property in question, based on the terms discussed.

19-17 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (E) CONSULT WITH LEGAL COUNSEL

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

VOTED

To direct the Town Manager to pursue negotiations with Bowdoinham to provide EMS coverage, based on the terms discussed.

(The vote was 3 in favor with one opposed [Selectman Lyons])

19-22 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1 M.R.S.A. §405 (6) (E) TO CONSULT WITH LEGAL COUNSEL

Motion was made by Chairman Douglass, seconded by Selectman Brilliant and it was unanimously (of those present)

VOTED

To amend the Draft Town Meeting Warrant, scheduled for Public Hearing on April 11, 2019, to include an article to accept the Thomas Avenue unnamed right-of-way stub as a public way, as depicted on the Arbor Avenue subdivision plans.

19-23 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 1. M.R.S.A. §405 (6) (C) TO DISCUSS PROPERTY ACQUISITION

Motion was made by Chairman Douglass, seconded by Selectman Brilliant and it was unanimously (of those present)

VOTED

To authorize the Town Manager to pursue property negotiations as discussed.

ADJOURNMENT

Motion was made by Chairman Douglass, seconded by Selectman Brilliant, and it was unanimously (of those present)

VOTED

To adjourn the meeting at 10:44 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 4/18/19

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 19-25

(If this is Unfinished Business, please remember to research and enter the original agenda number above. For Regular Agenda items, the Secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action to approve hiring Williams Construction for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof/Certified Local Government grant project.

Brief Description of Consent or Agenda Item: This is for the Board to approve hiring Williams Construction for the Sagadahoc Agricultural Society Fairgrounds Grandstand Roof/Certified Local Government grant project.

Submitted by: Carolyn Eyerman, AICP, and Assistant Planner
Revised 08-2002

Date: April 10, 2019

MEMORANDUM

To: Historic District Commission and Board of Selectmen
From: Carol Eyerman, AICP, Assistant Planner
Date: April 10, 2019
Re: CLG grant – Grandstand roof project

In March 2018, the Selectboard approved submission of the FY 2018 federal Historic Preservation Fund CLG grant for \$24,995 to replace the Topsham Fairgrounds Grandstand roof. In April, 2018, the town received an award letter from Maine State Preservation Commission for the entire requested amount. The Selectboard approved acceptance of this grant funding, at that time.

Since accepting the grant funding, a request for proposals (RFP) was advertised in February, 2019 in three separate newspapers, as required by the grant. The town received five (5) bids by the deadline. Three (3) bidders (Jarr Management, Elliot Mead, and Linwood & Sons) were disqualified because they did not submit all of the required material. Two (2) bidders (Maine Highlands and Williams Construction) were interviewed on March 25, 2019 by the interview team which consisted of the Carol Eyerman, Town Planner/staff liaison, Jay Herrick, Architect, and Marie Brilliant, Vice President of the Sagadahoc Agricultural Society.

The interview team and the Historic District Commission met, discussed, voted and recommend hiring Williams Construction based on the following criteria:

- outstanding background in historic projects,
- met all the grant, bid and RFP scope/requirements,
- met the Topsham policy for awarding bids and contracts submission materials.
- estimated cost of \$45,013.

Below are the relevant comparisons of the proposals as they relate to both the grant, bid and RFP specifications:

RFP/bid Submission Requirements	Maine Highlands Contracting	Williams Construction	Jarr Management	Elliot Mead Carpenter	Linwood & Sons Construction
Met deadlines	Yes	Yes	Yes	Yes	Yes
Statement of work to be done shows understanding of project	Yes	Yes	Not submitted	Yes	Yes
Names of project team members	Yes	Yes	Not submitted	No	No

List similar completed projects	Yes	Yes	Not submitted	No	Yes
Itemized budget	Yes	Yes	Yes	Yes	No
Project schedule	Yes	Yes	Not submitted	Yes	No
Signature of proposal	Yes	Yes	Yes	Yes	Yes
Total cost for project	\$50,288	\$45,013	\$39,900	\$56,000	\$48,600

Williams Construction Company

PO Box 1779
Waterville, Maine
207-872-9104/ 207-478-7100
Roofthis2956@gmail.com

SIMILAR WORK

Somesville Union Meeting House
1136 Main St
Mt Desert, Maine
207-244-9909
Bob Clifford

Built in 1852, this shingle roofing job was completed in February of 2019.

Wilson Museum
120 Perkins St
Castine, Maine
207-326-9247

Copper roofing job completed in 2004.

Waterville Historical Society
Apothecary
Silver St
Waterville, Maine
207-872-9439
Bryan Finnemore

Shingled roofing job completed in 2004.

Fairfield Historical Society
42 High St
Fairfield, Maine
207-453-9823
Mark McPheters

Main part of slate roof of the Museum. Work completed in 1989.

Caspar Weinberger Estate built in 1910
584 Sound Drive
Mount Desert, Maine
Caspar Weinberger

Shingled Roofing job on main roof in 2002, guest house, pool roof and garage in 2006

Bangor House built in 1833
174 Union Street
Bangor, Maine

Shingle roof area with copper ice breaks and copper valleys and aprons, completed in 2008

**WILLIAMS
CONSTRUCION**

PO Box 1779
Waterville, Maine
207-827-9104
207-478-7100
Roofthis2956@gmail.com

REFERENCES

1
Bob Clifford
Somesville Meeting House
1136 Main St
Mt Desert, Maine
207-299-9909

2
Jeff Crafts
Consultant
Madomic Ridge Condos
207-305-481-4826

3
Keith Richards
Manager, Catholic Charities of Maine
Seton Village
Waterville, Maine
207-660-1404

4
Trudy Lamoreau
Town Manager
Litchfield, Maine
Fire station Metal Roof/ Stan Labbe Fire Chief
207-268-4721

JARROD WILLIAMS

150 OAK GROVE DR · 207-478-7100

ROOFTHIS2956@GMAIL.COM

I have been in the roofing industry my entire life and have worked on multiple projects ranging from Maine DOT, Governor Baldacci's house, multiple elementary schools and apartment complexes to churches and residential homes.

EXPERIENCE

JUNE 1992 – PRESENT

PRESIDENT, WILLIAMS CONSTRUCTION AND ROOFING

When I took over Williams Roofing in 1998 we had 3 employees and grossed 305K per year. Within 6 years we expanded the business to 18 employees and gross receipts of 1.6 million while still keeping an eye on workmanship and quality.

EDUCATION

JUNE 1993

HIGH SCHOOL DIPLOMA, WINSLOW HIGH SCHOOL

MAY 1997

BS IN BUSINESS, HUSSON UNIVERSITY

SKILLS

- I have been part of all of the historic jobs we have references except for the one done in 1989
- I enjoy being on site with the crew especially with historic landmarks such as this one.

ACTIVITIES

I enjoy playing on the company softball team and spending hours coaching both daughters in youth sports.

ANDY TAYLOR

80 WASHINGTON ST. • 207-478-8160

Williasroofing1@netzero.net

I have been with Williams Roofing and Williams Construction for 19 years. During this time I have been on several of the historical buildings that we have done work for helping run the crews.

EXPERIENCE

1981 – 1985

U.S. NAVY

1987 - 1992

U.S POSTAL SERVICE

1992 – 2000

PAINTING CONTRACTOR

AUGUST 2000 – PRESENT

JOB SUPERINTENDENT, WILLIAMS CONSTRUCTION AND ROOFING

I started out with this company as a laborer and worked my way up to foreman and now to Job Superintendent.

EDUCATION

JUNE 1980

HIGH SCHOOL DIPLOMA, HOULTON HIGH SCHOOL

SKILLS

- I have been in the construction industry over half of my life, even back when I was in the Navy.
- I enjoy being Job Superintendent on historic jobs such as this one and paying attention to detail.

BERNARD WILLIAMS

5 BEAR LANE. · 207-861-1739

Bernardwilliamsir2956@gmail.com

I started Williams Roofing in 1982, running it until 1998 when my son took over running the business.

EXPERIENCE

1968 – 1970

U.S. NAVY

1972 - 1978

SHAWSTACK CONSTRUCTION

1978 - 1982

GUNNITE CONSTRUCTION

MAY 1982 – PRESENT

OWNER, WILLIAMS CONSTRUCTION AND ROOFING

I started this company in 1982 and have seen it grow for the last 37 years. I still do estimates on a weekly bases and help keep an eye on all the crews.

EDUCATION

JUNE 1968

HIGH SCHOOL DIPLOMA, ERSKINE ACADEMY

SKILLS

- I was in the construction branch when I was in the Navy and have continued along that line of work my whole life.

WILLIAMS CONSTRUCTION
AND ROOFING COMPANY

BUDGET FOR:

TOPSHAM FAIRGROUNDS

GRANDSTAND ROOFING PROJECT

Materials:	\$14,560	32%
Labor:	\$13,400	29%
Debris:	\$ 1,150	25%
Overhead	\$5,707	12.5%
Extras/ misc	\$2,283	5%
Profit	\$8,563	18%

PROPOSAL AND CONTRACT

Date March 6 2019

To Sagadahoc Agricultural Society
Topsham Fairgrounds Grandstand Roof

Dear Sirs:

Williams Construction and Roofing Company proposes to furnish all materials and perform all labor necessary to complete the following:

To strip off existing shingles down to wooden deck. To inspect
deck and replace, re-nail as needed. To then install all
materials including drip edge, underlayment, shingles, and
ridge cap to specifications in bid form. To follow all
manufacturers specifications. All debris to be removed.
Job to be finished completely by June 1 weather permitting.

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of Forty-five thousand six hundred sixty-three
Dollars (\$ 45,663)

Payment to be made in full upon completion of job.

Williams Construction and Roofing Company further agrees to guarantee above mentioned job for ¹⁰~~one~~ year against any defects in workmanship from completion of same job.

J.W.

Respectfully submitted,

By Jarrod Williams

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which I _____ agree to pay the amount mentioned in said proposal, and according to the terms thereof.

Accepted,

Date _____

By _____

DOCUMENT 004113 - BID FORM

1.1 BID INFORMATION

- A. Bidder: Williams Construction Co.
- B. Project Identification: Topsham Fairgrounds Grandstand Roof Replacement.
1. Project Location: 54 Elm Street, Topsham, ME.
- C. Owner: Sagadahoc Agricultural Society, 53 Elm Street, Topsham, ME 04086. Contact: Leon Brilliant.
- D. Architect Identification: The Contract Documents were prepared for Project by James Herrick Architect, 47 Main Street, Topsham, Maine 04086. Telephone 207-729-4177.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by James Herrick Architect and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. Forty-Five thousand six hundred Dollars (\$ 45,663).

- B. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
1. This Bid will remain subject to acceptance for 30 days after the day of Bid opening.
2. The Owner has the right to reject this Bid.
3. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award.
4. BIDDER has examined copies of the Bidding Documents.
5. BIDDER has visited the site and become familiar with the general, local and site conditions.
6. BIDDER is familiar with federal, state, and local laws and regulations.
7. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examination, investigations, explorations, tests, studies and data with the Bidding Documents.
8. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm or corporation and is not submitted in conformity with an agreements or rules of a group, association, organization or corporations; BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not

solicited or induced a person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.

1.3 BID GUARANTEE

- A. Not required.

1.4 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work on or before December 31, 2018.

1.5 LIQUIDATED DAMAGES

- A. Not applicable.

1.6 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated NA.
2. Addendum No. 2, dated _____.
3. Addendum No. 3, dated _____.
4. Addendum No. 4, dated _____.

1.7 ALLOWANCES

- A. The above amount includes the Allowances listed in Section 010000 "General Requirements".

1.8 SUBMISSION OF BID

- A. Respectfully submitted this 6 day of March, 2018.
- B. Submitted By: Williams Construction Co. (Name of bidding firm or corporation).
- C. Authorized Signature: Jarrod Williams (Handwritten signature).
- D. Signed By: Jarrod Williams (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Street Address: Main Office 20 Green Point Road.

G. City, State, Zip: Brewer, ME 04412

H. Phone: (207) 989-9595 Brewer (207) 872-9104

WTVZ

END OF DOCUMENT 004113

Williams Roofing and Construction
PO Box 756, Brewer, Maine 04412
207-989-9595/ 207-478-7100

Topsham Fairgrounds Grandstand Roof

Projected work schedule:

We would like to start this roofing project on April 1st 2019 or first day thereafter where the area around the Grandstand is dry enough to not cause damage to the ground (after mud season) if awarded the job. The work is estimated to take 6-8 working days maximum with the job to be completed no later than May 14th weather permitting.

Board of Selectmen Meeting

For the date of: 04/18/2019

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- Old Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 19-26

(If this is unfinished business, please remember to research and enter the original agenda number above. For regular agenda items, the secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action on writing off outstanding Personal Property taxes for a deceased business owner.

Brief Description of Consent or Agenda Item:

Submitted by Rich Roedner, Town Manager

Date: 03-22-2019

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: April 11, 2019
Re: Personal Property Tax Write Off

This is here for the Board to consider writing off old Personal Property taxes owed for Davis Construction, a business located in Topsham. The owner of the business has passed away, and the company is no longer in operation. The current taxes have been abated by the Assessor.

The recommendation of staff is that the past taxes, going back to 2014, be written off as uncollectible. As of today, the total was \$4,791.06.

Rich Roedner

From: Deb Fischer
Sent: Tuesday, March 19, 2019 2:54 PM
To: Rich Roedner
Subject: PP WRITE OFF

Rich,

I just processed an abatement on 2019 PP taxes showing the owner died in November 2017. Currently, the Davis Construction account P82 has 2014-2018 outstanding PP taxes. Principal of \$3,903.21 and interest of \$870.63.

I think these taxes may be uncollectible at this point.

Debbie

Debra A. Fischer
Topsham Finance Director

Town of Topsham
100 Main Street
Topsham, ME 04086
207.725.1721
Fax 207.725.1731
Mon - Thu 6:30 am - 4:30 pm

Please be advised that pursuant to Title 1 M.R.S.A. Section 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of an agency or public official that has been received or prepared for use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail with Town offices or Town officials, with certain limited exceptions, is public record and is available for review by any interested party.

**PP Account 82 Detail
as of 04/11/2019**

Name: DAVIS CONSTRUCTION

Location: 388 RIVER RD

Assessment: 42,020

2019-1 Period Due:

Mailing Address: ATTN DAVIS JOHN L
PO BOX 94
TOPSHAM ME 04086

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2019-1 R				0.00	0.00	0.00	0.00
2018-1 R				761.40	65.78	0.00	827.18
2017-1 R				776.99	121.37	0.00	898.36
2016-1 R				796.89	180.72	0.00	977.61
2015-1 R				789.38	234.35	0.00	1,023.73
2014-1 R				778.55	285.63	0.00	1,064.18
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
Account Totals as of 04/11/2019				3,903.21	887.85	0.00	4,791.06

Per Diem

2018-1	0.1460
2017-1	0.1490
2016-1	0.1528
2015-1	0.1514
2014-1	0.1493
Total	0.7486

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

TOWN OF TOPSHAM
RECORD OF ABATEMENTS

FOR TAXES COMMITTED FOR APRIL 1, 2018

3/19/2019

ABATE #	DATE	NAME	TIF#	ACCT #	TYPE	MAP/LOT	VALUE	TAXES	REASON	FORMAL (X)	COLLECTIONS PROCESSED
2019-04	03/19/19	DAVIS CONSTRUCTION		82	PP		\$ 42,020	\$ 787.03	DECEASED NOV 2017		

TAX RATE 0.01873

Board of Selectmen Meeting

For the date of: 04/18/2019

Type of Item:

- Board or Committee Presentation
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 Public Hearing
 Unfinished Business
 Old Business
 New Business
 Executive Session
 Workshop

Type of Submission:

- Regular Submission
 Additional Agenda Item
 Additional Information

Agenda Number 19-27

(If this is unfinished business, please remember to research and enter the original agenda number above. For regular agenda items, the secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action on amending Traffic Ordinance to remove Yield Sign at the bottom of Elm Street Extension.

Brief Description of Consent or Agenda Item:

Submitted by Rich Roedner, Town Manager

Date: 03-21-2019

MEMORANDUM

To: Board of Selectmen
From: Richard Roedner, Town Manager
Date: April 11, 2019
Re: Amending Town Code Chapter 210, Vehicles and Traffic
Removing Yield sign

As you will recall, we received a comment during our recent Neighborhood Meetings about a Yield Sign at the bottom of Elm St. Extension. Originally, this sign was placed to give west bound traffic from Main St. the right of Way. However, with the recent reconfiguration of these roads, that portion of Winter St. is now one-way toward Main St.

This change in traffic patterns makes this Yield Sign unnecessary.

Both Chris Lewis, Police Chief, and Dennis Cox, Director of Public Works, have indicated that the sign can be safely removed.

Chapter 210-27 of the Town Code gives the Board of Selectmen the authority over the inventory of street signs.

You are being asked to authorize the removal of this Yield Sign, and the subsequent amendment to the Inventory List of Traffic Control Signs.

Rich Roedner

From: Dennis Cox
Sent: Thursday, March 07, 2019 8:10 AM
To: Rich Roedner; Chris Lewis
Cc: Derek Scrapchansky; Dennis Cox
Subject: RE: Winter St.

If what you describe is the issue, I would suggest removing the yield sign all together. Because Winter is a one way to Main Street, there doesn't need to be a Yield on Winter in the wrong direction, which makes it confusing looking from Main up Winter then.

I suggest removing the yield sign.

Dennis Cox
Public Works Director
Town of Topsham
100 Main Street (mailing)
10 Maintenance Way (Actual)
Topsham, Me 04086

(207) 725-1728

Please be advised that pursuant to Title 1 M.R.S.A. Section 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of an agency or public official that has been received or prepared for use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail with Town offices or Town officials, with certain limited exceptions, is public record and is available for review by any interested party.

From: Rich Roedner
Sent: Tuesday, March 05, 2019 12:39 PM
To: Dennis Cox; Chris Lewis
Cc: Rich Roedner; Derek Scrapchansky
Subject: Winter St.

Derek has compiled everyone's responses to the Neighborhood Meeting comments.

One of the comments we got was about the Yield sign at the bottom of Elm St. Extension, and whether it should be moved to the other side. Right now, the response is that is on the right per traffic regs.

I think the real issue was that the other side of Winter St. is one-way toward Main St., so why is there a Yield on Elm St. Ext? If the concern is stray traffic going the wrong way on Winter St., then why don't we put the Yield sign on Winter, facing traffic going the wrong way?

Thoughts?

Rich

Richard Roedner
Town Manager
100 Main St.

Rich Roedner

From: Chris Lewis
Sent: Thursday, March 21, 2019 11:27 AM
To: Rich Roedner; Dennis Cox
Cc: Derek Scrapchansky
Subject: RE: Winter St/Elm St Ext

In looking at the area I feel the decision to remove the sign completely is the best course of action.

Christopher A. Lewis
Chief of Police
Topsham Police Department
100 Main Street
Topsham, ME 04086
207-725-4337
Fax: 207-725-4604
Email: clewis@topshammaine.com

From: Rich Roedner
Sent: Monday, March 18, 2019 9:20 AM
To: Chris Lewis <clewis@topshammaine.com>; Dennis Cox <dcox@topshammaine.com>
Cc: Rich Roedner <rroedner@topshammaine.com>; Derek Scrapchansky <dscrapchansky@topshammaine.com>
Subject: Winter St/Elm St Ext

One of the comments we got from the Neighborhood Meetings about the Yield sign at the bottom of the hill on Elm St. Extension, suggesting that it should instead be for wrong way traffic on that last leg of Winter St. Dennis had suggested pulling the sign all together.

Chris, I haven't heard your thoughts on taking this sign out.

If we agree that this is the proper thing to do, then I think we have to go to the Board for a Traffic Ordinance amendment for the change in signage.

Please let me know your thoughts.

Rich

Richard Roedner
Town Manager
100 Main St.
Topsham, ME 04086

207-725-5821 ext. 2110

rroedner@topshammaine.com